

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates

Infrastructure and Regional Development

48 - Attachment A - Since Budget Estimate in June 2014:

	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	4	2	2	3	4	3	2
2. What travel expenses have been incurred;	Travel expenses from 1 June 2014 to 31 October 2014 have been \$40,309.00	Travel expenses from 1 June 2014 to 31 October 2014 have been \$17,307.60	Travel expenses from 1 June 2014 to 31 October 2014 have been \$7,224.14	Travel expenses from 1 June 2014 to 31 October 2014 have been \$6,410.20	Travel expenses from 1 June 2014 to 31 October 2014 have been \$10,138.84	Travel expenses from 1 June 2014 to 31 October 2014 have been \$942.42	Travel expenses from 1 June 2014 to 31 October 2014 have been \$7,807.43
3. What has been the average attendance at board meetings	On average 93% of board members have attended meetings.	On average 90% of board members have attended meetings.	100% of board members have attended meetings.	100% of board members have attended meetings.	100% of board members have attended meetings.	100% of board members have attended meetings.	100% of board members have attended meetings.
4. List each member's attendance at meetings;	<p>12 June 2014:</p> <ul style="list-style-type: none"> • Air Chief-Marshal Angus Houston AC AFC (Ret'd) (Chair) • Mr Anthony Mathews • Ms Sam Betzien • Ms Fiona Balfour • The Hon. Paul Lucas <p>28 August 2014:</p> <ul style="list-style-type: none"> • Air Chief-Marshal Angus Houston AC AFC (Ret'd) (Chair) • Mr Anthony Mathews • Ms Sam Betzien • Mr David Marchant AM • Mr Tim Rothwell • The Hon. Paul Lucas • Ms Annette Kimmitt • Ms Fiona Balfour 	<p>30 June 2014:</p> <ul style="list-style-type: none"> • Mr Leo Zussino • Mr Stuart Richey AM • Mr Michael Kinley • Dr Russell Reichelt • Capt. Fred Ross • Mr Andrew Wilson • Prof Sarah Derrington • Ms Jennifer Clark <p>14 August 2014:</p> <ul style="list-style-type: none"> • Mr Leo Zussino (Chair) • Mr Stuart Richey AM • Mr Michael Kinley • Dr Russell Reichelt • Capt. Frederick Ross • Prof Sarah Derrington • Ms Jennifer Clark • Mr Andrew Wilson <p>18 September 2014:</p> <ul style="list-style-type: none"> • Mr Leo Zussino (Chair) 	<p>29 July 2014:</p> <ul style="list-style-type: none"> • Mr Martin Dolan (Chair) • Ms Carolyn Walsh • Mr Noel Hart <p>28 October 2014:</p> <ul style="list-style-type: none"> • Mr Martin Dolan (Chair) • Ms Carolyn Walsh • Mr Noel Hart 	<p>27 June 2014:</p> <ul style="list-style-type: none"> • Dr Allan Hawke • Mr Trevor Danos • Mr John McCormick • Mr David Gray • Ms Hellen Gillies <p>28 August 2014:</p> <ul style="list-style-type: none"> • Dr Allan Hawke • Mr Trevor Danos • John McCormick • Mr Jeff Boyd <p>31 October 2014:</p> <ul style="list-style-type: none"> • Dr Allan Hawke • Mr Trevor Danos • Mr Jeff Boyd 	<p>3 September 2014:</p> <ul style="list-style-type: none"> • The Hon Mark Birrell (Chair) • Mr Gerard Blood • Mr Peter Corish AM • Dr Colin Duffield • Ms Nicole Lockwood • Dr Dan Norton AO • Dr Kerry Schott AM • Mr Peter Watson <p>17 September 2014:</p> <ul style="list-style-type: none"> • Mr Mark Birrell (Chair) • Mr Gerard Blood • Mr Peter Corish AM • Dr Colin Duffield • Ms Nicole Lockwood • Dr Dan Norton AO • Dr Kerry Schott AM • Mr Peter Watson 	<p>13 June 2014:</p> <ul style="list-style-type: none"> • Ms Shelley Penn (Chair) • Mr Malcolm Snow • Mr Peter Core <p>28 August 2014:</p> <ul style="list-style-type: none"> • Ms Shelley Penn (Chair) • Mr Malcolm Snow • Mr Peter Core <p>24 October 2014:</p> <ul style="list-style-type: none"> • Ms Shelley Penn (Chair) • Mr Malcolm Snow • Mr Peter Core • Ms Christine Faulks 	<p>22 August 2014:</p> <ul style="list-style-type: none"> • Mr David Anderson • Ms Carolyn Walsh • Ms Nola Bransgrove OAM • Mr Mike Mrdak <p>10 October 2014:</p> <ul style="list-style-type: none"> • Mr David Anderson • Ms Carolyn Walsh • Ms Nola Bransgrove OAM • Mr Neil Scales OBE (appointed 10 September 2014)

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates

Infrastructure and Regional Development

	<p>9 October 2014:</p> <ul style="list-style-type: none"> • Air Chief-Marshal Angus Houston AC AFC (Ret'd) (Chair) • Mr Anthony Mathews • Ms Sam Betzien • Ms Fiona Balfour • Mr David Marchant AM • The Hon. Paul Lucas • Mr Tim Rothwell • Ms Annette Kimmitt <p>13 October 2014:</p> <ul style="list-style-type: none"> • Air Chief-Marshal Angus Houston AC AFC (Ret'd) (Chair) • Mr Anthony Mathews • Ms Sam Betzien • The Hon. Paul Lucas • Mr Tim Rothwell • Mr David Marchant AM • Ms Annette Kimmitt 	<ul style="list-style-type: none"> • Mr Stuart Richey AM • Mr Michael Kinley • Capt. Fredrick Ross • Prof Sarah Derrington • Ms Jennifer Clark • Mr Andrew Wilson 			<p>23 October 2014:</p> <ul style="list-style-type: none"> • The Hon Mark Birrell (Chair) • Mr Gerard Blood • Mr Peter Corish AM • Dr Colin Duffield • Ms Nicole Lockwood • Dr Dan Norton AO • Dr Kerry Schott AM • Mr Peter Watson <p>31 October 2014:</p> <ul style="list-style-type: none"> • The Hon Mark Birrell (Chair) • Mr Gerard Blood • Mr Peter Corish AM • Dr Colin Duffield • Ms Nicole Lockwood • Dr Dan Norton AO • Dr Kerry Schott AM • Mr Peter Watson 		
<p>5. 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</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 as set out in Section 29 of the <i>Public Governance, Performance and Accountability Act 2013</i>. These are 'standing notice of interests' published, updated and circulated at every meeting. Changes to standing interests are</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>Conflict of Interest is managed under the provisions of Section 29 of the Public Governance, Performance and Accountability Act, 2013 (PGPA) and Rule 14 of the PGPA Rules</p>	<p>All Board members have filled in conflict of interest declarations. Where Board members have interests in projects, they excuse themselves from those discussions and these declarations are minuted.</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</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;

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates

Infrastructure and Regional Development

	<p>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>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>Once a Board Member makes a disclosure of an interest which is in conflict with the interest of the Authority, the Board Member follows requirements as set out in Section 15 of the Public Governance, Performance and Accountability Rule 2014. If a matter in which the official has the interest is being considered at a meeting of the members of the Authority, the official must not be present while the matter is being considered at the meeting or vote on the matter. However, if the responsible Minister for the entity has declared, in writing, that the official may be present or vote (or both); or the members of the Authority who do not have a material personal interest in the matter have decided that the official is not disqualified from being present or voting (or both), and the decision is recorded in the minutes of a meeting of the members.</p>				<p>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>	<ul style="list-style-type: none"> • 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.
--	--	---	--	--	--	--	---

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates

Infrastructure and Regional Development

6. What conflicts of interest have been registered;	Nil.	Nil.	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.	Professor Schott excused herself from discussions on Moorebank Intermodal Terminal Dr Duffield and Mr Watson excused themselves from discussions on the CityLink-Tullamarine Widening project.	Nil.	Nil.
7. What remuneration has been 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.	Chief Commissioner: Set by Remuneration Tribunal Determination 2014/12 Remuneration and Allowances for Holders of Full-Time Public Office. Commissioners: 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 2014/19 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 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 Part-Time Public Office. CEO: Set by Remuneration Tribunal Determination 2014/12 Remuneration and Allowances for Holders of Full-Time Public Office.
8. 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	There has been no requirement to dismiss Commissioners. Section 13AG of the TSI Act makes provisions for dismissal on the basis of non-attendance.	Section 60 of the Civil Aviation Act 1988 provides for the Minister to dismiss a Board member if the Minister is of the opinion that the Board member's performance has not been satisfactory. In addition, Section 30 of the Public Governance, Performance and	Not applicable.	<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	<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

Rural & Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates

Infrastructure and Regional Development

11. What have been the catering costs for the board meetings held during this period? Please break down the cost list.	The catering costs for meetings totalled \$1564.00. (Note that this also includes Board Committee Meetings) No alcohol is served.	The catering costs for meetings totalled \$1,934.15. No alcohol was served.	The catering costs for meetings totalled \$196.44. No alcohol is served.	The catering costs for meetings totalled \$1,319.01. No alcohol was served.	The catering costs for meetings totalled \$1,000.00. No alcohol is served.	The catering costs for meetings totalled \$597.47. No alcohol is served.	The catering costs for meetings totalled \$751.20 No alcohol is served.
--	--	--	---	--	---	---	--