

Rural & Regional Affairs and Transport Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Budget Estimates May 2014
Infrastructure and Regional Development

Question no.: 01

Program: n/a

Division/Agency: Corporate Services

Topic: *Infrastructure for the 21st Century Video - Timing*

Proof Hansard Page: 5 (26 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: I want to ask you about something that appeared on YouTube on the afternoon of the budget... This is Infrastructure for the 21st Century. Are you familiar with this, Mr Mrdak?

Mr Mrdak: Yes, that is a video production which the department prepared.

...

Senator CONROY: ... Can I check on the timing of the release. I understand that it was released while the budget lockup was on. You might have been in your own lockup, if that is what you were doing, but I understand that this was made available during the afternoon of the lockup; in other words, before 7.30, when the projects were announced.

Mr Mrdak: That is my understanding, yes. It was released in the late afternoon on the day of the budget.

Senator CONROY: At what time was it released?

Mr Mrdak: I would have to check that. I do not have a specific time. My understanding is that it was late afternoon of that day.

Answer:

The Department understands the video was uploaded between 3pm and 4pm.

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ANSWERS TO QUESTIONS ON NOTICE
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Question no.: 02

Program: n/a

Division/Agency: Corporate Services

Topic: *Infrastructure for the 21st Century Video - Costing*

Proof Hansard Page: 6 (26 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: It is quite a fancy little video. What did it cost to prepare?

Mr Mrdak: I think we are still settling the final costings of it. I do not have that information with me. I will take that on notice, if you do not mind.

Senator CONROY: I might be able to help you. With respect to the contract value—you can perhaps help us—there appear to be two video presentations on infrastructure investment, both with the same people here in Kingston—the trustee for SilverSun Pictures. One contract value was listed at \$35,000 and one at \$50,000. I am just trying to find out whether or not that is a combined \$85,000. It is from the tender website. You should be able to get Senator Johnston to call it up for you right now, if you would like.

Mr Mrdak: As you know, what we publish on AusTender is the ultimate contract amount, but it may not be the final price. It would depend on—

Senator CONROY: So it could be higher?

Mr Mrdak: No, I do not think so. I think the contract price, from my understanding, would be lower. But I will take that on notice and come back to you as soon as possible.

Senator CONROY: Were there two contracts let or was it one contract for \$50,000 and one contract for \$35,000—or was it a combined \$85,000?

Mr Mrdak: From my understanding, there were two pieces of work commissioned. Firstly, the initial piece of work in preparing the video was done for the announcement by the government on the Western Sydney infrastructure package; that was prepared. Subsequently, it was decided to broaden the presentation to include what would be developed in the forthcoming budgets; hence we went back and did another contract with the company. I will get you the details of the actual costs, but my understanding is that it is less than the contracted amount provided for in the contract. I will get you the details of that.

Senator CONROY: Okay. But at this stage there is an \$85,000 combined figure for the production of this, given that the first part was preparation for the second part?

Mr Mrdak: There are two separate contracts. Without having that in front of me—

Senator CONROY: One piggybacks off the other; that is what you have described to me.

Mr Mrdak: That is correct. There was an initial piece of work done which was subsequently revised and extended with the additional contract.

Senator CONROY: So the initial one was \$35,000 and then the final one was \$50,000. Is the threshold \$80,000? On AusTender, it says \$80,000. I am just trying to work out what the actual—

Mr Mrdak: I will get you the details of the actual expenditure. They are the maximum amounts under the contract. I will get you the actual details of the invoices, which I think we are just settling at the moment.

Answer:

The total cost of the video was \$70,460.72 (incl GST).

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Question no.: 03

Program: n/a

Division/Agency: Corporate Services

Topic: *Infrastructure for the 21st Century Video - Use*

Proof Hansard Page: 7 (26 May 2014)

Senator Conroy, Stephen asked:

Mr Mrdak: The video is also being used as part of presentations that ministers are using for events that are being undertaken.

Senator CONROY: That is a bit long; you would not use that whole thing.

Mr Mrdak: It has been utilised for presentations—

Senator CONROY: Who have you tortured by making them watch all of that?

Mr Mrdak: I will just check. Certainly I have utilised it for departmental presentations and I think ministers do intend to use it for audiences in the future.

Answer:

The video has been used by the Department for post budget briefings.

Copies of the video have been provided to Ministers to use as appropriate to their audience.

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Question no.: 04

Program: n/a

Division/Agency: Corporate Services

Topic: *Infrastructure for the 21st Century Video - Staffing*

Proof Hansard Page: 7 (26 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: How many man hours or person hours went into it on the departmental side?

Mr Mrdak: It was done over a period of several weeks. I would have to take that on notice.

Answer:

The development of the video took place over a seven week period. The Department did not record the person hours required to complete the video.

Rural & Regional Affairs and Transport Legislation Committee
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Question no.: 05

Program: n/a

Division/Agency: Corporate Services

Topic: *Infrastructure for the 21st Century Video - AusTender*

Proof Hansard Page: 8 (26 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: In terms of the process of AusTender, how many tenderers were there?

Mr Mrdak: My understanding is that we went to a single procurement, a single firm.

Senator CONROY: So you just picked someone. There is an \$80,000 threshold, though, if you are picking just one. Isn't that the issue?

Mr Mrdak: That is correct. We went to a—

Ms O'Connell: There were three quotes.

Mr Mrdak: I am advised—I will take it on notice—that three firms tendered or quoted for the work.

Answer:

As per the Commonwealth procurement rules, the department sourced quotes from three providers, who were listed on the Department's communications panel as having the ability to undertake video production.

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Question no.: 06

Program: n/a

Division/Agency: Corporate Services

Topic: \$60 Million Reduction - Framework

Proof Hansard Pages: 10-11 (26 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: Could you indicate where these savings or cost reductions were made by revenue increases or expense cuts? What is that split? What have you been able to come up with?

Mr Mrdak: There are two processes underway. Firstly, we are required, by June this year, to have undertaken an audit of all of our regulatory activities and to have subjected them to a compliance cost calculation, which has been set using a framework determined by the Department of the Prime Minister and Cabinet. That gives us the ability to recognise what our total compliance costs on industry are across the portfolio. Secondly, we have been identifying pieces of legislation or regulation that we undertake to identify areas where we can make savings by effectively removing red tape or regulatory impost on industry. At the moment we have been focused on two key portfolios that have delivered significant regulatory reductions. They are the Civil Aviation Safety Authority, through some of their new regulations, and also the Maritime Safety Authority, through some of their new regulations where they have sought to reduce unnecessary regulatory compliance costs going—

...

Mr Mrdak: They are targeted regulatory reductions that do not impact on safety. That has been a fundamental concern of the government. From the department's perspective, we are looking at areas such as our motor vehicle compliance regulatory arrangements, our transport security arrangements and some of our arrangements in our aviation airports division where we impose regulatory requirements on industry. So we are undertaking—

...

Senator CONROY: Most of these areas that you have mentioned are completely new to me. I am going to ask you to explain a little more about the individual areas. First of all, I want you to start with the process. Could you just take me through this? You have said that PM&C have devised this process. Could we get a copy of the framework?

Mr Mrdak: Certainly. I think it has been publicly set out, but I will take that on notice, if I may.

Answer:

Information regarding the Government's deregulation agenda is available from the Office of Deregulation website at <http://www.dpmc.gov.au/deregulation/index.cfm>

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Question no.: 07

Program: n/a

Division/Agency: Corporate Services

Topic: AusTender – Bathroom Renovations

Proof Hansard Page: 16 (26 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: On 22 April AusTender posted two contract notices of bathroom renovations. What can you tell us about those? They are valued at \$20,000, so I just wonder what you can tell us about a couple of loos.

Mr Mrdak: I am not familiar with those. Can I take that on notice?

Senator CONROY: The question is whether or not you are planning to be familiar with them.

Mr Mrdak: No. I am not aware of any changes to bathroom arrangements with which I am familiar.

Senator CONROY: Perhaps during the course of the morning someone could come back to us and tell us what the \$40,000 in total—two times 20—is for.

Answer:

The Department manages the 1700 hectare Badgerys Creek airport site which includes a number of residential and commercial leases. A commercial property manager manages the properties on the Commonwealth's behalf.

The 2 contracts listed on AusTender on 22 April (valued at \$20,883.43 and \$20,973.47) were for bathroom renovations for properties managed under the Badgerys Creek lease arrangements.

Following the Government's announcement on 15 April that Badgerys Creek will be Sydney's second airport site the Department instructed the Property Manager to reconsider the expenditure. Both renovations were cancelled and alternative arrangements have been made.

One home will be vacated and the other will have limited bathroom repairs appropriate for shorter-term use at an estimated cost of approximately \$3,629.

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Question no.: 08

Program: n/a

Division/Agency: Corporate Services

Topic: Commission of Audit Report

Proof Hansard Page: 17 (26 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: Did the department provide input to the government's Commission of Audit?

Mr Mrdak: Yes.

Senator CONROY: Did you do that of your own initiative or responding to a request?

Mr Mrdak: We had a request from the Commission of Audit to which I responded.

Senator CONROY: Who made the request?

Mr Mrdak: I think it was the chair of the Commission of Audit.

Senator CONROY: What was the nature of the department's input?

Mr Mrdak: We provided information on the role and responsibilities of the department, our structure, information in relation to all of our programs and—

Senator CONROY: Bearing in mind that this is not advice to government.

Mr Mrdak: That is correct.

Senator CONROY: And it has been made quite clear that it was not a government report; it was an orphan.

Are we able to get a copy of your advice to the commission?

Mr Mrdak: I will take that on notice. I do not have any difficulty with providing it, but I will take it on notice in terms of what arrangements the commission has put in place as to whether my submission was published along with others, if you do not mind.

Answer:

The Department's submission to the Commission of Audit is attached.

08 – Attachments A and B

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Question no.: 09

Program: n/a

Division/Agency: Corporate Services

Topic: Use of Special Purpose Aircraft on 31 January 2014

Proof Hansard Page: 18 (26 May 2014)

Senator McLucas, Jan asked:

Senator McLUCAS: Going to an answer to a question on notice which went to the use of special purpose aircraft, there was a trip on Friday, 31 January, to, I expect, Oakey airport and back; is that right?

Mr Mrdak: Yes, Senator.

Senator McLUCAS: Who was on that flight?

Mr Mrdak: If it is the flight I recall, it was the Deputy Prime Minister and his office. ...

Senator McLUCAS: So the DPM and his staff?

Mr Mrdak: That is correct.

Senator McLUCAS: How many passengers all together?

Mr Mrdak: I would have to take that on notice. It was a relatively small number. From recollection, it was two staff and me. I will take that on notice.

Answer:

Four passengers (including the Deputy Prime Minister).

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Question no.: 10

Program: n/a

Division/Agency: Corporate Services

Topic: Minor Regions Website

Proof Hansard Pages: 23-24 (27 May 2014)

Senator Conroy, Stephen asked:

Senator CONROY: I want to talk about the minor region website. What is the status of it at the moment?

Mr Mrdak: The website remains in operation. We have currently got it under review to update it. I will just see if I have some details with me. My understanding is that the—

Senator CONROY: Will you be identifying the \$350 million funding cuts through RDAF round 5?

Mr Mrdak: Identifying them?

Senator CONROY: Will you be putting up on the website that \$350 million of funding through RDAF round 5 will no longer be available?

Mr Mrdak: I think all of the proponents have been advised of that. I am not too sure as to whether that is on the website. I will check that for you.

Senator CONROY: I would consider that that is what an update is. You do not just update the good news; you update all of the news.

Mr Mrdak: I would imagine that we have a statement on the website which sets out what projects are being funded under RDAF and the fact that RDAF 5 and 5B are not proceeding. I will check that, Senator. I will check that this morning.

Senator CONROY: Do you identify that \$350 million of funding is no longer available, not just 'oh, this program has been ceased'? You identify the quantum?

Mr Mrdak: I will identify the quantum. Certainly, the—

Senator CONROY: No. I am asking if it does identify the quantum.

Mr Mrdak: Again, I will check for you, Senator.

...

Senator CONROY: What has been the delay in the update or is it now completed?

Mr Mrdak: Again, I do not have the officers with me who are responsible for that. That is handled in our policy and research group. I will get an answer for you this morning in relation to the website status and where it is at.

Answer:

The MyRegion website is in operation and is being updated with information as it becomes available. Consideration is being undertaken as to the look and content of the MyRegion website to capture the government's policies and programmes and announcements.

The DPM wrote to all councils on 9 December 2013 advising that Round Five and Five B of the RDAF would not proceed and the Department wrote to non-council proponents on 11 December 2013 advising that Round Five B of RDAF would not proceed.

The Deputy Prime Minister publicly announced through a media release on 4 December 2013 that the Government would not be funding RDAF round 5 projects. http://www.minister.infrastructure.gov.au/wt/releases/2013/December/wt040_2013.aspx

The department's website hosts the lists of projects approved under RDAF rounds 1 to 4 <http://www.regional.gov.au/regional/programs/rdaf.aspx>.

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Question no.: 11

Program: n/a

Division/Agency: Corporate Services

Topic: Staffing

Proof Hansard Page: Written

Senator Lundy, Kate asked:

1. How many people does your department/agency currently employ? Please provide a breakdown of this figure based on the following:
 - a. State and Territory.
 - b. Age.
 - c. Gender.
 - d. APS level classification.
 - e. Contract type (ongoing or non-ongoing).
2. How many people did your department/agency employ as of 30 June 2013? Please provide a breakdown of this figure based on the following variables:
 - a. State and Territory.
 - b. Age.
 - c. Gender.
 - d. APS level classification.
 - e. Contract type (ongoing or non-ongoing)
3. How many people did your department/agency employ as of 18 September 2013? Please provide a breakdown of this figure based on the following:
 - a. State and Territory.
 - b. Age.
 - c. Gender.
 - d. APS level classification.
 - e. Contract type (ongoing or non-ongoing).

Answer:

Department of Infrastructure and Regional Development

1. 1,186 employees. The breakdown is as follows:

State and Territory	Headcount
Aust. Capital Territory	986
New South Wales	58
Northern Territory	6
Overseas	15
Queensland	36
South Australia	22
Tasmania	3
Victoria	27
Western Australia	31
Norfolk Island	2
Total	1,186

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Age range	Headcount
20 - 24	45
25 - 29	151
30 - 34	195
35 - 39	150
40 - 44	161
45 - 49	152
50 - 54	148
55 - 59	116
60+	68
Total	1,186

Gender	Headcount
Female	587
Male	599
Total	1,186

APS Level Classification	Headcount
APS2	1
APS3	50
APS4	84
APS5	191
APS6	276
EL1	363
EL2	173
SEB1	35
SEB2	10
SEB3	2
SEC	1
Total	1,186

Contract Type	Headcount
NonOngoing Full Time	8
NonOngoing Part Time	4
Ongoing Full Time	1066
Ongoing Part Time	108
Total	1,186

Rural & Regional Affairs and Transport Legislation Committee
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2. 979 employees. The breakdown is as follows:

State and Territory	Headcount
Aust. Capital Territory	809
New South Wales	48
Northern Territory	4
Overseas	15
Queensland	34
South Australia	23
Victoria	25
Western Australia	21
Total	979

Age range	Headcount
< 20	1
20 - 24	44
25 - 29	124
30 - 34	166
35 - 39	127
40 - 44	143
45 - 49	125
50 - 54	120
55 - 59	80
60+	49
Total	979

Gender	Headcount
Female	453
Male	526
Total	979

APS level Classification	Headcount
APS 2	2
APS 3	47
APS 4	70
APS 5	154
APS 6	227
EL 1	287
EL 2	150
SES	42
Total	979

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Contract Type	Headcount
NonOngoing Full Time	16
NonOngoing Part Time	4
Ongoing Full Time	883
Ongoing Part Time	76
Total	979

3. 1,297 employees. This figure included 338 former DRALGAS employees who were on Section 72 as part of the Machinery of Government. Of these, 56 employees were subsequently transferred to Departments of Health and Attorney-General from 1 October 2013 as part of the Machinery of Government. The breakdown of the 1,297 are as follows:

State and Territories	Headcount
Aust. Capital Territory	1094
New South Wales	58
Northern Territory	6
Overseas	16
Queensland	38
South Australia	23
Tasmania	1
Victoria	28
Western Australia	30
Norfolk Island	3
Total	1,297

Age range	Headcount
20 - 24	51
25 - 29	183
30 - 34	201
30 -34	1
35 - 39	168
40 - 44	183
45 - 49	168
50 - 54	158
55 - 59	117
60+	67
Total	1,297

Gender	Headcount
Female	667
Male	630
Total	1,297

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APS level classification	Headcount
APS2	4
APS3	19
GAPSAPS3	29
APS4	98
APS5	188
APS6	316
EL1	392
EL2	194
SEB1	41
SEB2	10
SEB3	3
SEC	1
SES	2
Total	1,297

Contract Type	Headcount
NonOngoing Full Time	40
NonOngoing Part Time	10
Ongoing Full Time	1136
Ongoing Part Time	111
Total	1,297

Airservices Australia

1-3.

a.

Number of staff per location	Date	ACT	NSW	NT	QLD	SA	TAS	VIC	WA
	31 May 2014	946	399	98	1296	141	64	1228	290
	30 June 2013	861	390	96	1240	142	62	1124	253
	18 Sept 2013	900	398	91	1248	143	62	1169	265

b.

Age Profile of Staff	Date	<25	25-<35	35-<45	45-<55	55-<65	65+
	31 May 2014	187	1,038	1,229	1,255	679	74
	30 June 2013	172	934	1167	1188	647	60
	18 Sept 2013	174	974	1198	1217	645	68

c.

Gender Profile of Staff	Date	Female	Male
	31 May 2014	856	3606
	30 June 2013	806	3362
	18 Sept 2013	827	3449

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d. Airservices does not use APS level classifications.

Staff Classification	Date	Admin	Airways Data Team	Air Traffic Control	Emergency vehicle	Flight Data Co-Ord.	Firefighter	Flight Info officer	General Service Officer	Professional Officer	Senior Mgr.	Simulator Support	Technical
	31 May 2014	1296	12	1158	0	24	849	0	0	226	293	128	476
	30 June 2013	1127	11	1133	27	26	750	69	78	210	283	120	334
	18 Sept 2013	1229	12	1140	0	25	792	0	1	215	283	121	458

e. Contract type

Date	Ongoing	Non-ongoing
31 May 2014	4320	142
30 June 2013	4032	136
18 September 2013	4139	137

Australian Maritime Safety Authority

1. 376.
a – e. Refer to Attachment A.
2. 368.
a – e. Refer to Attachment B.
3. 372.
a – e. Refer to Attachment C.

Australian Transport Safety Bureau

1. 106.
 - a. ACT (83), QLD (13), SA (5) and WA (5).
 - b. Age between 25-34 (16), 35-44 (32), 45-54 (35), 55-64 (22) and 65 or greater (1).
 - c. Male (81) and Female (25).
 - d. APS5 (11), APS6 (14), EL1 (21), EL2 (55), SES1 (2) and Commission (3 of which 2 are part time)
 - e. Ongoing (99), non-ongoing (4) and Statutory Office Holders (3).
2. 116 (other data not readily available).
3. 121 FTE (other data not readily available).

Civil Aviation Safety Authority

1. 877. The breakdown of this figure is at Attachment D.
2. 850. The breakdown of this figure is at Attachment E.
3. 874. The breakdown of this figure is provided at Attachment F.

National Capital Authority

1. 67.
 - a. All employees are located in the ACT.
 - b. Average age 39.91 years.
 - c. 29 (43%) male and 38 (57%) female.
 - d. APS classifications:
 - 12 APS Level 2.
 - 7 APS Level 3.
 - 5 APS Level 4.

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- 7 APS Level 5.
 - 12 APS Level 6.
 - 15 Executive Level 1.
 - 7 Executive Level 2.
 - 2 SES Band 1.
- e. 50 (75%) ongoing APS employees and 17 (25%) non-ongoing APS employees.
2. 62.
- a. All employees were located in the ACT.
 - b. Average age 39.07 years.
 - c. 28 (45%) male and 34 (55%) female.
 - d. APS classifications:
 - 12 APS Level 2.
 - 3 APS Level 3.
 - 6 APS Level 4.
 - 6 APS Level 5.
 - 12 APS Level 6.
 - 14 Executive Level 1.
 - 7 Executive Level 2.
 - 2 SES Band 1.
 - e. 51 (82%) ongoing APS employees and 11 (18%) non-ongoing APS employees.
3. 66.
- a. All employees were located in the ACT.
 - b. Average age 38.76.
 - c. 28 (42%) male and 38 (58%) female.
 - d. APS classifications:
 - 11 APS Level 2.
 - 7 APS Level 3.
 - 6 APS Level 4.
 - 8 APS Level 5.
 - 11 APS Level 6.
 - 14 Executive Level 1.
 - 7 Executive Level 2.
 - 2 SES Band 1.
 - e. 50 (76%) ongoing APS employees and 16 (24%) non-ongoing APS employees.

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Question no.: 12

Program: n/a

Division/Agency: Corporate Services

Topic: Staffing

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many people does your Department/Agency employ?
2. What is the number of staff employed in each state and territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?

Answer:

Department of Infrastructure and Regional Development

1. 1,186.
2. 979. The breakdown is as follows:

State and Territory	Headcount
Aust. Capital Territory	809
New South Wales	48
Northern Territory	4
Overseas	15
Queensland	34
South Australia	23
Victoria	25
Western Australia	21
Total	979

Age range	Headcount
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3. 1,186. The breakdown are as follows:

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Gender	Headcount
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APS level Classification	Headcount
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APS 3	50
APS 4	84
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EL 1	363
EL 2	173
SES	48
Total	1,186

Airservices Australia

1. 4462 as at 31 May 2014.
2. Refer to SEQoN 11.
3. Refer to SEQoN 11.

Australian Maritime Safety Authority

1. 376.
2. Refer to [Attachment A](#).
3. Refer to [Attachment B](#).

Australian Transport Safety Bureau

1. 106.
2. 116. The other data is not readily available.
3. ATSB had the following figures:
 - ACT staff (83), QLD (13), SA (5) and WA (5).
 - ACT profile APS5 (10), APS6 (13), EL1 (13), EL2 (42), SES1 (2), Commissioners (3 of which 2 are part time).
 - QLD profile APS5 (1), EL1 (5), EL2 (7).
 - SA profile APS6 (1), EL1 (1), EL2 (3).
 - WA profile EL1 (2), EL2 (3).
 - Agency age profile for 25-34 (16), 35-44 (32), 45-54 (35), 55-64 (22) and 65 or greater (1).
 - Agency gender profile is Male (81) and Female (25).

Civil Aviation Safety Authority

1. 877 people.
2. 850 people. The breakdown of this figure is provided at [Attachment C](#).
3. Refer to [Attachment D](#).

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National Capital Authority

Refer to response to SEQoN 11 (Staffing).

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Question no.: 13

Program: n/a

Division/Agency: Corporate Services

Topic: Staffing Profile

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. What is the current staffing profile of the Department/Agency?
2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state).

Answer:

Department of Infrastructure and Regional Development

1. 1,186.
- 2.

APS Level Classification	Headcount
APS2	1
APS3	50
APS4	84
APS5	191
APS6	276
EL1	363
EL2	173
SEB1	35
SEB2	10
SEB3	2
SEC	1
Total	1,186

Division	Headcount
Aviation & Airports	132
Corporate Services	215
Executive	8
Infrastructure Australia	9
Infrastructure Investment	142
Local Government and Territories	126
Office of Transport Security	303
Policy and Research	109
Surface Transport Policy	142
Total	1,186

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Town/City and State	Headcount
Aust. Capital Territory	986
Canberra	984
Jervis Bay	2
New South Wales	58
Sydney	44
Newcastle	5
Orange	5
Wollongong	4
Northern Territory	6
Alice Springs	1
Darwin	5
Overseas	15
Abu Dhabi	2
Bangkok	2
Jakarta	4
Manila	2
Montreal	2
Port Moresby	2
Washington DC	1
Queensland	36
Brisbane	31
Townsville	5
South Australia	22
Adelaide	22
Tasmania	3
Hobart	3
Victoria	27
Melbourne	24
Bendigo	3
Western Australia	31
Perth	31
Indian Ocean Territories	2
Norfolk Island	2
Total	1,186

Airservices Australia

1-2. See SEQoN 11.

Australian Maritime Safety Authority

1. The current staffing profile of the Australian Maritime Safety Authority is as follows:

	Head Count	FTE
Total	376	367.82
Ongoing	282	277.76
Non-ongoing	94	90.06
Full-Time	345	345
Part-Time	31	22.82

2. A list of staffing numbers, broken down by classification, division and home base location is provided at [Attachment A](#).

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Australian Transport Safety Bureau

1. 106.
2. Break down as follows:
 - ACT (Canberra) profile APS5 (10), APS6 (13), EL1 (13), EL2 (42), SES1 (2), Commissioners (3 of which 2 are part time).
 - QLD (Brisbane) profile APS5 (1), EL1 (5), EL2 (7).
 - SA (Adelaide) profile APS6 (1), EL1 (1), EL2 (3).
 - WA (Perth) profile EL1 (2), EL2 (3).

Civil Aviation Safety Authority

1. The staffing profile for CASA as at 31 May 2014 is at Attachment B.
2. The list of CASA staff as at 31 May 2014 is at Attachment C.

National Capital Authority

Classification	Ongoing	Non-ongoing	Division	Home base location
SES Band 1				
Full-time	2	0	National Capital Authority	Parkes, ACT
Part-time	0	0	National Capital Authority	Parkes, ACT
EL 2				
Full-time	4	0	National Capital Authority	Parkes, ACT
Part-time	3	0	National Capital Authority	Parkes, ACT
EL 1				
Full-time	10	2	National Capital Authority	Parkes, ACT
Part-time	2	1	National Capital Authority	Parkes, ACT
APS 6				
Full-time	9	1	National Capital Authority	Parkes, ACT
Part-time	2	0	National Capital Authority	Parkes, ACT
APS 5				
Full-time	4	1	National Capital Authority	Parkes, ACT
Part-time	1	1	National Capital Authority	Parkes, ACT
APS 4				
Full-time	4	1	National Capital Authority	Parkes, ACT
Part-time	0	0	National Capital Authority	Parkes, ACT
APS 3				
Full-time	4	1	National Capital Authority	Parkes, ACT
Part-time/Casual	1	1	National Capital Authority	Parkes, ACT
APS 1-2				
Full-time	2	1	National Capital Authority	Parkes, ACT

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Part-time/Casual	2	7	National Capital Authority	Parkes, ACT
Total	50	17		

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Question no.: 14

Program: n/a

Division/Agency: Corporate Services

Topic: Transfers

Proof Hansard Page: Written

Senator Lundy, Kate asked:

1. Since 18 September 2013, what department/agency functions have been transferred from one state or territory to another?
2. For all functions transferred, can you please provide figures for the following:
 - a. Number of staff employed before and after the transfer,
 - b. Where the function was based before and after the transfer.
3. For each employee transferred please provide the followings:
 - a. Their age.
 - b. Their gender.
 - c. Their APS classification.
 - d. The wage of the employee before and after the transfer.
 - e. The area of the department/agency they worked in before and after their transfer.
 - f. A description of their position before and after the transfer.
 - g. The dates of their transfer.
 - h. An explanation for why the employee was transferred.
 - i. Whether they were transferred to or from Canberra.
 - j. Any costs incurred by the department/agency due to this transfer.

Answer:

Department of Infrastructure and Regional Development

1. Nil.
2. N/A.
3. N/A.

Airservices Australia

1. Nil.
2. N/A.
3. N/A.

Australian Maritime Safety Authority

1. Nil.
2. N/A.
3. N/A.

Australian Transport Safety Bureau

1. Nil.
2. N/A.
3. N/A.

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Civil Aviation Safety Authority

1. Nil.
2. N/A.
3. Since the Federal election in 2013, three CASA employees have been transferred from one CASA office to another CASA office interstate. These transfers occurred as two employees had the duties of their positions transferred from Canberra to Brisbane to better meet the operational needs of the Authority and one employee transferred on their request from Canberra to a vacant role they were qualified for in Melbourne.

National Capital Authority

1. Nil.
2. N/A.
3. N/A.

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Question no.: 15

Program: n/a

Division/Agency: Corporate Services

Topic: Transfers

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. What functions have been transferred from one state or territory to another since the federal election in 2013?
2. Can you please provide details of the number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
3. How many of these people are employed in Canberra?
4. How many people did your Department/Agency employ in Canberra immediately prior to the 2013 federal election?
5. How many employees have been transferred out of Canberra since the 2013?
6. How many of your employees have been transferred to Canberra since the 2013 federal election?
7. For all employees transferred to or from Canberra since the 2013 federal election, please provide:
 - a. Their age
 - b. Their wage. Please provide the figure for before their transfer and after their transfer.
 - c. Their gender.
 - d. The area of the Department they worked in. Please provide this detail for before their transfer and after their transfer.
 - e. A description of their position. Please provide this detail for before their transfer and after their transfer.
8. For every transferred employee please provide an explanation for their transfer?
9. For every transferred employee please provide any other cost incurred by the department because of that transfer?
10. Please provide all relevant dates.

Answer:

Department of Infrastructure and Regional Development

1. Nil.
2. N/A.
3. N/A.
4. 964.
5. Nil.
6. Nil.
7. N/A.
8. N/A.
9. N/A.
10. N/A.

Airservices Australia

1. Nil.
2. N/A.
3. N/A.
4. N/A.

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5. N/A.
6. N/A.
7. N/A.
8. N/A.
9. N/A.
10. N/A.

Australian Maritime Safety Authority

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. N/A.
9. N/A.
10. N/A.

Australian Transport Safety Bureau

1. Nil.
2. N/A.
3. N/A.
4. Nil.
5. Nil.
6. Nil.
7. N/A.
8. N/A.
9. N/A.
10. N/A.

Civil Aviation Safety Authority

1. Since the Federal election in 2013, no functions within CASA have been transferred between the states and territories.
2. N/A.
3. N/A.
4. Immediately prior to the Federal election in 2013, CASA employed a total of 456 people in Canberra.
5. Since the Federal election in 2013, three CASA employees have been transferred out of Canberra.
6. Since the Federal election in 2013, no CASA employees have been transferred to Canberra.
- 7.

Age	Annual Salary pre transfer	Annual Salary post transfer	Gender	Area pre Transfer	Area post Transfer	Position Detail Pre Transfer	Position Detail post transfer
41	\$74,201	\$74,201	Female	Govt, Industry & Community Relations	Govt, Industry & Community Relations	Coordination Officer	Coordination Officer
30	\$91,079	\$91,079	Male	Program Management	Program Management	Business Analyst	Business Analyst
52	\$140,625	\$132,239	Male	Continuing Airworthiness	Continuing Airworthiness	Principal Maintenance & Mechanical Systems Engineer	Senior Engineer - Propulsion

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8. 2 employees had the functions of their positions transferred from Canberra to Brisbane to better meet the operational needs of the Authority. 1 employee transferred from Canberra to a vacant role they were qualified for in Melbourne at a lower classification on their request.
9. 1 employee transferred to Brisbane was allocated \$3,000 relocation expenses payable upon presentation of receipted costs, and another transferred to Brisbane was allocated \$1,000 relocation expenses payable upon presentation of receipted costs.
10. Canberra to Brisbane 8 October 2013, Canberra to Brisbane 1 October 2013, Canberra to Melbourne 16 December 2013.

National Capital Authority

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. N/A.
9. N/A.
10. N/A.

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Question no.: 16

Program: n/a

Division/Agency: Corporate Services

Topic: Redundancies

Proof Hansard Page: Written

Senator Lundy, Kate asked:

1. Since 18 September 2013, how many positions have been made redundant in your department/agency?
 - a. How many of these positions were ongoing?
 - b. How many of these positions were non-ongoing?
 - c. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies please provide the following:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. The APS classification level of their position.
 - e. Their wage.
 - f. Their contract type (non-ongoing versus ongoing).
 - g. Where they were located.
 - h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.).
 - i. The reason a voluntary redundancy was offered for their position.
 - j. Details pertaining to any other costs incurred by the department/agency because of this redundancy.
 - k. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position before and after redeployment.
 - d. The APS classification level of their position before and after redeployment.
 - e. Their wage before and after redeployment.
 - f. Contract type (non-ongoing versus ongoing) before and after redeployment.
 - g. Where they were located before and after redeployment.
 - h. Please provide the reason for the redeployment.
 - i. Please specify any other costs incurred by the department/agency because of this redeployment.
 - j. Please provide all relevant dates.

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Answer:

Department of Infrastructure and Regional Development

1. 5.
 - a. 5.
 - b. Nil.
 - c. 5.
2. N/A, positions not re-filled.
3. 5.
 - a. 5.
 - b. Nil.
 - c. 5.
4. 5.
 - a. 5.
 - b. Nil.
 - c. 5.
5. N/A.
6. a. Age range

Age range	Headcount
30 - 34	1
45 - 49	1
50 - 54	1
55 - 59	1
60+	1
Total	5

- b. Gender

Gender	Headcount
Female	3
Male	2
Total	5

- c.

Position	Position Description
APS4	Team Member
EL 2	Director
EL 2	Director
SES	General Manager
SES	General Manager

- d. APS level classification

APS Classification	Headcount
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APS 4	1
EL 2	2
SES	2
Total	5

e. Wages

Annual Wages
\$64,132.00
\$127,465.00
\$131,883.00
\$180,406.00
\$217,233.00

f. Contract type – all Ongoing Full time.

g. Location – Canberra.

h.

Payout figure	Paid out entitlement
\$38,968.43	Annual leave & LSL
\$100,356.47	Annual leave & LSL
\$126,931.80	Annual leave & LSL
\$135,509.90	Annual leave & LSL
\$263,279.84	Annual leave & LSL

i. Positions were declared excess to the requirements of the Department.

j. N/A.

k. N/A.

7. N/A.

Airservices Australia

1. 9.
 - a. 8.
 - b. 1.
 - c. 6.
2. Nil.
3. 7.
 - a. 6.
 - b. 1.
 - c. 5.
4. 7.
 - a. 6.
 - b. 1.
 - c. 5.
5. Nil.
6. a.

	20-30	31-40	41-50	51-60	>60
Age	1	1	4	2	1

b.

	M	F
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Gender	6	3
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c. Positions were varied.

d.

	Band 4	Senior Manager	Executive Manager	ASA 7
Position Classification	1	4	3	1

e. The wages ranged from \$91,900 to \$270,600.

f.

	Permanent F/T	Permanent P/T	Temporary F/T
Contract Type	7	1	1

g.

	Canberra	Melbourne	Darwin
Location	6	2	1

h. Final payout figures ranged from \$60,300 - \$282,200.

i. Varied reasons.

j. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

k. Termination dates were October 2013 – June 2014.

7. Nil.

Australian Maritime Safety Authority

1. 3 positions have been made redundant.
 - a. 3 ongoing.
 - b. Nil.
 - c. 1 in the ACT.
2. No employees were redeployed.
 - a. N/A.
 - b. N/A.
 - c. N/A.
3. 3 employees were offered voluntary redundancies.
 - a. 3 ongoing.
 - b. Nil.
 - c. 1 in the ACT.
4. 3 employees accepted voluntary redundancies.
 - a. 3 ongoing.
 - b. Nil.
 - c. 1 in the ACT.
5. Nil. Redeployment options were not available.
 - a. N/A.
 - b. N/A.
 - c. N/A.
6. The details sought in part 6 (a) – (k) for all employees who accepted voluntary redundancies are provided in Attachment A. It should be noted that voluntary redundancy is provided for in AMSA's Enterprise Agreement 2012 – 2015.
7. There were no redeployments.

Australian Transport Safety Bureau

1. 13 positions have been made redundant.
 - a. All 13 were on-going.

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- b. Nil non-ongoing.
- c. 11 positions were situated in the ACT.
2. Nil positions were redeployed.
a-c. N/A.
3. All 13 were offered voluntary redundancies.
4. 11 of these accepted voluntary redundancies (9 of which are situated in the ACT).
5. All were offered the choice between voluntary redundancy and redeployment.
6. Details of those who accepted a voluntary redundancy as follows (noting all were ongoing employees and leave entitlements within the payout column have been bracketed):

Age	Gender	Position	Level	Wage	Location	Payout	Reason	Other	Date
59	Male	Manager	EL2	\$137,257	ACT	\$162,656 (\$26,929)	Excess	\$900 (financial advice)	25/04/14
61	Male	Investigator	EL2	\$127,464	Perth	\$74,199 (\$29,130)	Excess	Nil	30/05/14
58	Male	Investigator	EL2	\$127,464	Perth	\$113,003 (\$11,885)	Excess	\$880 (f/a)	30/05/14
50	Male	Investigator	EL2	\$127,464	ACT	\$160,262 (\$74,903)	Excess	\$1000 (f/a)	06/06/14
66	Male	Investigator	EL2	\$127,464	ACT	\$160,880 (\$60,653)	Excess	\$900 (f/a)	06/06/14
58	Male	Manager	EL2	\$137,257	ACT	\$184,521 (\$95,875)	Excess	Nil	05/06/14
58	Male	Manager	EL2	\$127,464	ACT	\$199,863 (\$62,056)	Excess	\$900 (f/a)	23/04/14
62	Male	Investigator	EL1	\$108,402	ACT	\$223,704 (\$103,869)	Excess	\$1,693 (training)	30/05/14
59	Female	Governance	EL1	\$103,735	ACT	\$52,450 (\$20,634)	Excess	\$900 (f/a)	07/05/14
38	Female	Finance	APS5	\$73,028	ACT	\$42,275 (\$2,280)	Excess	Nil	09/04/14
31	Female	Training	APS4	\$65,832	ACT	\$33,731 (\$2,523)	Excess	Nil	09/04/14

7. No employees were redeployed although two employees did not accept an offer for a voluntary redundancy and have progressed into their retention periods.
a-i. N/A.

Civil Aviation Safety Authority

1. 23 positions have been abolished in CASA. The details of the abolished positions are as follows:
 - 7 positions were ongoing, 16 positions were non-ongoing.
 - 12 positions were located in Canberra.
2. Nil.
3. 4 ongoing employees were offered voluntary redundancy.
4. 4 ongoing employees accepted the offered voluntary redundancy packages.
5. Nil.
6. The details of the four redundancy packages paid are provided at Attachment B.
7. Nil.

National Capital Authority

1. Nil.
- 2-7. N/A.

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Question no.: 17

Program: n/a

Division/Agency: Corporate Services

Topic: Redundancies

Proof Hansard Page: Written

Senator Lundy, Kate asked:

1. Since the 18 September 2013, how many employees in your department/agency have been made forcibly redundant?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory
2. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?
3. For employees who were made forcibly redundant since the 18 September 2013 please provide:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. The APS classification level of their position.
 - e. Their wage at retrenchment.
 - f. Their contract type (non-ongoing versus ongoing).
 - g. Where they were located.
 - h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.).
 - i. The reason why the employee was made forcibly redundant.
 - j. Details pertaining to any other costs incurred by the department/agency because of this redundancy.
 - k. Please provide all relevant dates.

Answer:

Department of Infrastructure and Regional Development

1. Nil.
2. N/A.
3. N/A.

Airservices Australia

1. See SEQoN 16.
2. All, as per redundancy process.
3. See SEQoN 16.

Australian Maritime Safety Authority

1. Nil.
2. N/A.
3. N/A.

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Australian Transport Safety Bureau

1. Two employees have been made forcibly redundant.
 - a. Both were ongoing.
 - b. Nil non-ongoing.
 - c. Both were situated in the ACT.
2. Both were offered voluntary redundancies or redeployment.
3. Details of the two (respectively).
 - a. 65 and 56.
 - b. Both Male.
 - c. Investigator and Manager.
 - d. EL1 and EL2.
 - e. \$101,440 and \$127,464.
 - f. Both ongoing.
 - g. Both in ACT.
 - h. Both are on a retention period, estimated cost \$130,000 (\$9000 in leave) and \$150,000 (\$20,000 in leave).
 - i. Excess to requirement.
 - j. Approximately \$2000 in financial advice (\$1000/employee).
 - k. Estimated exit dates for both employees (post 13 month retention period) 30/06/15.

Civil Aviation Safety Authority

1. Nil.
2. N/A.
3. N/A.

National Capital Authority

4. Nil.
5. N/A.
6. N/A.

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Question no.: 18

Program: n/a

Division/Agency: Corporate Services

Topic: Redundancies

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many positions have been made redundant in your Department/Agency since the 2013 federal election?
 - a. How many of these positions were ongoing?
 - b. How many of these positions were non-ongoing?
 - c. How many of these positions were situated in the ACT?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the ACT?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the ACT?
4. How many accepted voluntary redundancies since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the ACT?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in ACT?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
 - a. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
 - b. Please specify what component of that figure was paid out entitlements (annual leave etc).
 - c. Please specify any other costs incurred by the Department/Agency because of this redundancy.
 - d. Please provide the reason a voluntary redundancy was offered for their position.
 - e. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
 - a. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
 - b. Please specify any other costs incurred by the Department/Agency because of this redeployment.
 - c. Please provide the reason for that redeployment.
 - d. Please provide all relevant dates.

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Answer:

Department of Infrastructure and Regional Development

1. 5.
 - a. 5.
 - b. Nil.
 - c. 5.
2. Nil – positions not re-filled.
3. 5.
 - a. 5.
 - b. Nil.
 - c. 5.
4. 5.
 - a. 5.
 - b. Nil.
 - c. 5.
5. N/A.
6.
 - a.

Payout figures
\$38,968.43
\$100,356.47
\$126,931.80
\$135,509.90
\$263,279.84

Age range	Headcount
30 - 34	1
45 - 49	1
50 - 54	1
55 - 59	1
60+	1
Total	5

Gender	Headcount
Female	3
Male	2
Total	5

APS Classification	Headcount
APS 4	1
EL 2	2
SES	2
Total	5

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Contract Type	Headcount
Ongoing Full Time	5
Total	5

APS Classification	Position Description
APS4	Team Member
EL 2	Director
EL 2	Director
SES	General Manager
SES	General Manager

b.

Paid out entitlements
Annual Leave
Long Service Leave

c. N/A.

d. Positions were declared excess to the requirements of the Department.

e. N/A.

7. N/A.

Airservices Australia

1-7. See SEQoN 16.

Australian Maritime Safety Authority

1. Three Australian Maritime Safety Authority positions have been made redundant since the 2013 Federal election.
 - a. Three ongoing.
 - b. Nil.
 - c. One position in the ACT.
2. None of these employees were redeployed.
3. Three employees were offered voluntary redundancies since the 2013 Federal election.
 - a. Three ongoing.
 - b. Nil.
 - c. One employee in the ACT.
4. All three employees who were offered voluntary redundancies since the 2013 Federal election accepted them.
 - a. Three ongoing.
 - b. Nil.
 - c. One employee in the ACT.
5. No redeployments were offered as none were available.
6. The details for all employees who accepted voluntary redundancies since the 2013 Federal election are provided in Attachment A.
7. No redeployments were offered.

Australian Transport Safety Bureau

1. 13 positions have been made redundant.
 - a. All 13 were on-ongoing.
 - b. Nil non-ongoing.

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- c. 11 positions were situated in the ACT.
2. Nil positions were redeployed.
a-c. N/A.
 3. All 13 were offered voluntary redundancies.
 4. 11 of these accepted voluntary redundancies (9 of which are situated in the ACT).
 5. All were offered the choice between voluntary redundancy and redeployment.
 6. Details of those who accepted a voluntary redundancy as follows (noting all were ongoing employees):

Age	Gender	Position	Level	Wage	Location	Payout	Reason	Other	Date
59	Male	Manager	EL2	\$137,257	ACT	\$162,656 (\$26,929)	Excess	\$900 (financial advice)	25/04/14
61	Male	Investigator	EL2	\$127,464	Perth	\$74,199 (\$29,130)	Excess	Nil	30/05/14
58	Male	Investigator	EL2	\$127,464	Perth	\$113,003 (\$11,885)	Excess	\$880 (f/a)	30/05/14
50	Male	Investigator	EL2	\$127,464	ACT	\$160,262 (\$74,903)	Excess	\$1000 (f/a)	06/06/14
66	Male	Investigator	EL2	\$127,464	ACT	\$160,880 (\$60,653)	Excess	\$900 (f/a)	06/06/14
58	Male	Manager	EL2	\$137,257	ACT	\$184,521 (\$95,875)	Excess	Nil	05/06/14
58	Male	Manager	EL2	\$127,464	ACT	\$199,863 (\$62,056)	Excess	\$900 (f/a)	23/04/14
62	Male	Investigator	EL1	\$108,402	ACT	\$223,704 (\$103,869)	Excess	\$1,693 (training)	30/05/14
59	Female	Governance	EL1	\$103,735	ACT	\$52,450 (\$20,634)	Excess	\$900 (f/a)	07/05/14
38	Female	Finance	APS5	\$73,028	ACT	\$42,275 (\$2,280)	Excess	Nil	09/04/14
31	Female	Training	APS4	\$65,832	ACT	\$33,731 (\$2,523)	Excess	Nil	09/04/14

1. No employees were redeployed although two employees did not accept an offer for a voluntary redundancy and have progressed into their retention periods.
a-d. N/A.

Civil Aviation Safety Authority

1. 23. The details of the abolished positions are as follows:
 - 7 positions were ongoing, 16 positions were non-ongoing.
 - 12 positions were located in Canberra.
2. Nil.
3. 4 ongoing employees were offered voluntary redundancy.
4. 4 ongoing employees accepted the offered voluntary redundancy packages.
5. Nil.
6. The details of the four redundancy packages paid are provided at Attachment A.
7. Nil.

National Capital Authority

1. Nil.
- 2-7. N/A.

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Attachment A

Australian Maritime Safety Authority

Age (years)	AMSA Level	Wage	Contract Type	Location	Redundancy payment	Value of accrued entitlements	Reason	Additional expenses	Date of Redundancy
20 - 30	Level 5.5	\$ 89,228.00	Ongoing	Adelaide	\$20,576.60	\$18,222.97	Restructure	Nil	15/01/2014
60 - 70	Level 2.5	\$ 58,346.00	Ongoing	Melbourne	\$57,041.13	\$25,601.92	Restructure	Nil	26/11/2013
60 - 70	Level 3.5	\$ 66,461.00	Ongoing	Canberra	\$67,522.67	\$50,477.76	Restructure	Nil	2/04/2014

NB: A position title has not been provided in order to protect the privacy of the individuals.

Civil Aviation Safety Authority

Age	Gender	Position Description	CASA Classification	Wage	Position	Location	Payout Figure	Costs	Reason	Separation Date
59	Male	Project Manager, Organisational Approval and Surveillance (OAS)	Corporate Services Classification Level 5	\$143,500	Ongoing	Canberra	VR Package \$220,063.89 Annual leave \$16,017.072 Long Service Leave \$63,434.97	Financial Planning \$350	Position abolished	9 May 2014 CASA Package Paid
64	Female	Workplace Health and Wellbeing Advisor	Corporate Services Classification Level 3	\$91,413	Ongoing	Canberra	VR Package \$37,090.78 Annual leave \$18,034.25 Long Service Leave \$18,663.49	Financial Planning \$350	Restructure of position and classification	17 April 2014 Public Service Package Paid
53	Male	Workplace Specialist	Corporate Services Classification Level 5	\$134,430	Ongoing	Canberra	VR Package \$54,848.82 Annual leave \$8,335.01 Long Service Leave \$13,443.00	Financial Planning \$350	Restructure of position and classification	30 May 2014 Public Service Package Paid
59	Male	Administration Officer	Corporate Services Classification Level 2	\$68,145	Ongoing	Sydney	VR Package \$164,032.40 Annual leave \$15,139.99 Long Service Leave \$44,388.90	Financial Planning \$350	Position abolished	30 May 2014 CASA Package Paid

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Question no.: 19

Program: n/a

Division/Agency: Corporate Services

Topic: Redundancies

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Since the 2013 federal election, how many employees in your Department have been made forcibly redundant?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the ACT?
2. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 - a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the ACT?
3. For employees who were made forcibly redundant since the 2013 federal election please provide:
 - a. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
 - b. Please specify what component of that figure was paid out entitlements (annual leave etc).
 - c. Please specify any other costs incurred by the Department because of this redundancy.
 - d. Please provide the reason for that redundancy.
 - e. Please provide all relevant dates.

Answer:

Department of Infrastructure and Regional Development

1. Nil.
2. N/A.
3. N/A.

Airservices Australia

1-3. See SEQoN 16.

Australian Maritime Safety Authority

1. Nil.
2. N/A.
3. N/A.

Australian Transport Safety Bureau

1. Two employees have been made forcibly redundant.
 - a. Both were ongoing.
 - b. Nil non-ongoing.
 - c. Both were situated in the ACT.

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2. Both were offered voluntary redundancies or redeployment.
3. Details of the two (respectively).
 - a. 65 and 56, both Male, both are on a retention period, estimated cost \$130,000 and \$150,000, Investigator and Manager, EL1 and EL2, both ongoing, both located in ACT.
 - b. Approximately \$9000 and \$20,000.
 - c. Approximately \$2000 in financial advice (\$1000/employee).
 - d. Excess to requirement.
 - e. Estimated exit dates for both employees (post 13 month retention period) 30/06/15.

Civil Aviation Safety Authority

1. Nil.
2. N/A.
3. N/A.

National Capital Authority

1. Nil.
2. N/A.
3. N/A.

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Question no.: 20

Program: n/a

Division/Agency: Corporate Services

Topic: Contract Extensions – Non-Ongoing Staff

Proof Hansard Page: Written

Senator Lundy, Kate asked:

1. Since the 18 September 2013 how many non-ongoing contracts has your department/agency extended?
2. How many non-ongoing contract extensions did your department/agency submit the Public Service Commission for approval?
3. How many of these extensions were approved by the Australian Public Service Commission (APSC)?
4. For every approved extension please provide the following details:
 - a. The employees age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their APS classification level.
 - e. Their wage.
 - f. Where they are located.
 - g. Their length of continuous employment at the APS.
 - h. The length of the approved extension.
 - i. The reason why the extension was submitted.
 - j. The reason why the extension was approved by the APSC.
 - k. Please provide all relevant dates.
5. How many of these extensions were rejected by the APSC?
6. For every rejected extension please provide the following details:
 - a. The employee's age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where they were located.
 - f. Their length of continuous employment at the APS.
 - g. The length of the extension sought by the department/agency.
 - h. The reason why the extension was submitted.
 - i. The reason why the extension was rejected by the APSC.
 - j. Please provide all relevant dates.
7. Since 18 September 2013, how many non-ongoing contracts have been extended by your department/agency without the APSC's approval?
8. For every unapproved extension please provide the following details:
 - a. The employee's age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Their position's APS level classification.
 - f. Where they were located.
 - g. Their length of continuous employment at the APS.
 - h. The length of the extension granted by the department/agency.
 - i. The reason why the extension was granted.
 - j. Whether the extension was submitted to the APSC for approval and if not why the extension was not submitted for APSC approval?
 - k. The reasons why the extension was granted without the APSC's approval.
 - l. Please provide all relevant dates.

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9. Since the 18 September 2013 how many non-ongoing contracts have expired without extension?
10. For every non-ongoing contract that has expired without extension please provide the following details:
- The employee's age.
 - Their gender.
 - A description of their position.
 - Their wage.
 - Their position's APS level classification.
 - Where they were located.
 - Their length of continuous employment at the APS.
 - The reason why the extension was not sought for their position.
 - Please provide all relevant dates.

Answer:

Department of Infrastructure and Regional Development

- 3.
- 3.
- 3.
-

Employee one	Details
Age	36
Gender	Male
Position description	Financial Accountant
Wage	\$98,521
Classification	EL1
Location	Aust. Capital Territory
Length of service	11 months, 27 days
Length of extension	4 months, 23 days
Reason for extension	The role is critical and there was no-one at level who is a qualified accountant (or an APS 6 with the skills to act) – to fill the role

Employee two	Details
Age	37
Gender	Female
Position description	Program Manager
Wage	\$118,420
Classification	EL2
Location	Aust. Capital Territory
Length of service	2 years, 1 month, 25 days
Length of extension	7 months, 8 days
Reason for extension	In order to meet the critical needs of the Branch as there were no spare/excess EL 2s within our existing ongoing employees to undertake this work

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Employee three	Details
Age	47
Gender	Female
Position description	Team Member, Procurement advice and reporting
Wage	\$71,716
Classification	APS5
Location	Aust. Capital Territory
Length of service	6 months 30 days
Length of extension	1 month
Reason for extension	The extension was to cover the absence of one of the current procurement team members who has badly injured his knee and has been on sick leave for an extended period

5. N/A.
6. N/A.
7. N/A.
8. N/A.
9. 28.
10. a.

Age range	Headcount
20 - 24	12
25 - 29	5
35 - 39	2
40 - 44	1
45 - 49	2
50 - 54	3
55 - 59	2
60+	1
Total	28

b.

Gender	Headcount
Female	11
Male	17
Total	28

c.

APS Level Classification	Position Description
APS 1 (x15)	University Vacation Employment Program (UVEP)
APS 2 (x1)	Administration Officer
APS 3 (x1)	Team Member
APS 4 (x1)	Team Member
APS 5 (x1)	Team Member

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APS 6 (x1)	Team Member
APS 6 (x1)	Team Member
EL 1 (x2)	Assistant Director
EL 1 (x1)	Assistant Director
EL 1 (x1)	Assistant Director
EL 1 (x1)	Assistant Director
EL 2 (x1)	Director
EL 2 (x1)	Director

d.

Wages	Headcount
42,317	15
49,752	1
59,041	1
63,885	1
74,263	1
76,854	1
83,898	1
95,481	1
98,521	1
101,441	1
105,029	1
112,455	1
127,465	2

e.

APS level classification	Headcount
APS1	15
APS2	1
APS3	1
APS4	1
APS5	1
APS6	2
EL1	5
EL2	2
Total	28

f.

Location	Headcount
Canberra	27
Adelaide	1
Total	28

g.

Length of APS employment	Headcount
<1M	2
1M - <2M	6
2M - <6M	13
6M - <1Y	3
1Y - <2Y	3
2Y+	1
Total	28

h. These non-ongoing contracts have not been extended as the Positions were not required.

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i. N/A.

Airservices Australia

1-10. N/A.

Australian Maritime Safety Authority

The details of non-ongoing contracts since 18 September 2013 for the Australian Maritime Safety Authority are provided at Attachments A and B.

Australian Transport Safety Bureau

1. Nil.
2. N/A.
3. N/A.
4. a-k. N/A.
5. N/A.
6. a-j. N/A.
7. N/A.
8. a-j. N/A.
9. 3 x non-ongoing contracts have expired.
10. Details (respectively)
 - a. 20, 38 and 41.
 - b. Male, female and male.
 - c. Trainee, Policy Officer and CFO.
 - d. \$42,316, \$127,464 (pro-rata for 3 days/week) and \$127,464.
 - e. APS1, EL2 and EL2.
 - f. Canberra, Adelaide and Canberra.
 - g. 6 months, 3 months and 12 months.
 - h. End of traineeship, end of project work and end of filling in for maternity leave.
 - i. End of contract dates 20/12/13, 27/09/13 and 26/05/14.

Civil Aviation Safety Authority

1. Between 18 September 2013 and 31 May 2014, there have been a total of 59 non-ongoing contract extensions in CASA.
2. Nil. As at 31 May 2014 CASA was a CAC Act Agency and was not required to submit contract extensions to the APSC.
- 3-7. N/A.
8. The details of all contract extensions between 18 September 2013 and 31 May 2014 are provided at Attachment C. The reasons for the new engagements occurring after 18 September 2013 include:
 - Recruitment actions for these positions had been completed prior to 18 September 2013, however due to notice requirements the new employee did not commence until after 18 September 2013.
 - To meet operational requirements, to achieve statutory obligations and maintain required levels of service to industry.
9. Between 18 September 2013 and 31 May 2014, a total of 6 non-ongoing contracts have expired and not been renewed. The contracts were not renewed as there was no further operational requirement for the positions.
10. Refer to Attachment D.

National Capital Authority

1. 3.
2. Nil.
3. N/A. Approval from the Australian Public Service Commission (APSC) was not required.
4. N/A.

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5. N/A.
6. N/A.
7. 3 extensions have been granted. None required approval from the APSC.
8. (a)-(h) Given the minor number of extensions the NCA considers the provision of this information would be a breach of privacy.
 - (i) to meet critical business needs to deliver statutory functions under the under the *Australian Capital Territory (Planning and Land Management) Act 1988*.
 - (j) approval from the APSC was not required.
 - (k) approval from the APSC was not required.
9. 2.
10. Given the minimal number the NCA considers the provision of this information would be a breach of privacy.

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Question no.: 21

Program: n/a

Division/Agency: Corporate Services

Topic: New Employees – Non-Ongoing Contracts

Proof Hansard Page: Written

Senator Lundy, Kate asked:

1. Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts?
2. Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval?
3. How many of these new non-ongoing engagements were approved by the APSC?
4. For every approved new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where their position is located.
 - f. Their position's APS level classification.
 - g. The length of their non-ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason given by the APSC for approving this engagement.
 - k. Please provide all relevant dates
5. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
6. For every rejected new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - f. Their position's APS level classification.
 - g. The length of their non-ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason given by the APSC for rejecting this engagement.
 - k. Please provide all relevant dates
7. Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
8. For every unapproved new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where their position is located.
 - f. Their position's APS level classification.
 - g. The length of their non-ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.

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Answer:

Department of Infrastructure and Regional Development

- 1. 21.
- 2. 21.
- 3. 21.
- 4. a.

Age range	Headcount
20-24	12
25-29	5
50-54	1
55-59	2
60+	1
Total	21

b.

Gender	Headcount
Female	5
Male	16
Total	21

c.

APS Classification	Position Description
APS1 (x15) University Vacation Employment Program	To develop valuable work experience within the APS and to continue employment with the Department (via the Department's Graduate Development Program) once the studies have been completed.
APS6 (x1) Airport Environment Officer	Monitor the implementation of airport environment strategies, apply legislation and provide environmental advice.
APS6 (x2) Assessment Centre Team Member	Work as a Senior Project Officer/Senior Assessor; conduct quality assurance and consistency reviews; perform eligibility and risk assessments of project proposals/applications.
APS6 (x1) Transport Security Inspector	Assist with non-discretionary regulatory approvals and provide assistance to the maritime team in delivering WA Ports project.
APS6 (x1) Analyst	Analyse a broad range of data and produce meaningful reports to aid in implementing governance mechanisms to support regulatory processes and decision making, analysing impact on the health of the transport security system and identifying emerging trends and regulatory issues.
EL2 (x1) Director	Conduct specialist auditing and review of allowances for Transport Security Inspectors .

d.

Annual Wage	Headcount
\$42,317.00	15
\$74,852.00	2
\$83,898.00	3
\$127,465.00	1
Total	21

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e.

Location	Headcount
Canberra	19
Perth	1
Sydney	1
Total	21

f.

APS Classification	Headcount
APS1	15
APS6	5
EL2	1
Total	21

g.

Length of non-ongoing contract	Headcount
Less than 1 Month	2
1 Month	6
2 Months	9
3 Months	1
5 Months	1
6 Months	1
7 Months	1
Total	21

h. Five of the 21 positions were not advertised externally but recruited by expression of interest. The other 15 of the 21 positions were advertised externally under the University Vacation Employment Program (UVEP). The APS6 Analyst was also advertised externally.

i. The five positions recruited by expression of interest were positions that required skills and experience for a specific task and term. The other 15 positions were University Vacation Employment Program (UVEP) positions and another APS6 Analyst role was required for a vacant position.

j. N/A.

k. N/A.

5. Nil.

6. N/A.

7. N/A.

8. N/A.

Airservices Australia

1. 73.

2-8. Airservices is not subject to APSC approval with respect to employment of staff. We have instituted tighter controls on recruitment actions, which now require CEO approval for non-operationally required staff.

Australian Maritime Safety Authority

1. Since 18 September 2013, 11 employees have been engaged by AMSA on non-ongoing contracts.

2. N/A.

3. N/A.

4. N/A.

5. N/A.

6. N/A.

7. Since the 18 September 2013, 11 employees have been engaged by AMSA on non-ongoing contracts without the approval of the Australian Public Service Commission (APSC). Under interim arrangements for non-APS agencies, APSC approval is not required.

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8. The details sought in part 8 of the question are provided at Attachment A.

Australian Transport Safety Bureau

1. 1.
2. 1.
3. 1.
4. Details as follows:
 - a. 41.
 - b. Male.
 - c. Project Manager.
 - d. \$127,464.
 - e. ACT.
 - f. EL2.
 - g. 12 months (up to).
 - h. Not advertised externally.
 - i. Specialist project associated with New Policy Proposal.
 - j. Proposal was compliant with Commissioner's Directions (and was less than 12 months).
 - k. The decision came down to timing and specialist requirements.
5. Nil.
6. a.k. N/A.
7. Nil.
8. a-i. N/A.

Civil Aviation Safety Authority

1. 25.
2. Nil.
- 3-7. N/A.
8. Details for the 25 new non-ongoing engagements are provided at Attachment B. The reasons for the new engagements occurring after 18 September 2013 include:
 - Recruitment actions for these positions had been completed prior to 18 September 2013, however due to notice requirements the new employee did not commence until after 18 September 2013.
 - To meet operational requirements, to achieve statutory obligations and maintain required levels of service to industry.

National Capital Authority

1. 14.
2. Nil.
3. The Australian Public Service Commission approved a workforce of up to seven non-ongoing APS irregular/intermittent (ie. Casuals) employees to enable the National Capital Authority (NCA) to maintain existing staffing levels at its National Capital Exhibition and Blundells Cottage.
4. (a)-(g) Given the minor number of engagements the NCA considers the provision of this information would be a breach of privacy.
 - (h) no positions were advertised externally
 - (i) To operate the National Capital Exhibition and Blundells Cottage public visitor/ education facilities.
 - (j) To maintain a constant pool of irregular or intermittent non-ongoing employees to meet the needs of the NCA visitor requirements.
5. None.
6. N/A.
7. N/A.
8. N/A.

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Question no.: 22

Program: n/a

Division/Agency: Corporate Services

Topic: New Employees – Ongoing Contracts

Proof Hansard Page: Written

Senator Lundy, Kate asked:

1. Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts?
2. Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval?
3. How many of these new ongoing engagements were approved by the Public Service Commission?
4. For every approved new engagement of a ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Their wage.
 - e. Where their position is located.
 - f. Their position's APS level classification.
 - g. The length of their ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason provided by APSC for approving this engagement.
 - k. Please provide all relevant dates.
5. How many of these new ongoing employee applications were rejected by the Public Service Commission?
6. For every new ongoing engagement rejected by the Public Service Commission please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - f. Their position's APS level classification.
 - g. The length of their ongoing contract.
 - h. Whether their position was advertised externally.
 - i. The reason for engaging this new employee.
 - j. The reason provided by APSC for approving this engagement.
 - k. Please provide all relevant dates.
7. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
8. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - f. Their position's APS level classification.
 - g. The length of their ongoing contract.
 - h. Whether their position was advertised externally.

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- i. The reason for engaging this new employee.
- j. The reason for engaging this employee without the APSC permission.
- k. Please provide all relevant dates.

Answer:

Department of Infrastructure and Regional Development

- 1. 33.
- 2. 33.
- 3. 33.
- 4. a.

Age range	Headcount
20 - 24	15
25 - 29	11
30 - 34	5
35 - 39	1
40 - 44	1
Total	33

b.

Gender	Headcount
Female	13
Male	20
Total	33

c.

APS Classification	Position Description
Grads APS	Work in the areas of statistics and economic research, project management, policy, transport security, regional development and corporate service delivery
EL1 Assistant Director	Contribute to development of maritime security policy, provision of operational guidance on implementation policy and regulations; provisions of briefings to range of audiences including Australian representatives to the International Maritime Organizations
EL1 Executive Support Team Leader	Coordinate activities within the Office of Transport Security across all branches; Keep Executive Director fully informed of business activities, liaise with General Managers and executives over priorities, management issues and reporting requirements; investigate future directions and assist ED in developing strategic planning.

d.

Annual Wages	Headcount
\$54,678.00	31
\$96,145.00	1
\$98,521.00	1
Total	33

e. Location – Canberra

f.

APS Classification	Headcount
EL1	2
GRADS APS3	31
Total	33

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g. N/A

h. All positions were advertised on APS Jobs.

i.

APS Classification	Reason for engaging these employees
Grads APS	As part of the annual intake of Graduates for the Department's 2014 Graduate Development Program.
EL1 Assistant Director	Position was vacant due to occupant leaving the Department.
EL1 Executive Support Team Leader	Position was vacant due to occupant leaving the Department.

j. These vacancies were advertised in accordance with relevant APSC guidelines and in compliance with the Public Service Act 1999. The appointment of these engagements was in process before APSC interim arrangements were implemented.

5. N/A.

6. N/A.

7. N/A.

8. N/A.

Airservices Australia

1. 288.

2-8. Airservices is not subject to APSC approval with respect to employment of staff. We have instituted tighter controls on recruitment actions, which now require CEO approval for non-operationally required staff.

Australian Maritime Safety Authority

1. 21.

2. N/A.

3. N/A.

4. N/A.

5. N/A.

6. N/A.

7. 21.

8. The details sought in Part 8 of this question are provided at [Attachment A](#). Under the interim arrangements for non-APS agencies, Australian Public Service Commission approval is not required.

Australian Transport Safety Bureau

1. Nil (the ATSB has not engaged any ongoing employees).

2. Nil.

3. Nil.

4. a-k. N/A.

5. Nil.

6. a-k. N/A.

7. Nil.

8. a-k. N/A.

Civil Aviation Safety Authority

1. 57.

2. Nil. CASA was a CAC Act Agency and was not required to submit contract extensions to the APSC.

3.-7. N/A.

8. Details for the 57 new engagements are provided at [Attachment B](#). The reasons for the new engagements occurring after 18 September 2013 include:

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- Recruitment actions for these positions had been completed prior to 18 September 2013, however due to notice requirements the new employee did not commence until after 18 September 2013.
- To meet operational requirements, to achieve statutory obligations and maintain required levels of service to industry.

National Capital Authority

1. 2.
2. 6.
3. 6.
4. Only one of the six positions has been staffed.
 - (a)-(g) Given the minor number of engagements the National Capital Authority considers the provision of this information would be a breach of privacy.
 - (h) Yes, the position was advertised externally in APS Jobs as open to the public.
 - (i) Staffing was critical to implement Pay Parking on National Land and the required experience or skills was not available in the APS labour market.
 - (j) the APSC did not provide any reason.
5. Nil.
6. N/A.
7. Nil.
8. N/A.

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Question no.: 23

Program: n/a

Division/Agency: Corporate Services

Topic: Hiring

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many people are employed in your Department on non-ongoing contracts?
2. How many people are employed in your Department on ongoing contracts?
3. How many non-ongoing contracts has your Department extended since the 2013 federal election?
4. How many non-ongoing contract extensions did your Department submit the Public Service Commission for approval?
5. How many of these extensions were approved by the Public Service Commission?
 - a. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
6. How many of these extensions were rejected by the Public Service Commission?
 - a. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
7. How many non-ongoing contracts have been extended by your Department without the Public Service Commission's approval?
 - a. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.
8. How many non-ongoing contracts have expired without extension since the 2013 federal election?
 - a. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.

Answer:

Department of Infrastructure and Regional Development

1. 12.
2. 1174.
3. Nil.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. 28.

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Age range	Headcount
20 - 24	12
25 - 29	5
35 - 39	2
40 - 44	1
45 - 49	2
50 - 54	3
55 - 59	2
60+	1
Total	28

Gender	Headcount
Female	11
Male	17
Total	28

Wages	Headcount
\$42,317	15
\$49,752	1
\$59,041	1
\$63,885	1
\$74,263	1
\$76,854	1
\$83,898	1
\$95,481	1
\$98,521	1
\$101,441	1
\$105,029	1
\$112,455	1
\$127,465	2

APS level classification	Headcount
APS1	15
APS2	1
APS3	1
APS4	1
APS5	1
APS6	2
EL1	5
EL2	2
Total	28

APS Level Classification	Position Description
APS 1 (x15)	University Vacation Employment Program (UVEP)
APS 2 (x1)	Administration Officer
APS 3 (x1)	Team Member
APS 4 (x1)	Team Member
APS 5 (x1)	Team Member
APS 6 (x1)	Team Member
APS 6 (x1)	Team Member
EL 1 (x2)	Assistant Director
EL 1 (x1)	Assistant Director
EL 1 (x1)	Assistant Director
EL 1 (x1)	Assistant Director

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EL 2 (x1)	Director
EL 2 (x1)	Director

Location	Headcount
Canberra	27
Adelaide	1
Total	28
Length of APS employment	Headcount
<1M	2
1M - <2M	6
2M - <6M	13
6M - <1Y	3
1Y - <2Y	3
2Y+	1
Total	28

These non-ongoing contracts have not been extended as the Department is subject to interim arrangements for recruitment in the Australian Public Service as of 19 November 2013.

Airservices Australia

1. 142.
2. 4,320.
- 3-8. Information on contract extensions is not captured. Airservices is not subject to APSC approval with respect to employment of staff. We have instituted tighter controls on recruitment actions, which now require CEO approval for non-operationally required staff.

Australian Maritime Safety Authority

1. 94.
2. 282.
3. 14.
4. N/A. Under the interim arrangements for non-APS agencies, Australian Public Service Commission approval is not required.
5. N/A.
6. N/A.
7. 14.
 - a. The details sought in part 7(a) of this question are provided at [Attachment A](#).
8. 9.
 - a. The details sought in part 8(a) of this question are provided at [Attachment B](#).

Australian Transport Safety Bureau

1. Four.
2. 99.
3. Nil.
4. N/A.
5. N/A.
6. N/A.
7. Nil.
8. Three.
 - a. Details as follows (respectively)
 - Age – 20,38 and 41.
 - Gender – Male, female and male.
 - Wage – \$42,316, \$127,464 (pro-rata for 3 days/week) and \$127,464.

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- Level – APS1, EL2 and EL2.
- Job description – Trainee, Policy Officer and CFO.
- Length of service – 6 months, 3 months and 12 months.
- Reason for ending period – End of traineeship, end of project work and end of backfill for maternity leave.
- End dates – 20/12/13, 27/09/13 and 26/05/14.

Civil Aviation Safety Authority

1. 60.
2. 817.
3. 59.
4. Nil.
5. N/A.
6. N/A.
7. 59. The contract extensions have occurred to meet operational requirements, to achieve statutory obligations and deliver the required services to industry. Refer to Attachment A for details of the contract extensions.
8. 6 non-ongoing contracts expired and were not renewed. The contracts were not renewed as there was no further operational requirement for the positions. Refer to Attachment B for the details of the contracts that have not been extended/ renewed.

National Capital Authority

1. 17 non-ongoing APS employees.
2. 50 ongoing APS employees.
3. Refer to response to 149 (Contract Extensions – Non-Ongoing Staff).

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ATTACHMENT A

Australian Maritime Safety Authority

Age (years)	Gender	Wage (\$)	AMSA Level	Location	Date APS hire	Length of APS/AMSA Service in years	Length of extension	Reason for extension	Why not submitted to the APSC	Date
21 - 30	Female	53395	Level 2.2	Canberra	19/11/2012	1.53	4.5 months	Project/program/assignment completion	Not required*	19/11/13 - 31/3/14
21 - 30	Male	73725	Level 4.3	Canberra	27/05/2013	1.01	6 months	Project/program/assignment completion	Not required*	1/2/14 - 31/7/14
21 - 30	Female	98640	Level 6.1	Canberra	7/01/2013	1.39	1 year	Project/program/assignment completion	Not required*	7/1/14 - 6/1/15
31 - 40	Male	86514	Level 5.1	Canberra	15/07/2013	0.88	6 months	Project/program/assignment completion	Not required*	30/12/13 - 30/6/14
31 - 40	Female	115038	Level 6.7	Canberra	23/10/2012	1.60	6.5 months	Project/program/assignment completion	Not required*	18/1/14 - 1/8/14
31 - 40	Female	98640	Level 6.1	Canberra	16/03/1996	18.22	1 year	Project/program/assignment completion	Not required*	15/4/14 - 14/4/15
41 - 50	Male	133362	Level 7.5	Canberra	21/09/2012	1.69	2 years	Project/program/assignment completion	Not required*	21/9/13 - 20/9/15
41 - 50	Female	122044	Level 7.2	Canberra	18/12/2006	7.45	3 years	Project/program/assignment completion	Not required*	19/11/13 - 18/11/16
51 - 60	Female	88362	Level 5.4	Canberra	13/05/2013	1.05	1 year	Project/program/assignment completion	Not required*	13/5/14 - 12/5/15
51 - 60	Male	145292	IFA	Brisbane	21/02/1980	34.30	1 year	Project/program/assignment completion	Not required*	8/3/14 - 7/3/15
61 - 70	Male	85846	Level 8.1	Canberra	15/07/2013	0.88	5.5 months	Project/program/assignment completion	Not required*	14/1/14 - 30/6/14
61 - 70	Male	112783	Level 6.7	Canberra	2/05/2011	3.08	7 weeks	Project/program/assignment completion	Not required*	25/2/14 - 17/4/14
61 - 70	Male	57230	Level 8.1	Canberra	5/09/2013	0.73	6 months	Project/program/assignment completion	Not required*	4/3/14 - 31/8/14

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61 - 70	Male	137362	Level 7.6	Fremantle	1/08/2012	1.83	1 year & 2 months	Attend final meeting	Not required*	26/5/14 - 1/8/15
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*Under the interim arrangements for non-APS agencies APSC approval is not required.

NB: A description of the position has not been provided in order to protect the privacy of the individuals.

Civil Aviation Safety Authority

Age	Gender	Job Title	Classification	Salary	Location	LOS APS in days	Extension Length in days	Date Commenced
57	Male	AME Exams Officer	CS2-B	\$58,255.00	Canberra	753	73	21-May-12
69	Male	Flying Operations Inspector	FOI2	\$145,193.00	Adelaide	602	158	2-Oct-12
55	Male	SH Talent Management	CS5	\$134,430.00	Canberra	1,741	364	19-Oct-09
72	Male	Maintenance Specialist (Avion)	ASR1	\$121,397.00	Canberra	1,456	187	29-Jul-92
39	Male	Aviation Medical Officer	PS	\$347,000.00	Canberra	254	123	20-Dec-13
48	Female	Project Support Officer	CS2-B	\$56,427.00	Canberra	2,242	73	23-Apr-08
42	Female	Project Administration Support	CS3-B	\$77,084.00	Brisbane	1,824	62	15-Jun-09
57	Male	Aviation Medical Officer Locum	PS	\$347,228.00	Canberra	1,527	364	19-Oct-10
25	Female	Licensing Processor	CS2-B	\$58,255.00	Canberra	1,182	47	21-Feb-11
45	Male	Administration Officer - (BNE)	CS2-B	\$60,313.00	Brisbane	1,014	6	6-Jun-11
53	Male	Program Coordination Officer	CS3-A	\$88,812.00	Brisbane	1,093	177	30-Jun-11
31	Male	Licensing Assessor	CS2-B	\$58,255.00	Canberra	923	47	7-Nov-11
43	Female	Aviation Medical Officer Locum	PS	\$217,819.00	Canberra	888	126	5-Dec-11
24	Male	Licensing Processor	CS2-B	\$58,255.00	Canberra	865	104	30-Jan-12
29	Female	Licensing Assessor	CS2-B	\$58,255.00	Canberra	832	47	6-Feb-12
51	Female	Project Payroll Advisor	CS3-A	\$83,018.00	Canberra	235	43	23-Sep-13
22	Female	Licensing Assessor	CS2-B	\$58,255.00	Canberra	825	47	13-Feb-12
47	Female	Project Coordinator	CS4	\$108,783.00	Canberra	712	104	1-Jul-12
20	Female	Administration Officer	CS1	\$43,895.00	Perth	620	86	9-Jul-12

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24	Female	Licensing Assessor	CS2-B	\$56,427.00	Canberra	623	30	16-Jul-12
45	Female	Project Manager Process & Tech	CS4	\$108,783.00	Brisbane	665	180	3-Sep-12
33	Female	Service Centre Officer	CS2-B	\$58,255.00	Brisbane	967	552	5-Nov-12
37	Male	Service Centre Officer	CS2-B	\$58,255.00	Brisbane	592	177	5-Nov-12
44	Male	Service Centre Officer	CS2-B	\$56,427.00	Brisbane	539	187	7-Jan-13
48	Female	Senior Advisor & Workforce Con	CS4	\$105,623.00	Canberra	255	76	1-Oct-13
23	Female	Administration Co-ordinator	CS2-A	\$62,827.00	Canberra	595	181	21-Dec-12
32	Male	Licensing Assessor	CS2-B	\$56,427.00	Canberra	522	25	7-Jan-13
22	Female	Legal Assistant	CS1	\$42,026.00	Canberra	507	111	8-Feb-13
26	Female	Licensing Assessor	CS2-B	\$56,427.00	Canberra	464	17	8-Feb-13
23	Female	Licensing Assessor	CS2-B	\$56,427.00	Canberra	466	11	18-Feb-13
26	Female	Medical Assessor	CS2-B	\$56,427.00	Canberra	363	60	25-Feb-13
28	Female	Service Centre Officer	CS2-B	\$56,427.00	Brisbane	476	187	11-Mar-13
26	Female	Administration Officer	CS2-B	\$56,427.00	Sydney	483	187	4-Mar-13
39	Male	Senior Procurement Officer	CS4	\$105,623.00	Canberra	358	4	18-Mar-13
27	Female	Licensing Processor	CS2-B	\$56,427.00	Canberra	452	73	18-Mar-13
22	Female	Licensing Processor	CS2-B	\$56,427.00	Canberra	420	29	5-Apr-13
31	Male	Licensing Assessor	CS2-B	\$56,427.00	Canberra	415	24	5-Apr-13
40	Male	Section Head EAP Support Unit	CS5	\$134,430.00	Canberra	394	32	29-Apr-13
59	Male	Technical Writer	CS4	\$98,590.00	Brisbane	425	241	1-May-13
54	Male	SH Talent Management	CS5	\$157,971.00	Canberra	298	65	6-May-13
24	Male	Licensing Processor	CS2-B	\$56,427.00	Canberra	373	15	22-May-13
25	Female	Licensing Processor	CS2-B	\$56,427.00	Canberra	387	13	22-May-13
29	Male	Licensing Assessor	CS2-B	\$56,427.00	Canberra	366	73	12-Jun-13
28	Male	IT Service Desk - Team Member	CS2-B	\$56,427.00	Canberra	242	17	22-Jul-13
35	Male	Licensing Assessor	CS2-B	\$56,427.00	Canberra	280	88	24-Jul-13

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21	Female	Licensing Processor	CS2-B	\$56,427.00	Canberra	305	31	29-Jul-13
46	Female	Administration Supervisor	CS3-B	\$71,028.00	Canberra	305	157	29-Jul-13
21	Male	Licensing Processor	CS2-B	\$56,427.00	Canberra	319	13	29-Jul-13
27	Male	Licensing Processor	CS2-B	\$56,427.00	Canberra	310	72	7-Aug-13
57	Female	Medical Assessor	CS2-B	\$60,313.00	Canberra	291	90	12-Aug-13
25	Male	Licensing Processor	CS1	\$42,026.00	Canberra	148	54	14-Aug-13
31	Male	Licensing Processor	CS1	\$42,026.00	Canberra	183	90	15-Aug-13
48	Female	ICT Technical Writer	CS4	\$105,623.00	Canberra	315	128	19-Aug-13
20	Male	Licensing Processor	CS1	\$42,026.00	Canberra	208	23	28-Aug-13
46	Female	Service Centre Officer	CS2-B	\$56,427.00	Brisbane	273	187	30-Sep-13
25	Female	Personal Assistant	CS2-A	\$62,827.00	Canberra	171	17	1-Oct-13
49	Male	Service Centre Officer	CS2-B	\$56,427.00	Brisbane	636	552	2-Oct-13
27	Female	Licensing Processor	CS1	\$42,026.00	Canberra	121	31	29-Jan-14
22	Female	Licensing Processor	CS1	\$42,026.00	Canberra	119	29	29-Jan-14

Total = 59

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ATTACHMENT B

Australian Maritime Safety Authority

Age (years)	Gender	Wage (\$)	AMSA Level	Location	Length of APS/AMSA Service in years	Reason for not extending	Dates
21 - 30	Female	59050	Level 3.1	Canberra	1.91	Project completed	11/11/13 - 20/01/14
21 - 30	Female	62646	Level 3.3	Canberra	0.58	Project completed	30/10/13 - 25/3/14
31 - 40	Female	68130	Level 4.1	Canberra	1.13	Project completed	15/4/13 - 18/12/13
31 - 40	Male	99607	Level 6.2	Canberra	1.24	Project completed	4/3/13 - 3/3/14
31 - 40	Female	88362	Level 5.4	Canberra	0.90	Project completed	8/7/13 - 7/7/14
41 - 50	Male	104556	Contract	Canberra	9.43	Project completed	2/9/13 - 11/10/13
41 - 50	Male	91905	Level 5.6	Canberra	0.95	Project completed	18/6/13 - 31/1/14
41 - 50	Female	108843	Level 6.5	Canberra	1.47	Project completed	10/12/12 - 9/12/13
41 - 50	Male	118490	Level 7.1	Canberra	25.60	Project completed	9/7/13 - 8/7/13

NB: A description of the position has not been provided in order to protect the privacy of the individual.

Civil Aviation Safety Authority

Age	Gender	Job Title	Salary	Classification	Location	Length of service in APS days	Date Commenced	Date Terminated
25	Female	Technical Officer	\$77,084.00	CS3-B	Brisbane	1,318.00	20-Oct-10	30-May-14
33	Male	Airspace Risk Analyst	\$71,028.00	CS3-B	Canberra	92	23-Oct-13	23-Jan-14
53	Female	Administration Officer	\$62,827.00	CS2-A	Canberra	204	7-Nov-13	30-May-14
29	Male	Senior Management Accountant	\$91,079.00	CS3-A	Canberra	99	25-Nov-13	4-Mar-14
57	Female	Senior Medical Officer	\$191,712.50	PS	Canberra	4	16-Dec-13	20-Dec-13
32	Male	Business Intelligence Officer	\$93,037.00	CS4	Canberra	112	15-Jan-14	7-May-14

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Question no.: 24

Program: n/a

Division/Agency: Corporate Services

Topic: Hiring – New Non-Ongoing Engagements

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many new employees have been engaged by your Department on non-ongoing contracts since the 2013 federal election?
2. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
3. How many of these new non-ongoing engagements were approved by the Public Service Commission
 - a. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
4. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
 - a. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
5. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
 - a. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Answer:

Department of Infrastructure and Regional Development

1. 21.
2. 21.
3. 21.
 - a.

Age range	Headcount
20-24	12
25-29	5
50-54	1
55-59	2
60+	1
Total	21

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Gender	Headcount
Female	5
Male	16
Total	21

Annual Wage	Headcount
\$42,317.00	15
\$74,852.00	2
\$83,898.00	3
\$127,465.00	1
Total	21

APS Classification	Headcount
APS1	15
APS6	5
EL2	1
Total	21

APS Classification	Position Description
APS1 (x15) University Vacation Employment Program	To develop valuable work experience within the APS and to continue employment with the Department (via the Department's Graduate Development Program) once the studies have been completed.
APS6 (x1) Team Member	Monitor the implementation of airport environment strategies, apply legislation and provide environmental advice.
APS6 (x2) Team Member	Work as a Senior Project Officer/Senior Assessor; conduct quality assurance and consistency reviews; perform eligibility and risk assessments of project proposals/applications.
APS6 (x1) Transport Security Inspector	Assist with non-discretionary regulatory approvals and provide assistance to the maritime team in delivering WA Ports project.
APS6 (x1) Analyst	Analyse a broad range of data and produce meaningful reports to aid in implementing governance mechanisms to support regulatory processes and decision making, analysing impact on the health of the transport security system and identifying emerging trends and regulatory issues.
EL2 (x1) Director	Conduct specialist auditing and review of allowances for Transport Security Inspectors.

Length of non-ongoing contract	Headcount
Less than 1 Month	2
1 Month	6
2 Months	9
3 Months	1
5 Months	1
6 Months	1
7 Months	1
Total	21

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Five of the 21 positions were not advertised externally but recruited by expression of interest. The other 15 of the 21 positions were advertised externally under the University Vocational Employment Program (UVEP). The APS6 Analyst was also advertised externally. The five positions recruited by expression of interest were positions that required skills and experience for a specific task and term. The other 15 positions were University Vacation Employment Program (UVEP) positions and another APS6 Analyst role was required for a vacant position.

4. N/A.
5. N/A.

Airservices Australia

1. 73.
- 2-5. Airservices is not subject to APSC approval with respect to employment of staff. We have instituted tighter controls on recruitment actions, which now require CEO approval for non-operationally required staff.

Australian Maritime Safety Authority

1. 11.
2. N/A. Under the interim arrangements for non-APS agencies, Australian Public Service Commission approval is not required.
3. N/A.
4. N/A.
5. Details sought in part 5 of this question are provided at [Attachment A](#).

Australian Transport Safety Bureau

1. 1.
2. 1.
3. 1.
 - a. Details as follows:
 - Age – 41.
 - Gender – Male.
 - Wage – \$127,464.
 - Level – EL2.
 - Job description – Project Manager.
 - Length of contract – 12 months (up to).
 - Advertised – No.
 - Reason for engagement – Specialist project associated with New Policy Proposal.
 - APSC approval – Compliant with Commissioner’s Directions (less than 12 months).
 - Dates – Commenced on 27 May 2014.
4. Nil.
5. Nil.

Civil Aviation Safety Authority

1. 25.
2. Nil.
3. N/A.
4. N/A.
5. N/A.

National Capital Authority

Refer to response to SEQoN 21 (New Employees – Non-Ongoing Contracts).

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Attachment A

AGE (years)	GENDER	WAGE (\$)	LOCATION OF POSTION	AMSA LEVEL CLASSIFICATION	LENGTH OF NON ONGOING CONTRACT (years)	ADVERTISED EXTERNALLY	REASON FOR ENGAGING THIS NEW EMPLOYEE	PT OF FT FIXED TERM
21 - 30	FEMALE	60231	Australian Capital Territory	Level 3.1	0.51	No	Short-term support	FT (fixed term)
21 - 30	FEMALE	80863	Australian Capital Territory	Level 5.1	1.13	No	Maternity leave cover	FT (fixed term)
21 - 30	MALE	80863	Australian Capital Territory	Level 5.1	1.00	No	Maternity leave cover	FT (fixed term)
31 - 40	MALE	118495	Gladstone	Entry	3.00	Yes	New vacancy	FT (fixed term)
31 - 40	MALE	52877	Australian Capital Territory	Level 2.1	1.00	No	New vacancy	FT (fixed term)
31 - 40	FEMALE	32111	Australian Capital Territory	Level 4.1	0.59	No	Short-term support	PT (fixed term)
31 - 40	FEMALE	37968	Karratha	Level 2.1	1.13	Yes	New vacancy	PT (fixed term)
41 - 50	MALE	140000	Australian Capital Territory	Manager	3.00	Yes	New vacancy	FT (fixed term)
41 - 50	MALE	109044	Thursday Island	Level 6.1	2.12	Yes	New vacancy	FT (fixed term)
51 - 60	MALE	122044	Australian Capital Territory	Level 7.2	1.00	Yes	New vacancy	FT (fixed term)
61 - 70	FEMALE	118490	Australian Capital Territory	Level 7.1	0.84	No	Maternity leave cover	FT (fixed term)

NB: A description of the position has not been provided in order to protect the privacy of the individuals.

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Question no.: 25

Program: n/a

Division/Agency: Corporate Services

Topic: Hiring – New Ongoing Engagements

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many new employees have been engaged by your Department on ongoing contracts since the 2013 federal election?
2. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
3. How many of these new ongoing engagements were approved by the Public Service Commission?
 - a. For every approved new engagement of an ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
4. How many of these new ongoing employee applications were rejected by the Public Service Commission?
 - a. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
5. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
 - a. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Answer:

Department of Infrastructure and Regional Development

1. 33 new employees, 31 of these were under the Graduate Development Program.
2. 33.
3. 33.
 - a.

Age range	Headcount
20 - 24	15
25 - 29	11
30 - 34	5
35 - 39	1
40 - 44	1
Total	33

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Gender	Headcount
Female	13
Male	20
Total	33

Wage	Headcount
\$54,678	31
\$96,145	1
\$98,521	1
Total	33

APS Classification	Headcount
EL1	2
GRADS APS3	31
Total	33

APS Classification	Position Description
Grads APS	Work in the areas of statistics and economic research, project management, policy, transport security, regional development and corporate service delivery.
EL1 Assistant Director	Contribute to the development and implementation of policy and regulations and brief a range of audiences including Australian representatives to the International Maritime Organisations.
EL1 Executive Support Team Leader	Coordinate activities and work closely with General Managers and Executives within assigned division including investigating future directions and developing strategic planning.

Length of contract – N/A as they are ongoing.

APS Classification	Reason for engaging these employees
Grads APS	As part of the annual intake of Graduates for the Department's 2014 Graduate Development Program.
EL1 Assistant Director	Position was vacant due to occupant leaving the Department
EL1 Executive Support Team Leader	Position was vacant due to occupant leaving the Department

These vacancies were advertised in accordance with relevant APSC guidelines and in compliance with the Public Service Act 1999. The appointment of these engagements was in process before APSC interim arrangements were implemented.

4. N/A.
5. N/A.

Airservices Australia

1. 288.
- 2-5. Airservices is not subject to APSC approval with respect to employment of staff. We have instituted tighter controls on recruitment actions, which now require CEO approval for non-operationally required staff.

Australian Maritime Safety Authority

1. 22.
2. N/A.
3. N/A.

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4. N/A.
5. The details sought in part 5 and 5(a) of this question is provided at Attachment A. Under the interim arrangements for non-APS agencies, Australian Public Service Commission approval is not required.

Australian Transport Safety Bureau

1. Nil (the ATSB has not engaged any ongoing employees for this period).
2. Nil.
3. Nil.
4. Nil.
5. Nil.

Civil Aviation Safety Authority

1. 57.
2. Nil.
3. N/A.
4. N/A.
5. N/A.

National Capital Authority

Refer to response to SEQoN 22 (New Employees – Ongoing Contracts).

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Question no.: 26

Program: n/a

Division/Agency: Corporate Services

Topic: Staffing Reductions

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many staff reductions/voluntary redundancies have occurred from the Additional Estimates in February 2014 to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency from the Additional Estimates in February 2014 to date? What classification were these staff?
7. How many non-ongoing staff left the department/agency from the Additional Estimates in February 2014 to date? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position.
9. How do the packages differ from the default public service package?
10. How is the Department/Agency funding the packages?

Answer:

Department of Infrastructure and Regional Development

1. 5 voluntary redundancies. These were excess to the requirements of the department.
2. Nil
3. The Department expects to reduce staff through natural attrition.
4. Reduction of staff through natural attrition is to keep within the departmental budget.
5. N/A
- 6.

APS Classification	Headcount
APS 3	1
APS 4	6
APS 5	7
APS 6	16
EL 1	8
EL 2	10
SES	1
Total	49

7.

APS Classification	Headcount
APS 1	12
APS 5	1
APS 6	1
EL 1	1
EL 2	1
Total	16

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8. The Voluntary Redundancy packages are in line with the Enterprise Agreements of former Department of Regional Australia and Local Government and former Department of Infrastructure and Transport through consideration period and notice in lieu and outstanding annual leave and long service leave entitlements.
9. Departmental packages are in line with APS package.
10. These were within the Departmental budget. The Department has reduced non-ongoing workforce and not recruiting ongoing employees.

Airservices Australia

1. Refer to SEQoN 16 Question 6.
2. Refer to SEQoN 16 Question 6.
3. Nil planned.
4. N/A.
5. Nil planned.
6. Refer to SEQoN 16 Question 6.
7. Refer to SEQoN 16 Question 6.
8. Refer to SEQoN 16 Question 6.
9. There is no difference to the default public service package: period of notice, leave and superannuation entitlements and consideration for period of service are provided.
10. The packages are funded through expenses. Airservices receives no Government funding.

Australian Maritime Safety Authority

1. 1.
2. No.
3. There is potential for further reduction of 8–10 positions. There is no ‘target’. The number of positions reduced will be determined by business requirements.
4. These reductions are anticipated as a result of the restructure of information technology services involving the outsourcing of some services which are currently delivered using internal resources.
5. Potentially 8–10 positions – as described in part 3.
6. 5.

Classification	AMSA Level	Employment type
(Entry) Surveyor	Level 3	ongoing
AMSA Grade 5	Level 5.7	ongoing
AMSA Grade 3	Level 3.5	ongoing
(Entry) Surveyor	Level 1	ongoing
AMSA Grade 2	Level 2.2	ongoing

7. 5.

Classification	AMSA Level	Employment type
AMSA Manager	n/a	non-ongoing
Executive	n/a	non-ongoing
AMSA Grade 7	Level 7.6	non-ongoing
AMSA Grade 6	Level 6.7	non-ongoing
AMSA Grade 2	Level 2.2	non-ongoing

8. For the only voluntary redundancy which occurred during this period, the employee was offered the redundancy provisions in the AMSA Enterprise Agreement 2012 –2015 which reflects the provision defined by the National Employment Standards (ie, two weeks pay for every completed year of service – or part thereof), plus accrued entitlements.

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9. The AMSA Enterprise Agreement 2012–2015 sets out the terms of redundancy which reflects the provision defined by the National Employment Standards.
10. The costs of the small number of redundancy packages have been absorbed in operating expenses.

Australian Transport Safety Bureau

1. 13 due to forward budgetary constraints (excess to requirements)
2. 2 employees rejected the offer of voluntary redundancy and therefore have progressed into their respective retention periods
3. No
4. N/A
5. No
6. Nil
7. 1 (EL2)
8. Details of voluntary redundancy packages as follows (noting all were ongoing employees and leave entitlements within the payout column have been bracketed):

Age	Gender	Position	Level	Wage	Location	Payout	Reason	Other	Date
59	Male	Manager	EL2	\$137,257	ACT	\$162,656 (\$26,929)	Excess	\$900 (financial advice)	25/04/14
61	Male	Investigator	EL2	\$127,464	Perth	\$74,199 (\$29,130)	Excess	Nil	30/05/14
58	Male	Investigator	EL2	\$127,464	Perth	\$113,003 (\$11,885)	Excess	\$880 (f/a)	30/05/14
50	Male	Investigator	EL2	\$127,464	ACT	\$160,262 (\$74,903)	Excess	\$1000 (f/a)	06/06/14
66	Male	Investigator	EL2	\$127,464	ACT	\$160,880 (\$60,653)	Excess	\$900 (f/a)	06/06/14
58	Male	Manager	EL2	\$137,257	ACT	\$184,521 (\$95,875)	Excess	Nil	05/06/14
58	Male	Manager	EL2	\$127,464	ACT	\$199,863 (\$62,056)	Excess	\$900 (f/a)	23/04/14
62	Male	Investigator	EL1	\$108,402	ACT	\$223,704 (\$103,869)	Excess	\$1,693 (training)	30/05/14
59	Female	Governance	EL1	\$103,735	ACT	\$52,450 (\$20,634)	Excess	\$900 (f/a)	07/05/14
38	Female	Finance	APS5	\$73,028	ACT	\$42,275 (\$2,280)	Excess	Nil	09/04/14
31	Female	Training	APS4	\$65,832	ACT	\$33,731 (\$2,523)	Excess	Nil	09/04/14

9. None of these differ from the default
10. All associated redundancy costs will be subsidized through the Government's Stage1 funding assistance program.

Civil Aviation Safety Authority

1. A total of 4 voluntary redundancies have occurred since the additional estimates in February 2014. The reasons for the redundancies include:
 - The position being abolished
 - The position has been restructured and reclassified.
2. No.
3. CASA has forecast a budgeted staffing figure of 833 FTE for the 2014-2015 financial year. This staffing figure was forecast in April 2014 and on 7 April 2014 CASA introduced a Management Initiated Structural Change process as part of an overall organisational initiative to ensure that this staffing level was achieved. This process included the reduction of staffing numbers by natural attrition, a halt on all

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non-critical recruitment actions and abolition of roles that no longer reflect effective work value or function for their level; or roles that are no longer required due to recent changes in work practices, reporting lines or divisional structures.

This process was initiated while ensuring that there would be no adverse impact on CASA services or programmes.

4. There has been a substantial reduction in CASA's revenue which will require CASA to maintain overall staffing numbers at 833 FTE from 1 July 2014.
5. No.
6. A total of 4 staff have left CASA since the additional estimates in February 2014 to 31 May 2014. The 4 staff were classified as follows:
 - 2 classified at Corporate Services Level 5
 - 1 classified at Corporate Services Level 3
 - 1 classified at Corporate Services Level 2.
7. A total of 6 non-ongoing staff have left CASA since the additional estimates in February 2014 to 31 May 2014. The staff classifications were as follows:
 - 1 Professional Services
 - 1 Corporate Services Level 4
 - 2 Corporate Services Level 3-B
 - 1 Corporate Services Level 3-A
 - 1 Corporate Services Level 2.
8. In accordance with the CASA Enterprise Agreement 2012-2014, the details of the 4 redundancies for the specified period are provided in Table A below.
9. The CASA Enterprise Agreement 2012-2014 provides for differing redundancy provisions for a specific group of employees who were covered by redundancy provisions prior to 2006. Those employees who attracted those provisions have been identified in Attachment A below.
10. Funding for redundancies is from retained earnings.

National Capital Authority

Refer to response to SEQoN 17 (Redundancies).

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ATTACHMENT A

Civil Aviation Safety Authority

Position	Level	Redundancy Package paid
Project Manager, Organisational Approval and Surveillance (OAS)	Corporate Services Classification Level 5	CASA package paid <ul style="list-style-type: none"> • Separation date 9 May 2014 • Position abolished • Redundancy Package \$220,063.89 • Severance Payment 75 weeks (CASA redundancy entitlement) • Payment in Lieu of Notice 5 weeks • Annual leave \$16,017.02 • Long service leave \$63,434.97 • Financial planning \$350
Workplace Health and Wellbeing Advisor	Corporate Services Classification Level 3	Default Public Service package paid <ul style="list-style-type: none"> • Separation date 17 April 2014 • Restructure of position and classification to lower level • Redundancy Package \$37,090.78 • Severance Payment 16.166 weeks • Payment in Lieu of Notice 5 weeks • Annual leave \$18,034.25 • Long service leave \$ 18,663.49 • Financial planning \$350
Workplace Specialist	Corporate Services Classification Level 5	Default Public Service package paid <ul style="list-style-type: none"> • Separation date 30 May 2014 • Restructure of position and classification to lower level • Redundancy Package \$54,848.82 • Severance Payment 7.8334 weeks • Payment in Lieu of Notice 5 weeks • Annual leave \$8,335.01 • Long service leave \$13,443.00 • Financial planning \$350
Administration Officer	Corporate Services Classification Level 2	CASA package paid <ul style="list-style-type: none"> • Separation date 30 May 2014

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		<ul style="list-style-type: none">• Position abolished• Redundancy Package \$164,032.40• Severance Payment 75 weeks (CASA redundancy entitlement)• Payment in Lieu of Notice 5 weeks• Annual leave \$15,139.99• Long service leave \$44,388.90• Financial planning \$350
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Question no.: 27

Program: n/a

Division/Agency: Corporate Services

Topic: Staffing Recruitment

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many ongoing staff recruited from the Additional Estimates in February 2014 to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created from the Additional Estimates in February 2014 to date? What classification are these staff?
3. From the Additional Estimates in February 2014 to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

Department of Infrastructure and Regional Development

1. 4.

APS Classification	Headcount
APS4	1
EL1	2
SEB1	1
Total	4

2. Nil.
- 3.

Number of contractors	Average length of employment period
23	35.65 working days

Airservices Australia

1. a. 94.
b. Refer to [Attachment A](#).
2. a. 19 – 12 of these have been Agency and Contractor FTE (non-payroll) employees used short term to cover the role of an Airservices employee during leave or recruitment action.
b. Refer to [Attachment A](#).
3. 19 - average employment period of 14.5 months.
The 7 non-ongoing payroll staff have an average employment period of 19.5 months. The 12 non-ongoing non-payroll staff (agency/contractor FTE) have an average employment period of 11 months.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) has employed four (4) staff since 1 March 2014. The classifications are as follows:
 - a. AMSA 4.1.
 - b. AMSA 6.4.
 - c. AMSA6.5.
 - d. Port Marine Surveyor Entry Level.

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2. 7. The classifications are as follows:
 - a. AMSA 5.1.
 - b. AMSA 5.1.
 - c. AMSA 3.1.
 - d. AMSA 7.1.
 - e. AMSA 2.1.
 - f. AMSA 6.1.
 - g. Port Marine Surveyor Entry Level.
3. Nil.

Australian Transport Safety Bureau

1. Nil.
2. 3 non-ongoing positions exist (2 x APS6 and an EL2) and 1 non-ongoing position has been created (EL2).
3. 2 employees on contract with an average length of 4 months.

Civil Aviation Safety Authority

1. A total of nine ongoing staff were recruited from Additional Estimates in February 2014 to 31 May 2014. Classification of these positions are as follows:

Classification	
ASR1	1
CS2-B	2
CS3-A	1
CS4	1
FOI2	3
SMGD	1
Total	9

2. A total of six non-ongoing staff were recruited from Additional Estimates in February 2014 to 31 May 2014. Classification of these positions are as follows:

Classification	
CS2-A	2
CS2-B	1
CS4	1
CS5	1
PS	1
Total	6

3. A total of 57 contractors were engaged from Additional Estimates in February 2014. The average length of contractor employment period is 83 days.

National Capital Authority

1. The NCA has engaged two ongoing APS employees since February 2014. One APS Level 6 and one Executive Level 1.
2. Between 1 March and 31 May 2014, three non-ongoing APS employee positions have been created. The classifications are:
 - 1 APS Level 2.

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- 1 APS Level 6.
 - 1 Executive Level 1.
3. 7 non-ongoing APS employees for a fixed-term or on an irregular/intermittent arrangement.
The average length of the employment contract for the fixed-term employees is 9.7 months.

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Airservices Australia

Attachment A

1b.

Ongoing Employees by Classification	ACADEMY	ASA 3	ASA 4	ASA 5	ASA 6	ASA 7	ASA 8	ATC	BAND 2	BAND 3	BAND 4	BAND 6	RECRT	SNR MGR	Grand Total
ATC (Non-Shift)	15							5							20
ATC (Shift)								2							2
Aviation Fire													48		48
CORP/TAS Agreement		1	2	2	5	4	2								16
Senior Manager														4	4
Tech. (Non-Shift)									1	1	1	1			4
Grand Total	15	1	2	2	5	4	2	7	1	1	1	1	48	4	94

2b.

Non-ongoing Employees Recruited by Classification	ASA 4	ASA 6	ASA 7	ATC	SNR MGR	Non-Payroll	Grand Total
Agency						11	11
ATC (Non-Shift)				1			1
Contractor FT						1	1
CORP/TAS Agreement	2	1	2				5
Senior Manager					1		1
Grand Total	2	1	2	1	1	12	19

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Question no.: 28

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Turnover

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. List the current staffing allocation for each Minister.
2. For each Minister list the number of staff recruited, broken down by their staffing classification.
3. For each Minister list the number of staff that have resigned, broken down by their staffing classification.
4. For each Minister list the number of staff that have been terminated, broken down by their staffing classification.
5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment.

Answer:

- 1-5. There are two Departmental Liaison Officers (Executive Level 1) allocated to the Deputy Prime Minister and Minister for Infrastructure and Regional Development's Office and one Departmental Liaison Officer (Executive Level 1) allocated to the Assistant Minister for Infrastructure and Regional Development's Office. Other staffing allocated to the Ministers' Offices is a matter for the Department of Finance.

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Question no.: 29

Program: n/a

Division/Agency: Corporate Services

Topic: Contracts for Temporary Staff

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much did the Department/Agency spend on temporary or contract staff since 7 September 2013?
2. How many temporary or contract staff were employed since 7 September 2013?
3. How many temporary or contract staff are currently employed?
4. How much was paid for Agencies/Companies to find temporary/contract staff?
5. How much is budgeted in the 2014/15 year for contract staff?
6. What policies/criteria govern the appointment of contract staff?
7. How is the use of contract staff consistent with a professional, independent public service?

Answer:

Department of Infrastructure and Regional Development

1. \$472,587.
2. 24.
3. 20 plus 2 Joint Agency Coordination Centre (JACC) contractors plus 3 Contractors engaged in the Jervis Bay Territory Office.
4. Nil - The fee to engage contract staff is factored into the hourly rate. The placement fee for temporary staff (non-ongoing) is paid for by the Business area if they were sourced through a Labourhire firm.
5. \$2,713,449.
6. Vacancies are advertised internally as per the departments Enterprise Agreement. The Redeployment Register is consulted for any suitable excess employees as per the APS guidelines. All contractors are engaged through the Fair Work Ombudsman Panel of Providers and within the FMA guidelines.
7. The Department engages contractors on short term contracts to provide professional services not currently available to meet the immediate business priorities of the Department.

Airservices Australia

1. \$11.32 million.
2. 126.
3. 105.
4. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
5. Airservices is yet to finalise its detailed budgets for the 2014/15 financial year. To attempt to provide this detail may result in inaccurate information being presented.
6. The policy governing the appointment of all staff is Personnel: Engagement of Workers Management Instruction.
7. N/A.

Australian Maritime Safety Authority

1. \$4,083,852.
2. 64.
3. 65.

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4. Nil.
5. \$1,714,351.
6. AMSA has a panel of recruitment companies that was established through an open tender procurement process in line with the Commonwealth Procurement Rules. AMSA staff are encouraged to use this panel. If the panel is not used the Commonwealth Procurement Rules govern the appointment of contract staff.
7. Contract and temporary staff are generally engaged for specialised roles where there is a lack of expertise or availability in house. Contract and temporary staff are generally engaged for a short term.

Australian Transport Safety Bureau

1. \$86,412.
2. 5.
3. 3.
4. Nil.
5. This figure is yet to be finalised.
6. PS Act, FMA Act and Procurement Guidelines.
7. In each of these cases, contract staff are only considered for specific and specialist tasks consistent with the above policies/criteria.

Civil Aviation Safety Authority

1. \$797, 765.
2. CASA engaged a total of 66 contractors and 25 non-ongoing employees.
3. CASA currently employs a total of 73 contractors and 60 non-ongoing staff.
4. \$173, 522.
5. \$632, 434. This does not include CASA staff who are employed through a formal recruitment process (whether permanent or temporary employees).
6. All contracted services are governed by CASA procurement policy which is founded on Commonwealth Procurement Rules.
7. Contract staff are engaged to meet specific demands within defined timeframes and deliver the required level of service to industry.

National Capital Authority

1. \$45,031.
2. 8.
3. Nil.
4. Nil.
5. \$16,000.
6. Skills required for a short-term that are not readily or immediately available from within the National Capital Authority. The main usage is to cover unplanned absences of between one to two days when our reception staff are absent.
7. Providing short-term critical staffing is not inconsistent with a professional, independent public service.

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Question no.: 30

Program: n/a

Division/Agency: Corporate Services

Topic: Communications Staff

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

For all Departments and Agencies, please provide, in relation to all public relations, communications and media staff, the following:

1. How many ongoing staff, the classification, the type of work they undertake and their location?
2. How many non-ongoing staff, their classification, type of work they undertake and their location?
3. How many contractors, their classification, type of work they undertake and their location?
4. How many are graphic designers?
5. How many are media managers?
6. How many organise events?

Answer:

Department of Infrastructure and Regional Development

1. 29 ongoing staff. With the exception of one officer, all staff are located in Canberra.
2. Nil.
3. Nil.
4. 3.
5. 2.
6. 3 staff responsible for event organisation which includes internal department events and ministerial events, however other staff assist with event organisation, when required.

Airservices Australia

1.

Function	Classification
Manager Corporate Communication - deliver internal and external communications. Location: Canberra	1 x Level 3 Manager 1 x ASA4 (PA)
Senior Communication Advisor - deliver internal and external communications. Location: Canberra	1 x Senior Advisor
Communication Advisor - deliver internal and external communications. Location: 5 Canberra based, 1 Melbourne based	5 x FTE (1 x contract manager, 2 x ASA7, 3 x ASA6)
Graphic designers Provide graphic design work for Airservices. The work ranges from large publications, including the Annual Report, corporate and business plans to small promotions including posters and one page documents. Maintain Airservices web site. Location: Canberra	1 x ASA7 1 x ASA6

2. Nil.
3. Website developer - 1 contractor, Canberra based.
4. See table above.
5. Media manager – 1 FTE - senior advisor, included in table above.

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6. Event organiser – 0.5 FTE (role includes 0.5 FTE communication advisor), included in the table above.

Australian Maritime Safety Authority

1. Details of ongoing staff in public relations, communications and media roles for the Australian Maritime Safety Authority (AMSA) are as follows:

Function	Number of Staff	Classification	Location
Website management, writing and editing, publishing and design	3	AMSA Level 6	Canberra
Publishing and design	2	AMSA Level 5	Canberra
Media officers	3	AMSA Level 5	Canberra
Engagement officers (organising events, marketing)	1	AMSA Level 6	Canberra
Engagement officers (organising events, marketing)	3	AMSA Level 5	Canberra
Manager	2	Manager*	Canberra

**AMSA Managers are employed on renewable term contracts.*

2. Nil.
 3. Details of contract staff in public relations, communications and media roles for the Australian Maritime Safety Authority (AMSA) are as follows:

Function	Number of Staff	Classification	Location
Website Management	1	AMSA Level 4	Canberra
Publishing and Design	1	AMSA Level 4	Canberra

4. Four.
 5. One.
 6. Three are engaged in functions related to the organisation of AMSA events and conferences.

Australian Transport Safety Bureau

Public relations, communications and media staff

Function	Classification
<p>Media Officers Provide media assistance such as:</p> <ul style="list-style-type: none"> • developing media releases, articles and web news items that promote ATSB investigation reports and findings to industry and travelling public • monitoring media • handling general enquiries from the public via email and telephone • liaising with media agencies to respond to enquiries. <p>Location: Canberra</p>	1 x EL1 (non-ongoing) 1 x EL1 (contactor) 1 x APS 6 (ongoing)
<p>Graphic design/web management Provide design work for ATSB publications such as ATSB reports, information material, annual report, safety promotion material. Provide web management and support to ATSB. Includes publishing reports online, managing web content and ensuring web accessibility requirements are met. Location: Canberra</p>	1 x EL1 (ongoing) 1 x APS5 (ongoing)

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<p>Strategic Communications Duties involve:</p> <ul style="list-style-type: none"> • managing the communication team priorities, budget and people • developing and implementing communication plans to promote ATSB safety messages to industry and travelling public • distributing letters to directly involved parties of an investigation • briefing the Minister's office of upcoming report releases • coordinating the ATSB's industry engagement program to help reach industry with safety advice <p>Location: Canberra</p>	<p>1 x EL2 (ongoing)</p>
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Civil Aviation Safety Authority

1-3. Public relations, communications and media staff:

2 ongoing staff and 1 non-ongoing staff (backfilling an ongoing CS4 (EL1) level position)

- i) Section Head Corporate Communications (CS5) ongoing
- ii) Corporate Communications Officer (CS3-A) ongoing
- iii) Corporate Communications Officer (CS3-B) non-ongoing

The Corporate Communications section provides advice on CASA's approach to aviation safety issues occurring in the media and develops internal and external corporate communications. This includes liaison with media organisations and the development of media releases. The section also develops a monthly electronic CASA briefing to industry and a fortnightly electronic newsletter to staff.

Location: Canberra

4. Nil

5. One

6. Nil

National Capital Authority

COMMUNICATIONS STAFF						
Class'n	Ongoing Staff		Non-ongoing		Contracted	
	Type of Work	Location	Type of Work	Location	Type of Work	Location
EL 2	National engagement, public relations, communications and media, community consultation, information and education programs (including management of the National Capital Exhibition)	Treasury Building (Block D), King Edward Terrace, Parkes, ACT	N/A	N/A	N/A	N/A
APS 6	National engagement, public relations, communications and media, and community consultation, information.	As above	N/A	N/A	N/A	N/A

GRAPHICS STAFF						
Class'n	Ongoing Staff		Non-ongoing		Contracted	
	Type of Work	Location	Type of Work	Location	Type of Work	Location
EL 1	Web and Graphic designer,	Treasury	N/A	N/A	N/A	N/A

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	management/supervision of web and design projects, provides input on marketing strategies and delivery of campaigns.	Building (Block D), King Edward Terrace, Parkes, ACT				
APS 5	Graphic designer, design of exhibition materials and education programs, provide input on marketing strategies and delivery of campaigns.	As above	Yes	N/A	N/A	N/A

Definitions

‘Public relations, communications and media staff’ is understood to mean persons who engage in externally focussed public affairs activities including proactively promoting events to the media and engaging with the media on a daily basis as well as advising on strategic communications issues including advertising campaigns.

‘Ongoing staff’ is understood to mean those who are employed under the Public Service Act or equivalent act.

‘Contractors’ is understood to mean situations where an agency pays another organisation to provide “labour hire” for the agency (i.e. there is no employment relationship between the agency and the “labour hire”)

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Question no.: 31

Program: n/a

Division/Agency: Corporate Services

Topic: FOI Requests

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since 7 September 2013:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
 - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 - b. For how many has a redacted document been provided?

Answer:

Department of Infrastructure and Regional Development

1. 85.
2. 40.
3. a. 3.
b. Nil.

Airservices Australia

1. 17.
2. No documents have been determined as deliberative matter in any of the requests received in the period mentioned.
3. N/A.

Australian Maritime Safety Authority

1. 27.
2. Nil.
3. N/A.

Australian Transport Safety Bureau

1. 18.
2. Nil.
3. a-b N/A.

Civil Aviation Safety Authority

1. 91.
2. Nil.
3. N/A.

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National Capital Authority

1. 9 valid requests.
2. Nil.
3. N/A.

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Question no.: 32

Program: n/a

Division/Agency: Corporate Services

Topic: Freedom of Information

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Consultations with Other Departments, Agencies and the Minister

Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?

1. If so, for each instance provide a table setting out the following information:
 - a. The Department/Agency which was consulted;
 - b. The document;
 - c. The purpose of the consultation;
 - d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
 - e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension.
2. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?
3. If yes, provide a table setting out the following information:
 - a. The requests with respect to which the Minister or Ministerial office was consulted;
 - b. The Minister or Ministerial office which was consulted;
 - c. The purpose of the consultation;
 - d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
 - e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension;
 - f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office.

Staffing

1. From 18 September 2013, what was the average FTE allocated to processing FOI requests?

FOI Disclosure Log

1. For the purposes of meeting its obligations under 11C of the Act, does the Department/Agency:
 - a. Maintain a webpage allowing download of documents released under section 11A (direct download)?
 - b. Require individuals to contact the Department/Agency to ask for the provision of those documents (request for provision)?
 - c. Facilitate to those documents in a different manner (if so, specify).
2. If the Department/Agency has moved from a system of meeting its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
 - a. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
 - b. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
 - c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
 - d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
 - e. What was the approximate cost for salaries for the FTE staff allocated to this task?

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3. Has the Department/Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:
 - a. On how many occasions charges have been imposed;
 - b. The amount charged for each document;
 - c. The total amount charged;
 - d. What is the highest charge that has been imposed.

With respect to FOI requests

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
2. Of those, how many were:
 - a. Released in full
 - b. Released in part
 - c. Refused access on the grounds that release of the document would be contrary to the public interest.
 - d. Other (please specify)

Answer:

Department of Infrastructure and Regional Development

Consultations with Other Departments, Agencies and the Minister

1. Yes.
2. a – e. The Department does not record data that would readily allow an answer to be provided to this question and to attempt to provide this information would involve an unreasonable diversion of departmental resources.
3. Yes
4. a – e. N/A.
 - f. The Department provided formal ‘For Information’ briefs to the ministers’ offices for 12 FOI requests during the period 7 September 2013 – 31 May 2014. Ministers’ offices are also informed of all requests on hand through a weekly FOI status report.

Staffing

1. 1.95 FTE in the FOI and Client Service Team.
Many other departmental staff assist the FOI team with processing FOI requests, however, the Department does not record data that would readily allow an answer to be provided to this question and to attempt to provide this information would involve an unreasonable diversion of departmental resources.

FOI Disclosure Log

1. a. Yes.
 - b. Yes, but only where an individual seeks access to the document in an alternate format to what is already published.
 - c. No.
2. a - e. N/A.
3. No
4. a – d. N/A.

With respect to FOI requests

1. The Department does not record data that would readily allow an answer to be provided to this question and to attempt to provide this information would involve an unreasonable diversion of departmental resources.
2. a – d. The Department does not record data that would readily allow an answer to be provided to this question and to attempt to provide this information would involve an unreasonable diversion of departmental resources.

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Airservices Australia

Consultations with Other Departments, Agencies and the Minister

1. No consultation has occurred for the period 1 March 2014 to 31 May 2014 Airservices does provide a weekly report to Department of Infrastructure and Regional Development on the status of all FOI requests received and finalised.
2. As above no consultation has occurred.
3. No.
4. N/A.

Staffing

1. One.

FOI Disclosure Log

1. a. No.
b. Yes.
c. No.
2. N/A.
3. No.
4. N/A.

With respect to FOI requests

1. Four documents found as conditionally exempt, in one FOI request during this period.
2. a. N/A.
b. Four documents released in part using Section 22, exempt material blacked out prior to release.
c. N/A.
d. N/A.

Australian Maritime Safety Authority

Consultations with Other Departments, Agencies and the Minister

1. Yes. The Australian Maritime Safety Authority (AMSA) consults with other departments and agencies in circumstances where the release of documents may potentially affect that department or agency.
2. Details of the agencies consulted, other than for the purpose of discussing a transfer under section 16 of the FOI Act, are as follows:

<i>Agency consulted</i>	<i>Document referred</i>	<i>Purpose of consultation</i>	<i>Extension from applicant?</i>	<i>Extension from IC?</i>
ACBPS, Defence	Incident Details Report SAR 2013/6452	Require opinion of agency as to possible effect of release of information in document	No	No
ACBPS	Incident Details Report SAR 2013/2487	Require opinion of agency as to possible effect of release of information in document	No	No
AFP	Comms between AFP and AMSA RCC re SAR 2013/4724	Require opinion of agency as to possible effect of release of information in document	No	No
ACBPS	RCC emergency broadcasts SAR 2013/6206	Require opinion of agency as to possible effect of release of information in document	No	No
AFP, ACBPS	RCC worksheets SAR 2013/6506	Require opinion of agency as to possible effect of release of information in document	No	No
ACBPS	Documents related to SAR 2013/8580	Require opinion of agency as to possible effect of release of information in document	No	No
ACBPS, Defence	Incident details report SAR 2014/4903	Require opinion of agency as to possible effect of release of information in document	No	No

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3. AMSA has not consulted with the Minister on any FOI matter in the date range indicated. However, AMSA submits to the Department of Infrastructure a weekly report on FOI matters for information purposes, as per the table in part (4).
4. Details of the weekly report provided by AMSA to the Department of Infrastructure for information are as follows:

Request	Minister	Purpose	Ext from applicant?	Ext from IC?	Briefings ?
43440 Asylum seeker boat sinking late September	T & I	information	No	No	No
43441 SAR incident in April 2013	T & I	information	No	No	No
43442 Asylum seeker incident 27 Sept 2013	T & I	information	No	No	No
43467 Boats in distress 25 Sept to 15 Oct	T & I	information	No	No	No
43480 Comms re: 27 Sept 2013 SAR incident	T & I	information	No	No	No
43483 Inspection of vessel Wadi Alkarm	T & I	information	No	No	No
43484 Inspection of MB7170 George Bass	T & I	information	No	No	No
43508 AMSA emergency broadcasts directed at vessels north of Christmas Island	T & I	information	No	No	No
43521 Ocean Emperor incident 21 July 2010	T & I	information	No	No	No
43524 Corinthiakos June 2012	T & I	information	No	No	No
43551 Correspondence between AMSA Chair and Minister Sept 2013 to Jan 2014	T & I	information	No	No	No
43555 SIEV 410	T & I	information	No	No	No
43562 Newlead Venetico	T & I	information	No	No	No
43587 Asylum seeker call 1 Jan 2014	T & I	information	No	No	No
43592 Recruitment of senior property officer	T & I	information	No	No	No
43618 SAR log for SIEV 798	T & I	information	No	No	No
43619 Fire report	T & I	information	No	No	No
43623 Sage Sagittarius	T & I	information	No	No	No
43627 Island Chief	T & I	information	No	No	No
43629 Minimum Safe Manning documents	T & I	information	No	No	No
43640 MH370	T & I	information	No	No	No
43641 Minimum Safe Manning documents – Mermaid Marine	T & I	information	No	No	No
43664 Correspondence with PMO 9 Mar to 29 May 2014	T & I	information	No	No	No
43666 Whitnavigator	T & I	information	No	No	No
43699 Incident aboard Island Chief (Tewabudi)	T & I	information	No	No	No
43672 Montara Indonesia EEZ	T & I	information	No	No	No
436723 Antarctic Chieftain fatality	T & I	information	No	No	No

Staffing

1. Total FTE's equals 0.55.

FOI Disclosure Log

1. AMSA requires individuals to contact the Agency to request provision of the documents.
2. AMSA has never provided FOI documents by direct download.
3. No. AMSA has never charged any for access to a document under section 11C(4).
4. N/A.

With respect to FOI requests

55 documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt.

1. 55 documents were released in part.

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Australian Transport Safety Bureau

Consultations with Other Departments, Agencies and the Minister

1. Yes
2. Refer Attachment A
3. No
4. N/A

Staffing

1. 0.67 FTE at the APS 5 level.

FOI Disclosure Log

- 1a. No
- 1b. Yes
- 1c. No
- 2a. N/A
- 2b. N/A
- 2c. None
- 2d. 0.67 FTE at the APS 5 level.
- 2e. \$40,047 (direct and indirect salary costs)
3. No
4. a-d N/A

With respect to FOI requests

1. il
2. a-d N/A

Civil Aviation Safety Authority

Consultation with Other Departments, Agencies and the Minister

1. Yes, where applicable.
2. See table below.

(a) Department / Agency consulted	(b) The document	(c) Purpose of consultation	(d) Extension of time sought from applicant?	(e) Extension of time sought from IC?
ATSB	F13/2436 – relating to aircraft accident VH-MJO	As required under the FOI Act	No	No
ATSB	F13/2437 – relating to aircraft accident VH-HFH	As required under the FOI Act	No	No
AirServices Australia	F13/5689 – relating to airspace concerns	As required under the FOI Act	No	No

3. CASA reports weekly to the Department of Infrastructure and Regional Development in relation to FOI requests on hand. The Department provides a portfolio report to the Minister.
4. (a) to (f) – Nil. CASA did not consult with the Minister's office in relation to any FOI requests during the period 7 September 2013 to 31 May 2014.

Staffing

1. One.

FOI Disclosure Log

- 1.(a) Yes
- 1.(b) Yes (for one item)
- 1.(c) No

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2. N/A
3. Yes.
4. See table below.

(a) How many times have charges been imposed	(b) The amount charged for each document	(c) The total amount charged (7 Sept 2013 to 31 May 2014)	(d) What is the highest charge that has been imposed
21	Various – charged in accordance with fee calculator	\$11,7011	\$2,960

With respect to FOI requests

1. 19
2. (a) Nil
(b) 15
(c) 4
(d) N/A

National Capital Authority

Consultations with Other Departments, Agencies and the Minister

1. No.
2. N/A.
3. The National Capital Authority (NCA) has not consulted the Minister's office prior to making any Freedom of Information (FOI) decisions.
4. N/A.

Staffing

1. 0.1 FTE.

FOI Disclosure Log

- 1a. No.
- 1b. Yes.
- 1c. Yes. The website advises the public to contact the NCA should they require access to the documents in a different format.
2. N/A.
3. No.
4. N/A.

With respect to FOI requests

1. One FOI request was finalised which included two documents that were conditionally exempt.
2. Of those:
 - a. 0 were released in full
 - b. 2 were released in part
 - c. 0 were refused access on the grounds that release of the document would be contrary to the public interest
 - d. 0 Other.

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ATTACHMENT A

Australian Transport Safety Bureau

FOI Number	Department/Agency consulted	The Document	The purpose of the consultation	An extension of time sought from the applicant	An extension of time sought from the Information Commissioner
FOI 13-14(18)	CASA	Email regarding the recovery of flight recorders	Any objections to the release of the document.	Nil	Nil
FOI 13-14(20)	AMSA	Occurrence Details Report / Notification Source Details	Any objections to the release of the document.	Nil	Nil

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Question no.: 33

Program: n/a

Division/Agency: Corporate Services

Topic: Media Subscriptions

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. What pay TV subscriptions does your Department/Agency have?
 - a. Please provide a list of what channels and the reason for each channel.
 - b. What is the cost from Additional Estimates in February 2014 to date?
 - c. What is provided to the Minister or their office?
 - d. What is the cost for this from Additional Estimates in February 2014 to date?
2. What newspaper subscriptions does your Department/Agency have?
 - a. Please provide a list of newspaper subscriptions and the reason for each.
 - b. What is the cost from Additional Estimates in February 2014 to date?
 - c. What is provided to the Minister or their office?
 - d. What is the cost for this from Additional Estimates in February 2014 to date?
3. What magazine subscriptions does your Department/Agency have?
 - a. Please provide a list of magazine subscriptions and the reason for each.
 - b. What is the cost from Additional Estimates in February 2014 to date?
 - c. What is provided to the Minister or their office?
 - d. What is the cost for this from Additional Estimates in February 2014 to date?
4. What publications does your Department/Agency purchase?
 - a. Please provide a list of publications purchased by the Department and the reason for each.
 - b. What is the cost from Additional Estimates in February 2014 to date?
 - c. What is provided to the Minister or their office?
 - d. What is the cost for this from Additional Estimates in February 2014 to date?

Answer:

Department of Infrastructure and Regional Development

1. The Department has a subscription with Foxtel.
 - a. The package provided by Foxtel contains a package of channels and has been assessed as the most cost effective and relevant package for the Department.
 - b. \$6,181.
 - c. There is one Foxtel subscription for the Ministers and their offices.
 - d. \$578.
2. The Canberra Times, Australian, Sydney Morning Herald, Financial Review, Age, Telegraph, Herald Sun, Business Review Weekly and The Land.
 - a. The newspaper subscriptions are relevant to the Department's industry and professional work.
 - b. \$5,519.
 - c. The Canberra Times, Age, Australian, Courier Mail, Financial Review, Melbourne Herald Sun, Sydney Morning Herald, Daily Telegraph, Land, Adelaide Advertiser.
 - d. \$4,820.
3. Australian Flying and Australasian Transport News.
 - a. Annual subscriptions and one off purchases are relevant to the Department's industry and professional work.
 - b. \$185.
 - c. Nil.
 - d. N/A.

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4. PGPA Act, Rawlinsons Australian Construction Handbook and Style Manual for Authors, Editors and Printers.
 - a. Any publications purchased are one off and relevant to the Department's industry and professional work.
 - b. \$485.
 - c. Nil.
 - d. N/A.

Airservices Australia

1. a. The National Operations Centre and Air Traffic Control Centres require Foxtel in order to responsibly manage the air traffic network and gain information regarding relevant alerts/activities within Australia. Airservices subscribes to Parliamentary TV to ensure the organisation remains up-to-date with relevant aviation legislation and regulatory developments.
The Aviation Rescue and Fire Fighting (ARFF) group subscribe to the standard Foxtel package at fire stations. The ARFF fire-fighters cannot leave the immediate vicinity of their fire station whilst on shift. The length of shifts worked at some of the stations, and the fact that some stations are in remote or regional localities with limited choice or duration of standard TV coverage, has prompted ARFF to make it available. Any local arrangements beyond the standard package are financed by those individuals.
 - b. The monthly Business Package rate for Foxtel is \$150, we have 22 stations (most of which have Foxtel) so the cost is approximately \$3,300 per month. Any amounts over this are funded by employees.
2. a. Airservices newspaper subscriptions (The Australian, Canberra Times, Financial Review, The Age, Sydney Morning Herald) ensure the organisation keeps informed on news and current events.
 - b. \$3,010.
3. a. Airservices subscribes to industry and technical magazines to ensure staff are informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards.
 - b. \$3,900.
4. a. Airservices purchases a large number of books, articles, and reports to keep staff informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards.
 - b. \$2,829.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) subscribes to Foxtel.
 - a. The channels are those provided with the Business Premium package offered by Foxtel. The reason the Business Premium package has been selected by AMSA is that it provides Sky News to keep staff informed about current events that may be relevant to AMSA's operations.
 - b. \$2,000.
 - c. Nil.
 - d. N/A.
2. AMSA offices have subscriptions for major daily and regional newspapers as a means of keeping staff informed about news and current events which may be relevant to AMSA's operations.
 - a. AMSA receives the following newspapers on business days Monday to Friday at the following locations:
Canberra Office – The Australian, the Canberra Times, Daily Telegraph and the Sydney Morning Herald.
Brisbane Office - Courier Mail.
Sydney Office – The Sydney Morning Herald.
Melbourne Office – The Australian.
Fremantle Office – The Australian and the West Australian.
 - b. \$2,728.
 - c. Nil.
 - d. N/A.

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- 3-4: AMSA subscribes to and purchases relevant business, trade, professional and industry magazines and publications relevant to its role as the national agency responsible for maritime safety, protection of the marine environment and maritime and aviation search and rescue. AMSA does not maintain centralised records for each subscription that would make it possible to provide a detailed breakdown in the terms sought in question 3 (a) and (b) and 4 (a) and (b) without an unreasonable diversion of resources.
- c. Nil.
 - d. N/A.

Australian Transport Safety Bureau

- 1. None.
 - a. N/A.
 - b. Nil.
 - c. N/A.
 - d. Nil.
- 2.
 - a. The Australian online. Reason: to get access to the aviation articles online.
 - b. \$25.
 - c. N/A.
 - d. Nil.

Civil Aviation Safety Authority

- 1. CASA subscribes to Foxtel's Business Premium Package to provide particular staff with a wider range of access to news and other appropriate channels.
 - a. CASA subscribes to the Business Premium Package. Channels included in the Business Premium Package are:

Fox Sports 1	BBC World News	NITV	V
Fox Sports 2	CNN	BBC Knowledge	V Hits
Fox Sports 3	The Weather Channel	Music Max	MTV Hits
Fox Sports News	Bloomberg	MTV Classic	CMC
Euro Sport	Fox News	Nickelodeon	Nick Jr
Euro Sport News	CNBC	Cartoon Network	Boomerang
ESPN	A-Pac	Lifestyle Food	Lifestyle
ESPN 2	National Geographic	Fox Classics	Fox 8
Fuel TV	Nat Geo Adventure	Aust. Christian Channel	W
Speed	Discovery	Aurora	Arena
Sky News National	Discovery Science	Comedy	MTV
Sky News Local	Home and Health	Lifestyle Home	TV1
Sky News Business	TLC	Universal Channel	UKTV
Sky News Multiview	Animal Planet	TCM	E
Crime and Investigation	History	Expo	Bio
Sci Fi Channel	Disney Channel	Studio	111 Hits
Disney Junior	Turbo Max	SoHo	Lifestyle Food
Fox Footy	Aljazeera	CCTV News	Crime and Investigation
A & E	MTV Live HD	CBeebies	Kids Co
SF	EXPO		

- b. \$3,125.
- c. N/A.
- d. N/A.

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2-4.

- a. CASA subscribes to newspapers and to aviation magazines and publications to allow staff to be kept informed of news items and of aviation industry developments. CASA does not track the titles of individual newspapers and magazines.
- b. \$45,858.
- c. N/A.
- d. N/A.

National Capital Authority

1. Nil.
2.
 - a. Yearly subscriptions to The Australian, The Canberra Times, Sunday Telegraph and the Daily Telegraph for media monitoring.
 - b. \$552.
 - c. Nil.
3. Nil.
4. Nil.

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Question no.: 34

Program: n/a

Division/Agency: Corporate Services

Topic: Media Monitoring

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etc, provided to the Minister's office from Additional Estimates in February 2014 to date?
 - a. Which Agency or Agencies provided these services?
 - b. What has been spent providing these services from Additional Estimates in February 2014 to date?
 - c. Itemise these expenses.
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etc, provided to the Department/Agency from Additional Estimates in February 2014 to date?
 - a. Which Agency or Agencies provided these services?
 - b. What has been spent providing these services from Additional Estimates in February 2014 to date?
 - c. Itemise these expenses

Answer:

Department of Infrastructure and Regional Development

1. The Department's arrangement involves a flat-rate fee which includes access for Ministers' offices.
 - a. iSentia.
 - b. The Department's arrangement involves a flat-rate fee which includes access for Ministers' offices.
 - c. N/A
2. \$167,887 (GST excl).
 - a. iSentia.
 - b. \$167,887 (GST excl)
 - c. Table below (GST excl)

Mar-13	\$58,408
Apr-13	\$58,370
May-13	\$51,108

Airservices Australia

1. N/A.
2. a. iSentia.
b. \$14,911.
c.

Service provided	Cost
Monitoring Service March 14 charges	\$ 8,709.71
Monitoring Service April 14 charges	\$ 3,014.63
Monitoring Service May 14 charges	\$ 3,187.28

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Australian Maritime Safety Authority

1. N/A.
2. \$69,293.
 - a. Media Monitors (iSentia) and CCH Parliamentary Alerts.
 - b. \$69,293.
 - c. CCH Parliamentary Alerts - \$400; Media Monitors (iSentia) - \$68,893.

Australian Transport Safety Bureau

1. Nil.
 - a. N/A.
 - b. Nil.
 - c. Nil.
2. Nil. Media Monitoring services to the ATSB are provided by the Department of Infrastructure and Regional Development.
 - a. N/A.
 - b. Nil.
 - c. Nil.

Civil Aviation Safety Authority

1. N/A.
2.
 - a. iSentia and AAP
 - b. \$17,577.54
 - c.

Company	Date	Cost
iSentia	31/3/2014	\$9,334.44
iSentia	31/3/2014	\$486.72
iSentia	30/4/2014	\$5,377.68
iSentia	30/4/2014	\$186.56
AAP	1/3/2014	\$654.57
AAP	23/3/2014	\$19.08
AAP	1/4/2014	\$654.57
AAP	6/4/2014	\$209.35
AAP	1/5/2014	\$654.57

National Capital Authority

1. N/A.
2. Nil.

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Question no.: 35

Program: n/a

Division/Agency: Corporate Services

Topic: Market Research

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

List any market research conducted by the Department/Agency since Additional Estimates in February 2014.

1. List the total cost of this research.
2. List each item of expenditure and cost, broken down by division and program.
3. Who conducted the research?
4. How were they identified?
5. Where was the research conducted?
6. In what way was the research conducted?
7. Were focus groups, round tables or other forms of research tools used?
8. How were participants for these focus groups et al selected?

Answer:

Department of Infrastructure and Regional Development

Nil.

Airservices Australia

Nil.

Australian Maritime Safety Authority

The Australian Maritime Safety Authority undertook one market research project for domestic commercial vessel stakeholder communications.

1. \$41,530.
2. The project was initiated by AMSA's Corporate Relations Division.
3. Orima Research Pty Ltd.
4. Through a limited tender.
5. At Orima Research Pty Ltd's Canberra premises.
6. Desktop research with data sourced from the Australian Bureau of Statistics.
7. No. The project involved desktop research.
8. N/A.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

In December 2013 CASA commissioned MERCER Australia Pty Ltd (Mercer) to conduct market research of domestic and international labour market supply conditions for employment streams in which CASA has an interest. The research project was completed in early March 2014. The details of the project are as follows:

1. The total cost of the research project was \$70,000.
2. \$70,000 by Corporate Services.

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3. Mercer.
4. In September 2013, CASA initiated a Request for the Quotation of Services (RFQ) and invited five companies to respond to the RFQ. Following the evaluation of tender responses in accordance with government procurement policy, Mercer was selected as the preferred tenderer.
5. Mercer conducted market research for the labour supply of: aviation technical; aviation specialist, safety specialist; engineering; rotary and fixed wing pilots; air traffic control; and medical professions in Australia, the United States, United Kingdom, Canada and Ireland.
6. Desktop study in Australia.
7. No.
8. N/A.

National Capital Authority

Nil.

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Question no.: 36

Program: n/a

Division/Agency: Corporate Services

Topic: Government Advertising

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much has been spent on government advertising (including job ads) since the Additional Estimates in February 2014?
 - a. List each item of expenditure and cost.
 - b. List the approving officer for each item.
 - c. Detail the outlets that were paid for the advertising.
2. What government advertising is planned for the rest of the financial year?
 - a. List the total expected cost.
 - b. List each item of expenditure and cost.
 - c. List the approving officer for each item.
 - d. Detail the outlets that have been or will be paid for the advertising.

Answer:

Department of Infrastructure and Regional Development

1. \$49,869.

Item	Outlet	Exp. (\$)
2015 Graduate advertising	Adcorp	\$10,287
Gazette Notices (various)	Office of Parliamentary Counsel	\$15,552
ASRR advertising	Adcorp	\$10,609
National Awards for Local Government	Local Government Focus	\$2,591
Coastal Shipping Review	Adcorp	\$3,330
Coastal Trading	Adcorp	\$5,023
Disability Transport Draft	Adcorp	\$2,477

* Expenditure was approved by the relevant delegate as per the departments delegations.

2. Advertising for the remainder of the financial year will depend on the business requirements of the department.

Airservices Australia

1. Nil.
2. Nil.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) spent \$104,841 on government advertising since the Additional Estimates in February 2014.

Item	Outlet	Approving Officer	Expenditure \$
Job advertising	Blaze Advertising and Adcorp	Manager, People and Development	\$36,342
Advertisements for domestic commercial vessel industry public consultation meetings	Adcorp	Manager, Media, Engagement and Parliamentary	\$68,224

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Safety Messages	Facebook	Manager, Communication	\$275
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2. The Australian Maritime Safety Authority has the following advertising planned for the remainder of the 2013/14 financial year.

Item	Outlet	Approving Officer	Expenditure \$
Community Service Announcements – Emergency Beacons	WIN Television	Manager, Communication	\$59,400*
Maritime 14 Conference Advertisement	Club Marine Magazine	Manager, Communication	\$4,211

*full year cost.

Australian Transport Safety Bureau

1. Nil
a-c. N/A
2. Nil
a-d. N/A

Civil Aviation Safety Authority

1. \$43,496
- 2.

Document	Publication	Cost
Safety advertising	Gyro News	400
Ramp check insert	Gyro News	227
Recruitment	The Australian	1,815
Recruitment	SEEK	226
Sport Aviation Ramp Check advertising	Aerosport	900
Flight Safety Australia advertising	Aircraft Owners and Pilots Association magazine	5,030
Flight Safety Australia advertising	Aviator Magazine	2,950
Flight Safety Australia advertising	Sport Pilot	2,550
Flight Safety Australia advertising	Aviation Business	4,040
Flight Safety Australia advertising	Australian Aviation	10,000
Flight Safety Australia advertising	Aero Australia	5,400
Close call advertising	Aerosport	263
Notice of Proposed Change – 139/05	The Australian	927
Notice of Final Change –172/05	The Australian	927
Notice of Proposed Rule Making 1321OS	The Australian	1,360
Notice of Proposed Rule Making 1309OS	The Australian	906
GNSS and ADS-B mandates/requirements	Aircraft Owners and Pilots Association pilot magazine & Aviation Trader	5,575
TOTAL		43,496

Advertising was approved by the relevant CASA manager with the appropriate level of delegation. All advertising materials were produced in-house and no ministerial staff were involved in commissioning.

National Capital Authority

\$32,272. All advertising is 'non-campaign' advertising as per legislative requirements. The main advertising is public notification of matters such as road and/or Lake Burley Griffin closures.

Since 1 July 2012, recruitment advertising has been carried out online in accordance with the non-campaign recruitment advertising policy.

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Question no.: 37

Program: n/a

Division/Agency: Corporate Services

Topic: Prequalified Multiuse List Tenders

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Does the Department/Agency have existing prequalified or multiuse list panels for tenders?
2. Please list all prequalified or multiuse list panels, and the firms on them, compiled or used by the Department/Agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any ministerial staff have directorships in any of the firms on your panels?
5. Do any ministerial staff have interest- financial or otherwise- in any of the firms on your panel?
6. Has the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

Answer:

Department of Infrastructure and Regional Development

1. The Department has 1 multi-use list (MUL) for Information and Communications Technology Services. (AusTender MUL ID - DIT MUL/ICT/2012). A list of all Departmental panels is available on the AusTender website.
2. A list of suppliers on the Information and Communications Technology Services MUL can be found at attachment A. A list of all Departmental panels and the firms on them is available on the AusTender website.
3. The Department's conflict of interest policy requires all departmental employees to declare any actual or potential conflict of interest. Declarations are considered and retained on file.
4. Issues regarding ministerial staff conflict of interest declarations are matters for the Department of Finance.
5. Issues regarding ministerial staff conflict of interest declarations are matters for the Department of Finance.
6. No.
7. No.

Airservices Australia

1. Yes.
2. Airservices prequalified or multiuse list panels are available in Attachment A. In addition to these, Airservices also utilises a number of Government prequalified or multiuse list panels where available and fit for purpose.
3. No.
4. No.
5. No.
6. No.
7. No.

Australian Maritime Safety Authority

1. Yes.

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2. The list of multiuse panels used by the Australian Maritime Safety Authority is as follows:

Multi Use List - Opportunity Based Search and Rescue Services
Aerial Agriculture Pty Ltd
Ambulance Victoria
Arafura Helicopters Pty Ltd t/a Alice Springs Helicopters
Attorney-General (SA)
Aus Air Services Pty Ltd
Australian Helicopters Pty Ltd
Capricorn Helicopter Rescue Services Ltd
Careflight QLD Limited
Central Queensland Helicopter Rescue Services Ltd
Chinta Air Pty Ltd
Department of Community Safety
Department of Fire and Emergency Services Western Australia
Execujet Australia Pty Ltd t/a Execujet Australasia
Falcon Operations Australia Pty Ltd
GSJB Group Pty Ltd
Helifish Pty Ltd
Heli-Serv Pty Ltd
Hunter region SLSA Helicopter Rescue Service Ltd
Little Aviation Pty Ltd
Microflite Pty Ltd
Northern Region SLSA Helicopter Rescue Service Pty Ltd
Redcliffe Aero Club
Revesco Aviation Pty Ltd
State of Queensland (Acting through Queensland Health)
Sunshine Coast Helicopter Rescue Service Ltd
The Trustee for ABC Brick Sales Trust t/a ABC Heli
Tude's Choppers Pty Ltd
Multi Use List - Oil Spill Control Agents (Dispersants)
Spill Tech Pty Ltd

3. No.
4. No.
5. No.
6. No.
7. No.

Australian Transport Safety Bureau

1. No.
2 – 7. N/A.

Civil Aviation Safety Authority

1. Yes.
2. CASA Panels and Multi User List (MUL) is at Attachment B and includes Panels and MULs set up by other agencies that CASA can access.
3. Yes. However CASA staff participating in procurement panels must complete a probity form prior to the exercise to identify any conflicts of interest.
4-6. N/A.
7. No.

National Capital Authority

1. No.
2-7. N/A.

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Question no.: 38

Program: n/a

Division/Agency: Corporate Services

Topic: Lobbyist Register Meetings

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. List all interactions between the Department/agency with any representative listed on the lobbyist register since Additional Estimates in February 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
2. List all interactions between the Minister/Parliamentary Secretary and/or their offices with any representative listed on the lobbyist register since Additional Estimates in February 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.

Answer:

Department of Infrastructure and Regional Development

The Department does not keep a register of this information. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

Airservices Australia

Nil.

Australian Maritime Safety Authority

Nil.

Australian Transport Safety Bureau

1. Meeting with Paul Fox and Allan King.
Topic - provide an update on activities of Aviation/Aerospace Australia.
Paul Fox requested the meeting.
The meeting was held in Martin Dolan's Office, 62 Northbourne Avenue, Canberra.

Meeting with Allan King, Chris Bigg and Ian Kew.
Topic – provide an update on activities of Northern Territory Airports.
Allan King requested the meeting.
The meeting was held in Martin Dolan's Office, 62 Northbourne Avenue, Canberra.
2. N/A

Civil Aviation Safety Authority

Nil.

National Capital Authority

Nil.

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Question no.: 39

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Website

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much has been spent on the Minister's website since Additional Estimates in February 2014? List each item of expenditure and cost.
2. Who is responsible for uploading information to the Minister's website?
3. Are any departmental staff required to work outside regular hours to maintain the Minister's website?

Answer:

1. Departmental staff maintain a number of websites including ministerial websites. Time spent maintaining each individual website is not recorded.
2. The Department is responsible for uploading information.
3. No.

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Question no.: 40

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Motor Vehicles

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Has the Minister been provided with a motor vehicle since Additional Estimates in February 2014? If so:

1. What is the make and model?
2. How much did it cost?
3. When was it provided?
4. Was the entire cost met by the Department? If not, how was the cost met?
5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
6. Are these costs met by the Department? If not, how are these costs met?
7. Please provide a copy of the guidelines that determine if a Minister is entitled to a motor vehicle.
8. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
9. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
10. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Answer:

1 - 6. No.

7 - 10. Guidelines are issued by the Department of Finance.

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Question no.: 41

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Vehicles (non-MoPS)

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle since Additional Estimates in February 2014? If so:

1. What is the make and model?
2. How much did it cost?
3. When was it provided?
4. Was the entire cost met by the Department? If not, how was the cost met?
5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
6. Are these costs met by the Department? If not, how are these costs met?
7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
8. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
10. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Answer:

No.

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Question no.: 42

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Vehicles

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements since Additional Estimates in February 2014? If so:

1. What is the make and model?
2. How much did it cost?
3. When was it provided?
4. Was the entire cost met by the Department? If not, how was the cost met?
5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
6. Are these costs met by the Department? If not, how are these costs met?
7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
8. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
10. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Answer:

MoPS Act entitlements are administered by Department of Finance.

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Question no.: 43

Program: n/a

Division/Agency: Corporate Services

Topic: Provision of Equipment - Ministerial

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. For Departments/Agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs? Itemise equipment and cost broken down by staff or minister classification.
2. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to Department/Agency staff? If yes, provide a list of what is provided across the Department or Agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.

Answer:

Department of Infrastructure and Regional Development

1. Mobile Phones types and purchase costs (excl GST) are: iPhone 5 and 5S \$999-\$1,129.

Classification	No. of Staff	Approx Cost
Advisor	11	\$11,249
Assistant Advisor	1	\$999
Assistant Diary Manager	1	\$999
Assistant Minister	1	\$999
Chief of Staff	2	\$1,998
Diary Manager	2	\$1,998
Media Advisor	1	\$999
Minister	1	\$1,129
Office Manager	2	\$1,998

2. Yes. Equipment provided to departmental staff includes computers, mobile phones / blackberries, iPhones and iPads. The value of the equipment currently provided is approximately \$2.08M (excl GST). The ongoing cost is as follows:

Data cards (for Laptops)	\$44.54 to \$99 per month plus charges where plan usage is exceeded
iPads	Ipads - \$49 OBBG49USTD - Optus Broadband Standard \$49 Unlimited - minimum monthly cost
iPhones	Optus 3GB data Plan for \$24 p.m. plus voice calls based on usage.
Blackberry's	Optus - BB38BB Casual Blackberry BES Plan - \$29.95 per month plus charges where plan usage is exceeded
	Telstra - Casual Blackberry BES plan - \$59.95 per month plus charges where plan usage is exceeded
Mobile Phones	Optus - \$0 Standard voice plan - charges based on usage
	Telstra - \$5 Enterprise fleet plan - \$5 per month plus charges where plan usage is exceeded

The equipment is available to all levels of staff across the Department and is issued depending on the business requirement and the nature of the officer's work.

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Airservices Australia

1. N/A.
2. Airservices provides electronic equipment to staff as outlined in Table below.

Item		Item Numbers	Upfront Cost (ex GST)	Ongoing Cost (ex GST)	Equipment Custodian Classifications
Laptops	Basic Laptop	1420	No upfront cost as leased over 36 months. Total price to lease for the period is approx \$1,836.	\$51/month*	Any level staff that has a requirement to travel or work remotely.
	Lightweight Laptop	363	No upfront cost as leased over 36 months. Total price to lease for the period is approx \$2,520.	\$70/month*	Primarily senior managers or staff who have WH&S restrictions.
RSA Tokens		1804	\$50	No ongoing cost	Any staff member that has a requirement to connect remotely or work from home.
Standard Mobile Phones		758	\$167	\$5 per month plus call costs	Any staff member that has a requirement for remote or after hours contact.
iPhones **		209	\$726	\$5 monthly fee plus \$30 per month on the standard 3GB data plan	Primarily senior managers unless an approved business case is received.
iPads **		32	\$925	\$29/month on the standard 4GB data plan	Primarily senior managers unless an approved business case is received.
IronKey USB***		25	\$331 for 16GB \$221 for 4GB	Approx \$93 every additional 3 years for updated security and virus protection.	Any staff member that has a requirement for secure and protected USB connectivity.
Wireless Data Cards This includes SIM cards to provide data services		519	\$215	\$29/month on the standard 4GB data plan**	Any level staff that has a requirement to travel or work remotely.

*Lease price varies depending on upfront cost at time of acquisition. This price is based on current models.

**Not all services are standard depending on the requirements. More expensive plans may have been implemented to save on the overall costs.

***This covers only approved IronKey USB devices. Currently an End Point Protection Solution which will allow Airservices to manage and monitor the use of USB ports is being developed for in the Information and Communication Technology (ICT) environment.

Australian Maritime Safety Authority

1. N/A.

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2. Equipment provided to staff of the Australian Maritime Safety Authority (AMSA) includes desktop and laptop computers and screens, mobile phones and smartphones, iPads, small printers, cameras and consumable equipment such as thumb drives. AMSA is unable to provide a breakdown in the terms sought without an unreasonable diversion of resources. The initial purchase cost is generally not specifically recorded as it falls below the required recording threshold included in AMSA's Fixed Assets Register. Ongoing costs to provide the equipment vary per device, depending on voice and data usage plans. The equipment is available to all levels of staff across the agency and is issued dependent upon operational need and business requirements and the nature of the officer's work.

Australian Transport Safety Bureau

1. N/A
2. Yes. See table below:

a.	b.	c.	d.
Equipment Type	Purchase Cost (per unit)	Ongoing costs (per unit)	Staff numbers and Classification
BlackBerry	\$610.00	\$15.00 per month	84 - management, corporate and investigation staff
Mobile Phones (Nokia 6720)	\$424.00	\$5.00 per month	2 – corporate staff
Network Security Tokens	\$75.00	\$13.00 per year	93 - management, corporate and investigation staff
Data Cards	\$318.00	\$19.00 per month (1Gig)	19 - management, corporate and investigation staff
Computer Laptops	\$2145.16	Nil	88 - management, corporate and investigation staff
Monitors	\$200.00	Nil	120 – management, corporate and investigation staff
Voice recorders	\$800.00	Nil	87 – investigation staff
GPS units	\$355.00	Nil	15 - investigation staff
Personal gas detectors	\$2,500.00	Calibration \$814 6 monthly	4 - investigation staff
Sat phones	\$1,000.00	\$7.19 per month	11 - investigation staff
Video cameras	\$1,000.00	Nil	9 - investigation staff
Cameras	\$300 - \$1000	Nil	73 - management, corporate and investigation staff

Civil Aviation Safety Authority

CASA provides electronic equipment to agency staff as outlined:

Equipment Item	Quantity	Purchase Cost	Ongoing Cost
Laptops	516	\$1,277,870.00	Not Applicable
Blackberry	148	\$82,288.00	\$34.95 per month
Wireless Cards (Next G Modem)	183	\$27,450.00	<ul style="list-style-type: none"> • \$19 per month (1 gig) • \$29 (4 gig) • \$39 (8 gig)
iPads	400	\$364,800.00	<ul style="list-style-type: none"> • \$35 (4 gig)
iPhones	8	\$7,920.00	<ul style="list-style-type: none"> • \$5 per month – phone • \$19 per month (1 gig) • \$29 (4 gig) • \$39 (8 gig)
Mobile Phones	154	\$69,300.00	<ul style="list-style-type: none"> • \$5 per month – phone • \$19 per month (1 gig) • \$29 (4 gig)

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			• \$39 (8 gig)
Blackberry Playbook	15	\$6,000.00	Not Applicable
Physical Security Tokens (VASCO) - \$40 per token	100	\$4000.00	Not Applicable
Software Security Tokens (VASCO) - \$15 per token	400	\$6000.00	Not Applicable
Thumb Drives	Untracked	Considered stationery	Not Applicable

Mobile device allocation by staff classification:

Classification	Laptop	Blackberry	G Modem	iPad	iPhone	Mobile	Playbook	Total
DAS	0	0	1	0	1	0		2
SMGA	2	0	1	2	1	0	1	7
SMGB	7	6	7	3		1	5	29
SMGC	18	13	10	3	1	1	2	48
SMGD	30	20	15	5	2	3	2	77
ASR1	86	11	22	10		45		174
ASR2	79	12	23	9		31		154
ASR3	13	10	10	1		3	1	38
CMTL	44	22	27	3		10		106
Contractors	8	1	1	2		0		12
CS5	33	23	12	3	2	4		77
CS4	42	9	11	4	1	2		69
CS3	34	5	6			11		56
CS2	12	1	0	1		1		15
FOI1	23	0	4			11		38
FOI2	37	5	10	2		19		73
FOI3	11	1	4	4		10		30
FTE1	6	2	2			0		10
FTE2	1	1	1	0		0		3
Professional Services	14	0	11	1	0	0	0	26
Unallocated	16	6	5	347	0	2	4	380
Total	516	148	183	400	8	154	15	1424

National Capital Authority

1. N/A.
2. Refer to response to SEQoN 75 (Provision of Equipment - Departmental).

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Question no.: 44

Program: n/a

Division/Agency: Corporate Services

Topic: Ministerial Staff Code

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the Department?
 - a. If so, list the breaches identified, broken by staffing classification level
 - b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 - c. If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?
 - a. If not, how many staff don't comply, broken down by classification level?
 - b. How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment?
 - a. If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?
 - a. If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level.

Answer:

The administration and management of the Ministerial Staff Code of Conduct is not the responsibility of the Department.

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Question no.: 45

Program: n/a

Division/Agency: Corporate Services

Topic: Official Residences

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences since the Additional Estimates in February 2014. Include:
 - a. The guest list of each function, including if any ministerial staff attended.
 - b. The party or individual who initiated the request for the function.
 - c. The menu, program or list of proceedings of the function
 - d. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences.

Answer:

The Department of Prime Minister and Cabinet is responsible for this matter.

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Question no.: 46

Program: n/a

Division/Agency: Corporate Services

Topic: Briefings for Other Parties

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Since Additional Estimates in February 2014 have any briefings and/or provision of information been provided to non-Government parties other than the Australian Labor Party? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Provide details of what information has been provided and a copy of the information.
 - d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
 - e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
 - f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?

Answer:

The Department appropriately responds to requests for information from non-Government parties as it does for other Members of Parliament and Senators. This includes preparation of information for ministerial correspondence, Parliamentary Questions on Notice, reports and briefings on portfolio issues.

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Question no.: 47

Program: n/a

Division/Agency: Corporate Services

Topic: Building Lease Costs

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. What has been the total cost of building leases for the Department / Agency since Additional Estimates in February 2014? Please provide a detailed list of each building that is currently leased.
Please detail by:
 - a. Date the lease agreement is active from.
 - b. Date the lease agreement ends.
 - c. Is the lease expected to be renewed? If not, why not?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building is necessary for the operations of the Department / Agency.
2. Please provide a detailed list of each building that had a lease that was not renewed since Additional Estimates in February 2014. Please detail by:
 - a. Date from which the lease agreement was active.
 - b. Date the lease agreement ended.
 - c. Why was the lease not renewed?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building was necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that is expected to be leased in the next 12 months.
Please detail by:
 - a. Date the lease agreement is expected to become active.
 - b. Date the lease agreement is expected to end.
 - c. Expected location of the building (City and state).
 - d. Expected cost of the lease.
 - e. Has this cost been allocated into the budget?
 - f. Why the building is necessary for the operations of the agency / department.
4. For each building owned or leased by the Department:
 - a. What is the current occupancy rate for the building?
 - b. If the rate is less than 100%, detail what the remaining being used for.

Answer:

Department of Infrastructure and Regional Development

1. a-b. Refer to Attachment A.
c. The Department is currently undertaking a review of all accommodation in line with the Department of Finance Property Management Framework.
d-e. Refer to Attachment A.
f. To complete the operational requirements of the department.
2. Nil.
3. Refer to 1c.
- 4 a. See Attachment A.
b. Refer to 1c.

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Airservices Australia

1-4. Airservices incurred a total lease cost of \$3,865,415 between 1 March 2014 and 31 May 2014. Airservices does not record data in a way that would readily allow answers to be provided to the remainder of this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

Australian Maritime Safety Authority

1. The total cost of building leases for the Australian Maritime Safety Authority for the period 1 March 2014 – 31 May 2014 has been \$1,002,331. A detailed list of each building that is currently leased, with details sought in parts (a) – (f) of the question, is provided at Attachment A.
2. There are no buildings that had a lease that was not renewed since 1 March 2014.
3. There are no additional buildings expected to be leased in the next 12 months.
4. The occupancy rate for current buildings, with details sought in parts (a) – (f) of the question, is included in the table at Attachment A.

Australian Transport Safety Bureau

1. Refer to Attachment A.
2. None.
a - f: N/A.
3. None.
a - e: N/A.
4. Leased.
a. 100%
b. N/A.

Civil Aviation Safety Authority

1. \$2,579,039. Refer to Attachment A for a-f.
2. Nil.
3. Refer to Attachment A.
4. Refer to SQ14-0000177.

National Capital Authority

The National Capital Authority (NCA) leases two buildings, details for each location are as follows. The total cost of building leases between 1 March 2014 and 31 May 2014, was \$94,600.65.

Location 1: Treasury Building, Parkes, ACT

- a. 17 March 2002
- b. 7 March 2017
- c. Yes
- d. Parkes, ACT
- e. Office (\$390 per square meter per annum)
Storage (\$190 per square meter per annum)
- f. Head office for the administrative work associated with the NCA's functional responsibilities under the *Australian Capital Territory (Planning and Land Management) Act 1988* (the Act).

Location 2: Yarralumla Works Depot, Yarralumla, ACT

- a. 1 November 2013
- b. 31 October 2016
- c. Yes
- d. Yarralumla, ACT
- e. \$31,062.60 (GST exclusive) per annum
- f. Works depot used to carry out memorial maintenance obligations associated with the NCA's functional

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responsibilities under the Act.

2. Nil.
3. Nil.
4. 100%.

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Question no.: 48

Program: n/a

Division/Agency: Corporate Services

Topic: Legal Costs

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

List all legal costs incurred by the Department/Agency since the Additional Estimates in February 2014:

1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external.
2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial).
3. How was each piece of advice procured? Detail the method of identifying legal advice.

Answer:

Department of Infrastructure and Regional Development

1.

Expense	Internal	External
Employee Salary related	232,702	-
Legal Fees & Disbursements – invoiced and paid	-	1,142,846

Provider of external service

AGS	430,952
Clayton Utz	187,999
Ashurst	418,175
Sparke Helmore	5,897
DLA Piper	44,919
Dibbs Barker	54,904
TOTAL	1,142,846

The Department does not record information that would readily allow a ‘summary of hours retained’ or ‘level of counsel used’.

2. Total spend on disbursements for this period equal \$115,263.
 Refer to Q1 for internal/external breakdown.
 Gender ratio is 2 female : 5 male.
 All briefed indirectly (via solicitors) and all engaged departmentally.
3. All procurement categorised as prequalified tender and effected under LSMUL.
 All matters identified under LEX.

Airservices Australia

1. The total of Airservices internal legal costs for the period 1 March 2014 to 31 May 2014 was \$763,841. This amount includes salary and overhead expenses as well as administrative costs such as telephony, stationery and IT equipment. The total of external legal costs was \$118,093. These costs include services provided for corporate and contractual matters, dispute resolution and litigation, and Government and administration issues.

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2. Nil.
3. All external legal costs are obtained through firms selected from the Legal Services Multi Use List provided by the Attorney-General's Department. External legal services are approved by the General Counsel or Deputy General Counsel prior to engagement.

Australian Maritime Safety Authority

1. Legal costs incurred by the Australian Maritime Safety Authority are as follows:

Internal Legal Costs	Cost	Hours
Staff Costs (direct and indirect salary costs)*	\$ 299,657	N/A
Other Internal Legal Costs (eg. Rent, Overheads, Materials)	\$ 214,046	N/A
Total Internal Legal Costs	\$ 513,703	

*Based on 100% allocation of internal solicitors.

External Legal Costs	Level of Counsel	Cost	Hours
Peter Dunning	Senior Counsel	\$ 11,567	21
Lyn McDade	Barrister-at-Law	\$ 27,034	92
Interlocutory application	N/A	\$ 965	N/A
Thompson St Squire Sanders	N/A	\$ 1,755	3
AGS	N/A	\$ 10,543	46
North Queensland Bulk Ports Corporation	N/A	\$ 135	N/A
Total External Costs		\$ 51,999	162

2. For the Australian Maritime Safety Authority, the cost of briefing Counsel, broken down by hours spent briefing, indicating whether it was direct or indirect briefing, the gender ratio of Counsel and how each Counsel was engaged is as follows:

	Cost	Hours
Male – AMSA Direct	\$ 11,567	21
Male Indirect	N/A	N/A
Female Direct	\$ 27,034	92
Female – AMSA Indirect	N/A	N/A
Total Counsel Briefing Costs	\$ 38,601	113

3. AMSA sources all of its legal advice, other than Counsel, through the Government wide legal services multi-use list.

Australian Transport Safety Bureau

1. Total Legal Costs (GST Incl. where applicable):

	Lawyer	Hours	Cost	Subtotals
Internal	Manager Legal	414.37	\$49,724	
	Principal Lawyer	278.5	\$30,635	\$80,359
External (Advice 1)	Partner	4.3	\$2,478	
	Solicitor	13.4	\$3,015	\$5,493
External (Advice 2)	Partner	47.5	\$29,057	
	Special Counsel	11.5	\$8,602	
	Senior Associate	13.7	\$6,706	
	Associate	7	\$2,849	
	Lawyer	74.6	\$24,618	\$71,833
			Total Cost	\$157,685

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2. Counsel was not briefed.
3. External legal advice was procured from firm on the Multi-User List.

Civil Aviation Safety Authority

1. CASA does not record time spent on preparing internal legal advice. The following information relates to external legal advice.

	Source	Total Cost	Hours	Level of Counsel	Internal/External
1.	Ashurst Australia	\$371	3	Partner, Senior Associate, Lawyer	External

2. CASA does not record time spent on briefing counsel. The gender ratio and engagement of counsel is:

Source	Cost Spent Briefing Counsel	Hours Spent Briefing	Direct/Indirect Briefing	Gender	Engagement	Briefs
Ronald Ashton	N/A	N/A	Direct	Male	Departmental	2
Brett Shields	N/A	N/A	Direct	Male	Departmental	2
Foley's List	N/A	N/A	Direct	Male	Departmental	1
Ashurst Australia	N/A	N/A	Direct	Male	Departmental	1
Ian Harvey	N/A	N/A	Direct	Male	Departmental	1

3. Each advice was procured via the Attorney-General's Department Legal Services Multi-Use List in accordance with the Commonwealth Procurement Rules.
The method of identifying the legal advice in relation to the matter listed in answer 1. was advice as to the operation and implementation of orders made by the Fair Work Commission.

National Capital Authority

1. \$139,178. All legal services and advice to the NCA is provided by external law firms.
2. Nil.
3. From legal firms on the Legal Services Multi-Use List. Business units identify the need for legal advice on a case by case basis.

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Question no.: 49

Program: n/a

Division/Agency: Corporate Services

Topic: Land Costs

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much land (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non-Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
 - a. What is the current occupancy level and occupant of the items identified in (3)?
 - b. What is the value of the items identified in (3)?
 - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

Answer:

Department of Infrastructure and Regional Development

1. 558 land holdings.
2. Refer to [Attachment A](#).
3. Refer to [Attachment B](#).
 - a. This information is not currently available.
 - b. Refer to [Attachment B](#).
 - c. In relation to leased premises:

Indian Ocean Territories - There are 68 leases in place for commercial properties or parts of commercial properties and 23 leases in place for staff housing. These have varying rental amounts and expiry dates.

Jervis Bay Territory - There are 26 houses that are leased out on a commercial basis. These have varying rental amounts and expiry dates.

Norfolk Island – There are some buildings within the Kingston and Arthurs Vale Historic Area (KAVHA world heritage site) that are occupied under lease (Golf Club and the Lions Club). There is no rental income collected in relation to these properties.
4. 350.
5. Refer to [Attachment B](#). Information regarding building size is not available.
6. This information is not currently available.

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Airservices Australia

Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

Australian Maritime Safety Authority

1. The land owned or leased by the Australian Maritime Safety Authority (AMSA) is detailed in Table 1 at Attachment C.
2. The detail for the land owned or leased by AMSA is provided in Table 1 at Attachment C.
3. The building assets and facilities on the land identified in the answer to questions 1 and 2 are detailed in Table 1 at Attachment C. The answer does not include those assets which make up AMSA's aids to navigation network.
4. The buildings owned or leased by AMSA are included in Table 2 at Attachment D.
5. The details sought in part 5 of this question are included in Table 2 at Attachment D.
6. The occupancy rate for each building identified in answer to part 4 of this question is included in Table 2 at Attachment D.

Australian Transport Safety Bureau

1. None.
2. N/A.
3. N/A.
4. The Department of Infrastructure and Regional Development sub-leases space in 4 of its buildings to the ATSB.
5. N/A.
6. 100% occupancy rate within each sub-lease arrangement.

Civil Aviation Safety Authority

1. N/A.
- 2-3 N/A.
4. Nil owned, sixteen office accommodation leased with one storage facility.
5. N/A
- 6.

Location	Occupancy rate	Remaining space is used for (if less than 100%)
Adelaide, SA	100%	
Broome, WA	100%	
Canberra, ACT	100%	
Canberra, ACT	100%	
Canberra, ACT	100%	
Kununurra, WA	100%	
Melbourne, VIC	100%	
Perth, WA	82%	130m ² is subleased. 140m ² is vacant.
Jandakot, WA	100%	
Brisbane, QLD	100%	
Cairns, QLD	100%	
Darwin, NT	100%	
Gove, NT	100%	
Horn Island, NT	100%	
Sydney, NSW	100%	
Tamworth, NSW	100%	
Townsville, QLD	100%	

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National Capital Authority

The National Capital Authority (NCA) manages Commonwealth assets with a combined value of over \$800 million on behalf of the Australian Government. Assets managed by the NCA include Anzac Parade and its memorials, the Parliamentary Zone, the diplomatic estate (including managing leases with foreign missions), roads, bridges, Scrivener Dam and Lake Burley Griffin.

Refer also to the NCA's response to SEQoN 47 - Building Lease Costs.

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Question no.: 50

Program: n/a

Division/Agency: Corporate Services

Topic: Taxi Costs

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much did each department/agency spend on taxis from the Additional Estimates in February 2014 to date? Provide a breakdown for each business group in each Department/Agency.
2. What are the reasons for taxi costs?

Answer:

Department of Infrastructure and Regional Development

1. The Department does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. Official business.

Airservices Australia

1. \$92,076. A breakdown of each business group is not available and to provide this level of detail would involve an unreasonable diversion of resources.
2. Reasons for taxi hire are travel to and from the airport, external and internal meetings, in between Airservices locations and site visits when a private vehicle is unavailable.

Australian Maritime Safety Authority

1.

AMSA Division	
Chief Executive Officer/Deputy CEO (including Board and corporate secretary)	\$1,485
Corporate Services Division	\$3,254
Corporate Relations Division	\$2,921
Domestic Vessels Division	\$9,915
Emergency Response Division	\$6,105
Marine Environment Division	\$6,313
Navigation Safety and International Division	\$8,816
Ship Safety Division	\$16,256
Total	\$55,065

2. Taxis are used predominantly by Canberra based staff when they travel to locations outside Canberra for operational requirements and to represent AMSA at meetings with maritime industry and state/territory government stakeholders.

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Australian Transport Safety Bureau

1. The ATSB does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. ATSB staff generally use taxis to attend meetings and whilst on official travel.

Civil Aviation Safety Authority

1. \$109,005:
 - \$36,190 (33%) related to CASA's core activities (such as surveillance, audit, regulatory services, drug testing, enforcement, oversight of sports aviation organisations, safety analysis, flying standards, safety education and promotion and standards development and implementation).
 - \$72,815 (67%) related to support activities (such as representation at the International Civil Aviation Organization, finance, human resources, information technology, governance, executive management and industry complaints).

CASA uses taxi services to travel for many reasons including travel to perform assessments and investigations, drug testing, training, airport transfers and meeting engagements.

While CASA is unable to provide details on the specific nature of the use reflected in each individual case, all taxi use must be acquitted in accordance with applicable policies on appropriate use and expenditure.

National Capital Authority

1. \$3,714. The breakdown of taxi costs per Business Unit was:
 - Corporate – \$1,120
 - Plan – \$346
 - Executive (including Board members) – \$1,213
 - Inform and Educate - \$966
 - Estate Development - \$68.
2. Taxis are used by NCA employees or Authority Members to attend official meetings when the NCA's single fleet vehicle is not available.

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Question no.: 51

Program: n/a

Division/Agency: Corporate Services

Topic: Meeting Costs

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. What is the Department/Agency's meeting spend from the Additional Estimates in February 2014 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister office, please detail total meeting spend from the Additional Estimates in February 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

Department of Infrastructure and Regional Development

The Department does not record meeting data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

Airservices Australia

1. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. N/A.
3. There are trips planned which relate to internal and external meetings for the remainder of the financial year, however, these plans include travel and other incidental costs. Discrete costs for planned meetings alone are not recorded in a manner that would separate only the cost of the meeting from the total of the planned cost. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.
4. N/A.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority does not record data in a way that would readily answer the question and it would be an unreasonable diversion of agency resources to do so. Expenditure on catering for meetings is included in the sums provided in answer to question titled 'Hospitality and Entertainment'.
2. N/A.
3. It is not possible to provide the details sought about planned expenditure on meetings as this type of expenditure is incurred on an ad hoc, case by case, basis and is demand driven.
4. N/A.

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Australian Transport Safety Bureau

1. The ATSB does not record meeting cost data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. N/A.
3. The ATSB is unable to provide a detailed response to this question, following on from the answer in (1) above.
4. N/A.

Civil Aviation Safety Authority

1. \$48,748. Meetings were with the aviation industry and international visitors, and costs included venue, audio-visual hire and catering.
2. N/A.
3. For 2014-15, CASA has forecast \$35,456 for meetings and safety seminars. Details on date, location and purpose of all events are yet to be determined.
4. N/A.

National Capital Authority

1. \$505. The NCA holds a small number of meetings in the process of its routine business. Given the relatively low value of the meeting costs, a detailed list of events has not been provided.
2. N/A.
3. \$13,000. This represents the total available meeting cost budget. Around \$10,000 of this is allocated to the annual NCA Public Forum.
4. N/A.

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Question no.: 52

Program: n/a

Division/Agency: Corporate Services

Topic: Travel Costs - Department

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. From the Additional Estimates in February 2014, detail all travel for departmental officers that accompanied the Minister on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. From the Additional Estimates in February 2014, detail all travel for departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

Department of Infrastructure and Regional Development

1. The following departmental officer accompanied the Deputy Prime Minister on their travel to Sydney to attend various meetings.

Departmental officer	Depart/Return Date	Airfare	Booking Fee	Travel Allow.	Accom.	Meal	Taxi Fares	Other
Deputy Secretary O'Connell	6/5/14	438	59	-	-	7.50	-	27.50 Car-parking
Deputy Secretary O'Connell	16/5/14	1,041	59	-	-	Nil	44.84	27.50 Car-parking

- 2.

	Domestic	International
Total Airfares	623,050	477,982
Economy Class	430,202	224,310
Business Class	192,848	253,672
Accommodation	230,038	11,563
Car Hire	15,130	195
Meals	79,458	19,563
Incidentals	23,786	27,135

3. Travel for the remainder of the calendar year will depend on the business requirements of the department. Departmental staff travel for official government business.

Rural & Regional Affairs and Transport Legislation Committee

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Airservices Australia

1. No Airservices employees travelled with the Minister.
2. \$5.6m. Of this \$0.4m relates to International Airfares and \$3.6m relates to Domestic Airfares, approximately \$1.0m relates to hotels and accommodation, \$0.2m relates to hire cars and \$0.4m to meals and other incidentals. Airservices staff members travel for a variety of reasons including rostered provision of (fly in fly out) services, corrective and preventative maintenance, meetings both internal and external, project work, work relating to the generation of other revenue and operational training.
3. For the month of June 2014, \$1.8m of travel has been planned. This travel relates primarily to fly-in-fly-out activity, operational training and project work. Airservices is yet to finalise its detailed budget for the 2014/15 financial year.

Australian Maritime Safety Authority

1. Nil.
2. \$1,574,852, broken down as follows - airfares \$1,001,806 and 'other' \$573,045. Other includes accommodation, meals, taxi and car hire.
Travel is undertaken for operational requirements and to represent AMSA at meetings with maritime industry, search and rescue responders, state and territory government stakeholders promoting maritime and aviation safety and for attendance at scheduled meetings of the international maritime organisation council and sub-committees as appropriate.
3. \$3,933,651. Travel is scheduled and undertaken to meet operational requirements and to represent AMSA at meetings with maritime industry, search and rescue responders, state and territory government stakeholders promoting maritime and aviation safety and for attendance at scheduled meetings of the international maritime organisation council and sub-committees as appropriate.

Australian Transport Safety Bureau

1. N/A
- 2.

Travel Type	Domestic	International	Total
Air Travel - Business Class	\$3,706	\$96,570	\$100,276
Air Travel - Economy Class	\$40,763	\$20,893	\$61,656
Accommodation	\$45,720	\$53,646	\$99,366
Meals	\$13,150	\$4,494	\$17,644
Incidentals/out of pocket	\$918	\$509	\$1,427
Total:	\$104,257	\$176,112	

The majority of ATSB travel is undertaken as part of aviation, rail and marine investigations. Other travel includes the attendance at, and presentations to national and international aviation, rail and marine conferences

3. Due to the unpredictable nature of ATSB's core business, the ATSB is unable to forecast all the travel planned for the rest of the calendar year. Trips that have been scheduled are as follows:
 - Meeting with Malaysian Government to discuss ATSB investigation into missing flight MH-370. Meeting to be held at Kula Lumpur, Malaysia - 1 staff member attending.
 - ATSB assistance to the Indonesian National Transportation Safety Committee, under the Australian Government Indonesia Transport Safety Assistance Package. Held in Jakarta, Indonesia. 5 staff members attending.
 - ATSB to present at the Pacific and Australasian CRM Developers and Facilitators Conference in Auckland, New Zealand. 1 staff member attending.

Civil Aviation Safety Authority

1. No CASA officers have accompanied the Minister on their travel.
2. Costs for the period March 2014 to June 2014 are as outlined below.

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Domestic Travel - Airfares	840,568
Domestic Travel - Car Hire	66,114
Domestic Travel - Accommodation	699,591
Domestic Travel Allowance (includes meals and incidentals)	673,827
Other Domestic Travel Costs	189,393
SUBTOTAL	2,469,423
International Travel - Airfares	565,990
International Travel - Other Costs	27,119
International Travel - Car Hire	2,845
International Travel - Accommodation	145,695
International Travel Allowance (includes meals and incidentals)	171,487
SUBTOTAL	913,136
Travel Fees	53,616
Parking, Tolls, Taxis, Other transport	25,498
SUBTOTAL	79,114
Purchase Card Unreconciled Expense	(315,552)
SUBTOTAL	(315,552)
TOTAL	3,146,191

Details of airfare type at an individual trip level cannot be provided, however CASA's policy for class of airfare is that all employees are to travel economy at all times when travelling domestically with the following exceptions:

- The Deputy Director and Associate Director may travel business class when travelling domestically.
- Executive Managers are entitled to travel business class when travelling domestically where the flight time is in excess of 90 minutes.

Internationally, travel to New Zealand from the Eastern seaboard of Australia is in economy and all other international travel is in Business Class. Domestic connecting flights within Australia should be economy class, except where both the domestic and international sectors are issued under the one ticket.

CASA's domestic and international travel is undertaken primarily for the purposes of audit and surveillance, undertaking training and attending meetings. This includes for international travel International Civil Aviation Organization activities and meetings with overseas regulators.

National Capital Authority

1. N/A.
2. Economy airfare \$8,555
Business airfare \$4,970
Accommodation \$1,361
Other travel Nil
3. Estimate \$19,000. Interstate Board members will be flown into Canberra for three Board meetings for the remainder of 2014. The Chair attends the biannual Joint Standing Committee on the National Capital and External Territories appearance. Staff are anticipated to attend travelling exhibition launches and hold discussions with service providers.

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Question no.: 53

Program: n/a

Division/Agency: Corporate Services

Topic: Travel Costs - Ministerial

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. From the Additional Estimates in February 2014, detail all travel conducted by the Minister/Parliamentary Secretary:
 - a. List each location, method of travel, itinerary and purpose of trip;
 - b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and
 - c. List the number of staff that accompanied the Minister/Parliamentary Secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/Parliamentary Secretary.
2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

The Department of Finance is responsible for this matter.

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ANSWERS TO QUESTIONS ON NOTICE

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Question no.: 54

Program: n/a

Division/Agency: Corporate Services

Topic: Enterprise Bargaining Agreements

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Please list all related EBAs with coverage of the Department.
2. Please list their starting and expiration dates.
3. What is the current status of negotiations for the next agreement/s? Please detail.

Answer:

Department of Infrastructure and Regional Development

1. Department of Infrastructure and Transport Enterprise Agreement 2011-2014
Regional Enterprise Agreement 2011-2014
2. Start date: 1 July 2011, Nominal expiry date: 30 June 2014
Start date: 21 July 2011, Nominal expiry date: 30 June 2014
3. The Department has agreed to commence bargaining and will hold its first meeting on 24 July 2014.

Airservices Australia

1-3 There are four Enterprise Bargaining Agreements within Airservices:

Air Traffic Control Enterprise Agreement

- The Agreement commenced operation on 5 December 2012.
- The nominal expiry date of the Agreement is 30 November 2015.
- Negotiations have not commenced. Planning is underway in anticipation of the next round of bargaining.

Aviation Rescue Fire Fighting Enterprise Agreement

- The Agreement commenced operation on 22 May 2013.
- The Agreement has a nominal expiry date of 21 May 2017.
- Negotiations for the next agreement have not yet commenced.

Corporate Enterprise Agreement

- The Agreement commenced operation on 4 September 2013.
- The Agreement has a nominal expiry date of 3 September 2017.
- Negotiations for the next agreement have not yet commenced.

Airservices Australia Air Traffic Control (Air Traffic Control Line Manager) Enterprise Agreement

- The Agreement commenced operation on 24 April 2014.
- The Agreement has a nominal expiry date of 1 July 2017.
- Negotiations for the next agreement have not yet commenced.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority Enterprise Agreement 2012-2015.
2. The current Enterprise Agreement commenced on 12 September 2012 and will expire on 5 September 2015.
3. The Australian Maritime Safety Authority has not yet commenced negotiations for the next agreement.

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Australian Transport Safety Bureau

1. The Australian Transport Safety Bureau Enterprise Agreement 2011-2014.
2. Start date 01 July 2011, expiration date 30 June 2014.
3. The Notice of Employee Representational Rights was issued on 1 May 2014. We are currently progressing our management position through the APSC in accordance with the Government policy. We anticipate entering into negotiations early July.

Civil Aviation Safety Authority

1. The CASA Enterprise Agreement 2012-2014.
2. The commencement date for this agreement was 2 July 2012. The agreement expired on 30 June 2014.
3. CASA has not commenced formal negotiations with staff covered by an Enterprise Agreement or their representatives. CASA is currently finalising its bargaining position for approval.

National Capital Authority

1. National Capital Authority Enterprise Bargaining Agreement 2011-14.
2. The agreement commenced on 21 July 2011, and has a nominal expiry date of 30 June 2014.
3. The National Capital Authority (NCA) has held meetings with its staff to explain the new workplace bargaining framework. The NCA is currently considering its bargaining position. The NCA has not issued the Notice of Employee Representational Rights and as such negotiations have not commenced.

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Infrastructure and Regional Development

Question no.: 55

Program: n/a

Division/Agency: Corporate Services

Topic: Existing Resources Program

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Since 7 September how many major projects, work programs or other tasks has the Department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?
2. List each project or piece of work.
3. List the staffing assigned to each task.
4. What is the nominal total salary cost of the officers assigned to the project?
5. What resources or equipment has been assigned to the project?

Answer:

Department of Infrastructure and Regional Development

1. One.
2. A review of the regulation of coastal shipping under the *Coastal Trading (Revitalising Australian Shipping) Act 2012*.
3. One SES Band 1, one EL2 section head, two EL1, one APS 6 and one APS 5 policy officers.
4. \$215,000.
5. \$125,000 in additional supplier resources.

Airservices Australia

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

Australian Maritime Safety Authority

Nil. The Australian Maritime Safety Authority has not commenced any major projects, work programs or other tasks - as a consequence of government policies or priorities that are required to be funded within existing resources - other than the reviews detailed in the answer to Senator Ludwig's question on notice titled 'Reviews'.

Australian Transport Safety Bureau

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

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Civil Aviation Safety Authority

1. The Civil Aviation Amendment (CASA Board) Act 2014 gave effect to the Government's commitment to expand the Board by two members to include some members with aviation skills and experience. CASA will absorb the estimated additional cost of \$153,750 per annum. (*2014-15 Portfolio Budget Statements, Civil Aviation Safety Authority – 1.3: Budget Measures, Table 1.2, Part 1: Measures announced since the 2013-14 MYEFO*, page 188.)
2. Civil Aviation Safety Authority Board – Expansion.
3. No staff assigned to the task.
4. Nil. Refer to part 3 above.
5. Nil.

National Capital Authority

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Infrastructure and Regional Development

Question no.: 56

Program: n/a

Division/Agency: Corporate Services

Topic: Conditions of Government Contracts and Agreements

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since 7 September 2013:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations or restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?
4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?
7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?
8. If no consultation has occurred, why not?
9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Answer:

Department of Infrastructure and Regional Development

1. No.
2. N/A.
3. No.
4. N/A.
5. N/A.
6. No.
7. N/A.
8. N/A.
9. No.

Airservices Australia

1. No.
2. N/A.
3. No.
4. N/A.
5. N/A.

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6. No.
7. N/A.
8. N/A.
9. No.

Australian Maritime Safety Authority

1. No.
2. N/A.
3. No.
4. N/A.
5. N/A.
6. No.
7. N/A.
8. N/A.
9. No.

Australian Transport Safety Bureau

1. No.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. No.
7. N/A.
8. N/A.
9. N/A.

Civil Aviation Safety Authority

1. No.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. No.
7. N/A.
8. N/A.
9. N/A.

National Capital Authority

10. No.
11. N/A.
12. N/A.
13. N/A.
14. N/A.
15. No.
16. N/A.
17. N/A.
18. N/A.

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ANSWERS TO QUESTIONS ON NOTICE
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Question no.: 57

Program: n/a

Division/Agency: Corporate Services

Topic: Vending Machines

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since the Additional Estimates in February 2014 has the Department/Agency purchased or leased or taken under contract any vending machine facilities? If so:

1. List these.
2. List the total cost for these items.
3. List the itemised cost for each item of expenditure.
4. Where were these purchased?
5. List the process for identifying how they would be purchased.
6. What is the current location for these items?
7. What is the current usage for each of these items?

Answer:

Department of Infrastructure and Regional Development

Nil.

Airservices Australia

Nil.

Australian Maritime Safety Authority

Nil.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

Nil.

National Capital Authority

Nil.

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Question no.: 58

Program: n/a

Division/Agency: Corporate Services

Topic: Commissioned Reports

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Since the Additional Estimates in February 2014, how many reports (including paid external advice) have been commissioned by the Minister, Department or Agency? Please provide details of each report including date commissioned, date the report was handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

Department of Infrastructure and Regional Development

1. Preparation of a report into the cost-benefit analysis of options related to Australia's coastal trading regime. The report was commissioned on 7 May 2014. The report is yet to be handed to Government. It is not proposed to release the report publicly. There were no Terms of Reference for the report. There were no Committee members.
2. Estimates cost is \$65 000. One departmental EL1 staff member and one departmental APS6 staff member are involved in overseeing the preparation of the report. The number of external staff involved and their remuneration is unknown.
3. The report is expected to be completed by 30 June 2014. The Government will not respond to the report. It will be used to inform consideration of options in relation to the coastal trading regime.

Airservices Australia

Nil.

Australian Maritime Safety Authority

Nil.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

Nil.

National Capital Authority

Nil.

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Question no.: 59

Program: n/a

Division/Agency: CASA

Topic: Office Recreation Facilities

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since the Additional Estimates in February 2014 has the Department/Agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? If so:

1. List these.
2. List the total cost for these items.
3. List the itemised cost for each item of expenditure.
4. Where were these purchased?
5. List the process for identifying how they would be purchased.
6. What is the current location for these items?
7. What is the current usage for each of these items?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

National Capital Authority

No.

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Question no.: 60

Program: n/a

Division/Agency: Corporate Services

Topic: Appointments

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Please detail any board appointments made from the Additional Estimates in February 2014 to date.
2. What is the gender ratio on each board and across the portfolio?
3. Does the Department have a gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.
4. Please specify when these gender ratio or participation policies were put in place.
5. Has there been any change to this ratio or policy since September 7 2013? If yes, please detail.

Answer:

1. Please refer to the response to Senate Order 13 tabled prior to each hearing.
2. What is the gender ratio on each board and across the portfolio?

Board	Gender Ratio
Airservices Australia	Total = 9 M = 3 (33%) F = 4 (44%) Vacant = 2 (23%)
Australian Maritime Safety Authority	Total = 9 M = 6 (67%) F = 2 (22%) Vacant = 1 (11%)
Australian Transport Safety Bureau	Total = 3 M = 2 (67%) F = 1 (33%)
Civil Aviation Safety Authority	Total = 7 M = 4 (57%) F = 1 (14%) Vacant = 2 (29%)
Infrastructure Australia	Total = 12 M = 7 (58%) F = 3 (25%) Vacant = 2 (17%)
National Capital Authority	Total = 5 M = 2 (40%) F = 1 (20%) Vacant = 2 (40%)
National Transport Commission	Total = 8 M = 6 (75%) F = 2 (25%)
Across the portfolio boards	Total = 53 M = 30 (57%) F = 14 (26%) Vacant = 9 (17%)

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3. Does the Department have a gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.
Yes. The Department is committed to achieving the Government target of 40 per cent women on Australian Government boards by 2015.
4. Please specify when these gender ratio or participation policies were put in place.
The Department was advised by the Department of the Prime Minister and Cabinet that the Australian Government remains committed to achieving a target of 40 per cent women on Australian Government boards by 2015.
5. Has there been any change to this ratio or policy since September 7 2013? If yes, please detail.
No.

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Question no.: 61

Program: n/a

Division/Agency: Corporate Services

Topic: Stationary Requirements

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much was spent by each Department/Agency on the government (Ministers) stationery requirements in your portfolio from Additional Estimates in February 2014 to date?
 - a. Detail the items provided to the Minister's Office.
2. How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date.

Answer:

Department of Infrastructure and Regional Development

1. \$7,746 for stationery.
2. \$146,422.

Airservices Australia

1. N/A.
2. \$565,164.

Australian Maritime Safety Authority

1. N/A.
2. \$174,872.

Australian Transport Safety Bureau

1. N/A.
2. \$4,148.

Civil Aviation Safety Authority

1. N/A.
2. \$20,185.

National Capital Authority

1. N/A.
2. \$18,068.

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Question no.: 62

Program: n/a

Division/Agency: Corporate Services

Topic: Electronic Equipment

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Other than phones, ipads or computers, please list the electronic equipment provided to the Minister's office since the Additional Estimates in February 2014:

1. List the items.
2. List the items location or normal location.
3. List if the item is in the possession of the office or an individual staff member of Minister. If with an individual list their employment classification level.
4. List the total cost of the items.
5. List an itemised cost breakdown of these items.
6. List the date they were provided to the office.
7. Note if the items were requested by the office or proactively provided by the Department.

Answer:

No additional electronic equipment has been provided to the Minister's Office since February 2014.

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Question no.: 63

Program: n/a

Division/Agency: Corporate Services

Topic: Reviews

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Since Additional Estimates in February 2014, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
 - a. The date they were ordered.
 - b. The date they commenced.
 - c. The minister responsible.
 - d. The Department responsible.
 - e. The nature of the review.
 - f. Their terms of reference.
 - g. The scope of the review.
 - h. Whom is conducting the review.
 - i. The number of officers, and their classification level, involved in conducting the review.
 - j. The expected report date.
 - k. The budgeted, projected or expected costs.
 - l. If the report will be tabled in parliament or made public.
2. For any review commenced or ordered since Additional Estimates in February 2014, have any external people, companies or contractors being engaged to assist or conduct the review?
 - a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names.
 - b. If so, please list their managing director and the board of directors or equivalent.
 - c. If yes, for each is the cost associated with their involvement, including a break down for each cost item.
 - d. If yes, for each, what is the nature of their involvement.
 - e. If yes, for each, are they on the lobbyist register, provide details.
 - f. If yes, for each, what contact has the Minister or their office had with them.
 - g. If yes, for each, who selected them.
 - h. If yes, for each, did the minister or their office have any involvement in selecting them, If yes, please detail what involvement it was.
If yes, did they see or provided input to a short list.
If yes, on what dates did this involvement occur.
If yes, did this involve any verbal discussions with the Department.
If yes, on what dates did this involvement occur.
3. Since Additional Estimates in February 2014, what reviews are on-going?
 - a. Please list them.
 - b. What is the current cost to date expended on the reviews?
4. Since Additional Estimates in February 2014, have any reviews been stopped, paused or ceased? Please list them.
5. Since Additional Estimates in February 2014, what reviews have concluded? Please list them.
6. Since Additional Estimates in February 2014, how many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
 - a. When will each planned review be commenced?
 - b. When will each of these reviews be concluded?

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- c. When will government respond to each review?
- d. Will the government release each review?
- e. If so, when? If not, why not?

Answer:

Department of Infrastructure and Regional Development

1. Nil.
2. N/A.
3. a.
 - i) The Legislative Review of the *Motor Vehicle Standards Act 1989 (MVSA)* announced by the Assistant Minister for Infrastructure and Regional Development, the Hon Jamie Briggs MP on 16 January 2014.
 - ii) The review of the *National Road Safety Strategy 2011–2020 (NRSS)* is ongoing.
 - iii) Review of the Cost of Road Trauma.
- b.
 - i) The Department of Infrastructure and Regional Development has commissioned some preliminary analysis to support the review of the MVSA totalling \$20,362.08 (GST inclusive) as at 31 May 2014. Other support for the review is being provided from existing resources.
 - ii) Support for the NRSS is being provided from existing resources.
 - iii) \$74,807.
4. No.
5.
 - i) The Brisbane Airport Curfew Review.
 - ii) The Aviation Safety Regulation Review.
6.
 - i) One – Brisbane Airport Curfew Review was provided to Government on 17 December 2013.
 - ii) The Review Report was provided on 30 May 2014.
7.
 - i) 19 March 2014.
 - ii) The Government is currently considering the Report and expects to provide a response in the Spring 2014 sittings of Parliament.
8. Nil.

Airservices Australia

1. Refer to Attachment A.
2. Refer to Attachment A.
3. Refer to Attachment A.
4. Nil.
5. Refer to Attachment A.
6. N/A.
7. N/A.
8. Nil.

Australian Maritime Safety Authority

Since 1 March 2014, the Australian Maritime Safety Authority (AMSA) has commenced one review.

- a. The Service Delivery and Funding Review for the National System for Domestic Commercial vessel Safety was requested by the then Standing Committee on Transport and Infrastructure (now the Transport and Infrastructure Council (TIC)) on 15 November 2013.
- b. The Review commenced on 28 March 2014.
- c. The Review was requested by the TIC, which is made up of Commonwealth, State, Territory and New Zealand Ministers with responsibility for transport and infrastructure issues and the Australian Local Government Association.
- d. Australian Maritime Safety Authority.
- e. The Review will explore operational service delivery and funding options.

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- f. The Review is required to focus on funding arrangements and options for the delivery of regulatory services to provide recommendations to Ministers at the TIC meeting in November 2014.
- g. The Review involves the exploration of current service delivery and cost recovery arrangements in all states and territories and the development of service delivery and cost recovery options for the future, with recommendations being provided to TIC in November 2014.
- h. The Review is being conducted by an external consulting firm, Protiviti Pty Ltd.
- i. The Review is being conducted by an external consultant.
- j. The Review will be completed in December 2014 with recommendations to be provided to TIC in November 2014.
- k. The budgeted cost for this Review is \$1,062,144.
- l. The report will not be tabled in Parliament or made public.
2. Yes.
- a. Protiviti Pty Ltd.
- b. Protiviti Executive Board
- Joseph A. Tarantino (CEO)
 - Carol M. Beaumier
 - Brian Christensen
 - Andrew Clinton
 - James Pajakowski
 - Scott Redfearn
 - Patrick Scott
- c. \$996,127 (GST exclusive).
- d. Consultant firm conducting the Service Delivery and Funding Review for the National System.
- e. No.
- f. N/A.
- g. Protiviti Pty Ltd was selected by AMSA from a panel of maritime reform consultancy services in accordance with the Commonwealth Procurement Rules.
- h. No.
- 3 (a) The following reviews are ongoing:
- i) AMSA Performance Measurement review.
- ii) AMSA Streamlining Review of Regulatory Arrangements under the National System for Domestic Commercial Vessels.
- iii) IT Business Redesign Program.
- iv) Service Delivery and Funding Review for the National System for Domestic Commercial Vessels.
- 3 (b) i) The cost to date expended on the Performance Measurement review is \$98,641.
- ii) The cost to date expended on the Streamlining Review of Regulatory Arrangements is \$166,746.
- iii) The cost to date expended on the IT Business Redesign Program is \$200,000.
- iv) The cost to date expended on the Service Delivery and Funding Review for the National System is \$87,482.
4. No.
5. No.
6. Nil.
7. N/A.
8. AMSA has no further reviews planned at the current time.

Australian Transport Safety Bureau

1. Nil.
a-l. N/A.
2. N/A.
a-h. N/A.
3. Nil.

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- a-b. N/A.
- 4. Nil.
- 5. N/A.
- 6. Nil.
- 7. N/A.
- 8. Nil.
- a-e. N/A.

Civil Aviation Safety Authority

Nil.

National Capital Authority

Nil.

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Attachment A

	Project Mercury Review	Electrical Safety Review	Review of Airservices Business Systems	Terminal Control Unit Review
Date they were ordered.	December 2013.	December 2013.	May 2014.	December 2103.
The date they commenced.	December 2013.	January 2014.	April 2014.	January 2014.
The minister responsible.				
The Department responsible.				
The nature of the review.	Independent assessment of contractual arrangements and circumstances leading to the project's current status.	Review of electrical safety following an increase in the number of reported electrical safety incidents. The review aimed to determine the cause of this apparent trend and identify any remedial actions that may be required.	Review current ICT project and activity management focussing on the delivery of the enterprise's business systems.	To review, validate and update previous analysis including but not limited to, analysis conducted by Deloitte and Peddle Thorpe in 2011 in relation to the consolidation of Cairns, Adelaide and Sydney TCUs.
Their terms of reference.	Review of testing, engineering approach, governance, resourcing, contractual arrangements, configuration management and issues resolution. Provide recommendations on areas for improvement.	Review Airservices Electrical Safety in terms of people, systems, processes and the environment. Baseline Airservices against the standards and general practice as used in modern commercial organisations. Make recommendations on safety improvement opportunities.	Identification and assessment of priorities and the provision of advice on the associated organisational structure and roles.	To review, validate and update previous analysis including but not limited to, analysis conducted by Deloitte and Peddle Thorpe in 2011 in relation to the consolidation of Cairns, Adelaide and Sydney TCUs.
The scope of the review.	See above.	See above.	See above.	
Whom is conducting the review.	Codarra Advanced Systems.	CR Webster & Associates Pty Ltd.	KPMG.	Airservices - Air Traffic Control group.
The number of officers, and their classification level, involved in conducting the review.	15 staff interviewed.	Approximately 50 staff provided survey responses.	Currently underway.	Review Lead – 1FTE. Specialist support staff – 5FTE.

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The expected report date.	Completed 7 March 2014.	Completed 30 April 2014.	Expected completion by 31 July 2014.	12 June 2014 - delivered, final decision expected in late August 2014.
The budgeted, projected or expected costs.	\$20,000 (ex. GST).	\$8,250 (inc. GST).	Approximately \$20,000 (TBC).	\$450,000.
If the report will be tabled in parliament or made public.	Internal report only.	Internal report only.	Internal report only.	Not intended to be made public.

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Question no.: 64

Program: n/a

Division/Agency: Corporate Services

Topic: Report Printing

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Have any reports, budget papers, statements, white papers or report-like documents printed for or by the Department been pulped, put in storage, shredded or disposed of? If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal.

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

National Capital Authority

No.

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ANSWERS TO QUESTIONS ON NOTICE
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Question no.: 65

Program: n/a
Division/Agency: Corporate Services
Topic: Workplace Assessments
Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much has been spent on workplace ergonomic assessments since 7 September 2013? List each item of expenditure and cost.
2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes.

Answer:

Department of Infrastructure and Regional Development

1. \$25,848. A breakdown of workstation assessments and costs can be found at Attachment A.
2. Yes. Attachment A refers to related expenditure and cost.

Airservices Australia

1. 28 Work Station Assessments performed through CRS Australia, Department of Human Services. Total cost of the 28 ergonomic work station assessments was \$8,862.
2. Based on the recommendations of the CRS Australia work station assessment reports, a total of \$4358 worth of additional equipment has been purchased. The breakdown of this equipment is as follows:

Volume	Equipment	Item cost (\$)	Total cost (\$)
3	Chair	748	2,244
2	Microdesk	126	252
1	Saddle Seat	952	952
1	Chair Mat	200	200
1	Laptop Stand	45	45
1	Document Stand	20	20
1	Gel Mouse Pad	120	120
1	Chair v2	525	525
			4,358

Australian Maritime Safety Authority

1. \$1,598 as shown in Table 1.
2. \$2,179 as shown in Table 1.

Table 1:

Date	Items	Amount \$
28/05/2014	Assessment for Evans SRC Solutions P/L	546
22/05/2014	Roller Mouse Ergonomic office	333
17/04/2014	Gregory Man 300 Ergonomic office	452
4/03/2014	Evluent Wireless Mouse Ergonomic office	165

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4/02/2014	Assessment - Pappaterra SRC Solutions P/L	442
23/09/2013	Sit Stand Electric Desk Schiavello (ACT)	1,230
16/09/2013	Ergo Assessments Healthcorp Pty Ltd - Cooper	610
	<i>Workplace Assessments</i>	<i>1,598</i>
	<i>Changes to Workplace Equipment</i>	<i>2,180</i>
	Total	3,778

Australian Transport Safety Bureau

1. Nil.
2. N/A.

Civil Aviation Safety Authority

1. \$22,224.
 - 27 office based ergonomic assessments (\$9,886)
 - Three home office based assessments (\$1,483)
 - Purchasing 30 items of ergonomic equipment recommended as a result of the assessment (\$10,854).
2. Yes, 40 assessments have been conducted (not relating to existing disabilities) and have resulted in the purchase of 30 items of ergonomic equipment:
 - 15 ergonomic chairs (\$7,209)
 - 5 ergonomic mouse (\$1,048)
 - 2 ergonomic keyboards (\$467)
 - 1 stand-up desk (\$690)
 - 7 other minor/unspecified ergonomic equipment items (\$1,440).

National Capital Authority

1. \$881.
 - Basic assessment - \$151.
 - Two Comprehensive assessments - \$730.
2. Yes.
 - Gregory Office Chair - \$775.
 - Goldtouch adjustable keyboard - \$150.
 - 2 x GT Numeric keypad - \$70.00 each - \$140.
 - Oyster Mouse – \$136.
 - Q-Board keyboard - \$113.
 - Gel wrist rest – \$23.
 - Trapezium wrist rest - \$35.

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Question no.: 66

Program: n/a

Division/Agency: Corporate Services

Topic: Multiple Tenders

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

List any tenders that were re-issued or issued multiple times since the Additional Estimates in February 2014:

1. Why were they re-issued or issued multiple times?
2. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
3. Were those applicants asked to resubmit their tender proposal?

Answer:

Department of Infrastructure and Regional Development

Nil.

Airservices Australia

Airservices has chosen on two occasions to re-issue its approach to market documentation during the above period.

1. On both occasions this was due to Airservices receiving insufficient compliant responses.
2. Only non-compliant responses were received prior to the market documentation being re-issued.
3. All respondents were provided with the opportunity to submit responses to the new market documentation.

Australian Maritime Safety Authority

Nil.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

1. RFQ 13/337 for a Digital Asset Management System was issued as an RFQ with an estimated value of \$70,000. All three quotes were well in excess of CASA's original budget. The quotes were also in excess of CASA's Open Tender threshold. The RFQ process was cancelled and an Open RFT was published on AusTender.
2. Yes, three applicants provided quotes.
3. Yes, all three applicants were invited to respond to the subsequent Open Tender.

National Capital Authority

Nil.

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Question no.: 67

Program: n/a

Division/Agency: Corporate Services

Topic: Departmental Upgrades

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since the Additional Estimates in February 2014, has the Department/Agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

1. If so, list these.
2. If so, list the total cost for these changes.
3. If so, list the itemised cost for each item of expenditure.
4. If so, who conducted the works?
5. If so, list the process for identifying who would conduct these works.
6. If so, when are the works expected to be completed?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority has refurbished three owned residences in the Pilbara Region, Western Australia.
2. \$868,510.
3. The cost for each refurbishment is as follows:

13 Thompson Street, Port Hedland	\$366,768
8 Beck Place, Karratha	\$236,269
12 Baynton Drive, Karratha	\$265,473

4. Everbetter Pty Ltd (trading as Eaton Building).
5. A request for quotation process was undertaken in accordance with Commonwealth Procurement Rules.
6. The works are expected to be completed by 30 June 2014.

Australian Transport Safety Bureau

No.

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Civil Aviation Safety Authority

Yes. See Table 1.

Table 1

Location	Works undertaken	Total Lump Sum Contract Values inclusive of GST	Contractor	Process for selection	Expected Completion
Canberra	Minor office works including removal of internal wall, workstation reconfiguration and change to office.	\$98,551	RORK Projects Pty Ltd	Limited Competitive Tender	Before June 2014
Adelaide	Reconfigure workstations and provide two additional stations	\$13,570	Schiavello (SA) Pty Ltd	Direct approach to manufacturer of existing workstations.	Before June 2014
All CASA permanent offices.	Installation and upgrade of CAT 7 cabling for WiFi networks	\$44,328	Multisystem Communications	Direct approach.	Partially completed - due to be finalised September 2014

National Capital Authority

No.

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Question no.: 68

Program: n/a

Division/Agency: Corporate Services

Topic: Wine Coolers / Fridges

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since the Additional Estimates in February 2014, has the Department/Agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?

1. If so, list these.
2. If so, list the total cost for these items.
3. If so, list the itemised cost for each item of expenditure.
4. If so, where were these purchased?
5. If so, list the process for identifying how they would be purchased.
6. If so, what is the current location for these items?
7. If so, what is the current stocking level for each of these items?

Answer:

Department of Infrastructure and Regional Development

Nil.

Airservices Australia

Nil.

Australian Maritime Safety Authority

Nil.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

Nil.

National Capital Authority

Nil.

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Question no.: 69

Program: n/a

Division/Agency: Corporate Services

Topic: Office Plants

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since the Additional Estimates in February 2014, has the Department/Agency purchased or leased any new office plants?

1. If so, list these.
2. If so, list the total cost for these items.
3. If so, list the itemised cost for each item of expenditure.
4. If so, where were these purchased?
5. If so, list the process for identifying how they would be purchased.
6. If so, what is the current location for these items?

Answer:

Department of Infrastructure and Regional Development

Nil.

Airservices Australia

Nil.

Australian Maritime Safety Authority

Nil.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

Nil.

National Capital Authority

Nil.

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ANSWERS TO QUESTIONS ON NOTICE
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Question no.: 70

Program: n/a

Division/Agency: Corporate Services

Topic: Credit Cards

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - a. What action is taken if the corporate credit card is misused?
 - b. How is corporate credit card use monitored?
 - c. What happens if misuse of a corporate credit card is discovered?
 - d. Have any instances of corporate credit card misuse have been discovered since the Additional Estimates in February 2014? List staff classification and what the misuse was, and the action taken.
 - e. What action is taken to prevent corporate credit card misuse?

Answer:

Department of Infrastructure and Regional Development

1. The Department has 865 staff who hold a Departmental Corporate Credit card, this includes the Departmental travel card.

Classification – PSA (Public Service Act)	Total
APS LEVEL 2	1
APS LEVEL 3	17
APS LEVEL 4	42
APS LEVEL 5	114
APS LEVEL 6	188
EXECUTIVE LEVEL 1	263
EXECUTIVE LEVEL 1 (Lawyer)	3
EXECUTIVE LEVEL 2	168
HOLDER OF PUBLIC OFFICE	2
SENIOR EXECUTIVE BAND 1	39
SENIOR EXECUTIVE BAND 2	13
SENIOR EXECUTIVE BAND 3	3
PSA Total	853
Classification – IOTA (Indian Ocean Territories Act)	Total
TERRITORIES EXECUTIVE 1	2
TERRITORIES EXECUTIVE 2	3
TERRITORIES EXECUTIVE 3	4
TERRITORIES OFFICER 3	2
TERRITORIES OFFICER 5	1
IOTA Total	12
Grand Total	865

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2. a. If fraud is identified, relevant action is taken according to departmental policy and the FMA Act.
- b. Credit card holders are required to acquit the expenditure on their credit card, including provision of receipts and other supporting documentation. Credit card acquittals are reviewed and approved by the cardholder's supervisor. The Department's Financial Services Branch monitors the use of credit cards via various reporting mechanisms and spot-checking to ensure compliance with the Department's Chief Executive Instructions and internal policies and procedures.
- c. See the response to Question 2a, above.
- d. No recorded instances of intentional misuse of the credit card have been identified.
- e. The action taken to prevent misuse includes:
 - Mandatory cardholder training sessions prior to receiving a Departmental card,
 - Accessible documentation, Chief Executive Instructions, Practical Guides, training material and other informational documents on the Intranet,
 - Regular monitoring by the Financial Operations section on card use,
 - Control and review of card limits by the Chief Financial Officer,
 - Internal audits and reviews.

Airservices Australia

1.

Classification	Corporate Credit Card	Travel Credit Card	Total
ATC	11	10	21
Technical Officer	276	7	283
ASA 1-9	186	457	643
ATC Technical	11	2	13
ARFF	26		26
Senior Manager	80	39	119
Executive Manager	49	5	54
Total	639	520	1,159

2. a. Misuse of a corporate credit card constitutes a breach of Airservices Code of Conduct and Code of Conduct Management Instruction. The Code of Conduct and Code of Conduct Management Instruction applies to all Airservices employees, contractors and consultants. Breaches may result in disciplinary action being taken against an individual in accordance with Airservices Code of Conduct Investigation Procedure, relevant industrial instrument, legislation, policies and procedures or contract, up to and including termination of employment or engagement with Airservices.
- b. All card transactions have to be acquitted within 30 days from the credit card statement date. The cardholder must ensure:
 - all travel related expenses are acquitted against an approved travel plan
 - all transactions are allocated to the appropriate General Ledger code, Cost Centre code and tax code
 - all expenses include a description of the transaction detail and purpose
 - the 'Transactions by User Report' is printed with all credit card supporting documentation attached (Tax Invoice / receipt); and
 - the 'Transactions by User Report' is signed by the cardholder and signed as reviewed by the cardholder's manager. In conducting the review, the cardholder manager must:
 - ensure credit card expenses are business related and are approved within 30 days of cardholder acquittal;
 - ensure all credit card supporting documentation presented for review are original copies and complete;
 - monitor repeated accidental personal expenses incurred on a credit card and ensure these are repaid by the cardholder in accordance with the Credit Card Operating Procedure; and
 - retain all credit card supporting documentation for a period of seven years.

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- c. Refer to 2(a).
- d. Since 1 February 2014, there has been one instance of corporate credit card misuse. The misuse involved use of the corporate credit card for private purchases. A formal investigation was conducted which substantiated alleged corporate credit card misuse resulting in termination of employment for the employee involved.
- e. Credit cards are only issued to permanent members of staff and are not issued to contractors or other temporary engagements. Credit cards are only issued to staff where an appropriate business need is identified. Transaction and monthly limits are applied to all cards with increases subject to approval from at least two of the following senior management team members; appropriate Executive General Manager (EGM), Chief Finance Officer (CFO) and Manager Organisational Procurement. Credit card holders are required to acknowledge their responsibilities upon issue of the card.
Internal Audit conducts regular reviews of compliance with credit card and travel management instructions and procedures across the organisation. All new employees commencing employment and all existing employees are required to complete the Ethics and Fraud Awareness online training package upon commencement and refreshed annually. This package includes a declaration of understanding and affirmation to adhere with Airservices Code of Conduct and Conduct of Conduct Management Instruction. Existing staff are currently in the process of completing their annual refresher with completion required by 14 September 2014.

Australian Maritime Safety Authority

1. Australian Maritime Safety Authority (AMSA) has 234 staff who hold a corporate credit card.

Classification	Total
AMSA Grade 2	3
AMSA Grade 3	4
AMSA Grade 4	13
AMSA Grade 5	14
AMSA Grade 6	36
AMSA Grade 7	30
AMSA Grade 8	21
CONTRACTOR	1
SEARCH AND RESCUE OFFICER	14
SENIOR SEARCH AND RESCUE OFFICER	14
PORT MARINE SURVEYOR	40
RESCUE COORDINATION CENTRE CHIEF	5
SENIOR MANAGER	31
GENERAL MANAGER	7
DEPUTY CHIEF EXECUTIVE OFFICER	1
	234

2.
 - a. Misuse of the corporate credit card is dealt with under the AMSA code of conduct policy, including referral for criminal proceedings if necessary.
 - b. Credit card holders are required to acquit credit card transactions monthly and have the transactions approved by their manager. Additional monitoring is undertaken from time to time through independent audit of credit card transactions.
 - c. See response at part 2 (a).
 - d. No.
 - e. In addition to the response provided at 2 (b), cardholders are required to pass an 'on-line' induction and subsequent refresher courses on the use of corporate credit cards. This is supplemented by presentations on the appropriate use of corporate credit cards from time to time.

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Australian Transport Safety Bureau

1. ATSB has 102 staff who hold a corporate credit card.

Classification	Total
APS LEVEL 5	10
APS LEVEL 6	9
EXECUTIVE LEVEL 1	24
EXECUTIVE LEVEL 2	54
SENIOR EXECUTIVE BAND 1	2
ATSB - COMMISSIONER	3
	102

2.

- a. Depending on the circumstances, the misuse of the corporate credit card can be either inadvertent or intentional. Where misuse is identified the respective Officer is counselled and is reminded of the conditions of use for the corporate credit card. The officer's supervisor is also advised. The misuse of corporate credit cards, no matter how minor, is recorded and reported as a breach of provisions of the *Financial Management and Accountability Act 1997* in the annual ATSB Certificate of Compliance. Depending on the severity of the misuse, the Chief Financial Officer (CFO) will assess the circumstances where further action may be undertaken. If misuse use is repeated the card may be blocked or cancelled.
- b. The Finance team extract data from the credit card expense management system on a monthly basis. From this data a reconciliation report is completed. The Finance team also conduct audits on credit card files on a regular basis. Cards are chosen at random following a risk management approach where reports are run, reviewed and assessed based on patterns of use. Specific card use might be based on the volume of transactions, the value of transactions or a combination of both.
- c. Refer answer to 2(a) above.
- d. During the period 1 March 2014 to 31 May 2014 there was 1 report of credit card misuse, by a staff member at the APS6 level. This instance was recorded as accidental/ inadvertent personal expenditure and the monies were paid back to the agency immediately. The staff member was counselled and reminded of the conditions and responsibilities that come with being issued a corporate credit card, they were directed to refer back to the relevant Chief Executive Instructions. As stated in 2(a) above, this instance of misuse will also be reported in the ATSB annual Certificate of Compliance return.
- e. All employees that apply for a corporate credit card are required to sign an Undertakings form. This form outlines the conditions of use and is signed by the employee acknowledging that they have understood and agree to those conditions of issue. If an employee is identified as a repeat offender, especially during the internal audit process, their supervisor is made aware and their credit card usage is monitored by both supervisor and the Finance team and may result in the card being blocked or cancelled. Practical user guides and training is also provided to card users.

Civil Aviation Safety Authority

1.

Classification	Number
Aviation Safety Regulator Level 1	97
Aviation Safety Regulator Level 2	87
Aviation Safety Regulator Level 3	21

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Certificate Management Team Leader	44
Contractor	1
Corporate Services Level 2	56
Corporate Services Level 3	90
Corporate Services Level 4	48
Corporate Services Level 5	47
Flying Operations Inspector Level 1	22
Flying Operations Inspector Level 2	42
Flying Operations Inspector Level 3	14
Flight Training Examiners Level 1	5
Flight Training Examiners Level 2	2
Professional Services	12
Senior Manager Grade A	2
Senior Manager Grade B	10
Senior Manager Grade C	17
Senior Manager Grade D	39
Director of Aviation Safety	1

2.

- a. Any misuse on a corporate credit card is recorded in a register upon recognition with a copy of the register forwarded on a monthly basis to CASA's fraud investigation team. The staff member involved is also contacted and required to re-pay any amounts promptly.
- b. Credit card transactions must be acquitted with appropriate supporting documentation attached to the Financial Management Information System. The acquittal is then confirmed by the cardholder's supervisor. CASA's credit card administration team run regular reports to ensure charges on corporate cards are appropriate and supported by the required evidence.
- c. Refer to (a) above.
- d.

	Staff Classification
1.	Corporate Services Level 5
2.	Aviation Safety Regulator Level 2
3.	Aviation Safety Regulator Level 2
4.	Corporate Services Level 4
5.	Aviation Safety Regulator Level 3
6.	Corporate Services Level 5
7.	Aviation Safety Regulator Level 3
8.	Flying Operations Inspector Level 2
9.	Certificate Management Team Leader
10.	Corporate Services Level 3
11.	Senior Manager Grade D
12.	Professional Services
13.	Aviation Safety Regulator Level 1
14.	Aviation Safety Regulator Level 2

In all incidents above, the cardholder used the corporate card to pay for personal expense in error. The processes outlined in (a) were followed. All instances have been repaid with the exception of incident number 3 as the officer is on long term leave.

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- e. Before staff are issued with a corporate credit card they are required to sign the Agreement and Acknowledgment of Requirements for the Use of a CASA Corporate Credit Card form. This form outlines the responsibilities of cardholders, including in relation to misuse. Policies and procedures are documented in the Finance Manual for reference to all staff and the formal CASA induction training program includes a section on the use of credit cards. Offenders are reminded of their obligations when issues of misuse are identified and repeat offenders can have cards cancelled.

National Capital Authority

1. Six credit cards are issued to:
 - EL 2 – 1 card
 - EL 1 – 1 card
 - APS 6 – 3 cards
 - APS 5 – 1 card.
2.
 - a. Any suspected misuse of a credit card is to be reported in accordance with the Chief Executive Instructions on Fraud Prevention and Control. After an initial investigation, a brief for consideration by the Chief Executive who will determine if a case is to be referred to the Australian Federal Police (AFP). If the AFP declines the referral for certain reasons, the National Capital Authority (NCA) may still investigate the incident based on a decision to proceed made by the Chief Executive. If misuse of a credit card is proven, a sanction may be imposed under the APS Code of Conduct and/or the matter referred to the Director of Public Prosecutions for potential criminal charges.
 - b. Credit card expenditure is monitored by an independent review of each monthly statement and checking of supporting receipts.
 - c. See the answer to a. above.
 - d. Between 1 March 2014 and 31 May 2014, there were no reported or identified instances of corporate credit card misuse.
 - e. On issue of a credit card, employees are informed of their responsibilities under the Chief Executive Instructions and required to sign a Cardholder Agreement Form advising them of their responsibilities and potential sanctions if misuse of a credit card is found. Employees are also required to attend fraud and security awareness training before being issued with a credit card.

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Question no.: 71

Program: n/a

Division/Agency: Corporate Services

Topic: Media Training

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. In relation to media training services purchased by each Department/Agency, please provide the following information from the Additional Estimates in February 2014 to date:
 - a. Total spending on these services;
 - b. An itemised cost breakdown of these services;
 - c. The number of employees offered these services and their employment classification;
 - d. The number of employees who have utilised these services, their employment classification;
 - e. The names of all service providers engaged; and
 - f. The location that this training was provided.
2. For each service purchased from a provider listed under (1), please provide:
 - a. The name and nature of the service purchased;
 - b. Whether the service is one-on-one or group based;
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification);
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification);
 - e. The total amount spent on the service; and
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the Department or Agency's own premises, please provide:
 - a. The location used;
 - b. The number of employees who took part on each occasion;
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification); and
 - d. Any costs the Department or Agency's incurred to use the location.

Answer:

Department of Infrastructure and Regional Development

1. Nil.
2. N/A.
3. N/A.

Airservices Australia

1. Nil.
2. N/A.
3. N/A.

Australian Maritime Safety Authority

1. Details of the media training services purchased by the Australian Maritime Safety Authority since 1 March 2014 are as follows:
 - a. \$4,400.

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- b. \$20 hours @ \$200 per hour plus administrative charges.
 - c. Total five (3 x AMSA Level 5 Media Officers; 1 AMSA Manager (Media); 1 General Manager.
 - d. Total five (3 x AMSA Level 5 Media Officers; 1 AMSA Manager (Media); 1 General Manager.
 - e. Tamara Oudyn.
 - f. Via Skype at AMSA's head office in Canberra.
2. The Media training detailed above was offered:
- a. for voice training;
 - b. on a one-on-one basis;
 - c. see answer to question 1;
 - d. five staff received approximately four hours individual training;
 - e. See answer to question 1.
 - f. Fees were charged on a per hour basis and the total cost is as detailed in answer to question 1.
3. N/A.

Australian Transport Safety Bureau

1. Nil.
2. N/A.
3. N/A.

Civil Aviation Safety Authority

1. Nil.
2. N/A.
3. N/A.

National Capital Authority

1. Nil.
2. N/A.
3. N/A.

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Question no.: 72

Program: n/a

Division/Agency: Corporate Services

Topic: Question Time

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many officers are responsible for preparing the Department, Agency, Minister or representing Minister's briefing pack for the purposes of Question Time?
2. How many officer hours are spent each sitting day on preparing that information?
 - a. Please break down the hours by officer APS classification
3. Are drafts shown to the Minister or their office before Question Time?
 - a. If so, when does this occur?
 - b. How many versions of this information are shown to the Minister or their office?
4. Does the Minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when does this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
5. Provide each of the contents pages of the Minister and representing Minister's Question Time folder prepared by the Department for the week of 11 February 2014.

Answer:

- 1-2. The Department does not record data that would readily allow answers to be provided to this question. To attempt this level of detail would be an unreasonable diversion of resources.
3. Yes.
 - a. Drafts are provided to the office prior to Question Time.
 - b. One.
4. Yes.
 - a. Prior to Question Time.
 - b. The Department does not record data that would readily allow answers to be provided to this question.
5. If the briefing titles were to be made public and lose confidentiality, the Department's ability to provide candid and comprehensive advice to a Minister would be impeded.

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Question no.: 73

Program: n/a

Division/Agency: Corporate Services

Topic: Functions

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister since the Additional Estimates in February 2014. Include:
 - a. The guest list of each function.
 - b. The party or individual who initiated the request for the function.
 - c. The menu, program or list of proceedings of the function.
 - d. A list of drinks consumed at the function.
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office.

Answer:

Department of Infrastructure and Regional Development

1. There have been no formal functions or forms of hospitality conducted by the Department for the Deputy Prime Minister and Minister for Infrastructure and Regional Development or the Assistant Minister for Infrastructure and Regional Development.
2. There is no wine, beer or other alcoholic beverages held in stock or on order by the Department for the office of the Deputy Prime Minister and Minister for Infrastructure and Regional Development or the Assistant Minister for Infrastructure and Regional Development.

Airservices Australia

Nil.

Australian Maritime Safety Authority

Nil.

Australian Transport Safety Bureau

Nil.

Civil Aviation Safety Authority

Nil.

National Capital Authority

Nil.

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Question no.: 74

Program: n/a

Division/Agency: Corporate Services

Topic: Red Tape Reduction

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Please detail what structures, officials, offices, units, taskforce or other processes has the Department dedicated to meeting the government's red tape reduction targets?
 - a. What is the progress of that red tape reduction target.
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. What is the estimated total salary cost of the officers assigned to the unit?
7. Do members of the unit have access to cabinet documents?
8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the Department?

Answer:

Department of Infrastructure and Regional Development

1. As part of the Government's election commitment to reducing red tape, the Department has established a Deregulation Unit within the Policy and Research Division to progress and coordinate the portfolio's work on this agenda, under the leadership of the Chief Operating Officer. The Unit has been placed within Policy and Research to better coordinate portfolio-wide and to take a strategic view of deregulation priorities.
2. EL2 – 1, EL1 – 2, APS6 – 1, APS5 – 1.
3. The Department has reallocated existing staff resources to support the functioning of the Deregulation Unit.
4. See Q3.
5. Corporate to provide.
6. Corporate to provide.
7. Members of the unit may access cabinet documents on a need-to-know basis.
8. No new security vetting processes have been undertaken for deregulation unit members since the establishment of the team. Team members are using existing AGSVA clearances.
9. Deregulation & Structural Reform.

Airservices Australia

N/A.

Australian Maritime Safety Authority

1. To date, AMSA has not established any new structures or appointed any additional officials dedicated to meeting the Government's red tape reduction targets. AMSA is currently managing its contribution to the process within existing resources.
 - a) To date, AMSA has finalised two deregulatory measures since 1 October 2013:

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- i) National Standard for Commercial Vessels – Part C1 (Arrangement, Accommodation and Personal Safety)
 - This measure updates design and construction standards for the arrangement of accommodation and personal safety on domestic commercial vessels.
- ii) Marine Order 54 (Coastal pilotage) 2014.
 - This measure provides clarity on the regulatory arrangements for pilotage providers in Australian waters.

2-9. N/A (see part 1).

Australian Transport Safety Bureau

1. The ATSB's Legal Services Division has been given the responsibility. No new division was created.
 - a. The ATSB has completed a review of its legislation.
2. No new officers have been placed in the unit.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. As required for their work.
8. EL2: Protected; EL2: Protected; APS5: Baseline.
9. Legal Services.

Civil Aviation Safety Authority

The Civil Aviation Safety Authority (CASA) is progressing initiatives to change a number of regulatory and service delivery processes to minimise the regulatory compliance and/or administrative burden and costs on aviation industry participants. These initiatives include:

- amendments to Part 141 of the Civil Aviation Safety Regulations 1998 (CASR) to reduce the complexity of flight training organisation approvals;
- amendments to CASR Part 61 to remove the requirement for a student pilot licence and reduce requirements for pilot proficiency checks in certain cases;
- limiting the need for aerial work operators to apply for and operate under an Air Operator's Certificate and/or other authorisations for certain low risk and non-complex operations;
- developing proposals to provide administrative relief for small aircraft operators conducting local scenic flights as well as domestic freight operations;
- amending CASR Part 21 to expand the list of recognised countries for the purpose of mutual recognition in relation to airworthiness engineering and airworthiness approvals;
- permitting CASR Part 42 and Part 145 organisations to manage and maintain non-regular public transport aircraft, in addition to regular public transport aircraft, which avoids the need for organisations to hold both approvals (CASR Part 145 and Civil Aviation Regulation 1988, Regulation 30) and maintain two sets of manuals and other documentation;
- improvements to Advisory Circulars for aviation-related manufacturing industry participants to provide better guidance on application processes and the required supporting documentation; and
- streamlining medical administrative processes including enabling Class 2 medical certificates to be issued at the time of the medical examination by a Designated Aviation Medical Examiner.

National Capital Authority

No staff are dedicated to reducing costs and regulatory burdens for business, community organisations and individuals, the whole agency is responsible. The National Capital Authority (NCA) continuously monitors and where applicable improves our governance practices striving for administrative efficiencies for the NCA and the Australian public.

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Question no.: 75

Program: n/a

Division/Agency: Corporate Services

Topic: Provision of Equipment - Departmental

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Other than desktop computers, list all electronic equipment provided to Department/Agency staff since the Additional Estimates in February 2014:

1. List the items;
2. List the purchase cost;
3. List the ongoing cost;
4. List the staff and staff classification that receive the equipment.

Answer:

Department of Infrastructure and Regional Development

1. The Department supplies Laptops, Blackberries, Mobile Phones, iPads and iPhones to new staff as they are appointed.
2. At the time of purchase the ex-GST cost of each was:

Laptop	\$2,145
Blackberry	\$591
Mobile Phone	\$245
iPad	\$943
iPhone	\$999

3. The ongoing cost is as follows:

Data cards (for Laptops)	\$44.54 to \$99 per month plus charges where plan usage is exceeded
iPads	Ipads - \$49 OBBG49USTD - Optus Broadband Standard \$49 Unlimited - minimum monthly cost
iPhones	Optus 3GB data Plan for \$24 p.m. plus voice calls based on usage.
Blackberry's	Optus - BB38BB Casual Blackberry BES Plan - \$29.95 per month plus charges where plan usage is exceeded
	Telstra - Casual Blackberry BES plan - \$59.95 per month plus charges where plan usage is exceeded
Mobile Phones	Optus - \$0 Standard voice plan - charges based on usage
	Telstra - \$5 Enterprise fleet plan - \$5 per month plus charges where plan usage is exceeded

4. The equipment is available to all levels of staff across the Department and is issued depending on the business requirement and the nature of the officer's work.

Airservices Australia

See SEQoN 43 for equipment provided to staff.

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For specific dates Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

Australian Maritime Safety Authority

Other than desktop computers, equipment provided to staff of the Australian Maritime Safety Authority (AMSA) includes laptop computers and screens, mobile phones and smartphones, iPads, small printers, cameras and consumable equipment such as thumb drives.

AMSA is unable to provide a breakdown in the terms sought without an unreasonable diversion of resources.

The initial purchase cost is generally not specifically recorded as it falls below the required recording threshold included in AMSA's Fixed Assets Register.

Ongoing costs to provide the equipment vary per device, depending on voice and data usage plans. The equipment is available to all levels of staff across the agency and is issued dependent upon operational need and business requirements and the nature of the officer's work.

Australian Transport Safety Bureau

None.

1 – 4. N/A

Civil Aviation Safety Authority

1 a, b, c

Equipment Item	Net Reduction	Current Stock Level	Purchase Cost	Ongoing Cost
Laptops	-1	516	Not Applicable	Not Applicable
iPads	346	148	\$315,552.00	<ul style="list-style-type: none"> • \$35 (4 gig)
Wireless Cards (Next G Modem)	-99	183	Not Applicable	<ul style="list-style-type: none"> • \$19 per month (1 gig) • \$29 (4 gig) • \$39 (8 gig)
Blackberry	-54	400	Not Applicable	\$34.95 per month
Mobile Phones	-109	8	Not Applicable	<ul style="list-style-type: none"> • \$5 per month – phone • \$19 per month (1 gig) • \$29 (4 gig) • \$39 (8 gig)
iPhones	3	154	\$2,970.00	<ul style="list-style-type: none"> • \$5 per month – phone • \$19 per month (1 gig) • \$29 (4 gig) • \$39 (8 gig)
Blackberry Playbook	-4	15	Not Applicable	Not Applicable

d. Allocation/reduction by staff classification

Classification	Laptop	Blackberry	G Modem	iPad	iPhone	Mobile	Playbook
DAS							
SMGA		-2	-1		1		

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SMGB	-2	-3	-1				
SMGC	1	-3	-4			-2	
SMGD	3	-3	-7		2	-2	
ASR1	9	-7	-19			-17	
ASR2	-1	-10	-21			-31	
ASR3	-3	-3	-8			-3	
CMTL	6	-1	-4			-7	
Contractors		1	-3			0	
CS5		-3	-6		1	-4	
CS4	3		-1			-8	
CS3	-10	-7	-3		-1	-10	
CS2	-10		-2				
FOI1	1	-2	-4			-9	
FOI2	1	-1	-10			-8	
FOI3	-1	-1	-1			-1	
FTE1		-2	-3			-3	
FTE2		0					
PS	2	-7	-1			-4	-1
Unallocated				346			4
Total	-1	-54	-99	346	3	-109	3

The reduction in devices throughout CASA's establishment is a result of cost saving measures to audit the operational provision of equipment, the business need to have mobile devices and the removal of obsolete mobile devices and equipment from service.

National Capital Authority

The National Capital Authority (NCA) provides a variety of mobile devices to staff from APS 4 to SES and the Chief Executive, including laptops, mobile phones and mobile devices. These devices aid employees involved in field work, out of hours contact and general day to day NCA business. Most NCA employees, except casual employees and those employees on a short-term contract, have been provided with a mobile device, where they have been able to demonstrate an appropriate level of work use for the device to his/her supervisor.

As at 1 June 2014, the total number of devices currently allocated to NCA staff and Authority Members consists of five Blackberries, 18 mobile devices, 45 iPads and five laptops. The purchase cost of the equipment listed above is \$42,948 (GST exclusive).

The ongoing cost of this equipment varies based on the usage by the individuals and the terms of the relevant plan for each device. For example, most iPads work on the regular NCA Wi-fi network and incur little to no ongoing cost.

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Question no.: 76

Program: n/a

Division/Agency: Corporate Services

Topic: Hire Cars

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How much did each Department/Agency spend on hire cars from the Additional Estimates in February 2014 to date? Provide a breakdown of each business group in each Department/Agency.
2. What are the reasons for hire car costs?

Answer:

Department of Infrastructure and Regional Development

1. Infrastructure Investment - \$413.
Aviation & Airports - \$1,035.
Office of Transport Security - \$10,471.
Surface Transport Policy - \$3,366.
Corporate Services - \$910.
Infrastructure Australia - \$375.
Local Government and Territories - \$179.
Policy and Research - \$90.
2. Official government business.

Airservices Australia

See SEQoN 50 - Taxi costs.

Australian Maritime Safety Authority

1. A breakdown of and the total expenditure on self-drive hire cars for the Australian Maritime Safety Authority is provided following:

AMSA Division	
Chief Executive Officer/Deputy CEO (including Board and corporate secretary)	\$710
Corporate Services Division	\$261
Corporate Relations Division	\$1,568
Domestic Vessel Division	\$4,313
Emergency Response Division	\$4,794
Marine Environment Division	\$4,012
Navigation Safety and International Division	\$3,887
Ship Safety Division	\$3,460
Total	\$23,005

2. AMSA uses hire cars primarily when staff travel interstate to multiple locations and it is more cost effective than the use of taxis.

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Australian Transport Safety Bureau

1. The ATSB does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.
2. ATSB staff rarely use hire cars, however if used it is for airport transfers due to reliability of taxis in the area.

Civil Aviation Safety Authority

1. \$50,600.

Breakdown by business group:

Airspace and Aerodrome Regulation	\$8,761
Corporate Services	\$1,468
Industry Permissions	\$3,801
Legal Services	\$3,561
Office of the Director of Aviation Safety	\$5,576
Operations	\$19,400
Safety Education and Promotion	\$3,124
Standards	\$4,909

2. CASA uses hire cars when it is more cost effective than the use of taxis and when CASA officials are conducting regulatory work in non-metropolitan areas.

National Capital Authority

Nil.

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Question no.: 77

Program: N/A

Division/Agency: Corporate Services

Topic: Boards

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Since the Additional Estimates in February 2014:

1. How often has each board met, break down by board name;
2. What travel expenses are provided;
3. What is the average attendance at board meetings;
4. How does the board deal with conflict of interest;
5. What conflicts of interest have been registered;
6. What remuneration is provided to board members;
7. How does the board dismiss board members who do not meet attendance standards?
8. Have any requests been made to ministers to dismiss board members since the Additional Estimates in February 2014?
9. Please list board members who have attended less than 51% of meetings.
10. What have catering costs been for the board meetings held this year; is alcohol served.

Answer:

Refer to Attachment A and B.

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Attachment A

	Airservices Australia	Australian Maritime Safety Authority	Australian Transport Safety Bureau	Civil Aviation Safety Authority	Infrastructure Australia	National Capital Authority	National Transport Commission
1. How often has each board met, break down by board name?	1	1	2	2	2	2	2
2. What travel expenses are provided?	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office and Determination 2013/16 Official Travel by Office Holders.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office and Determination 2013/16 Official Travel by Office Holders.	Chief Commissioner: Set by Remuneration Tribunal Determination 2014/12 Remuneration and Allowances for Holders of Full-Time Public Office and Determination 2013/16 Official Travel by Office Holders. Commissioners: Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office and Determination 2013/16 Official Travel by Office Holders.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office and Determination 2013/16 Official Travel by Office Holders.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office and Determination 2013/16 Official Travel by Office Holders.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office and Determination 2013/16 Official Travel by Office Holders.	Chair and Members: Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Full-Time Public Office and Determination 2013/16 Official Travel by Office Holders. CEO: Set by Remuneration Tribunal Determination 2014/12 Remuneration and Allowances for Holders of Full-Time Public Office and Determination 2013/16 Official Travel by Office Holders.
3. What is the average attendance at board meetings?	On average 100% of board members have attended meetings.	On average 90% of board members have attended meetings.	On average 100% of board members have attended meetings.	On average 100% of board members have attended meetings.	On average 95% of board members have attended meetings.	On average 100% of board members have attended meetings.	On average 100% of board members have attended meetings.

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<p>4. How does the board deal with conflict of interest?</p>	<p>Airservices has a Conflict of Interest Protocol, by which Directors are required to complete an annual declaration of interests and ensure the declarations are kept up-to-date. All Board meetings contain a standing agenda item at the commencement of each Board meeting during which the <i>Standing Disclosure of Personal Interests</i> are reviewed. The Board will decide whether declared personal interest is material and how to manage it. The methods used to manage a conflict of interest depend on the nature and severity of the conflict and may include, but are not limited to, exclusion from receiving related material, withdrawal from discussions and/or decision making, a confidentiality agreement, divestment and resignation.</p> <p>All conflicts of interest are to be recorded in the meeting minute</p>	<p>Board Members who have a material personal interest in a matter that relates to the affairs of the Authority give other Board Members notice of their interest. These are 'standing notice of interests' published, updated and circulated at every meeting.</p> <p>Once a Board Member makes a disclosure of an interest which is in conflict with the interest of the Authority, the Board Member follows statutory requirements as set out in Section 27J of the <i>Commonwealth Authorities and Companies Act 1997</i>.</p> <p>Changes to standing interests are minuted at each meeting. The holding of shares and self-managed superannuation funds are recorded under the 'disclosure of interest' and changes are notified to the Corporate Secretary.</p>	<p>There is a standing item on the Commission meeting agenda asking for any declarations of interest under s14AA of the <i>Transport Safety Investigation Act 2003</i> (TSI Act). Any declaration of interest would be noted and documented in the meeting minutes and handled in accordance with the provisions of the TSI Act.</p>	<p>CASA has formal Board Governance Arrangements that specifically address conflicts of interest. The processes to manage conflicts of interest principally derive from Section 27G of the CAC Act.</p>	<p><i>Infrastructure Australia Act 2008</i> section 13 provides that a member must give written notice to the Minister of all interests, pecuniary or otherwise, that the member has or acquires and that conflict or could conflict with the proper performance of the member's functions. Section 14(1) provides that a member who has an interest, pecuniary or otherwise, in a matter being considered or about to be considered by Infrastructure Australia must disclose the nature of the interest to a meeting of Infrastructure Australia.</p>	<p><i>Australian Capital Territory (Planning and Land Management) Act 1988</i> section 42 provides that a member who has a direct or indirect pecuniary interest in a matter being considered or about to be considered by the Authority shall, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Authority. A disclosure shall be recorded in the minutes of the meeting and the member shall not, unless the Minister or the Authority otherwise determines: be present during any deliberation of the Authority with respect to that matter; take part in any decision of the Authority with respect to that matter.</p>	<p>The Commission's Board Handbook sets out a handling process for conflicts of interest. NTC maintains a register of Interests of Commissioners, who have a responsibility to ensure the currency of their listings. The following actions are required:</p> <ul style="list-style-type: none"> • Potential conflicts of interest are to be communicated to the Board as soon as they arise; • If a Commissioner cannot resolve the potential conflict of interest they must remove themselves from the discussion; and • Commissioners must issue a standing notice of a potential conflict of interest where an agenda item has a potential conflicting issue scheduled for discussion.
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5. What conflicts of interest have been registered?	Nil.	Listed at Attachment B.	Nil.	All Board members have a standing notice of material personal interest that details the nature and extent of any personal interest that relates to the affairs of CASA.	Dr Kerry Schott, Member, excused herself from discussion on Moorebank Intermodal Terminal at the meeting of 23/5/14 declaring a conflict of interest.	Nil.	Nil.
6. What remuneration is provided to board members?	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office.	Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office.	Chair and Members: Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Part-Time Public Office. CEO: Set by Remuneration Tribunal Determination 2014/12 Remuneration and Allowances for Holders of Full-Time Public Office.	Chair and Members: Set by Remuneration Tribunal Determination 2014/08 Remuneration and Allowances for Holders of Full-Time Public Office. CEO: Set by Remuneration Tribunal Determination 2014/12 Remuneration and Allowances for Holders of Full-Time Public Office.
7. How does the board dismiss board members who do not meet attendance standards?	<i>Airservices Act 1995</i> section 32(1)(b)(ii) provides that the Minister may terminate the appointment of an appointed member if the member is absent, except on a leave of absence, from 3 consecutive meetings of the Board.	The Minister may terminate the appointment of Members under Section 21 of the <i>Australian Maritime Safety Authority Act 1990</i> (the Act). Section 21(2)(b)(ii) provides that the Minister may terminate a chairperson if they are absent from duty, except on a leave of absence, for 14 consecutive days or for 28 days in any 1 months. Section 21(2)(c)(ii) provides that if a member is absent, except on leave granted under section 17, from 3 consecutive meetings of the Authority, the Minister may terminate the appointment of the member;	There has been no requirement to dismiss Commissioners. Section 13AG of the TSI Act makes provisions for dismissal on the basis of non-attendance.	<i>Civil Aviation Act 1988</i> section 60(2)(b)(ii) provides that the Minister can terminate the appointment of a board member if the board member is absent, except on a leave of absence, from 3 consecutive meetings of the Board.	<i>Infrastructure Australia Act 2008</i> section 18(4) provides that the Minister may terminate the appointment of a member (other than a full-time Chair) if the member is absent, except on leave of absence, from 3 consecutive meetings of Infrastructure Australia.	<i>Australian Capital Territory (Planning and Land Management) Act 1988</i> section 41(2) provides that the Governor-General can terminate a full-time member who is absent from duty, except on leave of absence, for 14 consecutive days or 28 days in any 12 months; or a part-time member who is absent, except on leave of absence granted under section 38, from 3 consecutive meetings of the Authority.	<i>National Transport Commission Act 2003</i> section 19(2)(b) provides that the Minister may terminate the appointment of the member if the member is absent for 3 or more consecutive meetings of the Commission, except on granted leave (section 19(3) requires the Australian Transport Council to make a recommendation of termination to the Minister).

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		Section 21(2)(e) provides if the Minister is of the opinion that the performance of a member has been unsatisfactory for a significant period of time; the Minister may terminate the appointment of the member.					
8. Have any requests been made to ministers to dismiss board members since September 7, 2013?	No.	No.	No.	No.	No.	No.	No.
9. Please list board members who have attended less than 51% of meetings.	Nil.	Nil.	Nil.	Nil.	Nil.	Nil.	Nil.
10. What have catering costs been for the board meetings held this year; is alcohol served.	The total cost of all meetings since February 2014 was \$1,213. No alcohol was served.	The total cost for all meetings since February 2014 was \$540. No alcohol is served.	The total cost for all meetings since February 2014 was \$223.54. No alcohol is served.	The total cost of all meetings since February 2014 was \$725. No alcohol was served.	The total cost for all meetings since February 2014 was \$4,180. No alcohol is served.	The total cost for all meetings since February 2014 was \$570.80. No alcohol is served.	The total cost for all meetings since February 2014 was \$371.91. No alcohol is served.

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STANDING NOTICE OF INTERESTS
AMSA

Mr Leo Zussino

Leo M Zussino – Sun-Coast Business Consultants Pty Ltd	Trustee
Recy Coal Pty Ltd	Australian Director

Mr Mick Kinley

Seafarers’ Safety, Rehabilitation & Compensation Authority	Deputy Member
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Dr Russell Reichelt

Great Barrier Reef Foundation Ltd	Director
Great Barrier Reef Marine Park Authority	Chairman
Shares in a self-managed superannuation fund	Trustee

Captain Fred Ross

North West Shelf Shipping Continuity of Operations	Deputy Arbitrator
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Professor Sarah Derrington

Australian Maritime and Transport Arbitration Commission	Vice Chairman
Admiralty Rules Committee for the Commonwealth of Australia	Member
Somerville House School Council	Chairman of Risk & Finance sub-committee
Upline Pty Ltd	Director
Australian Maritime College Board	Member
University Queensland – Law School	Dean
Shares in a self-managed superannuation fund	Trustee

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Australian Maritime Safety Authority cont.

Ms Jennifer Clark

National ICT Australia Limited (NICTA)	Director & Chair of the Audit & Finance Committee
Australian Taxation Office Audit Committee	Independent Member
Defence Materiel Organisation (DMO) Audit & Risk Committee	Chair
Defence Audit & Risk Committee	Member
Attorney-General's Department Audit & Risk Management Committee	Independent Member
Australian Sports Anti-Doping Authority Audit Committee	Chair
Australian Commission on Safety and Quality in Health Care Audit Committee	Chair
Austrade Audit and Risk Committee	Member
Australian Payments Clearing Association Limited	Director
Shares in a self-managed superannuation fund	Trustee

Mr Stuart Richey AM

Marine and Safety Tasmania Board (MaST)	Member
Richey Fishing Co P/L	Managing Director / Shareholder
Richey Services P/L	Managing Director / Shareholder
Northern Prawn Management Advisory Committee (NORMAC)	Chair
Torres Strait Prawn Management Advisory Committee (TSPMAC)	Chair
Southern Shark Industry Alliance Inc (SSIA)	Chair
Tamar Yacht Club	Member
Commonwealth Fisheries Association (CFA)	Member
Commonwealth Scallop Fishery Advisory Committee	Member
Tasmanian Scallop Fishery Advisory Committee	Member
Tasmanian Seafood Industry Council (TSIC)	Member
Shares in a self-managed superannuation fund	Trustee

Rural & Regional Affairs and Transport Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Question no.: 78

Program: n/a

Division/Agency: Corporate Services

Topic: Shared Resources following MOG Changes

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Following the Machinery of Government changes does the Department share any goods/services/accommodation with other Departments?
2. What resources/services does the Department share with other Departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the Department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

Answer:

Department of Infrastructure and Regional Development

1. Yes.
2. The Department shares a range of corporate related services with the Australian Transport Safety Bureau. At this stage there are no plans to cease these services.
3. The above mentioned arrangements were in place prior to the Machinery of Government changes.

Airservices Australia

1. N/A.
2. N/A.
3. N/A.

Australian Maritime Safety Authority

1. Following the machinery of government changes, the Australian Maritime Safety Authority (AMSA) does not share any goods, services or accommodation with other agencies.
2. There are no changes to resourcing for AMSA as a result of machinery of government changes. AMSA does not share resources/services with any other agency.
3. N/A.

Australian Transport Safety Bureau

4. N/A.
5. N/A.
6. N/A.

Civil Aviation Safety Authority

1. N/A.
2. N/A.
3. N/A.

Rural & Regional Affairs and Transport Legislation Committee
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National Capital Authority

1. No.
- 2-3. N/A.

Rural & Regional Affairs and Transport Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Budget Estimates May 2014
Infrastructure and Regional Development

Question no.: 79

Program: n/a

Division/Agency: Corporate Services

Topic: Departmental Rebranding

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Has the Department/Agency undergone a name change or any other form of rebranding since the Additional Estimates in February 2014? If so:

Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?

- a. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
 - a. Signage.
 - b. Stationery (please include details of existing stationery and how it was disposed of).
 - c. Logos
 - d. Consultancy
 - e. Any relevant IT changes.
 - f. Office reconfiguration.
3. How was the decision reached to rename and/or rebrand the Department?
 - a. Who was involved in reaching this decision?
 - b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

No.

Australian Maritime Safety Authority

No.

Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

National Capital Authority

No.

Rural & Regional Affairs and Transport Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Infrastructure and Regional Development

Question no.: 80

Program: n/a

Division/Agency: Corporate Services

Topic: Contracts under \$10 000

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

Please provide a detailed list of all contracts entered into worth between \$4000 and \$10 000 since 7 September 2013.

Answer:

Department of Infrastructure and Regional Development

Departmental officers are not required to record contracts below \$5,000 in the Department's financial system. A list of all recorded contracts entered into for a value between \$4,000 and \$10,000 is provided in [Attachment A](#).

Airservices Australia

Other non-regulated revenue contracts:

Vendor and Agreement Title	Actual Contract (\$) (inc GST)	Contract Execution Date
BHP Billiton Mitsubishi Alliance Coal Operations Pty Ltd - NDB Annual Performance Inspection & Maintenance at Moranbah Aerodrome.	6,926.00	28-May-14
Mungalalu Truscott Airbase Pty Ltd - NDB Annual Performance Inspection & Maintenance at Truscott-Mungalalu Aerodrome.	5,807.00	19-May-14
Mungalalu Truscott Airbase Pty Ltd - NDB Annual Performance Inspection & Maintenance at Troughton Island Aerodrome.	5,953.00	19-May-14
Corporation of the City of Port Augusta - NDB Annual Performance Inspection & Maintenance at Port Augusta Aerodrome.	7,997.00	15-Apr-14
Aerodrome Management Services Pty Ltd - Impact Assessment on Instrument Flight Procedures at Albany Airport.	5,445.00	21-May-14
Skytraders Pty Ltd - Cabin Crew Training Agreement.	10,000.00	26-May-14
Sentient Software Pty Ltd - Standard Data Licence Agreement.	7,430.00	18-Apr-14
Seabird Aviation Australia Pty Ltd - Noise Testing Agreement.	8,270.00	9-Apr-14

Rural & Regional Affairs and Transport Legislation Committee

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Expense Contracts

Vendor & Agreement Title	Actual Contract (inc GST) (\$)	Contract Execution Date
Sasgar Fire & Rescue Pty Ltd - Engage company for fire truck pump overhaul (PO)	5,031.00	12-Dec-13
NDY - Services Agreement for HVAC & Mechanical Services	7,700.00	8-Jan-14
McVeigh Consultants - Hamilton Island ARFF - Site Master Planning	5,810.00	24-Jan-14
Interdynamics - FAID (Fatigue Audit InterDyne) Support & Maintenance 2013-14	8,800.00	13-Dec-13
Industry cadetship agreement with La Trobe University	5,712.00	20-Nov-13
Communications Design & Management - Services agreement.	7,668.11	28-Jan-14
Tyred Pty Ltd - Purchase of MK8 Tyres for Alice Springs	8,851.00	17-Dec-13
Tyred Pty Ltd - Michelin Tyres for AS	8,851.00	25-Feb-14
Sasgar Fire & Rescue Pty Ltd - Purchase of TLC replacement stock	8,410.00	26-Nov-13
Morita Corporation - Purchase of Morita Spares	8,389.00	20-Dec-13
Tuff Tyres FNQ Pty Ltd - Tyre purchase for Sydney Airport	8,360.00	15-Nov-13
Tuff Tyres FNQ Pty Ltd - Purchase of Tyres for CBR ARFF	8,360.00	2-Dec-13
Michelin Service Centre Townsville - Tyre purchase for Townsville Airport	8,265.00	15-Nov-13
Kal Tire Australia Pty Ltd - Tyre purchase for Perth Airport	8,100.00	15-Nov-13
Norman Disney & Young - Karratha Window Drenching: Design	7,150.00	23-Jan-14
Airbiz Aviation Strategies - Coffs Harbour Siting Study	6,600.00	3-Oct-13
Newnham Karl Weir & Partners - CFS ARFF - Lease Survey	6,050.00	29-Jan-14
PBD Group - Karratha Window Drenching : Window Washing Model	5,957.00	16-May-14
Vision Surveys (QLD) Pty Ltd - Hamilton Island Topo and Survey	5,830.00	18-Mar-14

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Michael George Hajjar - Engagement of consultant for Ballina lease survey	5,665.00	11-Dec-13
Endress & Hauser Australia Pty Ltd - Purchase water flow meter	4,798.00	19-Nov-13
Arrow Hire & Sales - Purchase of dual axle trailer	4,527.00	13-Dec-13
Sydney Airport Corp. - Sydney ARFF Station 1 Planning Permit Application	4,400.00	24-Jan-14

Australian Maritime Safety Authority

The Australian Maritime Safety Authority (AMSA) Procurement Policy states that a contract does not need to be entered into if the value of the procurement is less than \$10,000. Purchases under \$10,000 are generally paid on receipt of a correctly rendered invoice with no contract in place. However, the following list includes the two contracts that have been entered into between \$4,000 and \$10,000 since 7 September 2013:

Contract Number	Supplier	Description	Start Date	End Date	Value (GST Exclusive)	Procurement Method
14AMSA021	Hays Specialist Recruitment Pty Ltd	Engagement of Procurement Officer	11 Feb 2014	18 March 2014	\$7,440	Open Tender (off a panel)
14AMSA174	Randstad	Engagement of Media Liaison Officer	12 May 2014	30 May 2014	\$8,652	Open Tender (off a panel)

Australian Transport Safety Bureau

Supplier Name	Description of Goods & Services	Amount (GST Excl)	Required Date – From	Required Date - To
Aust Govt Solicitor Central Off Central Office	Legal services including advice and representation regarding Vic County Court Subpoena	\$4,750	10/09/2013	10/09/2013
Certus Solutions Pty Ltd	SPSS SOFTWARE LINCENCE	\$4,996	01/10/2013	30/09/2014
UGM Consulting Pty Ltd	Cultural Intelligence Workshop	\$9,081	14/10/2013	14/10/2013
Reputation Australia	Media Awareness Course for 15th Oct 13	\$9,082	15/10/2013	15/10/2013

Civil Aviation Safety Authority

Refer to [Attachment A](#).

National Capital Authority

- Air conditioning and maintenance \$7,008
- Diplomatic site environmental study \$4,939
- Expert review of National Capital Plan \$5,330
- Tree Planting Plan \$6,589
- Constitution Avenue document review \$7,304
- National Capital Exhibition display fabrication \$9,806.

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Infrastructure and Regional Development

Question no.: 81

Program: n/a

Division/Agency: Corporate Services

Topic: Unallocated Equipment

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Please detail how much electrical equipment, phones and computers the Department/Agency has in storage or unallocated to staff.
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

Answer:

Department of Infrastructure and Regional Development

1. The Department has the following electrical equipment, phones and computers in storage and unallocated to staff:

Item	Count	Description
Electrical Equipment	1	Samsung 46" TV Model UA46D6000
Mobile Phones	8	iPhone 5s
iPads	4	iPad 4s
Desktop Computers	119	Dell Optiplex 9010 and 9020 Computers
Monitors	89	Samsung 24" Monitors
Laptops	57	Dell E6330s

2. There are no additional storage or ongoing costs associated with these items. Purchase costs were as follows;

Item	Purchase Costs
Electrical Equipment	\$1,299
Mobile Phones	\$7,992
iPads	\$4,148
Desktop Computers	\$107,592
Monitors	\$25,871
Laptops	\$60,539

Airservices Australia

Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority (AMSA) has no known electrical equipment in storage or unallocated to staff. In regard to stored or unallocated phones and computer equipment, AMSA currently has 16 phones and 28 computers unallocated to staff.
2. The purchase of phones and laptops does not meet AMSA's asset capitalisation threshold. To ascertain the original purchase cost would require an unreasonable diversion of resources. The estimated cost of replacement, storage and ongoing costs for phones and computer equipment in storage or unallocated is

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\$48,479. This figure includes the current replacement cost for these items which is indicative of the original purchase cost.

Australian Transport Safety Bureau

1.

a.

b.

Equipment Type	Quantity in Storage
BlackBerry	9
Network Security Tokens	10
Computer Laptops	28
Monitors	25
Voice recorders	10
Cameras	9

2.

a.

b.

c.

Equipment Type	Purchase Cost (per unit)	Ongoing costs (per unit)
BlackBerry	\$610.00	Nil
Network Security Tokens	\$75.00	\$13.00 per year
Computer Laptops	\$2145.16	Nil
Voice recorders	\$800.00	Nil
Monitors	\$200.00	Nil
Cameras	\$300 - \$1000	Nil

Civil Aviation Safety Authority

1.

Laptop	Blackberry	G Modem	iPad	iPhone	Mobile	Playbook	Desktop Computer	Total
16	6	5	346	0	2	4	45	425

Electronic Equipment Item	Quantity	Total Purchase Cost
Laptops	16	\$0.00
Blackberry	6	\$3,336.00
Wireless Cards (Next G Modem)	5	\$750.00
iPads*	346	\$316,552.00
iPhones	0	\$0.00
Mobile Phones	2	\$900.00
Blackberry Playbook	4	\$1,600.00
Satellite	0	\$0.00
Desktop Computer	45	\$38,250.00

Note: iPad devices in unallocated storage are being held in preparation for a mobility rollout to CASA staff, commencing 23 June 2014.

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2.

Phillip Capital Self Storage - IT Equipment Storage - Unit 060

Date Covered	Cost (Ex GST)	Cost (Inc. GST)	Comment
20 July to 19 Aug 13	472.73	520.00	
20 Aug to 19 Sept 13	472.73	520.00	
20 Sept to 19 Oct 13	505.45	556.00	Rate Increase
20 Oct to 19 Nov 13	550.91	606.00	Insurance Increase
20 Nov to 19 Dec 13	550.91	606.00	Unit Closed
	\$2,552.72	\$2,807.99	

Phillip Capital Self Storage - IT Equipment Storage - Unit 344

Date Covered	Cost (Ex GST)	Cost (Inc. GST)	Comment
24 July to 23 Aug 13	322.73	355.00	
24 Aug to 23 Sept 13	322.73	355.00	
24 Sept to 23 Oct 13	322.73	355.00	
24 Oct to 23 Nov 13	322.73	355.00	
24 Nov to 23 Dec 13	322.73	355.00	
24 Dec 13 to 23 Jan 14	322.73	355.00	
24 Jan to 23 Feb 14	322.73	355.00	
24 Feb to 23 Mar 14	322.73	355.00	
24 Mar to 23 Apr 14	322.73	355.00	
24 Apr to 23 May 14	322.73	355.00	
24 May to 24 Jun 14	339.09	373.00	Unit Closed
	\$3,566.39	\$3,923.03	

Date Covered	Cost (Ex GST)	Cost (Inc. GST)	Comment
20 July 13 to 24 June 14	\$ 6,119.11	\$ 6,731.02	Total for Units 344 and 060

National Capital Authority

1. Nil.
2. Nil.

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Infrastructure and Regional Development

Question no.: 82

Program: n/a

Division/Agency: Corporate Services

Topic: Computers

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Minister's office as provided by the Department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used.
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the Department, listing the equipment cost and location.
3. Please detail the operating systems used by the Departments computers, the contractual arrangements for operating software and the on-going costs.

Answer:

Department of Infrastructure and Regional Development

1.

Name	No. of Staff	Laptops	PC at APH	PC at Electoral Office	PC at CPO	PC at Home
Advisor	11	5	11	2	3	-
Assistant Advisor	1	1	1	-	-	-
Assistant Diary Manager	1	-	1	-	-	-
Assistant Minister	1	-	1	-	1	1
Chief of Staff	2	1	2	-	1	1
Diary Manager	2	-	2	-	1	-
Media Advisor	1	1	1	-	1	-
Minister	1	1	1	1	-	2
Office Manager	2	-	2	-	1	-

- All computers are being used. Laptops are \$1,008 each and desktop PCs are \$1,080 each (ex GST)
2. The Department has 1,182 Desktop PCs and 144 Laptops, located primarily at Head Office in Canberra, but with computers also located at regional Offices, the Indian Ocean Territories and Norfolk Island.
 3. The Department primarily runs Microsoft Windows 7 on its computers, with some legacy computers running Microsoft Vista. The contractual arrangement is the Head Agreement for the Provision of Microsoft Software to the Whole of Government Volume Sourcing Agreement (VSA) II (SON1595911) and specifically the Core Desktop Licence (CDL) enrolment under that head agreement. The VSA II and the CDL are in place until 30 June 2016. The ongoing cost of software assurance for Windows Pro is approximately \$28 ex GST per year.

Airservices Australia

1. N/A.

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2. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
3. Airservices uses the Microsoft XP platform and has a contract with Microsoft to ensure ongoing support of the current environment until April 2015.

Australian Maritime Safety Authority

1. Nil. The Australian Maritime Safety Authority does not provide computers to the Minister's office.
2. This level of detail is not able to be provided without an unreasonable diversion of resources.
3. This level of detail is not able to be provided without an unreasonable diversion of resources.

Australian Transport Safety Bureau

1. None.
2. See table below:

Equipment Type	Purchase Cost (per unit)	Ongoing costs	Staff numbers and Classification	location
Computers	\$2145	Nil	130 - management, corporate and investigation staff	Canberra, Perth, Adelaide and Brisbane

3.

Operating System	Contractual Arrangements	Ongoing costs (per unit)
Windows 7	Whole of Australian Government Volume Software Agreement	\$11,956

Civil Aviation Safety Authority

1. Nil.
- 2.

	Laptop	Blackberry	G Modem	iPad	iPhone	Mobile	Playbook
Canberra	193	71	76	379	8	27	9
Brisbane	122	38	47	6	0	28	6
Melbourne	62	14	13	2	0	22	0
Sydney	59	14	20	6	0	35	0
Perth	28	2	5	1	0	15	0
Adelaide	18	3	9	5	0	9	0
Darwin	8	2	3	1	0	1	0
Cairns	15	2	4	0	0	8	0
Townsville	6	1	1	0	0	3	0
Tamworth	5	1	5	0	0	6	0
	516	148	183	400	8	154	15

Electronic Equipment Item	Quantity	Total Purchase Cost	Ongoing Cost
Laptops	516	\$1,277,870	Not Applicable
Blackberry	148	\$82,288	\$35 per month
Wireless Cards (Next G Modem)	183	\$27,450	<ul style="list-style-type: none"> • \$19 per month (1 gig) • \$29 (4 gig) • \$39 (8 gig)
iPads	400	\$364,800	<ul style="list-style-type: none"> • \$35 (4 gig)
iPhones	8	\$7,920	<ul style="list-style-type: none"> • \$5 per month – phone • \$19 per month (1 gig)

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			<ul style="list-style-type: none"> • \$29 (4 gig) • \$39 (8 gig)
Mobile Phones	154	\$69,300	<ul style="list-style-type: none"> • \$5 per month – phone • \$19 per month (1 gig) • \$29 (4 gig) • \$39 (8 gig)
Blackberry Playbook	15	\$6,000	Not Applicable

3.

Role	Version	Procurement Method	Cost FY13/14 Inc. GST
Server	Windows Server 2000 Windows Server 2003 Windows Server 2008 Windows Server 2012	Volume Sourcing Agreement-II Agency Enterprise Enrolment (AEE)	\$368,709
	Red Hat Linux Server	Agency procurement	\$9,030
Desktop	Windows 7 Enterprise Windows 8.1 Windows XP	Volume Sourcing Agreement-II Core Desktop Licencing (CDL)	\$185,558
	Apple Mac	Bundled with hardware	Nil.

National Capital Authority

1. Nil.

2-3. The National Capital Authority (NCA) uses a mixture of Thin Client and Desktop PCs with a Windows 7 operating system. The 63 Thin Clients and 11 PCs are owned by the NCA and managed by an external contractor. The overall costs to run the NCA's IT system including labour and contractor support is \$0.890m per annum.

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Question no.: 83

Program: n/a

Division/Agency: Corporate Services

Topic: Grants

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Provide a list of all grants, including ad hoc and one-off grants from the Additional Estimates in February 2014 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
2. Update the status of each grant that was approved prior to the Additional Estimates in February 2014, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

Answer:

Department of Infrastructure and Regional Development

1. Information on grants awarded by the Department is available on the Department's website.
2. A list of all grants that were approved prior to 1 February 2014, but did not have financial contracts in place on 1 February 2014 is at [Attachment A](#).

Airservices Australia

1. Nil.
2. N/A.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority does not administer any grant programs and there were no ad hoc or one-off grants made during this period.
2. N/A.

Australian Transport Safety Bureau

3. Nil.
4. N/A.

Civil Aviation Safety Authority

1.

Recipient	Amount	Description	Location	Electorate
Ageing Aircraft Pty Ltd	\$10,000	AA & S Conference 22-24 Jul 14	Brisbane. Qld	Brisbane
Australian Helicopter Industry	\$2,200	Rotortech 2014 – 24 & 25 May	Sunshine Coast, Qld	Fairfax
Antique Aeroplane Assn	\$5,000	National Fly In – 29 Mar 14	Temora,	Riverina

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			NSW	
Mooney Pilot Assn	\$3,500	Pilot Safety Program 10-12 Oct	Bathurst, NSW	Calare
Model Aeronautical Assn	\$3,000	Supplement advertising of safety messages in model aircraft magazines	Australia wide	n/a
Australian Piper Society	\$4,370	Piper proficiency program x 2	Narromine, NSW	Parkes
Australian Aviation Psychology Association	\$10,000	International symposium 17-20 November 2014	Richmond, Vic	Melbourne
Royal Aero Club of WA	\$5,000	Monthly safety presentations	Jandakot, WA	Fremantle
Australasian Sleep Assn	\$3,000	Industry Course – 8 Oct 14	Perth, WA	Perth
Aircraft Owners and Pilots Association	\$15,000	24 page safety supplement	Australia Wide	n/a
Australian Parachute Federation	\$10,000	Conference and training materials	Penrith, NSW	Lindsay
Recreational Aviation Australia	\$10,000	Safety seminar and training	Fyshwick, ACT	Canberra
Australian Warbirds Assn	\$5,000	Safety Seminar – Oct 2014	Cowra, NSW	Hume
Gliding Federation of Australia	\$5,000	Safety Forums	Benalla Vic, Lake Keepit NSW, Bacchus Marsh Vic, Camden NSW	Indi, New England, Ballarat, Macarthur
Swinburne University	\$10,000	Aviation Industry Conf 4-6 June 14	Hawthorn, Vic	Kooyong
Beeline Partnerships	\$5,000	National Conference – August 2014	Sunshine Coast, Qld	Fairfax
International Society of Air Safety Investigators	\$5,000	Annual Seminar 13-16 October 14	Adelaide, SA	Adelaide
Aircraft Owners and Pilots Association	\$10,000	Safety seminars x 4	Bankstown NSW; Archerfield, Qld; Canberra Airport, ACT; Jandakot, WA	Blaxland, Moreton, Fraser, Fremantle
Total	\$121,070			

2. Nil.

National Capital Authority

N/A.

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Question no.: 84

Program: n/a

Division/Agency: Corporate Services

Topic: Senate Estimates Briefing

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many officers were responsible for preparing the Department, Agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
 - a. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates?
 - a. If so, when did this occur?
 - b. How many versions of this information were shown to the Minister or their office?
4. Did the Minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when did this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
 - c. When were the changes made?
5. Provide each of the contents pages of the Department/Minister/representing Minister's Senate Estimates folder prepared by the Department for the Additional Estimates hearings in February 2014.

Answer:

- 1-2. The Department/Agencies does not record data that would readily allow answers to be provided to this question. To attempt this level of detail would be an unreasonable diversion of resources.
3. No.
4. No.
5. If the briefing titles were to be made public and lose confidentiality, the Department's ability to provide candid and comprehensive advice to a Minister would be impeded.

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Question no.: 85

Program: n/a

Division/Agency: Corporate Services

Topic: Consultancies

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many consultancies have been undertaken from the Additional Estimates in February 2014 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.
3. Have any consultancies not gone out for tender? If so, which ones and why?

Answer:

Department of Infrastructure and Regional Development

1. A list of consultancies valued at \$10,000 or more can be found on the AusTender website.
2. Planned consultancies for the 2014 calendar year are covered in the Department's Annual Procurement Plan list which can be found on the AusTender website.
3. Yes. For details please see [Attachment A](#).

Airservices Australia

1. Airservices undertook 29 new consultancies from 1 March 2014 to 31 May 2014 with a total estimated value of \$4.6m. The name, subject matter, estimated value and duration of each is contained in [Attachment A](#).
2. a. There is no fixed number of consultancies planned in the calendar year ahead, they are used on an as required basis.
b. Airservices does not publish an APP as it is a non-prescribed *Commonwealth Authorities and Companies Act 1997* agency.
3. [Attachment A](#) outlines the procurement approach for each consultancy. The majority of the Consultancies undertaken during this period have been as a result of restricted market approach or direct negotiation with existing suppliers or panel providers which have been implemented through competitive approaches to the market. Eight consultancies engagements were as a result of direct negotiation with new suppliers.

Australian Maritime Safety Authority

1. 10 consultancies were let. The total value of contracts by the Australian Maritime Safety Authority (AMSA) on all consultancies is \$1,691,096. Other details of the 10 consultancies let during the period are provided at [Attachment A](#).
2. Planned consultancies, that meet the reporting criteria, are outlined in AMSA's Annual Procurement Plan list which can be found on the Australian Government Tender System website.
3. All consultancy procurements have been undertaken in accordance with the Commonwealth Procurement Rules.

Rural & Regional Affairs and Transport Legislation Committee

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Australian Transport Safety Bureau

1. The details and number of consultancies undertaken, valued at more than \$10,000 are available on the Australian Government Tender system (AusTender) website.
2. Planned consultancies for the 2013 calendar year are covered in the ATSB's Annual Procurement Plan (APP) list which can be found on the AusTender system website. Please refer to AusTender for further detail.
3. The details and number of limited tender consultancy contracts undertaken, valued at more than \$10,000 are available on the Australian Government Tender system (AusTender) website.

Civil Aviation Safety Authority

1. One consultancy has been undertaken from Additional Estimates in February 2014.

Details of consultancies:

Name of Consultant	Subject	Duration	Cost	Method of procurement
Oakton Services Pty Ltd	Application Rationalisation Consultancy	3 months	\$114,500	Pre-qualified tender

2. Four consultancies for the remainder of the 2014 calendar year.

Name of Consultant (if known)	Subject	Duration	Cost	Method of procurement
Colmar Brunton	Market research - Safety promotion	6 months	\$153,120	Pre-qualified tender
Grosvenor Management Consulting Pty Ltd	Aviation Medicine Review	1 month	\$29,617	Request for Quotation
	Market research - CASA targeted promotion	20 days	\$31,414	
	Risk modelling and simulation	7 days	\$14,000	

CASA does not publish an Annual Procurement Plan on AusTender as, as 31 May 2014 it was a non-prescribed Commonwealth Authorities and Companies Act Agency.

3. The Aviation Medicine Review consultancy did not go out to tender because its value was under the tender threshold. In this case a Request for Quotation was sent to three companies

National Capital Authority

1. One consultancy has been undertaken with Effective Governance Pty Ltd for strategic planning and governance advice, duration 3 months, value \$40,000, let by direct source.
2. No further consultancies have been planned for the remainder of the calendar year and, therefore, nothing has been published on AusTender.
3. No consultancies have been of a value that would require open tender.

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Attachment A

Department of Infrastructure and Regional Development

Supplier Name	Description	Start Date	End Date	Value (\$)	Reason for not going out for tender
Monash University	Review of Motor Vehicle Standards Act 1989 Crash Statistic Analysis	21/05/2014	30/06/2014	40,539.00	Procurement did not reach required threshold to go out to tender.
Campbell William Darby	Review of Transport Security Coordination Centre 2014	17/03/2014	9/05/2014	18,724.00	Procurement did not reach required threshold to go out to tender.
Reiss Aviation	Aviation Safety Regulation Review Adviser	13/05/2014	30/06/2014	11,495.00	Procurement did not reach required threshold to go out to tender.
Lambert & Rehbein (SEQ) P/L	Public Safety Zones	9/05/2014	30/09/2014	43,725.00	Procurement did not reach required threshold to go out to tender.
RB Consult	Analysis - WestConnex traffic modelling	28/03/2014	30/06/2014	50,000.00	Procurement did not reach required threshold to go out to tender.
Aquenta Consulting Pty Ltd	Cost estimates of infrastructure projects	12/03/2014	30/06/2014	50,000.00	Procurement did not reach required threshold to go out to tender.
Resolution Consulting Services Pty	Provision of Financial Advice	16/04/2014	30/05/2014	40,000.00	Procurement did not reach required threshold to go out to tender.
CS-2 Group Pty Ltd	Issuing Body Identification Documents Guidance Material	4/04/2014	30/06/2014	31,900.00	Procurement did not reach required threshold to go out to tender.
Ian Myers	Viability Provider Regional Programmes	31/03/2014	30/06/2014	11,000.00	Procurement did not reach required threshold to go out to tender.
PM Consulting	Provision of support services for the Mid West and Etheridge Irrigated Agriculture Steering Committee	1/03/2014	30/06/2014	37,400.00	Procurement did not reach required threshold to go out to tender.

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Airservices Australia

Vendor Name	Vendor & Agreement Title	Procurement Approach	Contract Value Estimate (excl GST) (\$)	Contract Execution Date	Termination date
Deloitte Touche Tohmatsu	Consultancy Services for Data Centres Project	Direct Negotiation: Existing Supplier	235,553.64	17-Apr-14	28-May-14
5D Consulting	ATC External Recruit Endorsement Rate Taskforce Consulting	Direct Negotiation: New Supplier	17,600.00	12-Mar-14	4-Apr-14
GHD Australia	Future Navigation Network - Environmental phase 2	Preferred Supplier	126,956.36	4-Mar-14	30-Jun-14
GHD Australia	Development of a 'fit for purpose' design for an anaerobic system located at the ARFF FTG Yulara.	Preferred Supplier	14,694.55	3-Mar-14	16-Jun-14
WKC Engineering & Construction Surveying	Site Survey and detailed investigation of Perth Airport fibre route	Direct Negotiation: New Supplier	26,930.00	5-Mar-14	30-Jun-14
Timothy Abberton	Provision of consultancy services by Timothy John Abberton to Aircraft Noise Ombudsman (ANO).	Direct Negotiation: Existing Supplier	415,454.55	6-Mar-14	5-Mar-17
Leading Edge	Engage consultant for FIS Operations and Engineering Audit	Restricted	12,950.00	2-Mar-14	10-Jun-14
Lovell Chen	Navaid Interim Heritage Assessments	Preferred Supplier	19,640.00	12-Mar-14	16-May-14
Asset Technologies	Provision of SCAMPI Building Audits 2014	Preferred Supplier	271,700.00	4-Mar-14	1-Aug-14
Eco Logical Australia	Engage environmental impact assessment consultant Llandilo back burn	Direct Negotiation: Existing Supplier	26,430.00	21-Mar-14	30-Sep-14
GHD Australia	Hamilton Island ARFF - Environmental Assessment (CSPO)	Preferred Supplier	41,695.45	17-Mar-14	29-May-14
Rider Levett & Bucknall	QS Services for the Construction phase at Gladstone / Newman Fire Stations (CSPO)	Preferred Supplier	35,850.00	17-Mar-14	31-Aug-14
GHD Australia	Engineering Consultancy - BNA & CFS	Preferred Supplier	123,903.64	18-Mar-14	1-Feb-16
Woolacotts Consulting Engineers	Structural Inspection of Sydney Control Tower	Direct Negotiation: New Supplier	22,000.00	20-Mar-14	28-Apr-14
The Channel Group Pty Ltd	Engage Consultant for Stakeholder Communication and Engagement Services	Direct Negotiation: Existing Supplier	50,000.00	27-Mar-14	1-Aug-14
GHD	Risk Assessment of Contaminated Soil - Sydney & Melbourne ARFF	Direct Negotiation: Existing Supplier	42,324.55	31-Mar-14	18-Apr-14
Deloitte Touche Tohmatsu	Engage consultant for Data Centre requirements lead	Direct Negotiation: Existing Supplier	86,800.00	13-May-14	30-May-14

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Vendor Name	Vendor & Agreement Title	Procurement Approach	Contract Value Estimate (excl GST) (\$)	Contract Execution Date	Termination date
GHD Australia	Engage consultant for LMU PFC investigation	Direct Negotiation: Existing Supplier	70,870.67	10-Apr-14	1-Aug-14
Eco Logical	Impact Assessment for Llandilo Hazard Reduction Burn DoV	Direct Negotiation: Existing Supplier	24,027.27	17-Apr-14	30-Sep-14
ARUP Pty Ltd	Arup Pty Ltd - Services for the 'Our People – Our Future' Culture Program	Direct Negotiation: Existing Supplier	2,100,000.00	5-May-14	30-Jun-17
Extelligent Design	Consultation, Design and Quality assurance for the new DMS front end replacement	Direct Negotiation: New Supplier	210,800.00	14-Apr-14	5-Feb-15
Lovell Chen	PRN:Navaid Interim Heritage Assessment DoV	Preferred Supplier	18,900.00	8-May-14	27-Jun-14
Rowland	Provision of Independent Communication Services	Direct Negotiation: New Supplier	100,000.00	27-May-14	31-Dec-15
CEB	Leadership Model Review	Direct Negotiation: Existing Supplier	10,403.64	9-May-14	30-Jun-14
GHD Australia	Environmental Due Diligence study for the proposed new ARFF training pad site - Hobart Airport	Direct Negotiation: Existing Supplier	81,016.36	5-May-14	1-Aug-14
WT Partnership	QS services for Perth and Melbourne fibre optics project works	Preferred Supplier	42,240.00	23-Apr-14	15-May-15
Codarra Advanced Systems	Project review and audit services	Direct Negotiation: Existing Supplier	270,000.00	29-May-14	31-May-17
Energetics Pty Ltd	Consultancy Advice to National Electricity Procurement project	Restricted	43,186.36	29-May-14	27-Feb-15
CR Webster & Associates	Electrical safety review	Direct Negotiation: Existing Supplier	15,750.00	1-Apr-14	29-Apr-14

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Australian Maritime Safety Authority

Ref No	Company	Services	Date	Value (ex GST)	Duration	Method
14AMSA031	Callida Pty Ltd	Development of a Strategic National Shipping Management Plan	17 March to 30 June 2014	\$50,000	4 Months	Limited Tender
14AMSA035	Aitch Limited	Process Improvement Services	6 March to 6 July 2014	\$106,363.64	4 Months	Limited Tender
14AMSA039	PricewaterhouseCoopers	Review performance Measurement in AMSA	12 March to 30 June 2014	\$215,365.45	3.5 Months	Limited Tender
14AMSA045	Management Consulting Alliance Pty Ltd	Streamlining and Consultation Services	17 March to 17 June 2014	\$90,800	3 Months	Limited Tender
14AMSA050	Miller Aviation Partners Pty Ltd	SAR Consulting Services	20 March to 20 Dec 2014	\$63,636.36	9 Months	Limited Tender
14AMSA076	Protiviti Pty Ltd	Service Delivery and Funding Review for the National System	27 March to 30 June 2014	\$965,585.45	3 Months	Open Tender
14AMSA083	Protiviti Pty Ltd	National Data Management System Remediation Services	20 April to 30 June 2014	\$44,800	2 Months	Limited Tender
14AMSA116	Callida Pty Ltd	Cost Benefit Analysis	9 April to 9 May 2014	\$54,545.45	1 Month	Limited Tender
14AMSA144	Noetic Solutions Pty Ltd	Development of a Hazardous and Noxious Substance Response Capability Statement	23 April to 30 June 2014	\$54,545.45	2 Months	Limited Tender
14AMSA147	Ernst & Young	ITS Business redesign - Probitry Services	6 May to 6 November 2014	\$45,454.55	6 Months	Limited Tender

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Question no.: 86

Program: n/a

Division/Agency: Corporate Services

Topic: Hospitality and Entertainment

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. What is the Department/Agency's hospitality spend from the Additional Estimates in February 2014 to date including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from the Additional Estimates in February 2014 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What is the Department/Agency's entertainment spend from the Additional Estimates in February 2014 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend from the Additional Estimates in February 2014 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer:

Department of Infrastructure and Regional Development

1. Refer to Attachment A – Official Hospitality.
2. Nil
3. Refer to Attachment B - Entertainment.
4. Nil
5. The Department does not have detailed plans for future potential hospitality spending.
6. The Department does not have detailed plans for future potential hospitality spending.
7. The Department does not have detailed plans for future potential entertainment spending.
8. The Department does not have detailed plans for future potential entertainment spending.
9. The Department seeks to find efficiencies and savings against all elements of its operating expenses.

Airservices Australia

1. \$27,000 and related predominately to events such as staff functions with external clients, workshops and conferences, graduation ceremonies, industry events and staff functions.
2. N/A.
3. See response to question 1, Airservices do not split Hospitality and Entertainment costs for reporting purposes.
4. N/A.

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5. \$35,000 is planned to be spent during the remainder of the year for Hospitality and Entertainment. This funding is for graduation ceremonies, staff functions and industry events.
6. N/A.
7. See response to question 5, Airservices do not split Hospitality and Entertainment costs for reporting purposes.
8. N/A.
9. Costs are managed at or below CPI increase.

Australian Maritime Safety Authority

1. \$10,946.
2. N/A.
3. \$898. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
4. N/A.
5. \$147,720. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
6. N/A.
7. \$5,000. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
8. N/A.
9. AMSA considers the necessity for expenditure on hospitality on a case by case basis.

Australian Transport Safety Bureau

1. \$2,985, detailed in the table below.

Date	Location	Purpose	Cost
19/3/2014	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	Function dinner and beverages for Human Factors Course delegates	\$2,495
08/05/2014	Banana Leaf Restaurant , CIVIC Canberra Centre	Team dinner with the Air Accident Investigation Branch UK Team	\$490
Total			\$2,985

2. N/A.
3. \$690, detailed in the table below.

Date	Location	Purpose	Cost
19/03/2014	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	5 attendees from the ATSB to attend the Function dinner and beverages for Human Factors Course	\$445
08/05/2014	Banana Leaf Restaurant , CIVIC Canberra Centre	4 attendees from the ATSB to attend dinner with delegates from the Air Accident Investigations Brach UK.	\$245
Total			\$690

4. N/A.
5. Hospitality expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of hospitality expenditure for ATSB represents less than 0.1 per cent of the overall expenditure budget for the ATSB in 2013-14 and it is anticipated that this trend will continue.
6. N/A.
7. Entertainment expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of entertainment expenditure for ATSB represents less

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than 0.1 per cent of the overall expenditure budget for the ATSB in 2013-14 and it is anticipated that this trend will continue.

8. N/A.
9. ATSB manages its overall budget, both employee and supplier expenses, through prioritisation and careful management of business activities. The level of hospitality and entertainment expenditure is less than 0.1 per cent of the overall ATSB expenditure budget in 2013-14. Any savings in this area would be of minimal effect.

Civil Aviation Safety Authority

1. \$57,041. This expenditure includes venue and catering for aviation safety seminars, venue hire and catering for consultative forums, hosting of other meetings with the aviation industry and for meetings with international visitors.
2. N/A.
3. \$661. This includes \$359 for movie tickets for staff awards and a lunch (\$302) for the Board Audit Committee. Details of catering/drinks are not available.
4. N/A.
5. \$180,126. These categories have not been split for budget purposes. This budgeted expenditure includes venue hire and catering for aviation safety seminars; venue hire and catering for consultative forums; hosting of other meetings with the aviation industry; and for meetings with international visitors. This is a general allowance and specific details of proposed dates and locations are yet to be determined.
6. N/A.
7. See 5.
8. N/A.
9. CASA has no initiatives in place to reduce spend on these items.

National Capital Authority

1. \$1,946. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) activities. Given the relatively low value of the hospitality, a detailed list of events has not been provided.
2. N/A.
3. Nil.
4. N/A.
5. \$4,600. This represents the total available hospitality budget for 2013-14. The majority of this is reserved for the NCA Public Forum, an open community engagement event, held annually in Canberra.
6. N/A.
7. The NCA has allocated no budget for entertainment in the current financial year. No specific events are currently planned.
8. Not applicable.
9. The NCA is reviewing how it conducts its annual Public Forum which may result in a reduction in light refreshments.

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ATTACHMENT A – Official Hospitality

Department of Infrastructure and Regional Development

Date	Location	Purpose	Cost
01/03/2014	Montreal	Official hospitality for International Civil Aviation Organisation air navigation conference.	\$973
07/03/2014	Canberra	Aviation Safety Regulation Review panel dinner.	\$368
10/03/2014	Sydney	Official hospitality lunch with representative of the International Project Finance Association.	\$71
12/03/2014	Darwin	Official hospitality dinner with Northern Territory government representative.	\$97
12/03/2014	Townsville	Official hospitality lunch as part of consultation on Northern Australia White Paper.	\$52
17/03/2014	Brisbane	The Australian Government Reconstruction Inspectorate dinner.	\$440
26/03/2014	-	Official hospitality gift to presenter for the leadership series presentation.	\$45
31/03/2014	-	Official hospitality gift to presenter for International Women's Day.	\$41
08/04/2014	-	Official hospitality gifts for the Secretary's visit to Lombok.	\$209
08/04/2014	Manila	Delegation dinner for the APEC Quality Assurance Framework regional forum.	\$552
28/04/2014	Tasmania	Official hospitality dinner with Roy Subramaniam of the Department of Agriculture.	\$48
30/04/2014	Montreal	International Civil Aviation Organisation official hospitality.	\$67
02/05/2014	Various	Official hospitality representational allowance at overseas posts.	\$1,415
04/05/2014	-	Official hospitality gifts for Chinese and Malaysian Senior Ministers attending Tripartite Meeting MH370.	\$695
04/05/2014	Canberra	Joint Agency Coordination Centre (JACC) official hospitality dinner.	\$1,892
09/05/2014	Bingara	Official hospitality as part of the release of the Bingara Accord.	\$1,159
09/05/2014	Canberra	Farewell dinner for outgoing AMSA CEO.	\$1,328
14/05/2014	Sydney	Official hospitality dinner with members of the Port Expert Reference Group.	\$526
23/05/2014	Jakarta	Farewell lunch for outgoing Secretary General Ministry of Transportation.	\$511
31/05/2014	Montreal	International Civil Aviation Organisation official hospitality.	\$186
Total			\$10,676

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ATTACHMENT B - Entertainment

Date	Location	Purpose	Cost
03/03/2014	Canberra	Dinner for transport security inspectors.	\$381
11/03/2014	Sydney	Infrastructure Australia reward and recognition function.	\$268
19/03/2014	Canberra	Contribution towards the 2014 Departmental Christmas function.	\$8,750
01/04/2014	Montreal	International Civil Aviation Organisation farewell function.	\$345
04/04/2014	Sydney	Infrastructure Australia reward and recognition lunch.	\$1,084
30/04/2014	Canberra	Office of Transport Security leadership forum.	\$652
06/05/2014	Sydney	Lunch meeting for Infrastructure Australia staff.	\$50
Total			\$11,501

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Question no.: 87

Program: n/a

Division/Agency: Corporate Services

Topic: Executive Coaching and Leadership Training

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

In relation to executive coaching and/or other leadership training services purchased by each Department/Agency, please provide the following information from the Additional Estimates in February 2014 to date:

1. Total spending on these services.
2. The number of employees offered these services and their employment classification.
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification).
4. The names of all service providers engaged.
5. For each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased.
 - b. Whether the service is one-on-one or group based.
 - c. The number of employees who received the service and their employment classification.
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification).
 - e. The total amount spent on the service.
 - f. A description of the fees charged (i.e. per hour, complete package).
6. Where a service was provided at any location other than the Department/Agency's own premises, please provide:
 - a. The location used.
 - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification).
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification).
 - d. Any costs the Department/Agency's incurred to use the location
7. In relation to education/executive coaching and/or other leadership training services paid for by the Department what agreements are made with employees in regards to continuing employment after training has been completed?
8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer:

Department of Infrastructure and Regional Development

- 1-5. Refer to Attachment A.
6. The Department does not record where Executive Coaching sessions take place; they may be conducted in-house or at the provider's premises.
7. There are no agreements made in regards to continuing employment upon completion of training.
8. There was no Leadership development graduate or post graduate study undertaken in the period.

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Airservices Australia

1-3: See Attachment A.

4-5: See Attachment B.

6. See Attachment C.

7. Study Assistance Agreement – requires employees to continue working for Airservices for a period of twelve months after the final reimbursement of fees.

8. See Attachment D.

Australian Maritime Safety Authority

1. Nil.
2. Nil.
3. Nil.
4. N/A.
5. N/A.
6. N/A.
7. Nil.
8. N/A.

Australian Transport Safety Bureau

1. Nil (the ATSB has not facilitated such training).
2. Nil.
3. Nil.
4. N/A.
5. Nil.
a-f. N/A.
6. Nil.
a-d. N/A.
7. Nil.
8. N/A.

Civil Aviation Safety Authority

No executive coaching and/or other leadership training services have been purchased from the Additional Estimates in February 2014 to date.

1. Nil.
- 2-6. Nil.
7. CASA does not have a return-of-service obligation in relation to executive coaching or leadership development.
8. Refer to the table below:

Classification	Degree/Program Title
SMGC	Master Aviation Management
SMGC	Master of Business
SMGD	Juris Doctorate
CMTL	Graduate Diploma Aviation Management
CMTL	Bachelor of Aviation Management
ASR2	Master of Aviation Management
ASR2	Master of Risk Management
ASR2	Master of Regulatory Studies
CS4	Master of Professional Accounting Extended
CS4	Diploma of Quality Auditing
CS4	Master of Human Resource Management
CS3-A	Master Human Factors & Safety Management
CS3-A	Bachelor of Accounting

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CS3-A	Master of Professional Accounting Extended
CS3-B	Bachelor of Laws
CS2-B	Cert IV Government Statutory Compliance & Investment
CS3-B	Master Aviation Management

National Capital Authority

1. Nil.
- 2-8. N/A.

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Infrastructure and Regional Development

Attachment A

Department of Infrastructure and Regional Development

All answers are provided GST Exclusive and for the period 1 March 2014 to 31 May 2014

Total expenditure on Executive Coaching and Leadership Training – 1 March 2014 – 31 May 2014 (1)	The number of employees offered these services and their employment classification (2)	The number of employees who have utilised these services and their employment classification (3)	
		# employees	Classification
\$47536.14	Executive Coaching and Leadership training is generally available to all Executive Level and Senior Executive Service employees. APS level employees can participate on an as required basis.	46	APS 5 to SES 1

Provider Name (4)	Service (5a)	Group or One on One (5b)	Number of employees who received training (5c)	Classification (5c)	Total Number of employee hours (5d)	Total Expenses (Ex GST) (5e)	Description of fees charge (5f)
Swinburne University of Technology	Masterclass Manager as Coach	Group	1	APS6	7.5	\$1,400	Complete package
Cyprice Pty Ltd t/as Berrico Consulting	Executive Coaching	One on One	1	APS6	1	\$350.00	Per hour
Cyprice Pty Ltd t/as Berrico Consulting	Executive Coaching	One on One	1	APS6	1	\$350.00	Per hour
Effective People	Executive Coaching	One on One	1	SES1	1.5	\$553.35	Per hour
Effective People	Executive Coaching	One on One	1	SES1	1	\$368.89	Per hour
Effective People	Executive Coaching	One on One	1	SES1	0.5	\$184.45	Per hour

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Linda Holub	Executive Coaching	One on One	1	EL2	1	\$300.00	Per Hour
ANZSOG	Annual Conference	Group	6	TBA	135	\$9,272.73	Complete package
Crawford School of Public Policy	Microeconomics for the Public Sector	Group	17	APS5 – EL2	127.5	\$14,450	Complete package
Crawford School of Public Policy	Demystify statistics for policy makers	Group	3	APS5-APS6	45	\$5,400	Complete package
ANZSOG	Economics for Public Sector Managers	Group	1	APS6	15	\$2,090.91	Complete package
CPM	Executive Training	Group	6	EL2 - SES	45	\$3045.45	Complete package
GRRR	Leadership Forum Facilitation	Group	9	EL1 – SES	67.5	\$9770.36	Complete package

Airservices Australia

(1) Total expenditure on Executive Coaching and Leadership Training 1 March 2014 to 31 May 2014	(2) The number of employees offered these services and their employment classification	(3) The number of employees who have utilised these services and their employment classification
\$119,889	<p>Leadership training, which is generally available to high performing employees, existing team leaders, unit, branch and executive managers and equivalent.</p> <p>Executive coaching is generally available to branch managers, general managers and executive managers.</p>	<p>52 high performing employees, existing team leaders, unit managers or equivalents undertook leadership training, some of which commenced or concluded outside the reporting period. Of these, 30 participated in programs managed in-house.</p> <p>1 senior manager undertook executive coaching during the reporting period.</p> <p>No study leave was granted.</p>

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Attachment B

(4) Provider Name	(5a) Service	(5b) Group or One on One	(5c) Number of employees who received training and their classification		(5d) Total Number of employee hours	(5e) Total Expenses	(5f) Description of fees charge
Mt Eliza Executive Education (Now Melbourne Business School)	Managing For Results Intake 10 (Module 2 & 3)	Group	22employees	Generally existing team leaders or unit managers	Approximately 1100	\$91,000 complete package	Course fees
Mt Eliza Executive Education (Now Melbourne Business School)	Executive coaching	One on one	1	Senior manager	2	\$795	Coaching fee
CPP Asia Pacific Pty Ltd	MBTI personality assessment and support materials for Managing For Results 10 participants	n/a	n/a	n/a	n/a	\$2,465	Personality assessment and course materials
Franklin Covey	“7 Habits of Highly Effective People” participant kits to support future Step Up to Management intakes	n/a	n/a	n/a	n/a	\$9,082	Course materials

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Attachment C

(6a) Location	(6b) The number of employees who took part on each occasion	(6c) The total number of hours involved for all employees who took part	(6d) Any costs the Agency occurred to use the location
Cammeray Waters Conference Centre	Accommodation and conference facilities for Managing. For Results Intake 10 (Module 2 and 3) participants and facilitator	1,100	\$5,335
Brassey of Canberra	Accommodation and conference facilities for Step Up to Management 5 participants and facilitator	512	\$11,212

Attachment D

There are 120 of employees who are studying approved graduate or post graduate courses across the business. This number includes staff studying for Diploma and above qualifications. During the period March 2014 to the 31 May 2014 361.75 hours of approved study leave was taken. The table below provides a breakdown of the approved study leave by what business group and the types of the graduate or post graduate study being undertaken.

Hours of Approved Study Leave	Business Group	Examples of Degrees/Program undertaken
147.55	Projects & Engineering	Masters of Information Technology, Bachelor of Engineering
0	Air Traffic Control	Graduate Diploma in Geographic Information Science
89.6	People & Culture	Graduate Diploma in Governance & Commercial Law Masters of HR
74.6	Finance & Corporate	Advanced Diploma in Accounting, Masters of Law
50	Safety, Environment & Assurance	Juris Doctor Graduate Diploma in Occupational Safety, Environment & Health

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Question no.: 88

Program: n/a

Division/Agency: Corporate Services

Topic: Coffee Machines

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. Has the Department/Agency purchased coffee machines for staff usage since the Additional Estimates in February 2014?
 - a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?
 - b. Why were coffee machines purchased?
 - c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
 - d. Where did the funding for the coffee machines come from?
 - e. Who has access?
 - f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from the Additional Estimates in February 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
 - g. What are the ongoing costs of the coffee machine, such as the cost of coffee?

2. Since the Additional Estimates in February 2014, has the Department/Agency rented or leased any coffee machines for staff usage?
 - a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
 - b. Why are coffee machines rented?
 - c. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?
 - d. Where does the funding for the coffee machines come from?
 - e. Who has access?
 - f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from the Additional Estimates in February 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
 - g. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

Department of Infrastructure and Regional Development

No.

Airservices Australia

Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

Australian Maritime Safety Authority

No.

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Australian Transport Safety Bureau

No.

Civil Aviation Safety Authority

No.

National Capital Authority

No.

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Question no.: 89

Program: n/a

Division/Agency: Corporate Services

Topic: Printing

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many documents (include the amount of copies) have been printed from the Additional Estimates in February 2014 to date? How many of these printed documents were also published online?
2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?
 - a. If so, what companies were used?
 - b. How were they selected?
 - c. What was the total cost of this printing?

Answer:

Department of Infrastructure and Regional Development

1. 12 documents, with a total of 4,432 copies were printed after February 2014. Where relevant these documents were published online.
2. Yes.
 - a. Canprint, Partech, Addcolour, New Millennium Print, Gotham City Press, Union Offset, 360 Print Solutions and Focus Press.
 - b. Quotes for service are sought from relevant companies as per the Commonwealth Procurement Rules.
 - c. \$133,187.

Airservices Australia

1. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2.
 - a. External printing services were provided by CanPrint and New Millennium Print.
 - b. Airservices has a contract with CanPrint to provide printing of documents which are on sold to pilots and other users of aviation navigational material such as En Route Supplement Australia and aeronautical charts. CanPrint was selected for this print contract under Airservices Request for Tender process in 2010. New Millennium was selected under the relevant Airservices procurement path.
 - c. \$441,910. This amount includes but is not limited to, documents for sale to pilots as referred to in the response to b.

Australian Maritime Safety Authority

1. The Australian Maritime Safety Authority printed the following documents:
 - 500 copies of a domestic commercial vessel newsletter which was also published online.
 - 5,000 copies of an Australian Seafarer Welfare Committee information booklet which was also published online.
 - 300 copies of the OnScene newsletter which was also published online.
 - Nine publications (seafarer certification task books) with a print run of 2,200. The task books were not published online as they are for registered training organisations.
2. Yes.
 - a. Instant Colour Press and Union Offset Printers.

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- b. Printing companies are selected by seeking quotations from a list of AMSA's preferred printers.
- c. Total cost \$37,473, broken down as follows:
 - \$1,215 - domestic commercial vessel newsletter.
 - \$1,155 - Australian Seafarer Welfare Committee information booklet.
 - \$1,437 - OnScene newsletter.
 - \$33,665 - Seafarer certification task books.

Australian Transport Safety Bureau

1. No publications were printed commercially.
2. Yes
 - a. Union Offset, Focus Press, Paragon Printers, New Millennium Print.
 - b. We obtained three quotes and single quotes for the services in accordance with the Commonwealth Procurement Rules.
 - c. \$54,787.

Civil Aviation Safety Authority

Document	Quantity	Cost (\$)	Supplier
Non-controlled aerodrome poster	1000	\$830	Canprint
Safety Behaviours kits	1500	\$21,518	Paragon
Regulation Reform Fact Sheets	500	\$212.14	Focus Press
Wall calendars	1000	\$340	Hannan Print
Flight Safety Australia Flyers	1000	\$143.08	Canprint
Flying with Control brochure	100,000	\$1,960	Canprint
Flying with Control brochure	100,000	\$1,439	Focus Press
CORE Regulatory Training Course – Learner Guides; Risk Management Guides; Handouts and Exam Paper; Enforcement Manuals	125	\$5,247	WorldWide
Flying Operations Inspector Mandatory Training – Learner Guides	18	\$1,197	WorldWide
Flying Operations Inspector Mandatory Training - Copies of Regulations	30	\$391	CanPrint
Flying Operations Inspector Mandatory Training – Posters	4	\$89	Officeworks
On-The-Job Training Journals	17	\$140	WorldWide
Airworthiness Directives Courses – Learner Guides and Reference Material	45	\$2,695	WorldWide
Aircraft Maintenance engineer exam booklets	1,977	\$5,645	
CNS-ATM fact sheets		\$3,874	
Regulation workbooks for industry		\$3,513	

2. Yes
 - a.

Adm Solutions

BluCrest Multimedia

Bluestar Group

Bytes 'n Colours

Canberra Label Makers

Canprint Communications

Charity Greeting Cards

Creative Plastic Cards

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Elect Printing
Fats Digital Services
Focus Press Pty Ltd
Fuji Xerox
The Independent Print Media Group
Kwik Kopy
New Millenium Print
Norwood
Officeworks
Paragon Printers
PMP Print
PrintCity.biz
Q Star (Australia) Pty Limited
Regency Media
Staples
The Printing Factory Group
Vistaprint
Worldwide Printing Solutions
Z Asia Pty Ltd

- b. All print companies were selected following CASA Procurement processes.
- c. Total printing (including forms, stationery, letters, business cards etc): \$293,072

National Capital Authority

The National Capital Authority (NCA) used a number of different printing companies such as Paragon Printers, Union Offset and CanPrint. These companies are selected through a value for money process. The NCA did not print any publications since February 2014. All NCA documents are available as HTML, PDF, DOCX or RTF from the NCA's website.

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Question no.: 90

Program: n/a

Division/Agency: Corporate Services

Topic: Corporate Cars

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. How many cars are owned by each Department/Agency?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car from the Additional Estimates in February 2014 to date?
5. How far did each car travel from the Additional Estimates in February 2014 to date?
6. How many cars are leased by each department/agency?
7. Where are the cars located?
8. What are the cars used for?
9. What is the cost of each car from the Additional Estimates in February 2014 to date?
10. How far did each car travel from the Additional Estimates in February 2014 to date?

Answer:

Department of Infrastructure and Regional Development

1. Nil.
- 2-10. N/A.

Airservices Australia

1. 14 cars are owned by Airservices.
2. ACT – 3.
NSW -1.
QLD – 5.
VIC – 1.
WA – 2.
TAS – 1.
NT – 1.
SA – 0.
3. The vehicles are used for operational and business administration purposes.
4. \$18,884.
5. \$9,663.
6. 198 cars are leased by Airservices.
7. ACT – 18.
NSW – 34.
QLD – 51.
VIC- 38.
WA – 20.
SA – 13.
TAS – 9.
NT – 15.
8. The leased cars are used for operational purposes.

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9. \$574,101.
10. \$843,750.

Australian Maritime Safety Authority

1. Nil. The Australian Maritime Safety Authority (AMSA) does not own any cars.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. AMSA leases 49 cars as follows:

State/Territory	NSW	NT	Qld	SA	Vic	WA	Tas
No of vehicles	9	2	14	3	5	14	2
Kilometres travelled (estimated annual kilometres)	58,750	10,000	70,833	11,250	35,000	78,334	17,500
Costs	\$27,650	\$5,430	\$40,762	\$7,488	\$15,667	\$47,074	\$6,929

7. The answer provided to part 6 identifies the number of vehicles per state and territory where the cars are located.
8. To meet AMSA's operational needs.
9. The answer to part 6 identifies the total cost of vehicles per state and territory.
10. The kilometres travelled are based upon the estimated annual kilometres rather than actual kilometres travelled for the period specified in the question. The breakdown by State/Territory is included in the answer to part 6.

Australian Transport Safety Bureau

1. Nil.
- 2-10. N/A.

Civil Aviation Safety Authority

1. None.
- 2-5. N/A.
6. Forty.
7. Refer to Attachment A.
8. Provision of regulatory services.
9. Refer to Attachment A. In addition to the expenditure included in Attachment A, a further expenditure of \$19,688 was incurred on running costs, including fuel. This cost has not been able to be portioned against each vehicle.
10. Refer to Attachment A.

National Capital Authority

- 1-5. The National Capital Authority (NCA) does not own any cars.
6. Four.
7. Canberra.
8. Three cars are used by National Capital Estate staff to visit sites and assets managed by the NCA. The fourth car is available for general use for all staff to travel to capital work sites, assets or to attend meetings.
9. \$22,172. Breakdown is:
YJS 19T – \$4,798.

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- BX 04 JF – \$6,159.
YJP 81U – \$3,777.
BV 27 WR – \$7,438.
10. YJS 19T – 4 592 kilometres.
BX 04 JF – 8 231 kilometres.
YJP 81U – 3 177 kilometres.
BV 27 WR – 11 289 kilometres.

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Attachment A

Location	State	Leasing Cost 1/3/2014 to 31/5/2014	Kilometres travelled 1/3/2014 to 31/5/2014
Adelaide	SA	\$1,430	815
Adelaide	SA	\$2,279	4280
Brisbane	QLD	\$2,425	4972
Brisbane	QLD	\$2,433	6661
Brisbane	ACT	\$2,009	1100
Brisbane	QLD	\$2,240	2843
Brisbane	QLD	\$1,249	1173
Brisbane	QLD	\$1,544	930
Brisbane	QLD	\$2,318	4258
Brisbane	QLD	\$1,721	1811
Brisbane	QLD	\$2,083	5215
Brisbane	QLD	\$2,772	3566
Brisbane	QLD	\$2,366	996
Cairns	QLD	\$2,142	5948
Cairns	QLD	\$2,168	4347
Cairns	QLD	\$1,576	1311
Canberra	ACT	\$1,863	7235
Canberra	ACT	\$2,138	3291
Darwin	NT	\$1,974	1382
Darwin	NT	\$3,223	3009
Melbourne	VIC	\$2,449	8091
Melbourne	VIC	\$2,083	1122
Melbourne	VIC	\$2,438	4241
Melbourne	VIC	\$2,035	5769
Melbourne	VIC	\$2,206	2770
Melbourne	VIC	\$2,208	3274
Melbourne	VIC	\$1,445	3838
Melbourne	VIC	\$1,391	1799
Melbourne	VIC	\$2,166	3636
Melbourne	VIC	\$2,655	2847
Perth	WA	\$2,032	527
Perth	WA	\$1,699	1223
Perth	WA	\$2,119	4809
Sydney	NSW	\$2,035	1735
Sydney	NSW	\$2,035	4798

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Sydney	NSW	\$1,911	6808
Sydney	NSW	\$786	1896
Tamworth	NSW	\$2,420	6713
Townsville	QLD	\$2,068	1964
Townsville	QLD	\$1,540	307

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Question no.: 91

Program: n/a

Division/Agency: Corporate Services

Topic: Government Payments of Accounts

Proof Hansard Page: Written

Senator Ludwig, Joe asked:

1. From the Additional Estimates in February 2014 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?
6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
7. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since the Additional Estimates in February 2014?
8. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

Department of Infrastructure and Regional Development

1. From the Additional Estimates in February 2014 to 31 May 2014, the average time period for the Department to pay its accounts to contractors, consultants or others is in accordance with Government policy of 30 days from the receipt of a correctly rendered invoice.
- 2-6. Please refer to the table below.
7. No interest has been paid for the reporting period.
8. N/A

Timeframe	Number of invoices	Percentage
Paid within 30 days	6084	97.88%
Paid within 31 to 60 days	106	1.71%
Paid within 61 to 90 days	9	0.14%
Paid within 91 to 120 days	6	0.10%
Greater than 120 days	11	0.18%
Total	6216	

Airservices Australia

Airservices has an internal accounts payable policy which follows standard terms of trade of 28 days. Most of the invoices are paid within this time period, with exceptions due to not enough information provided in a timely manner by the vendor, queried charges or contractual dissonance.

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Australian Maritime Safety Authority

The Australian Maritime Safety Authority (AMSA) pays its accounts to suppliers upon acceptance of the good and/or service. Where the acceptance is immediate, AMSA pays its accounts in accordance with the terms and conditions applicable to each procurement. Although these are generally 30 days, other payments are agreed from time to time between the parties for business reasons. Accounts in dispute are paid in a timely manner upon resolution of the dispute.

AMSA does not record data in a way that is possible to provide a breakdown in the terms sought in parts 2-8 of the question without an unreasonable diversion of resources.

Australian Transport Safety Bureau

1. Since the Supplementary Budget Estimates Hearings held in February 2014, the average time period the ATSB took in paying contractors, consultants or others, in accordance with "Finance Circular 2012/02 – Procurement on-time payment policy for small business" was 16 days.
2. Table A below identifies the number of invoices paid to Small Business and the value and number within specified payment periods. The ATSB is conscious of the Government policy as outlined in Finance Circular No. 2012/02 and continues to review its processes to ensure invoices are paid within the timeframes outlined in the Government Policy.

Table A

Timeframe	Number of invoices	% of Number	Value \$	% of Value
Paid within 30 days	27	87	126,492	89
Paid within 31 to 60 days	4	13	14,971	11
Paid within 61 to 90 days	0	0	0	0
Paid within 91 to 120 days	0	0	0	0
Greater than 120 days	0	0	0	0
Total	31	100	141,463	100

3. Four, refer Table A.
4. Nil, refer Table A.
5. Nil, refer Table A.
6. Nil, refer Table A.
7. No, interest is not being paid as the overdue amounts were settled before 60 days and no requests or invoices were received from any of the vendors in relation to interest on overdue accounts. This adheres to the advice obtained within "Finance Circular 2012/02."
8. Nil.

Civil Aviation Safety Authority

1. CASA paid all correctly rendered invoices received in the period within 28 days. Since Additional Estimates in February 2014, 18 invoices have remained unpaid due to dispute.
2. 3,679 invoices (100%) have been processed within 30 days.
- 3.-6. Nil.
7. No interest payments have been made to vendors due to late payment.
8. N/A.

National Capital Authority

1. Average time period is 18 days.
2. \$7,860,003 (87.33%) of invoices have been paid under 30 days.
3. \$333,389 (6.91%) of invoices have been paid between 30 and 60 days.
4. \$89,605 (4.82%) of invoices have been paid between 60 and 90 days.
5. \$30,684 (0.42%) of invoices have been paid between 90 and 120 days.
6. \$6,291 (0.52%) of invoices have been paid in over 120 days.
7. No interest has been paid.
8. N/A.

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Question no.: 92

Program: n/a

Division/Agency: Corporate Services

Topic: Commission of Audit

Proof Hansard Page: Written

Senator Sterle, Glenn asked:

1. Did the Department make any submission with respect to change to the National Transport Commission? Please provide details if yes?
2. Did the Department make any submission with respect to change to the National Capital Authority? Please provide details if yes?
3. Did the Department recommend that any entities be:
 - a. merged,
 - b. abolished,
 - c. amalgamated,
 - d. absorbed or
 - e. otherwise restructured?If yes, please detail the entity and provide details?

Answer:

1. No.
2. No.
3. The Department provided comment on the possible privatisation of the Australian Rail Track Corporation.

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Question no.: 93

Program: n/a

Division/Agency: Corporate Services

Topic: Priorities

Proof Hansard Page: Written

Senator Sterle, Glenn asked:

The 2013-2014 Portfolio Budget Statement said in:

1.1: Strategic Direction Statement of Section 1: Agency

Overview and Resources

That there were a number of issues including attracting appropriate levels of investment in Australia's infrastructure; dealing with the opportunities and challenges presented by the Asian century; projected population and demographic changes, and significant growth in demand on Australia's transport network; increasing Australia's productivity through transport and infrastructure policies and investments; developing and improving the resilience of Australia's major cities; and transitioning to a low carbon economy.

None of these were mentioned in the 2014-2015 Strategic Direction Statement.

1. Why was this reference removed?
2. Who decided to remove it?

Answer:

The strategic direction statement is reviewed and rewritten each year to reflect new and changed priorities and strategic drivers.

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Question no.: 94

Program: n/a

Division/Agency: Corporate Services

Topic: Agency Cuts

Proof Hansard Page: Written

Senator Sterle, Glenn asked:

1. Since September, has the Department requested further savings from IA? If so, can you indicate your agency's response? Did you implement savings? If so, what were they?
2. Can you comment on how this will be reflected in the ordinary operations of IA?

Answer:

1. No.
2. N/A.

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Question no.: 95

Program: n/a

Division/Agency: Corporate Services

Topic: Infrastructure Coordinator

Proof Hansard Page: Written

Senator Sterle, Glenn asked:

I understand that there is an interim Infrastructure Coordinator – John Fitzgerald.

1. What is the current status of Mr Deegan? Is he still being paid?
2. Is it the case that there are two Infrastructure Coordinators at the moment – both being paid by IA?
3. How is that accounted for in the 2014-15 allocation?
4. What is the term of Mr Fitzgerald's appointment?
5. What is his package valued at?
6. As the position of Coordinator is proposed to be abolished under the Government's Bill, does Mr Fitzgerald's appointment account for this event?
7. Is there a cost to the Commonwealth if the position is abolished?

Answer:

1. Mr Deegan is on a leave of absence. Yes.
2. Yes.
3. Funding provision for both positions have been made in the IA 2014-15 Budget.
4. Mr Fitzgerald has been appointed as acting Infrastructure Coordinator for the period of the approved leave of absence of the Infrastructure Coordinator.
5. Up to \$450,000.
6. Yes.
7. Yes.

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Question no.: 96

Program: n/a

Division/Agency: Corporate Services

Topic: IA Lunch

Proof Hansard Pages: 4-5 (26 May 2014)

Senator Edwards , Sean asked:

Mr Mrdak: In response to a question from the Senate on notice, my advice is that Infrastructure Australia have advised that one of the items for expenditure under 'hospitality' was a lunch hosted by Mr Deegan in January for the shadow minister.

Senator EDWARDS: What was the purpose of that?

Mr Mrdak: I have no information on that. I only—

Senator EDWARDS: Were there other people involved?

Mr Mrdak: I do not have that information. I am only aware from the answers supplied by Infrastructure Australia that they had hosted Mr Albanese to a lunch in January.

Senator EDWARDS: Would you be able to find out who attended that lunch?

Mr Mrdak: I will take that on notice.

Senator EDWARDS: And the purpose of the meeting.

Mr Mrdak: Certainly.

...

Senator EDWARDS: So, being unusual, we would like a bit of information around that meeting—why, who was there, how much, where it was and over what period of time it was conducted.

Mr Mrdak: Certainly, I will take that on notice.

CHAIR: Take that question on notice.

Mr Mrdak: Certainly.

Answer:

1. Purpose: to thank Minister Albanese for his work with Infrastructure Australia.
2. Michael Deegan and The Hon. Anthony Albanese.
3. The amount of the lunch was \$110.00.
4. Lunch was held at Mordeo Bistro & Bar, Sydney, on the 6th January 2014.