

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question: 217**

**Division/Agency:** Finance and Business Support Division

**Topic:** Levy Cost

**Proof Hansard page:** 23

**Senator HEFERNAN asked:**

**Mr Tucker:** We certainly collect our costs. We take out costs of collection, as we do for all levy collections across all industries. It does vary, but we can provide that.

**CHAIR:** Is it roughly five per cent? Ten per cent?

**Mr Tucker:** I would not like to try my arm on that.

**CHAIR:** On notice.

**Mr Lloyd:** I could give guidance there. It was a standard 1.5 per cent, but industry then wanted to go to individual cost recovery, and of course that was a difficult one for small industries because they ended up getting charged more.

**Senator FARRELL:** Thank you for that explanation, Mr Lloyd.

**Answer:**

The department disbursed \$41.198 million of levies to Horticulture Australia Ltd (HAL) in 2012–13. Cost recovery charges to HAL in 2012–13 were \$1.445 million. The charges represent 3.51 per cent of the disbursements to HAL. The charge is based on activity required to administer the levies, and not on the revenue received.

Over the last five years the average charge as a percentage of disbursements was 3.63 per cent.

The disbursements do not include amounts for Commonwealth matching of Research and Development expenditure as there are no cost recovery charges associated with these payments.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 218

**Division/Agency:** Finance and Business Support Division

**Topic:** Printing

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

How many documents (include the amount of copies) have been printed from 7 September 2013 to date? How many of these printed documents were also published online?

**Answer:**

The Department of Agriculture (the department) does not record information in relation to the printing and publishing of documents down to the requested level of detail.

The department makes all public facing reports available online.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question: 219**

**Division/Agency:** Finance and Business Support Division

**Topic:** Credit Cards

**Proof Hansard page:** Written

**Senator LUDWIG 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 been discovered?  
List staff classification and what the misuse was, and the action taken.
  - e) What action is taken to prevent corporate credit card misuse?

**Answer:**

1. A breakdown of corporate credit card holders by employment classification is provided in the table below.

<b>Classification</b>	<b>As at 31/10/13</b>
APS2	8
APS3	36
APS4	135
APS5	162
APS6	243
EL1	349
EL2	328
SES1	88
SES2	23
SES3	1
Secretary	1
<b>Grand Total</b>	<b>1 374</b>

**Question: 219 (continued)**

2.

- a) All misuse of corporate credit cards is reported to the department's Fraud and Security Team for appropriate action.
- b) Credit card use is monitored through online processing by the cardholder, and reviewed by a supervisor and the Credit Card team. Periodic reviews (including internal audits) are undertaken to ensure credit cards are being issued and used in the right way. Reviews are also carried out on the number of cards within the department and associated credit limits of each card.
- c) In the event of suspected credit card misuse, the item is reported to the department's Fraud and Security Team for appropriate action. Where misuse is confirmed, it is reported in the annual Certificate of Compliance prepared by the department and reported to the Minister for Finance.
- d) For the current financial year (to 31 October 2013) there have been two instances of misuse identified. The staff classifications are APS5 and EL1. One instance of misuse was due to accidental personal use with the amounts being repaid in full to the department. One instance of misuse was due to the card holder exceeding their agreed transaction limit. The policy for the use of credit cards was reinforced to the officers involved and their supervisors.
- e) There are a number of actions aimed at the prevention of credit card misuse. These include a mandatory eLearning module and knowledge assessment undertaken by all holders of corporate credit cards, the issuing of instructional information on the use of the corporate credit cards, training, and setting transaction and monthly limits on cards. In addition, credit card use is monitored as per the response at 2 b).

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 220

**Division/Agency:** Finance and Business Support Division

**Topic:** Grant programs

**Proof Hansard page:** Written

**Senator STERLE asked:**

1. How many discretionary grants programs are managed by this portfolio?

a) Can you provide us with a list of those programs please?

2. In each case how are they administered? Who is the decision maker – I assume the minister – and I assume the minister's decision is based on the advice of the department?

3. In relation to each of these programs is there an industry advisory body – or some other form of advisory body – that is involved in the assessment process for grant applications?

4. Were these bodies in place before the election – have there been any changes since the election?

**Answer:**

1. There are 12 discretionary grants programs managed by the portfolio. The Department of Agriculture is the only portfolio agency that manages Commonwealth grant programs.

a) See Attachment A for the list of discretionary grant programs.

2. The discretionary grant programs are administered through funding agreements. In most cases, the minister is the decision-maker for assessment processes and makes decisions based on advice from the department, as required by the Commonwealth Grant Guidelines.

3. The advisory body involved in the assessment process for each grant program is listed in Attachment A. These bodies are temporary panels convened to assess particular rounds of applications and are not ongoing formal advisory bodies.

4. These bodies were in place for particular grant application rounds assessed before the election and there have not been any changes to their memberships since the election.

**Question:** 220 (continued)

**Grant programs managed by the Department of Agriculture**

<b>Grant Program Name</b>	<b>Decision-maker</b>	<b>Advisory body involved in assessment processes</b>	<b>Has the advisory body changed since the election?</b>
Action on the Ground	Minister	No current assessment rounds	Not Applicable
Biochar Capacity Building Program	Minister	No current assessment rounds	Not Applicable
Carbon Farming Initiative (CFI) Communications Program	Minister	No current assessment rounds	Not Applicable
Extension and Outreach	Minister	Expert advisory panel including representatives with industry and extension experience	No
Filling the Research Gap	Minister	No current assessment rounds	Not Applicable
Caring for our Country (Landcare) - Community Landcare Grants	Minister	No current assessment rounds	Not Applicable
Caring for our Country (Landcare) - Regional Delivery 2013-18 (administered by Department of Environment)	Minister	No current assessment rounds	Not Applicable
Reef Rescue (administered by Department of Environment)	Minister	No current assessment rounds	Not Applicable
Innovation Grants	Minister	Expert panel including community representatives	No
Science and Innovation Awards for Young People in Agriculture, Fisheries and Forestry	Minister	Judging panels including industry representatives	No
Rural Financial Counselling Service (RFCS) Program	Minister or Delegate	No current assessment rounds	Not Applicable
Centre of Excellence for Biosecurity Risk Analysis	Delegate	No current assessment rounds	Not Applicable

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 221

**Division/Agency:** Finance and Business Support Division

**Topic:** Pause in the release of funding for grants

**Proof Hansard page:** Written

**Senator STERLE asked:**

1. Has there also been a pause in the release of funding for grants under these programs – if so, what are the details?

a) What advice has been provided to stakeholders about the nature and purpose of the pause?

b) Did this pause include grants that had been advertised but not yet finalised?

c) Did this pause include grants where decisions had been finalised but recipients had not yet been notified?

d) If so, is there an indicative timeline as to when successful recipients of grants can expect to hear from the Government?

e) Since the election has there been any change to these assessment processes and decision making arrangements?

f) Where did the initiative to make these changes come from – was it from the department to the minister, from the minister, or his staff, to the department?

g) Or did it come from the Prime Minister or his office via Prime Minister and Cabinet?

2. Are all grants in each program the subject of a pause?

3. Are there any exceptions to the pause either in terms of programs or individual grants within a particular program?

a) If so, what has been the process around determining any exemptions?

4. How many grants or programs in this portfolio have been exempted?

a) What are the details?

5. What was the process used to identify a grant or a program that would be excluded from the pause?

**Question:** 221 (continued)

6. Who was the decision maker in each case where a grant or program was exempted from the pause?
7. In relation to exemptions what role did the Department of Prime Minister and Cabinet play?
8. Where did the initiative for an exemption for the pause come from in each case?

**Answer:**

The government has not paused grants. Grants approved prior to 7 September 2013 that did not have contracts in place are under consideration. The government is assessing all discretionary grant spending for consistency with its priorities and commitments.



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 222

**Division/Agency:** Finance and Business Support Division

**Topic:** Reduced funding and staffing

**Proof Hansard page:** Written

**Senator STERLE asked:**

a) How will the Government achieve the following outcomes with reduced funding and staffing: modernising and improving service delivery, invest in better systems, prioritising work, continuing to implement risk based interventions while reducing employee numbers.

b) The Coalition policy states that the Government will strengthen Australia's biosecurity and quarantine capacities with an investment of an additional \$20 million in three areas. Can you confirm that funding commitment?

**Answer:**

a) The delivery of the outcomes will be managed in accordance with the department's priority setting and budgeting processes.

b) The department is providing advice to the government about the implementation of its election commitments.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 223

**Division/Agency:** Finance and Business Support Division

**Topic:** FTE for the department

**Proof Hansard page:** Written

**Senator STERLE asked:**

1. What was the FTE staff establishment for the department – That is, what was the establishment as at the 2013/14 budget?
2. Can you provide those FTE numbers by division?

**Answer:**

As at 30 June 2013 the department had a total of 4500 full time equivalent staff. This number is broken down by division below:

<b>Division</b>	<b>30 June 2013 Actual FTE</b>
ABARES	181
Agricultural Adaptation and Forestry	105
Agricultural Productivity	101
Animal	168
Border Compliance	2064
Executive	9
Finance and Business Support	231
Food	417
Governance	144
Information Services	135
Live Animal Exports	62
Office of the Chief Lawyer	2
People and Service Delivery	222
Plant	313
Policy	91
Post Entry Quarantine	74
Sustainable Resource Management	108
Trade and Market Access	73
<b>TOTAL</b>	<b>4500</b>

*Figures do not include casuals*

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 224

**Division/Agency:** Finance and Business Support Division

**Topic:** Staffing levels in each division

**Proof Hansard page:** Written

**Senator STERLE asked:**

Can you also provide the actual staffing levels in each division?

**Answer:**

The Department of Agriculture's actual staffing levels by division as at October 2013 are below:

<b>Division</b>	<b>Actual FTE at October</b>
ABARES	163
Agricultural Adaptation and Forestry	102
Agricultural Productivity	95
Animal	172
Border Compliance	2024
Executive	9
Finance and Business Support	222
Food	418
Governance	128
Information Services	139
Live Animal Exports	68
Office of the Chief Lawyer	25
People and Service Delivery	218
Plant	308
Policy	85
Post Entry Quarantine	64
Sustainable Resource Management	110
Trade and Market Access	72
<b>TOTAL</b>	<b>4422</b>

*Figures do not include casuals*

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 225

**Division/Agency:** Finance and Business Support Division

**Topic:** Coffee Machines

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Has the department/agency purchased coffee machines for staff useage since 7 September 2013?

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?

2. Are staff leaving the office premises less during business hours as a result?

3. Where did the funding for the coffee machines come from?

a) Who has access?

b) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?

c) What are the ongoing costs of the coffee machine, such as the cost of coffee?

4. Does the department/agency rent coffee machines for staff useage?

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?

**Question: 225 (continued)**

e) Who has access?

f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 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:**

The Department of Agriculture and portfolio agencies have not purchased or rented any coffee machines since 7 September 2013.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 226

**Division/Agency:** Finance and Business Support Division

**Topic:** Corporate Cars

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. How 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 7 September 2013 to 31 October 2013?
5. How far did each car travel from 7 September 2013 to 31 October 2013?

**Answer:**

**Department of Agriculture**

As at 31 October 2013, the Department of Agriculture owned 11 cars. The cars were used for general operational use, including compliance activities, general administration and transport of personnel and minor freight.

**Question: 226 (continued)**

<b>Location</b>	<b>Cost (GST exclusive) \$</b>	<b>Distance travelled (km)</b>
Christmas Island	Expenses – including fuel, maintenance etc. 587	1 575
Horn Island	Expenses – including rego, fuel, maintenance 1 542	2 070
Stephen Island	Expenses – including rego, fuel, maintenance 1 537	312
Yam Island	Expenses – including rego, fuel, maintenance 1 120	154
Darnley Island	Expenses – including rego, fuel, maintenance 1 413	915
Coconut Island	Expenses – including rego, fuel, maintenance 958	616
Mabiuag Island	Expenses – including rego, fuel, maintenance 1 297	1 662
Duaun Island	Expenses – including rego, fuel, maintenance 1 591	394
Warraber Island	Expenses – including rego, fuel, maintenance 560	483
Yorke Island	Expenses – including rego, fuel, maintenance 832	1 112
Thursday Island	Expenses – including rego, fuel, maintenance 332	596
<b>Total</b>	<b>11 769</b>	<b>9 889</b>

**Portfolio Agencies***Australian Fisheries Management Authority (AFMA)*

From 7 September 2013 to 31 October 2013, AFMA owned two cars. The vehicles were utilised for general operational purposes including, compliance activities, attending meetings and minor freight.

<b>Location</b>	<b>Cost (GST exclusive) \$</b>	<b>Distance travelled (km)</b>
Thursday Island	Expenses – including rego, fuel, maintenance 117	434
Thursday Island	Expenses – including rego, fuel, maintenance -	230
<b>Total</b>	<b>117</b>	<b>664</b>

**Question: 226 (continued)**

The following agencies did not own cars during the period 7 September 2013 to 31 October 2013.

- Australian Pesticides and Veterinary Medicines Authority
- Cotton Research and Development Corporation
- Fisheries Research and Development Corporation
- Grains Research and Development Corporation
- Grape and Wine Research and Development Corporation
- Rural Industries Research and Development Corporation
- Wine Australia Corporation



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 227

**Division/Agency:** Finance and Business Support Division

**Topic:** Taxi Costs

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. How much did each department/agency spend on taxis from 7 September 2013 to 31 October 2013? Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?

**Answer:**

***Department of Agriculture***

1. From 7 September 2013 to 31 October 2013, the department has spent \$88 547 (GST inc.) on taxi costs. This is consistent with the average year to date expenditure for taxis. The table below provides a breakdown of taxi costs by business groups:

<b>Division/Business Group</b>	<b>Taxi Cost (GST inc.) \$</b>
ABARES	3 047
Agricultural Adaptation & Forestry	2 066
Agriculture Productivity	2 310
Biosecurity Animal	3 571
Border Compliance	31 053
DAFF Executive	358
Finance and Business Support	3 469
Food	10 058
Governance	1 951
Information Services	3 303
Live Animal Exports	735
People and Service Delivery	10 669
Biosecurity Plant	8 208
Post Entry Quarantine Program	3 510
Biosecurity Policy	862
Sustainable Resource Management	1 919
Trade and Market Access	1 458
<b>Total</b>	<b>88 547</b>

**Question: 227 (continued)**

For the period 7 September 2013 to 31 October 2013, the agriculture portfolio agencies have spent \$34 584 (GST inc.) on taxi costs. The table below provides a breakdown of taxi costs by agency.

<b>Portfolio Agencies</b>	<b>Taxi Cost (GST inc.) \$</b>
Australian Fisheries Management Authority	8 659
Australian Pesticides and Veterinary Medicines Authority	2 023
Cotton Research and Development Corporation	1 048
Fisheries Research & Development Corporation	2 291
Grains Research and Development Corporation	5 000
Grape and Wine Research and Development Corporation	997
Rural Industries Research and Development Corporation	3 802
Wine Australia Corporation	10 764
<b>Total</b>	<b>34 584</b>

2. Department of Agriculture and portfolio agency officers are required to travel to various locations across Australia and internationally, and taxi costs can be incurred as a result.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 228

**Division/Agency:** Finance and Business Support Division

**Topic:** Hire Cars

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. How much did each department/agency spend on hire cars from 7 September 2013 to 31 October 2013? Provide a breakdown for each business group in each department/agency.
2. What are the reasons for hire car costs?

**Answer:**

***Department of Agriculture***

1. From 7 September 2013 to 31 October 2013, the department has spent \$46 735 (GST inc.) on hire car costs. This is consistent with the average year to date expenditure for hire cars. The table below provides a breakdown of hire car costs by business group:

<b>Division/Business Group</b>	<b>Hire Car Cost (GST inc.) \$</b>
ABARES	13 464
Agricultural Productivity	581
Biosecurity Animal	1 213
Border Compliance	4 640
Finance and Business Support	4 018
Food	13 793
Governance	275
Information Services	797
Live Animal Exports	1 081
People and Service Delivery	2 541
Biosecurity Plant	3 369
Biosecurity Policy	261
Post Entry Quarantine Program	578
Sustainable Resource Management	124
<b>Total</b>	<b>46 735</b>

**Question: 228 (continued)**

From 7 September 2013 to 31 October 2013, the agriculture portfolio agencies have spent \$27 431 (GST inc.) on hire car costs. The table below provides a breakdown of hire car costs by portfolio agency:

<b>Portfolio Agency</b>	<b>Hire Car Cost (GST inc.) \$</b>
Australian Fisheries Management Authority	6 418
Australian Pesticides & Veterinary Management Authority	1 865
Cotton Research & Development Corporation	-
Fisheries Research & Development Corporation	420
Grains Research & Development Corporation	11 226
Grape & Wine Research & Development Corporation	279
Rural Industries Research & Development Corporation	2 658
Wine Australia Corporation	4 565
<b>Total</b>	<b>27 431</b>

2. Department of Agriculture and portfolio agency officers are sometimes required to travel to various locations across Australia and internationally, and car hire costs can be incurred as a result.

Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 229

**Division/Agency:** Finance and Business Support Division

**Topic:** Electricity Purchasing

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. What are the details of the department/agency electricity purchasing agreement?
2. What are the department/agency electricity cost from 7 September 2013 to date?

**Answer:**

1. The department of Agriculture's electricity purchasing agreements are:

State	Supplier Name	Start Date	End Date
Australian Capital Territory	ERM	1/07/11	30/06/15
New South Wales	ERM	1/05/13	31/07/15
Victoria	ERM	1/08/13	31/07/15
New South Wales, South Australia, Victoria	Origin Energy	8/07/13	8/07/15

The department has standard retail electricity arrangements in place in all other locations.

The following portfolio agencies have electricity purchasing agreements in place:

State	Supplier Name	Start Date	End Date
<b>Australian Fisheries Management Authority</b>			
Australian Capital Territory	ACTEWAGL	N/A	N/A
Northern Territory	Power & Water	N/A	N/A
Queensland	Ergon Energy	N/A	N/A
<b>Fisheries Research &amp; Development Corporation</b>			
Australian Capital Territory	ACTEW	Ongoing	
<b>Grain Research Development Corporation</b>			
Australian Capital Territory	ACTEW	Ongoing	
<b>Rural Industries Research and Development Corporation</b>			
Australian Capital Territory	ERM	Mid 2011	Mid 2015

All other agencies have standard retail electricity arrangements in place.

**Question: 229 (continued)**

2. The electricity costs for the department and portfolio agencies covering the period 1 July 2013 to 30 November 2013 are provided in the table below. The period 1 July 2013 to 30 November 2013 has been used to ensure consistency and to align with the supply and payment periods.

<b>Department / Portfolio Agency</b>	<b>Costs (excl. GST) \$</b>
Department of Agriculture	878 460.31
Australian Fisheries Management Authority	56 043.81
Australian Pesticides and Veterinary Medicines Authority	40 532.50
Cotton Research and Development Corporation	6 955.00
Fisheries Research & Development Corporation	4 842.71
Grain Research Development Corporation	10 547.00
Grape and Wine Research and Development Corporation	2 939.00
Rural Industries Research and Development Corporation	9 105.45
Wine Australia	14 840.26

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 230

**Division/Agency:** Finance and Business Support Division

**Topic:** Consultancies

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. How many consultancies have been undertaken from 7 September 2013 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 (i.e. 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.

**Answer:**

1. Nine consultancy contracts have been entered into between 7 September 2013 and 30 November 2013. The name of the consultant, subject matter, duration, cost and the method of procurement for each consultancy is published on the AusTender website at: [www.tenders.gov.au](http://www.tenders.gov.au). The total value of these nine consultancies is: \$248 601.
2. No additional consultancies are planned for this calendar year.

**Rural and Regional Affairs and Transport Legislation Committee**

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Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 231

**Division/Agency:** Finance and Business Support Division

**Topic:** Media Subscriptions

**Proof Hansard page:** Written

**Senator LUDWIG 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 7 September 2013 to date?
  - c) What is provided to the Minister or their office?
  - d) What is the cost from 7 September 2013 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 7 September 2013 to date?
  - c) What is provided to the Minister or their office?
  - d) What is the cost from 7 September 2013 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 7 September 2013 to date?
  - c) What is provided to the Minister or their office?
  - d) What is the cost from 7 September 2013 to date?



**Question: 231 (continued)**

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 7 September 2013 to date?
  - c) What is provided to the Minister or their office?
  - d) What is the cost from 7 September 2013 to date?

**Answer:**

***Department of Agriculture***

1. Pay TV subscriptions:

- a) Please see Attachment A for a list of the department's pay TV subscriptions. The department subscribes to these channels for access to world news and events.
- b) The cost for pay TV subscriptions from 7 September 2013 to 30 October 2013 is \$1 789.83.
- c) No pay TV subscriptions are provided to the Minister's office.
- d) N/A

2. Newspaper subscriptions:

- a) Please see Attachment A for a list of the department's newspaper subscriptions. The department subscribes to these newspapers for access to current news and information.
- b) The cost for the department's newspaper subscriptions from 7 September 2013 to 30 October 2013 is \$2 184.97.
- c) Please see Attachment B for newspaper subscriptions that are provided to the Minister's office.
- d) The cost of newspaper subscriptions for the Minister's office is included in the cost for the department.

**Question: 231 (continued)**

3. The department does not separately record costs for magazines but includes under 'subscriptions' the total cost of academic, scientific and professional journals as well as magazines.

- a) Please see Attachment A for a list of the department's journal and magazine subscriptions.
- b) The cost for the department's journal and magazine subscriptions from 7 September 2013 to 30 October 2013 is \$10 300.91.
- c) Please see Attachment B for the journal and magazine subscriptions that are provided to the Minister's office.
- d) The cost of journal and magazine subscriptions for the Minister's office is included in the cost for the department.

4. Publications:

- a) Please see Attachment A for a list of publications purchased by the department for business related information.
- b) The cost for the department's publication purchases from 7 September 2013 to 30 October 2013 is \$36,098.70. The total includes a \$10 621.62 purchase for a Crop Protection Compendium (CPC). The CPC contains detailed datasheets on pests, diseases, natural enemies and crops, and is supported by the latest scientific findings with bibliographic records.
- c) No publications have been purchased for the Minister's office.
- d) N/A.

**Question: 231 (continued)**

**Portfolio Agencies**

A breakdown of expenditure by portfolio agency (7 September 2013 to 30 October 2013 unless otherwise stated) is contained in the table below.

<b>Agency</b>	<b>Pay TV</b>	<b>Newspapers (\$)</b>	<b>Magazines (\$)</b>	<b>Publications (\$)</b>	<b>Total (\$)</b>
Australian Fisheries Management Authority	-	181.82	-	772.32	<b>954.14</b>
Australian Pesticides and Veterinary Medicines Authority	-	383.81	46.75	3 981.45 <sup>1</sup>	<b>4 412.01</b>
Wine Australia Corporation	-	224.00	362.00	36.32	<b>622.32</b>
Cotton Research and Development Corporation	-	482.00	78.00	-	<b>560.00</b>
Fisheries Research and Development Corporation	-	-	-	168.00	<b>168.00</b>
Grains Research and Development Corporation	-	285.00	- <sup>2</sup>	7 196.00 <sup>3</sup>	<b>7 481.00</b>
Grape and Wine Research and Development Corporation	-	222.00	-	-	<b>222.00</b>
Rural Industries Research and Development Corporation	-	441.40	39.50	-	<b>480.90<sup>4</sup></b>
<b>TOTAL</b>	<b>-</b>	<b>2 220.03</b>	<b>526.25</b>	<b>12 154.09</b>	<b>14 900.37</b>

1. The agencies in the agriculture portfolio did not subscribe to pay TV from 7 September 2013 to 30 October 2013.
2. The following newspapers are subscribed to for access to current news and information:
  - Acres Australia 2010
  - Adelaide Advertiser
  - Advertiser, The
  - Australian Farm Journal
  - Australian Financial Review
  - Australian, The
  - Canberra Times, The
  - Courier, The (local news – Narrabri NSW)
  - Economist, The
  - Farm Week
  - Land, The
  - NT News
  - Queensland Country Life
  - Stock Journal
  - Sydney Morning Herald
  - Weekly Times, The

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<sup>1</sup> EBSCO Discovery Service subscription, which provides access to approximately 32 000 individual titles. The service is required to maintain awareness of current agvet chemical issues.

<sup>2</sup> Nil cost accrued from 7 September 2013 to 31 October 2013.

<sup>3</sup> Two quarterly payments included in this total.

<sup>4</sup> 1 September to 31 October 2013

**Question: 231 (continued)**

3. The following magazines are subscribed to for business related information and professional development:

- Agriculture Group Features
- Agrow World Crop
- APC
- Apparel Trade Magazine
- Austmarine
- Australian Cottongrower
- Australian Seed Foundation
- Blue Water
- Changing Lane Management
- Chartered Secretaries Australia
- Choice
- Cotton Compass
- Decanter
- Disc Seeding in Zero-Till farming
- Drinks Business
- Economist, The
- Fish Farming International
- Fishing News International
- Food and Travel
- Foodservice news
- Functional Foods Weekly
- Harpers Wine and Spirits
- Harvard Business Review
- Introfish
- Lexus News Select Online
- Lot Feeding
- Meiningers Wine
- New Scientist
- OH&S Bulletin
- Organic Gardener
- Profarmer
- Seafood International
- Synergy Consulting Pty Ltd
- Who's Who
- Wine Business Monthly

4. The following publications were purchased for business related information and professional development:

- Australia Wide Taxation
- Australian Crop Forecaster
- Champagne Guide, The
- CSIRO Research Publications
- EBSCO Discovery Service (32 000 individual titles)
- Employment Law Update

- SAI Global ISO standards
- SAI Global on line

**Department of Agriculture's media subscriptions as at 30 October 2013**Pay TV stations:

- Foxtel A-PAC
- Foxtel BBC Knowledge
- Foxtel BBC World news
- Foxtel Bloomberg
- Foxtel CNBC
- Foxtel CNN
- Foxtel Discovery
- Foxtel Discovery Science
- Foxtel Fox News
- Foxtel National Geographic
- Foxtel Sky News Australia
- Foxtel Sky News Business
- Parliamentary TV (to access Question Time, Senate Estimates and other Parliamentary activities)

Newspapers:

- Advertiser, The
- Advocate, The
- Animal Welfare
- Australian Financial Review
- Australian, The
- Business Standard
- Cairns Post
- Canberra Times, The
- Daily Telegraph, The
- Daily Yomiuri
- Economic Times
- Financial Express, The
- Hindustan Times
- Indian Express, The
- International Herald Tribune
- Jakarta News
- Jakarta Post
- Japanese Times
- Joogang Daily
- Korea Times News
- Land, The
- Lloyds List
- Mackay Daily Mercury
- Mint
- News Mail
- Nihon Nogyo
- NT News
- Port Lincoln Times

Newspapers (cont.):

- Poultry Digest
- Queensland Country Life
- Newspaper
- Townsville Bulletin
- Times of India
- West Australian, The
- Weekly Times
- Welfare Pulse

Subscriptions:

- Agra Europe (incorporating AgraFood East Europe Weekly, AgraFood Europe, European Potato Markets Monthly, Livestock & Meat Monthly, Potato Markets Weekly, Rural Europe, and World Poultry Meat)
- Agra facts
- Agricultural and forest entomology
- Agricultural economics (International Assoc. of Agricultural Economists)
- Agri-pulse Comms
- ALFA Lot Feeding
- American bee journal
- American Economic Association membership (7 titles)
- American journal of agricultural economics
- American journal of veterinary research
- American society of horticultural science
- American statistician
- Animal production science (Continues: Australian journal of experimental agriculture)
- Australian Corporate Lawyers Association
- Annual review of environment and resources
- Annual review of phytopathology
- Apidologie
- Applied economic perspectives and policy (Continues: Review of agricultural economics; comes with: American Journal of Agricultural Economics)
- Aquaculture

Subscriptions (cont.):

- Aquaculture asia
- Aquaculture North America

- Asia Pacific consensus forecasts
- Asian timber
- Ausmarine
- Austasia aquaculture
- Australasian beekeeper
- Australasian journal of environmental management
- Australasian plant pathology
- Australian & New Zealand grapegrower and winemaker
- Australian and New Zealand Wine industry directory
- Australian cottongrower
- Australian economic papers
- Australian economic review
- Australian entomologist
- Australian farm institute
- Australian farm journal
- Australian forest grower
- Australian forestry
- Australian horticulture
- Australian journal of agricultural and resource economics
- Australian journal of entomology (Continues: Journal of the Australian Entomological Society)
- Australian journal of public administration (online)
- Australian maritime digest
- Australian stud book
- Australian sugar yearbook
- Australian veterinary journal
- Avian diseases
- Avian Pathology
- Beijing Review
- Biometrika
- Bulletin of entomological research
- Bulletin of the European Association of Fish Pathologists
- Business review weekly: BRW
- Callum Downs commodity news - Grain report
- CAP monitor
- China agriculture yearbook
- China statistical yearbook

Subscriptions (cont.):

- Choice
- Cotton outlook
- Crayfish news

- Crikey Daily Mail
- Crop and pasture science
- Cruising helmsman
- Daily dairy report
- Dairy markets : global news and analysis (Continues: Milk products & includes merged Preserved Milk )
- Descriptions of fungi and bacteria (IMI)
- Diseases of aquatic organisms
- Distribution maps of plant diseases (IMI)
- Distribution maps of plant pests (IMI)
- Ecohealth
- Ecological economics
- Economic papers : a journal of applied economics and policy
- Economic record
- Economist
- Energy economics
- Energy policy
- EnviroInfo Premium (was Land and water news)
- Epidemiology and infection
- EPPO/OEPP bulletin
- Equine veterinary journal
- European economic review
- European review of agricultural economics
- Farm policy journal
- Farm weekly (incorporating Elders Weekly)
- Farming Ahead (incl. Farming Ahead with the Kondonin Group)
- Fiber Organon
- Fibre 2 fashion
- Fish farmer
- Fish pathology = Gyobyu kenkyu
- Fishing news international
- FO Lichts international sugar & sweetener report
- Food Australia : Official journal of CAFTA and AIFST
- Food Chemical News
- Food policy
- Foodlegal bulletin

Subscriptions (cont.):

- Freshwater Crayfish
- Fruitnet package (3 titles: Americafruit, Asiafruit, Eurofruit)
- Gardening Australia

- Good Fruit & Vegetables (3 yr package paid 2011)
- Grapegrowers & vignerons (merger of Australian vignerons; National grapegrowers)
- Green markets
- Green world
- Hagstrom Report
- Harvard business review
- Horticultural journal
- HR Leader
- HR Monthly
- Index of fungi
- Infofish International
- Inside US trade
- International financial statistics
- International meat market review
- IVS annual
- IVS annual (CD)
- IWTO Market Information (was Wool Market Information)
- Japan statistical yearbook = Nihon tokei nenkan
- Journal of agricultural economics
- Journal of aquatic animal health
- Journal of econometrics
- Journal of economic entomology
- Journal of environmental economics and management
- Journal of fish diseases
- Journal of infectious diseases
- Journal of international economics
- Journal of policy modeling
- Journal of political economy
- Journal of shellfish research
- Journal of stored products research
- Journal of swine health & production
- Journal of the American Statistical Association (Continues: Quarterly publications of the American Statistical Association)
- Journal of the American Veterinary Medical Association

Subscriptions (cont.):

- Journal of veterinary diagnostic investigation
- Journal of wildlife diseases
- Journal of zoo and wildlife medicine
- Lancet, The

- Land economics (Continues: Journal of land & public utility economics)
- Lloyd List DNC
- Marine policy
- Marine resource economics
- Meat and livestock weekly
- Meat & Poultry (Continues: Meat processing)
- Mims Australia
- National Safety
- Natural resources journal
- Nature (online)
- New scientist
- New Zealand journal of forestry
- New Zealand veterinary journal
- OFI journal: official publication of Ornamental Fish International
- OIE bulletin
- Oil world weekly
- Pesticide & chemical policy (Continues: Pesticide & toxic chemical news)
- Phytopathology
- Plant disease
- Preventive veterinary medicine
- Profarmer Grain (was Profarmer)
- Profarmer wool bulletin
- Queensland Seafood
- Revue scientifique et technique = Scientific and technical review
- Risk analysis
- Science (Online)
- Seafood International
- Shipping Australia
- Strategy and Business
- Transboundary and emerging diseases (Continues: Journal of veterinary medicine. Series A)
- Twist : the international magazine for luxury fabrics, yarns and fibres (formerly Wool record)
- Vaccine
- Vector borne and zoonotic diseases
- Veterinary immunology and immunopathology
- Veterinary journal (Continues: British veterinary journal)
- Veterinary microbiology
- Veterinary record
- Walkley magazine



- Washington Ag Roundtable
- Washington Trade Daily (used for intelligence on changes in US approach to international trade)
- Wine & viticulture journal (continues: Australian & New Zealand wine industry journal; Australian viticulture )
- Wood resource quarterly
- Workplace express
- World aquaculture
- Zoonoses and public health

#### Publications:

- A practical guide to information architecture, By Donna Spencer
- Blah blah blah : what to do when works don't work, by Dan Roam.
- Coloss beebook : Volume II Standard methods for Apis mellifera pest and pathogen research.
- Crop Protection Compendium
- Cycads of the World, by David L. Jones, Dennis Wm Stevenson.
- Developing Successful Agriculture - An Australian Case Study, by Zhang-Yue Zhou.
- Diseases of poultry, 13th edition 2013.
- Infectious Forest Diseases, by: Gonthier P; Nicolotti G.
- Rabies: Global Status.
- Rocket surgery made easy - the do it yourself guide to finding and fixing usability problems, by Steve Krug.
- Science Sifting: Tools for Innovation in Science and Technology, by Rodney R. Dietert and Janice Dietert.
- Small ruminant embryo transfer training (DVD)
- Smut Fungi of the World, by Kalman Vanky.
- Terrestrial Animal Health Code. OIE. World Organisation for Animal Health. 2012 ed.
- The Australian Policy Handbook, by Catherine Althaus, Peter Bridgman and Glyn Davis.
- The Intermedia Group Glebe

**Media subscriptions as at 30 October 2013 for the Minister's Office**

Newspapers:

- Age
- Australian
- Courier Mail
- Canberra Times
- Daily Telegraph
- Economist, The
- Farm Weekly
- Australian Financial Review
- Herald Sun
- Queensland Country Life
- Stock Journal
- Stock and Land
- Sydney Morning Herald
- The Land

Subscriptions:

- Time Magazine

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 232

**Division/Agency:** Finance and Business Support Division

**Topic:** Travel Costs

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary 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. For the financial year to date, please 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 year from 7 September 2013? Also provide a reason and brief explanation for travel.
4. What is the policy for business class airfare tickets?
5. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
6. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.
7. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Question:** 232 (continued)

**Answer:**

1. The travel details for Department of Agriculture officers accompanying the Minister and/or Parliamentary Secretary in the 2013–14 financial year to 31 October 2013 are contained in the following table.

Date	Location	Accompanying departmental officer costs	Purpose
28 October 2013	Melbourne, Victoria	<p>Two departmental officers (SES) accompanied the Parliamentary Secretary to the Minister for Finance.</p> <p>Costs:</p> <ul style="list-style-type: none"> <li>• Airfares: \$649 (business)</li> <li>• Accommodation: \$358</li> <li>• Meal Allowances: \$346</li> <li>• Incidental Allowances: \$104</li> <li>• Taxis: \$115</li> <li>• Parking: \$33</li> </ul> <p style="text-align: right;"><b>Total: \$1605</b></p>	To brief the Parliamentary Secretary to the Minister for Finance on the Future Post Entry Quarantine Facility to be constructed in Mickleham, Victoria.
10 October 2013	Darwin, Northern Territory	<p>One departmental officer accompanied Minister Joyce. Total combined cost for both Minister and departmental officer</p> <ul style="list-style-type: none"> <li>• Airfares: \$3360</li> </ul> <p style="text-align: right;"><b>Total \$3360</b></p>	Inspection of northern agriculture and related infrastructure projects. Meeting with key northern agriculture stakeholders. Briefing by department on northern region operations.
19 September 2013	Townsville	<p>A Departmental Officer accompanied Minister Joyce.</p> <p>Costs:</p> <ul style="list-style-type: none"> <li>• Airfares: \$2 103 (Business and Economy, including all booking fees)</li> <li>• Parking: \$25</li> </ul> <p style="text-align: right;"><b>Total: \$2128</b></p>	Accompany the Minister to brief on visit.

Date	Location	Accompanying departmental officer costs	Purpose
22-23 July 2013	Mount Isa	<p>Two Departmental Officers accompanied Minister Fitzgibbon.</p> <p>Costs:</p> <ul style="list-style-type: none"> <li>• Airfares: \$434 (Economy including all booking fees)</li> <li>• Parking: \$29</li> <li>• Sydney Hotel: \$452</li> <li>• Taxis: \$66</li> <li>• Meals and incidentals: approx \$100</li> </ul> <p style="text-align: right;"><b>Total: \$1081</b></p> <p>Flight to Mt Isa on 23 July (Sydney to Mt Isa / Mt Isa to Canberra) was in a privately chartered plane organised by the Minister's office at no cost to the Department.</p>	Accompany the Minister to brief on visit.
4-6 July 2013	Jakarta	<p>A Departmental Officer accompanied Prime Minister Rudd.</p> <p>Costs:</p> <ul style="list-style-type: none"> <li>• Parking: \$50</li> <li>• Taxis: \$22</li> <li>• Hotel (1 night in Jakarta): \$250</li> <li>• Flights Jakarta-Syd-Cbr Business and Economy, including all booking fees : \$3 500</li> <li>• Meals and incidentals: approx \$100</li> </ul> <p style="text-align: right;"><b>Total: \$3922</b></p> <p>The flight from Canberra to Jakarta was organised by the Prime Minister's office at no cost to the Department of Agriculture.</p>	Accompany the Prime Minister to brief on visit.

2. To provide the information requested by individual trip would take a considerable amount of time and result in an answer that would be hundreds of pages long. The following table below provides information about Department of Agriculture's total travel expenditure for the financial year to date (as at 31 October 2013).

**Question: 232 (continued)**

<b>No. of Trips</b>	<b>Airfare Expenditure</b>	<b>Other Travel Related Expenditure<sup>1</sup></b>	<b>Total Expenditure</b>
1075	\$2 029 127	\$4 211 772	\$6 240 899

3. The Department of Agriculture and portfolio agencies undertake travel on an as-required basis and in accordance with Whole of Australian Government Travel Arrangements and agency policy.
4. The Department of Agriculture policy for business class airfare tickets is that SES officials are entitled to business class tickets for travel where the flight is more than three hours in duration. All officials are entitled to business class airfare for international travel.

Australian Fisheries Management Authority (AFMA) policy sets out that all non-SES employees are required to travel standard economy class on domestic flights. However, employees may travel in Premium Economy or Business Class (or equivalent) on domestic flights where:

- employees are accompanying a person who is entitled to travel at a higher class and for work purposes are required to maintain contact with that person; or
- because of special physical requirements (e.g. pregnancy, injury, disability); or
- other exceptional circumstances, which must be approval by the relevant General Manager prior to travel.
- General Managers are entitled to business class travel with the exception of travel under 90 minutes e.g. Canberra – Sydney or Canberra – Melbourne, which should be booked as economy class flights, although the CEO can vary this in exceptional circumstances.
- AFMA’s CEO and other Commissioners are entitled to business class travel in accordance with Remuneration Tribunal allowances. For international flights, all AFMA staff are entitled to travel business class. An exception may be granted if the employee is accompanying an official or other AFMA employee who travels at a higher class and for work purposes are required to maintain contact with that person.

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<sup>1</sup> Includes accommodation, car hire, meals and other incidental travel related expenditure.

**Question: 232 (continued)**

Australian Pesticides and Veterinary Medicines Authority (APVMA) policy sets out that, for domestic flights, business class airfares can be accessed by SES (except short duration flights such as Canberra to Sydney where economy travel is always used). Non-SES staff can only access business class when a special circumstance warrants this standard. The APVMA has aimed to reduce its use of business class airfares. For international flights, both SES and non-SES staff can access business class flights when the flight is greater than four hours long.

Cotton Research and Development Corporation (CRDC) policy sets out that for domestic flights economy or premium economy is used. International flights are premium economy.

Fisheries Research and Development Corporation (FRDC) policy sets out that travel will be business class or equivalent. Directors travelling on flights of 60 minutes or less travel economy.

Rural Industries Research and Development Corporation (RIRDC) has engaged a specialist provider for the provision of comprehensive travel management services. The provider is required to book flights based on the lowest practical fare in economy class. The Managing Director's approval is required for any domestic fare classification that is above economy.

Grains Research and Development Corporation (GRDC) policy specifies that employees must ordinarily travel in economy class. However, where the flight is in excess of 3 hours, business class may be used. Directors may travel in business class and Executive Managers may travel in business class when flights are more than 1.5 hours in duration. The Board Secretary may also travel business class, when travelling in that capacity, when flights are more than 1.5 hours in duration. All overseas travel must be booked to a maximum of business class.

Wine Australia Corporation policy sets out that any flights over five hours are business class but domestic flights are economy class.

Grape and Wine Research and Development Corporation (GWRDC) policy does not have a provision for business class travel for its staff.

5. Yes, in some cases airline lounge memberships are provided to Department of Agriculture employees. The Department of Agriculture has 42 active lounge memberships for Qantas and Virgin Australia purchased for employees across a broad range of classifications. The Department of Agriculture's policy on airline lounge memberships is that access should be on the basis of need and there is a value-for-money consideration, independent of booking travel. The total cost of the Department of Agriculture's airline lounge memberships for the financial year to date (as at 31 October 2013) is \$19 047. The Senior Executive Service (SES) total is \$8180 and non-SES total is \$10 867.

AFMA does not provide airline membership to employees. However, for ongoing employees who undertake a significant amount of travel as part of their duties, AFMA will reimburse \$150 towards the joining fee of an airline lounge membership. In addition, AFMA will reimburse up to \$125 each year towards the annual fee of that membership. Reimbursement is payable upon the employee providing a receipt for the membership or renewal to the Travel Coordinator. Support for lounge membership is provided to assist AFMA staff conduct their work. Total support for air lounge membership provided by AFMA this financial year is \$1541 to five employees at the SES1 (2), EL2 (1) and APS 6 (2) levels.

**Question: 232 (continued)**

APVMA provides airline lounge memberships to frequent travellers. The APVMA's policy on airline lounge memberships is that access should be on the basis of need and there is a value-for-money consideration. The APVMA has 12 active lounge memberships for Qantas and Virgin Australia. Total cost of airline memberships is \$3164 per annum, at the SES (4), EL2 (2), EL1 (4), APS6 (1), APS5 (1).

CRDC provides airline lounge memberships for management. Total cost of \$4750 per annum. The CRDC has 10 active lounge Qantas club memberships at the SES (3) and non-SES (7) levels.

FRDC staff members hold both Qantas and Virgin memberships. Out of 13 staff, nine will hold membership of either or both. These memberships are held to provide a safe and secure working environment.

RIRDC policy allows that the Managing Director may approve lounge memberships for employees who undertake official travel regularly (once per month on average). Total cost for the financial year to date is \$1617. RIRDC has nine active lounge memberships for Qantas and Virgin Australia purchased for employees at the EL1, EL2 and SES levels.

GRDC offers Qantas club memberships to permanent staff who are required to travel on at least five return flights per annum. There are currently 36 staff members on GRDC's corporate membership scheme. Of the 39 staff members, five are project and administration staff, 12 are managers, seven are senior managers and 12 are Executives. 28 membership holders are on Gold Tier or above and therefore not required to pay an annual fee.

Wine Australia Corporation provides lounge memberships to senior managers. However they qualify for these based on their frequent flyer status rather than being paid for by the corporation.

GWRDC provides lounge memberships on an ad hoc basis to employees that travel frequently where they do not already have a membership through another means. For the financial year to date, the GWRDC has spent nil on lounge memberships.

6. Yes, in exceptional circumstances at the Department of Agriculture, CRDC and RIRDC, a support or administrative staff member may travel with a SES employee to provide support in areas such as administration, secretariat services, or to facilitate meetings. All travel is undertaken consistent with whole-of-government travel arrangements and departmental policy.
7. The Department of Agriculture and portfolio agencies do not offset emissions for employees' work related travel.



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 233

**Division/Agency:** Finance and Business Services Division

**Topic:** Grants

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Could the department/agency provide an update list of all grants, including ad hoc and one-off grants from 7 September 2013 to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website?
3. Please list all grants that were approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants. Please list which grant applicants had been contacted advising of their success. Please provide the current status of these grants. Have any of these grants been cancelled, paused, discontinued or cut?

**Answer:**

1. A list of all grants provided by the Department of Agriculture, including ad hoc and one-off grants, is available on the department's website at [www.daff.gov.au/about/obligations/grants-reporting-requirements](http://www.daff.gov.au/about/obligations/grants-reporting-requirements).
2. Yes.
3. Grants approved prior to 7 September 2013 that did not have contracts in place are under consideration by the government. It is not in the public interest to disclose details of the recipients, the amount of proposed grants, the intended use of the grants or the locations that would benefit from the grants. The release of this information whilst grants are still being considered may affect the probity of existing processes, could harm the government's relationships with possible recipients and industry, and may be commercially damaging to those organisations yet to execute contracts.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 234

**Division/Agency:** Finance and Business Support Division

**Topic:** Government payments of accounts

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. From 7 September 2013 to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?
2. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
3. 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 for the current financial year and the previous financial year?
4. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

**Department of Agriculture**

1. For the period 7 September to 31 October 2013, the Department of Agriculture paid invoices (including for contractors and consultants) within the following timeframes:

30 days (or less)	80.3%
31-44 days	6.0%
45-60 days	3.7%
60 days (or more)	10.0%

2. The reasons for the delay in payment were either misplaced invoices, requirement for further investigation / analysis or incorrect invoices/ABNs.
3. No interest has been paid on overdue amounts for this financial year. No interest was paid on overdue amounts in 2012–13.
4. Not applicable.

**Question: 234 (continued)**

**Australian Fisheries Management Authority (AFMA)**

1. The table below outlines AFMA's timing of payments to contractors/consultants for the period 7 September to 31 October 2013:

30 days (or less)	89.9%
31-44 days	7.2%
45-60 days	2.0%
60 days (or more)	0.9%

2. The reasons for the delay in payment were either misplaced invoices or requirement for further investigation / analysis.
3. No interest has been paid on overdue amounts for this financial year. No interest was paid on overdue amounts in 2012–13.
4. Not applicable.

**Australian Pesticides & Veterinary Management Authority (APVMA)**

1. The table below outlines APVMA's timing of payments to contractors/consultants for the period 7 September to 31 October 2013 :

30 days (or less)	89.3%
31-44 days	10.7%
45-60 days	0.0%
60 days (or more)	0.0%

2. The reasons for the delay in payment were either misplaced invoices or requirement for further investigation / analysis.
3. No interest has been paid on overdue amounts for this financial year. No interest was paid on overdue amounts in 2012–13.
4. Not applicable.

The following entities are subject to the CAC Act and are not subject to the Procurement On-Time Payment Policy for Small Business:

- Cotton Research & Development Corporation
- Fisheries Research & Development Corporation
- Grains Research & Development Corporation
- Grape and Wine Research & Development Corporation
- Rural Industries Research & Development Corporation
- Wine Australia Corporation

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 235

**Division/Agency:** Finance and Business Support Division

**Topic:** Meeting costs

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. What is the Department/Agency's meeting spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from 7 September 2013 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 and Parliamentary Secretary 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:**

The Department of Agriculture, the Australian Fisheries Management Authority and the Rural Industries Research and Development Corporation do not have systems in place to capture the details required. To attempt to generate the records would take a considerable amount of time and require a significant allocation of resources.

**Australian Pesticides and Veterinary Medicines Authority (APVMA)**

1. APVMA's meeting spend from 7 September 2013 to 31 October 2013 was \$6892.50. This cost consists of flights, accommodation and catering for a Registration Liaison Committee meeting on 10 October 2013 at the APVMA office in the ACT.

**Question: 235 (continued)**

3. APVMA's planned spending on meetings from 31 October 2013 to 30 June 2014 is listed below. Additional meetings will occur on an as-required basis.

<b>Meeting</b>	<b>Date</b>	<b>Location</b>	<b>Cost estimate<sup>1</sup></b>
APVMA Advisory Board	December 2013	East Hotel, Kingston ACT	\$10 500.00
APVMA Advisory Board	March 2014	APMVA, Symonston ACT	\$9 500.00
Registration Liaison Committee	March 2014	APMVA, Symonston ACT	\$6 900.00
APVMA Advisory Board	April/May 2014	APMVA, Symonston ACT	\$9 500.00

**Cotton Research and Development Corporation (CRDC)**

1. CRDC's meeting spend from 7 September 2013 to 31 October 2013 was \$909 (ex. GST). This was for venue hire and catering for a board meeting in Brisbane.

3. CRDC's planned meeting spend for the remainder of the financial year is \$5000. This includes meeting and catering costs for board meetings in Narrabri, Canberra and Emerald.

**Fisheries Research and Development Corporation (FRDC)**

1. No board meetings were held from 7th September to 31 October 2013.

3. The FRDC works within approved budgets for meetings.

**Grains Research and Development Corporation (GRDC)**

1. GRDC's meeting spend from 7 September 2013 to 31 October 2013 was \$26 422.26. This was for management meetings, panel meetings, board meetings, Investment Planning Week meetings, transition project meetings and other general meetings.

3. GRDC's budgeted meeting spend for the remainder of the financial year is \$72 816. This is for management meetings, panel meetings and general meetings in Canberra.

**Wine Australia Corporation (WAC)**

1. WAC's meeting spend from 7 September 2013 to 31 October 2013 was \$2252. Of this, \$1225 was for importer meetings in Canada and \$1027 was for a management meeting.

3. WAC's planned meeting spend is \$1572.50 for the Annual General Meeting on 13 December 2013. No further spending is planned for this financial year.

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<sup>1</sup> Including flights, accommodation and catering.

**Question:** 235 (continued)

**Grape and Wine Research and Development Corporation**

1. No meetings have been held from 7 September 2013 to 31 October 2013.
3. For the remainder of the financial year, the following meetings are planned:

<b>Meeting</b>	<b>Date</b>	<b>Location</b>	<b>Cost estimate</b>
Audit and Risk Committee	19 February & 13 May 2014	Adelaide	\$600 per meeting for travel and accommodation
Research and Development Committee	12 November 2013 & 4 March 2014	Adelaide	\$150 for catering and \$5000 for travel and accommodation per meeting
Innovation and Adoption Committee	1 April & 13 May 2014	Adelaide	\$150 for catering and \$2500 for travel and accommodation per meeting
Board Meeting	20 November 2013 & 19 March 2014	Adelaide	\$200 for catering and \$7000 for travel, meals and accommodation per meeting
Board Meeting and Remuneration Committee	21 May 2014	Hunter Valley	\$500 for catering; \$500 for venue hire; \$10 000 for travel, meals and accommodation

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 236

**Division/Agency:** Finance and Business Support Division

**Topic:** Hospitality and Entertainment

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. What is the Department/Agency's hospitality spend for this all events including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from 7 September 2013 to date.
  - a. 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 7 September 2013 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 7 September 2013 to date.
  - a. 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.
  - a. 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.
8. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are they?

**Question:** 236 (continued)

**Answer:**

**Department of Agriculture**

1. The department's hospitality spend for the period 1 July 2013 to 30 October 2013, including any catering and drinks costs, was \$43 971. Please see Attachment A for details.
2. The total hospitality spend for the Minister's and Parliamentary Secretary's offices for the period 7 September 2013 to 30 October 2013 was:
  - a. Minister – \$374
  - b. Parliamentary Secretary – NilPlease see Attachment B for details.
3. All entertainment expenditure is disclosed in the response to question 1. There is no separate entertainment expenditure.
4. All entertainment expenditure for the Minister and Parliamentary Secretary is disclosed in the response to question 2. There is no separate entertainment expenditure.
5. The department's planned hospitality expenditure from 1 November 2013 to 30 June 2014 is \$19 988. Please see Attachment C for details.
6. There is no planned hospitality expenditure for the Minister or Parliamentary Secretary's offices.
7. All planned entertainment expenditure is disclosed in the response to question 5. There is no separate entertainment expenditure.
  - a. All planned entertainment expenditure for the minister and parliamentary secretary is disclosed in the response to question 6. There is no separate entertainment expenditure.
8. The department is planning for a reduction on expenditure for official hospitality. All expenditure is scrutinised to ensure appropriateness and necessity.



**Question:** 236 (continued)

### Portfolio Agencies

A breakdown of hospitality and entertainment expenditure by portfolio agency is contained in the table below.

Agency	Hospitality Spend (\$)	Entertainment Spend (\$)	Planned Hospitality Spend (\$)	Planned Entertainment Spend (\$)	Total (\$)
Australian Fisheries Management Authority	-	-	-	-	-
Australian Pesticides and Veterinary Medicines Authority	-	-	-	2 850 <sup>1</sup>	2 850
Wine Australia Corporation	3 270	2 182 <sup>2</sup>	13 810 <sup>3</sup>	-	19 262
Cotton Research and Development Corporation	454 <sup>4</sup>	1 222 <sup>5</sup>	10 000 <sup>6</sup>	-	11 676
Fisheries Research and Development Corporation	-	138	-	-	138
Grains Research and Development Corporation	3 627	11 312	20 500 <sup>7</sup>	-	35 439
Grape and Wine Research and Development Corporation	-	-	-	1 000	1 000
Rural Industries Research and Development Corporation	63 685 <sup>7</sup>	-	5 676 <sup>7</sup>	-	69 361 <sup>8</sup>
<b>TOTAL</b>	<b>71 036</b>	<b>14 854</b>	<b>49 986</b>	<b>3 850</b>	<b>139 726</b>

At present portfolio agencies are not planning for a reduction in expenditure on official hospitality, as expenditure on hospitality is already very low. The current expenditure is required to meet business needs, given the large number of business related meetings and events held every year.

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<sup>1</sup> Contribution to the end-of-year function.

<sup>2</sup> Stakeholder consultation meetings

<sup>3</sup> Stakeholder meetings for rollout of the 2014–15 market development prospectus.

<sup>4</sup> Expenditure from 7 September 2013 to date (GST ex.). Board meeting dinner in Brisbane.

<sup>5</sup> Staff Christmas party, Narrabri.

<sup>6</sup> Board meeting dinners with industry representatives in Narrabri, Canberra and Emerald.

<sup>7</sup> Combined spend for hospitality and entertainment.

<sup>8</sup> See [Attachment D](#) for details.

**Department of Agriculture's Official Hospitality Expenditure from 1 July to 30 October 2013**

<b>Date</b>	<b>Details</b>	<b>Location</b>	<b>Meal Component (inc. GST) \$</b>	<b>Alcohol Component (inc. GST) \$</b>	<b>Total Cost (inc. GST) \$</b>
1/7/2013	Welcome dinner - General administration of Quality, Supervision, Inspection and Quarantine of the People's Republic of China (AQISQ) Delegation visit to Australia to accredit ruminant reproductive material centres for export	Victoria	437	135	571
9/7/2013	Official lunch for the Australia Philippines Agriculture Forum (APAF) 2013	Canberra	1 750	-	1 750
9 – 22/7/2013	Australia-China Agricultural Cooperation Agreement (ACACA) Agricultural Cooperatives visit	Various	1 890	99	1 989
19/7/2013	Working lunch with advocate for soil health	Canberra	200	60	260
23/7/2013	Chinese scientist delegation (canola) dinner	Western Australia	280	10	290
29/7/2013	AQSIQ Chinese Delegation visit 'Welcome Dinner'	Victoria	341	83	424
29/7/2013	AQSIQ Chinese Delegation visit 'Lunch'	Victoria	99	-	99
30/7/2013	Dinner - Australia Indonesia Partnership - Emerging Infectious Diseases - Pre program coord meeting - Breaking of the Fast. Thirty five participants attended the dinner.	Ayam Goreng Ny Suharti, Jakarta, Indonesia	526	-	526
30/7/2013	Dinner provided to participants of the Australian Animal Welfare Strategy 7th National Workshop held in July 2013. The function was an opportunity for stakeholders to engage and network at the end of the first day of the conference.	Gold Coast, QLD	6 899	2 756	9 655
31/7/2013	Dinner provided to participants of the Australian Animal Welfare Strategy 7th National Workshop held in July 2013. The function was an opportunity for stakeholders to engage and network at the end of the second day of the conference.	Gold Coast, QLD	5 225	1 948	7 173
20/8/2013	Hosting dinner with senior program auditor, United States Department of Agriculture - Food Safety and Inspection Service	Canberra	360	90	450

Date	Details	Location	Meal Component (inc. GST) \$	Alcohol Component (inc. GST) \$	Total Cost (inc. GST) \$
17/9/2013	Hospitality Drinks - Appreciation for cooperation of Norfolk Island cattle owners in providing access to their stock to allow blood sampling as part of the Norfolk Island Animal Health Survey and volunteer labour to help muster cattle involved in the survey. Twelve participants received hospitality drinks.	Norfolk Island	-	143	143
17/9/2013	Barbeque - thank you to Norfolk Island cattle owners for participating in disease survey and for providing assistance in mustering of cattle.	Norfolk Island	-	143	143
27/9/201	Official dinner for Thailand Australia bilateral technical discussions	Victoria	720	-	720
4/10/2013	Innovation Harvest Forum - Graduate Industry project	Port of Brisbane	240	-	240
13/10/2013	The Australian Government hosted a delegation tour of the Barossa Valley designed to showcase Australia, in particular Adelaide, to delegates of the 20th Annual Meeting of the Commission for the Conservation of Southern Bluefin Tuna (CCSBT) and provided an opportunity for relationship building prior to the start of the official meeting.	Adelaide	5 760	-	5 760
14/10/2013	Official delegation function that provided an opportunity to network and build relationships with the Member countries of the CCSBT and other stakeholders before discussions began, and was hosted by the Parliamentary Secretary to the Minister for Agriculture.	Adelaide	4 500	4 250	8 750
16/10/2013	Chinese delegation dinner	Canberra	200	60	260
16/10/2013	Pest Risk Analysis Training Workshop Dinner	Honiara, Solomon Islands	1 068	-	1 068
24/10/2013	Vietnam Ministry of Agriculture and Rural Development technical discussions	Canberra	737	100	837
25/10/2013	Vietnam Ministry of Agriculture and Rural Development technical discussions	NSW	105	-	105

Date	Details	Location	Meal Component (inc. GST) \$	Alcohol Component (inc. GST) \$	Total Cost (inc. GST) \$
26/10/2013	Dinner - Animal Health Committee Face to Face Meeting No.23. Twenty one participants attended the dinner.	Canberra	1 099	179	1 278
30/10/2013	Chinese State Administration of Grain Visit (Vice Administrator Led)	Canberra	1 380	100	1 480
				<b>TOTAL</b>	<b>43 971</b>

**Official Hospitality Expenditure for the Minister's Office from 7 September to 30 October 2013**

<b>Date</b>	<b>Details</b>	<b>Location</b>	<b>Meal Component (inc. GST) \$</b>	<b>Alcohol Component (inc. GST) \$</b>	<b>Total Cost (inc. GST) \$</b>
24/9/2013	Meeting with Indonesian Ambassador and adviser to discuss portfolio issues relating to Indonesia	Canberra	325	49	374
				<b>TOTAL</b>	<b>374</b>

**Planned Official Hospitality Expenditure from 1 November 2013 for the Department of Agriculture**

<b>Date</b>	<b>Details</b>	<b>Location</b>	<b>Meal Component (inc. GST) \$</b>	<b>Alcohol Component (inc. GST) \$</b>	<b>Total Cost (inc. GST) \$</b>
31/10 – 9/11/2013	ACACA Low Carbon Visit	Various	2 205	353	2 558
11/11/2013	South African Delegation visit by Dr Guy Preston, Deputy Director-General, Environmental Programmes Ms Nomahlubi Sishuba, Director for Bio-security and Mr Philip Ivey, Programme Leader for Detection and Eradication Planning Programme for Invasive Alien Species	Canberra	136	-	136
11/11/2013	Malaysia Australia Agricultural Cooperation Working Group (MAACWG) and MAFTA Sanitary and Phytosanitary Working Group (SPSWG) official dinner	Canberra	1 779	-	1 779
11/11/2013	Bureau of Animal and Plant Health Inspection and Quarantine (Taiwan) (BAPHIQ) quarantine study tour lunch	Canberra	138	-	138
25/11/2013	Working lunch for Australia- India Joint Working Group on Agriculture	Canberra	210	-	210
28/11/2013	Australian- Taiwan Irradiation facility study tour lunch	Canberra	350	-	350
28/11/2013	Australian- Taiwan Irradiation facility study tour official dinner	Canberra	360	140	500
29/11/2013	Lunch for speaker at Forum	Canberra	277	-	277
16/12/2013	Official dinner for AQSIQ delegation	Victoria	640	100	740
10/3/2014	Dinner Australia-Japan high level agricultural dialogue	Canberra	800	200	1 000
27/3/2014	Biosecurity Roundtable; Stakeholder engagement	Canberra	11 300	-	11 300
1/5/2014	Australia-Taiwan Agricultural Working Group	Canberra	800	200	1 000
				<b>TOTAL</b>	<b>19 988</b>

## Rural Industries Research and Development Corporation's Official Hospitality Expenditure

Expenditure from 1 July to 30 October 2013

Date	Details	Location	Meal Component (inc .GST) \$	Alcohol Component (inc. GST) \$	Total Cost (inc. GST) \$
2/07/2013	Function - Horizon Program	Parkes, ACT	5 940	2 565	8 505
3/07/2013	Dinner - Horizon Program	Manuka	902	91	993
3/07/2013	Horizon Leadership Meeting	Barton	12	95	107
8/07/2013	Lunch - Stakeholder	Brisbane	36	-	36
19/07/2013	Gifts - Board Field Trip	Leeton	-	125	125
22/07/2013	Board Dinner	Leeton	456	215	671
23/07/2013	Board Dinner	Leeton	840	630	1 470
29/07/2013	Dinner - Northern Agriculture Cooperative Research Centre (CRC) Stakeholders	Darwin	728	-	728
29/07/2013	Horizon Workshop	Barton	1 937	-	1 937
1/08/2013	Rural Women's Award (RWA) Parliament House Tour	Parkes, ACT	-	-	95
1/08/2013	RWA Luncheon for Finalist	Yarralumla	102	-	102
1/08/2013	RWA Luncheon for Finalist	Yarralumla	25	-	25
1/08/2013	RWA Dinner	Barton	63	-	63
2/08/2013	RWA Meeting with Finalists	Canberra	25	-	25
2/08/2013	Lunch with Consultant	Perth	49	-	49
5/08/2013	RWA National Selection Dinner	Barton	708	230	937
3/09/2013	Deposit for Climate Change Research Strategy for Primary Industries (CCRSPI) Dinner	Canberra	508	-	508
5/09/2013	Staff Planning Day	Barton	-	76	76
24/09/2013	Dinner - Cross RDC Meeting	Barton	162	37	199
2/10/2013	Dinner - CRC Stakeholder Workshop	Darwin	899	474	1 373
2/10/2013	Dinner - CRC Stakeholder Workshop	Darwin	799	-	799
9/10/2013	Lunch - Chair	Darwin	56	-	56
16/10/2013	RWA Function	Parkes, ACT	4 130	-	4 130
16/10/2013	RWA Dinner	Parkes, ACT	37 558	3 120	40 678
<b>TOTAL</b>					<b>63 685</b>

Planned Expenditure

<b>Date</b>	<b>Details</b>	<b>Location</b>	<b>Meal Component (inc. GST) \$</b>	<b>Alcohol Component (inc. GST) \$</b>	<b>Total Cost (inc. GST) \$</b>
Nov 2013	RWA Function	Barton	106	-	106
Nov 2013	RWA Breakfast	Kingston	366	-	366
Nov 2013	CCRSPI Dinner	Canberra City	2 619	1 110	3 729
Nov 2013	Meeting with CRC Cross Sectoral Stakeholders	Darwin	1 365	-	1 365
Nov 2013	Reimburse Australian Rural Leadership Foundation (ARLF) Board Dinner	Griffith	110	-	110
<b>TOTAL</b>					<b>5 676</b>



**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 237

**Division/Agency:** Finance and Business Services Division

**Topic:** Public Service Efficiencies

**Proof Hansard page:** Written

**Senator LUDWIG asked:**

1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much?
5. Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

**Answer:**

The 'Targeted savings—public service efficiencies' measure only applies to agencies under the *Financial Management and Accountability Act 1997*.

**Question: 237 (continued)**

**Department of Agriculture**

1. Reductions in domestic and international air travel are estimated to save \$842 000 each year over the forward estimates.

The department continues to limit business class flights to the following circumstances:

- if a business class fare is less than or equal to the best economy class fare available at the time of booking, or where a complimentary upgrade is offered by the airline, provided this does not result in additional cost to the department;
- SES air travel exceeding three hours in duration per flight;
- where a Department official is accompanying the minister or another official/person who travels at a higher class and, for work purposes, is required to maintain contact with that person in order to discuss work matters; and
- for occupational health and safety reasons.

No separate records are kept for business class travel – only the categorisation of destination (domestic or international).

2. There has been a reduction in the use of external consultants and contractors. This has not affected the department's ability to deliver on its priorities. Reductions in the use of external consultants and contractors are estimated to save \$800 870 each year over the forward estimates.
3. The majority of recruitment advertising is online. There may be exceptional circumstances where recruitment processes require the use of printed materials to target rural or remote, indigenous or highly specific industry candidates. These decisions are made and approved in accordance with current advertising guidelines. The estimated saving from moving recruitment advertising online is \$42 000 each year over the forward estimates.
4. The department has reduced its printing costs.
5. The department monitors expenditure on printing to ensure supplier savings targets are achieved. Reductions in printing costs are estimated to save \$90 000 each year over the forward estimates. Printing costs are not identified as a line item in the internal budget process.

**Australian Fisheries Management Authority (AFMA)**

1. There has been no significant reduction in business class flights in recent years. There are only four AFMA employees (SES Officers) and the AFMA Commission that are eligible to fly business class for domestic travel. These officers generally only fly business class on flights longer than 1.5 hours. When required to travel internationally, typically AFMA employees are able to fly business class. However, the availability of business class flights and the frequency of international travel for AFMA employees are generally quite low. This is anticipated to be the case into the future, which will yield no savings for the agency over the forward estimates.

**Question: 237 (continued)**

2. AFMA has already sought to reduce its contractor and consultancy expenditure in the current and prior years. The agency already spends a low amount relative to the entire AFMA budget for these services.

Year	2010-11	2011-12	2012-13	2013-14 <sup>1</sup>
Expenditure	\$4.345 m	\$3.133 m	\$3.342 m	\$0.871 m

3. During the past three years AFMA has reduced its expenditure on newspaper advertising down to nil in 2012–13 and anticipates nil expenditure in 2013–14. No additional future savings are anticipated.
4. In 2011–12 AFMA spent \$73 779.22 excluding GST on printing; in 2012–13 this figure reduced to \$41 704.27 and from the period 1 July 2013 until 31 October 2013 AFMA has spent a total of \$11 494.32 on printing services exclusive of GST. AFMA will look to find future efficiencies by continuing to move relevant AFMA content online.
5. The agency has saved a large percentage on printing costs from 2011–12 to 2012–13 but, as the agency spends very little on printing costs, there is little scope for additional savings in the forward estimates.

**Australian Pesticides and Veterinary Medicines Authority (APVMA)**

1. The APVMA only uses business flights when there is a strong business case for this travel. There has been a reduction in business flight costs due to the recent whole of Australian Government procurement of air travel. Additionally, SES-level officers who may be entitled to travel business class have voluntarily chosen to fly economy. The estimated savings each year of the forward estimates is \$17 000 per annum.
2. The APVMA only uses external consultants and contractors when a specialist skill is required and cannot be performed by its staff. There has been an increase in external consultants and contractors this financial year to assist with implementing the Better Regulation of Agvet Chemicals legislation. Discrete dedicated funding was provided for this function.
3. The APVMA has moved all its recruitment online since 1 July 2012. It has not advertised in printed materials this financial year. The estimated savings each year of the forward estimates is \$18 000 per annum.
4. The APVMA has reduced its printing costs by replacing its photocopiers and printers with Multi-Function Devices from the Major Office Machines panel.
5. Yes, the five per cent target has been achieved. The estimated savings each year of the forward estimates is \$21 000 per annum. The APVMA actively monitors expenditure on printing to ensure savings targets are achieved.

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<sup>1</sup> For the period 1 July 2013 until 31 October 2013.

**Rural and Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Agriculture**

**Question:** 216

**Division/Agency:** Finance and Business Support Division

**Topic:** R&D Levy collection

**Proof Hansard page:** 22

**Senator GALLACHER asked:**

**Mr Lloyd:** The levy collection service itself collects some \$23 million of levies, I think. That is for R&D levies. That is from about 26 industries. Then there are probably another 10 or 15 industries that have statutory marketing levies.

**Senator GALLACHER:** Is that per annum?

**Mr Lloyd:** Yes.

**Mr Tucker:** We will check on that figure. As Mr Lloyd said a moment ago, HAL does not collect the levies; the levies are collected through the department and passed back to HAL for their expenditure. But that figure sounds about right. If it is a different figure, we will advise the committee.

**Answer:**

The Department of Agriculture currently administers R&D levies disbursed to Horticulture Australia Ltd (HAL) on 27 rural commodities. Of these 23 have an equivalent export charge for product exported without a levy having been collected. The total amount of R&D levies and charges (along with associated penalties for late payment) disbursed to HAL in 2012–13 was \$23.813 million.

The department also administers marketing levies or export charges disbursed to HAL on 21 rural commodities. The total amount of marketing levies and charges (along with associated penalties for late payment) disbursed to HAL in 2012–13 was \$17.385 million.