

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Additional Budget Estimates, February 2012

Program: Division or Agency: Corporate: CSD **Question No:** 250
Topic: Portfolio wide – corporate cars
Proof Hansard Page and Date or Written Question: Written

Senator Fisher asked:

1. How many cars are owned by each department and agency in your portfolio?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

Answer:

Refer to **Attachment A** for the response.

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ATTACHMENT A

Agency	Location (2)	Quantity (1)	What is the car used for (3)	2011-12 YTD Cost \$ (including GST) (4)	2011-12 YTD Km's (5)
Department of Sustainability, Water, Population and Communities	N/A	Nil	N/A	N/A	N/A
Bureau of Meteorology	Norfolk Island National Park	1	Travel to and from work, transport staff and their dependants around the islands, collection of stores from the wharf, attend meetings, delivery and collection of mail from the Post Office, rubbish removal and other official business.	1,861.00	5,505
	Cocos (Keeling) Island	2		3,692.00	5,334
National Water Commission	N/A	Nil	N/A	N/A	N/A
Sydney Harbour Federation Trust	Mosman, NSW	1	Transport of materials and personnel.	2,249.00	5,684
Director of National Parks	Norfolk Island National Park	4	Director of National Parks cars are a mix of passenger and operational cars. Passenger vehicles are used by staff to undertake park business including attend meetings and attend park's sites for visitor talks. Operational vehicles have been set up specifically to undertake management activities such as fire fighting or weed spraying.	2,650.00	Director of National Parks does not record the kilometres per vehicle as Fringe Benefits Tax is not payable as the vehicles are garaged on site.
	Booderee National Park	13		11,652.00	
	Christmas Island National Park	17		19,852.00	
	Cocos (Keeling) Island	2		3,000.00	
	Kakadu National Park	45		118,754.00	
	Uluru-Kata Tjuta National Park	21		40,450.00	

Great Barrier Reef Marine Park Authority	N/A	Nil	N/A	N/A	N/A
Murray Darling Basin Authority	N/A	Nil	N/A	N/A	N/A

Note:

YTD – Year to Date as at 14 February 2012

Director of National Parks costs include maintenance, repairs and registration. The costs do not include fuel. Director of National Parks buys fuel in bulk in many of its locations for use in generators and vehicles including cars, so the cost of fuel per vehicle is not recorded.

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Program: Division or Agency: Corporate: CSD **Question 251**
No:

Topic: Portfolio wide – taxi costs

Proof Hansard Page and Date Written

or Written Question:

Senator Fisher asked:

1. How much did each department/agency spend on taxis in 2007-08, 2008-09, 2009-10 and 2010-11? Provide a breakdown of each business group in each department/agency.
2. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.

Answer:

Department of Sustainability, Environment, Water, Population and Communities (DSEWPaC)

1. Taxi expenditure (GST exclusive) by business group for prior financial years is as follows:

DSEWPaC Business Group	2007-08	2008-09	2009-10	2010-11
Executive Division	\$6,234	\$5,585	\$3,611	\$18,727
Policy & Communication Division	\$7,660	\$21,279	\$33,267	\$25,936
Environment Quality Division	\$13,934	\$11,189	\$9,456	\$14,027
Heritage and Wildlife Division	\$47,835	\$56,086	\$52,907	\$53,447
Parks Australia	\$22,267	\$25,769	\$19,629	\$23,595
Water Reform Division	\$199	\$61	\$190	\$240
Supervising Scientist Division	\$7,260	\$6,844	\$6,812	\$8,132
Housing, Population & Communities Division				\$9,545
Water Efficiency Division	\$14	\$21	\$60	\$106
Land and Coasts Division		\$30,122	\$54,730	\$86,186
Environmental Assessment & Compliance	\$20,202	\$23,724	\$18,940	\$17,790
Marine Division	\$144	\$105	\$13,591	\$11,098
Water Governance Division	\$35	\$15	\$94	\$150
Sustainability Policy and Analysis Division	\$4,969	\$11,508	\$14,817	\$15,850
Information Management Division				\$48
Corporate Strategies Division	\$20,660	\$21,862	\$18,682	\$25,875
Business Improvement Division				\$540
Dept-wide Fixed/Non-discretionary	\$6,533	\$8,700	\$9,801	\$8,312
Australian Antarctic Division	\$108,091	\$117,595	\$121,488	\$128,430
DSEWPaC Total	\$266,035	\$340,467	\$378,075	\$448,036

2. Taxi expenditure (GST exclusive) by business group for 2011-12 financial year to date (31 January 2012) is as follows:

DSEWPaC Business Group	FYTD
Executive Division	\$15,938
Policy & Communication Division	\$26,169
Environment Quality Division	\$9,539
Heritage and Wildlife Division	\$29,638
Parks Australia	\$16,040
Water Reform Division	\$3,215
Supervising Scientist Division	\$5,132
Housing, Population & Communities Division	\$15,542
Water Efficiency Division	\$232
Land and Coasts Division	\$60,668
Environmental Assessment & Compliance	\$10,523
Marine Division	\$33,218
Water Governance Division	\$1,103
Marine Division Taskforce	\$4,265
Sustainability Policy and Analysis Division	\$11,412
Office of Water Science	\$263
Commonwealth Environmental Water Office	\$1,000
Information Management Division	\$19
Corporate Strategies Division	\$22,476
Dept-wide Fixed/Non-discretionary	\$1,941
Australian Antarctic Division	\$61,529
DSEWPaC Total	\$329,863

Director National Parks (DNP)

1. Taxi expenditure (GST exclusive) for prior financial years by business group is as follows:

DNP Business Group	2007-08	2008-09	2009-10	2010-11
DNP Executive	\$5,361	\$5,969	\$4,503	\$9,615
Parks Operations & Tourism Branch	\$3,740	\$6,175	\$9,191	\$16,338
Protected Area Policy & Programs Branch	\$606	\$1,911	\$2,296	\$2,561
Parks & Biodiversity Science Branch	\$1,129	\$3,181	\$3,459	\$3,407
DNP Total	\$10,836	\$17,236	\$19,449	\$31,921

2. Taxi expenditure (GST exclusive) for the 2011-12 financial year to date (31 January 2012) by business group is as follows:

DNP Business Group	FYTD
DNP Executive	\$3,501
Parks Operations & Tourism Branch	\$11,829
Protected Area Policy & Programs Branch	\$1,831
Parks & Biodiversity Science Branch	\$2,145
DNP Total	\$19,306

Great Barrier Reef Marine Park Authority (GBRMPA)

1. Taxi expenditure (GST exclusive) for prior financial years by business group is as follows:

GBRMPA Business Group	2007-08	2008-09	2009-10	2010-11
Corporate Services & Chairman	\$12,497	\$13,991	\$11,969	\$5,744
Communications & Policy Coordination	\$16,125	\$13,045	\$15,044	\$11,860
Environment & Sustainability	\$19,101	\$21,397	\$18,981	\$29,106
Marine Park Management (MPM)	\$33,769	\$34,232	\$26,898	\$29,187
GBRMPA Total	\$81,492	\$82,665	\$72,892	\$75,897

2. Taxi expenditure (GST exclusive) for the 2011-12 financial year to date (24 February 2012) by business group is as follows:

GBRMPA Business Group	FYTD
Corporate Services & Chairman	\$4,878
Communications & Policy Coordination (now incorporates Regional Engagement , previously in MPM)	\$12,868
Environment & Sustainability	\$25,709
Marine Park Management	\$16,239
GBRMPA Total	\$59,690

National Water Commission (NWC)

1. The National Water Commission spent \$51,576.78 on taxis in 2010-11. The breakdown by business group is provided in the following table. Providing information for the years 2007-08, 2008-09 and 2009-10 would involve an extensive manual process, and in the context of existing workloads, an unreasonable diversion of resources

NWC Business Group	2010-11
Executive and corporate	\$16,678
Assessment and Policy Co-ordination Group	\$12,831
Sustainable Water Management Group	\$10,042
Water Markets and Assessment Group	\$12,026
NWC Total	\$51,577

2. Taxi expenditure (GST exclusive) for the 2011-12 financial year to date (31 January 2012) by business group is as follows:

NWC Business Group	FYTD
Executive and corporate	\$9,482
Assessment and Policy Co-ordination Group	\$6,685
Sustainable Water Management Group	\$7,951
Water Markets and Assessment Group	\$5,502
NWC Total	\$29,620

Sydney Harbour Federation Trust (SHFT)

1. Taxi expenditure (GST exclusive) for prior financial years is as follows:

	2007-08	2008-09	2009-10	2010-11
SHFT Total	\$5,282	\$3,590	\$4,174	\$5,828

2. Taxi expenditure (GST exclusive) for the 2011-12 financial year to date (31 January 2012) is as follows:

	FYTD
SHFT Total	\$4,493

Murray-Darling Basin Authority (MDBA)

1. Taxi expenditure (GST exclusive) for prior financial years by business group is as follows:

MDBA Business group	2008-09	2009-10	2010-11
Environmental Management	\$14,225	\$39,069	\$41,258
River Management	\$12,084	\$26,064	\$34,090
Policy and Planning	\$5,782	\$26,569	\$23,295
Corporate Services	\$2,643	\$29,567	\$76,691
Information and Compliance	\$813	\$6,983	\$21,287
MDBA Total	\$35,547	\$128,252	\$196,621

2. Taxi expenditure (GST exclusive) for the 2011-12 financial year to date (31 January 2012) by business group is as follows:

MDBA Business group	FYTD
Environmental Management	\$21,640
River Management	\$25,637
Information and Compliance	\$15,133
Policy and Planning	\$14,093
Corporate Services	\$33,189
MDBA Total	\$109,692

Bureau of Meteorology (BoM)

1. *Response yet to be provided.*

2. *Response yet to be provided.*

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Sustainability, Environment, Water, Population and Communities portfolio
Additional Budget Estimates, February 2012

Program: Division or Agency: Corporate: CSD **Question No:** 252
Topic: Portfolio wide – credit cards
Proof Hansard Page and Date Written
or Written Question:

Senator Fisher asked:

1. How many staff in each department and agency have a corporate credit card? What is their classification?
2. What action is taken if the corporate credit card is misused?
3. How is corporate credit card use monitored?
4. What happens if misuse of a corporate credit card is discovered?
5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
6. What action is taken to prevent corporate credit card misuse?

Answer:

Department of Sustainability, Environment, Water, Population and Communities (DSEWPaC)

1. As at 31 January 2012, 498 staff hold a corporate credit card. The number of card holders by classification is set out in the following table.

DSEWPaC Cardholders	Totals
Secretary	1
Senior Executive Service Band 3	3
Senior Executive Service Band 2	15
Senior Executive Service Band 1	43
Executive Level 2	129
Executive Level 1	125
Australian Public Service Level 6	94
Australian Public Service Level 5	59
Australian Public Service Level 4	24
Australian Public Service Level 3	5
Total	498

2. Costs are recovered, and all incidents are investigated, recorded in a corporate register and reported in the annual Certificate of Compliance report. Any non-compliance is reported to the Secretary and Executive Board via the Departmental Audit Committee and divisional management. Any individuals involved are counselled on the appropriate use of corporate credit cards and credit vouchers. Depending on the nature of the incident, corporate card services may be withdrawn and the matter may be referred to the internal Professional Standards Section.

3. Corporate credit card monthly statements are managed and monitored through the department's Expense Management System. The cardholder's supervisor is also required to monitor usage of the card by their staff. Once the statement is reconciled, the reconciliation, with receipts, is work-flowed to an independent officer for endorsement.
A department wide compliance assessment process is also run three times during the year. Through this process, managers are required to report all instances where corporate card use has not been consistent with policy requirements. An internal audit is then used to validate the compliance assessment on a sample basis.
4. If an incidence of corporate card misuse is identified it is referred to the appropriate manager for investigation and action as per policy and procedures. The manager is responsible for ensuring all adopted recommendations are enacted (see answer to Question 2 above).
5. No instances of corporate card misuse have been discovered for the period 1 July 2011 to 31 January 2012
6. Detailed policy and procedures are in place to promote best practice in the use of corporate credit cards. This includes:
 - A Chief Executive Instruction on corporate credit cards;
 - The department's Financial Delegations Instrument;
 - A chapter in the departments Finance Practice Manual;
 - The Corporate Card Administrator's internal procedures manual; and
 - Regular (approximately monthly) corporate card bulletins are distributed to cardholders. The bulletin addresses hot issues and provides reminders/pointers on best practice.

Before a corporate credit card is provided to an officer they must:

- Gain approval from their Assistant Secretary or higher delegate as appropriate;
- Complete and pass the Financial Delegations tutorial and quiz;
- Complete and pass the corporate credit card tutorial and quiz; and
- Sign a user agreement form.

In addition, individual corporate credit cards are tailored to business requirements with strict transaction and monthly limits, as well as use of merchant codes for cards issued specifically for targeted purchases such as taxi and parking.

Director National Parks (DNP)

1. As at 31 January 2012, 71 staff hold a corporate credit card. The number of card holders by classification is set out in the following table.

DNP Cardholders	Totals
Director National Parks	1
Senior Executive Service Band 1	3
Executive Level 2	8
Executive Level 1	12
Australian Public Service Level 6	14
Australian Public Service Level 5	13
Australian Public Service Level 4	16
Australian Public Service Level 3	5
Total	72

2. If misuse occurs, costs would be recovered and staff reminded of policy or if necessary, a fraud investigation would be conducted.
3. Corporate card use is monitored by monthly reconciliations conducted by the corporate cardholder. Receipts of all payments are to be attached to the statement and approved by the relevant delegate.

4. If misuse of the corporate card is identified, the issue would be directed to the appropriate area to manage as the policy and processes determine. Refer to answer in Question 2 of this response.
5. No instances of corporate card misuse have been discovered for the period 1 July 2011 to 31 January 2012
6. Each cardholder must complete an e-learning tutorial and quiz. The cardholder is required to sign a mandatory cardholder agreement accepting the boundaries set by the Corporate Card Policy. Each cardholder is assigned a delegation which is approved by the relevant financial delegate and is required to comply with the DNP Procurement Policy.

Bureau of Meteorology (BoM)

1. As at 31 January 2012, 294 staff hold a corporate credit card. The number of card holders by classification is set out in the following table.

BOM Cardholders	Totals
Head of Agency	1
Senior Executive Service	3
Executive Level 2	16
Executive Level 1	66
Administrative Services Officer Level 6	106
Administrative Services Officer Level 5	65
Administrative Services Officer Level 4	11
Administrative Services Officer Level 3	26
Total	294

2. The incident is investigated by the Fraud Liaison Officer and the relevant action taken.
3. It is the responsibility of cardholder supervisors to review and monitor the usage of the card by their staff. All questionable purchases or potential cases of misuse are to be reported to the Fraud Liaison officer and Credit Card Administrator for investigation and action.
4. The incident is investigated by the Fraud Liaison Officer and the relevant action taken based on the circumstances.
5. No instances of corporate card misuse have been discovered for the period 1 July 2011 to 31 January 2012
6. Cardholder supervisors review and monitor transactions to ensure appropriate usage. Cardholders receive written instructions on use of credit cards, and sign an undertaking to adhere to the prescribed rules.

Great Barrier Reef Marine Park Authority (GBRMPA)

1. As at 31 January 2012, 56 staff hold a corporate credit card. The number of card holders by classification is set out in the following table.

GBRMPA Cardholders	Totals
Senior Executive Service	4
Executive Level 2	14
Executive Level 1	12
Australian Public Service Level 6	11
Australian Public Service Level 5	3
Australian Public Service Level 4	5
Australian Public Service Level 3	3
Australian Public Service Level 2	4
Total	56

2. Instances of misuse are subject to review in accordance with the GBRMPA Fraud Control Guidelines.
3. Credit Card usage is subject to monthly reconciliation and review by the officer's supervisor. Use is also monitored as part of the internal audit program.
4. Misuse is investigated in accordance with the GBRMPA Fraud Control Guidelines.
5. No instances of corporate card misuse have been discovered for the period 1 July 2011 to 31 January 2012
6. When staff are issued with a corporate credit card they must sign an agreement to abide by the terms of use. Cards usage is subject to monthly reconciliation and supervisor oversight. Credit card use is included in the internal audit program.

National Water Commission (NWC)

1. As at 31 January 2012, 33 staff hold a corporate credit card. The number of card holders by classification is set out in the following table.

NWC Cardholders	Totals
Chief Executive Officer	1
Senior Executive Band 2	1
Senior Executive Band 1	2
Executive Level 2	8
Executive Level 1	12
Administrative Services Officer Level 6	5
Administrative Services Officer Level 5	1
Administrative Services Officer Level 4	3
Total	33

2. Any misuse of a corporate credit card is investigated and depending on the results of the investigation action is taken in accordance with the Commission's Chief Executive Instructions and Fraud Control Plan.
3. Corporate credit card use is monitored on a monthly basis through individual staff corporate credit card statements being reviewed and expenditure approved by their supervisor. Additionally, as part of the Commission's Certificate of Compliance process, each corporate credit card holder is required to certify to their General Manager the correct use of the corporate credit card on a quarterly basis.
4. In the event that misuse of a corporate credit card is discovered, the misuse is reported to the Chief Financial Officer who decides on further action in accordance with the Commission's Chief Executive Instructions and Fraud Control Plan.
5. Two instances of corporate credit card misuse were discovered for the period 1 July 2011 to 31 January 2012. The misuse resulted from an Australian Public Service Level 6 card holder's misunderstanding of a travel entitlement. The amounts involved in both instances were minor. The circumstances of the misuse were reviewed and the credit card holder was counselled on the use of the card. The credit card was subsequently returned and cancelled.
6. Refer to (3) above. Staff are required to sign a declaration on application for a corporate credit card that they acknowledge and understand the conditions upon which a corporate credit card will be issued. Staff also undertake training on the use of corporate credit cards as part of FMA Act training and annual fraud and risk training.

Sydney Harbour Federation Trust (SHFT)

1. As at 31 January 2012, 3 staff hold a corporate credit card. The number of card holders by classification is set out in the following table.

SHFT Cardholders	Totals
Holder of Public Office	1
Executive Level 2 equivalent	2
Total	3

2. The Trust has a Fraud Plan in place as well as detailed Finance Instructions issued by the Trust (Board). The Fraud Plan and Financial Instructions require SHFT to undertake an internal investigation. An official who becomes aware of an apparent misuse of the corporate credit card must report the matter immediately to the Deputy Executive Director or Executive Director or if circumstances require the Audit Committee or the Chair of the Trust. Where there is a possibility that the misuse is fraud then the relevant authorities would be notified and would investigate the possibility of criminal action against the officer. The officer will also be disciplined under a breach of the Trust policies and Code of Conduct, which may lead to a formal warning or dismissal.
3. Each officer is required to provide appropriately signed invoices/receipts for each purchase showing on their credit card statement. Appropriately delegated officers are required to acknowledge that the goods and services have been received and that the spending of public money is approved. The credit card reconciliation is reviewed by the holder's supervisor or the Finance area for the Executive Director. The Deputy Executive Director ensures that arrangements are in place for individual monthly statement reconciliations and ensures the credit card settlement account is reconciled. They also monitor high value transactions and reviews patterns of credit card usage annually with the view of cancelling cards with low usage or not being used.
4. As outlined in the response to question 2 (above).
5. No instances of corporate card misuse have been discovered for the period 1 July 2011 to 31 January 2012
6. In addition to the monitoring highlighted in question 3 (above) the Trust also requires all credit cardholders to sign a cardholder agreement and ensures that they are aware of the conditions set out in the cardholder agreement and the Finance Instructions. Each card also has a maximum transaction limit as well as a card limit, which is reviewed regularly. The Trust also undertakes general fraud awareness training for all SHFT staff. The aim of the training is to highlight the responsibility of all staff in detecting and reporting instances of possible frauds, as well as providing the appropriate reporting lines for fraud. Delegate training is also provided to assist delegates in meeting their requirements under the Trust's financial framework and delegation instrument.

Murray-Darling Basin Authority (MDBA)

1. As at 31 January 2012, 180 staff hold a corporate credit card. The number of card holders by classification is set out in the following table.

MDBA Cardholders	Totals
Chief Executive Officer	1
Senior Executive Band 2	5
Senior Executive Band 1	8
Executive Level 2	46
Executive Level 1	61
Administrative Services Officer Level 6	32
Administrative Services Officer Level 5	16
Administrative Services Officer Level 4	10
Administrative Services Officer Level 3	1
Total	180

2. In the event of misuse of a corporate credit card, the usage would be investigated and a report would be prepared in accordance with MDBA policies. Appropriate action would be undertaken, in line with the outcome of the investigation. This may include a range of criminal, civil, administrative and disciplinary remedies (including under the *FMA Act 1997*, the *Public Service Act 1999*, the *Criminal Code* and the *Crimes Act 1914*).
3. Corporate credit card use is monitored by a range of means including:
- Cardholders, who are required to reconcile their cards on a monthly basis;
 - Supervisors, who are required to endorse and sign the reconciled statements;
 - A central monthly transaction review by the Finance & Administration section;
 - The quarterly Certificate of Compliance Questionnaire, which captures any breaches of the MDBA's credit card usage policy; and
 - Internal Audit.
4. As outlined in the response to question 2 (above).
5. No instances of corporate card misuse have been discovered for the period 1 July 2011 to 31 January 2012.
6. The MDBA has developed and implemented a number of internal processes and controls to mitigate the risk of misuse of Corporate Credit Cards including:
- Induction of staff and ongoing awareness training in relation to APS Values, Code of Conduct, ethics and fraud;
 - Clear policy, practical guidance and forms on credit card use;
 - A Certificate of Compliance reporting process;
 - Maintenance of a Fraud Control Plan;
 - Pre-commitments by all cardholders who, prior to receiving a corporate credit card, are required to sign an agreement confirming that they will abide by the MDBA's policies and procedures in relation to credit card use;
 - Whistleblower Policy; and
 - Effective segregation of duties and system access controls in relation to expenditure approvals.

**Senate Standing Committee on Environment and Communications
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Program: Division or Agency: Corporate: CSD **Question 253**
No:

Topic: Portfolio wide – provision of equipment

Proof Hansard Page and Date Written

or Written Question:

Senator Fisher asked:

1. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.
2. What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment and the reason why.

Answer:

1. The department provides Personal Electronic Devices (PED's) to the Minister, the Parliamentary Secretary, and their office staff as required for business purposes. These devices may include Laptops, Mobile Phones, BlackBerrys, Aircards/Wireless Internet Devices and iPads.

Details of items purchased from 1 July 2011 to 31 January 2012 are below:

Minister Burke	Units	Average Cost	Total
Laptop	1	\$1,823	\$1,823
Blackberry	5	\$750	\$3,750
Aircard/Wireless Internet Device	3	\$248	\$744

Parliamentary Secretary Farrell	Units	Average Cost	Total
Laptop	3	\$2,065	\$6,195
Aircard/Wireless Internet Device	2	\$248	\$496

2. The department and Portfolio Agencies provide Personal Electronic Devices (PED's) to their staff as required for business purposes. These devices may include Laptops, Mobile Phones, BlackBerrys, Aircards/Wireless Internet Devices and iPads.

Details of items purchased from 1 July 2011 to 31 January 2012 are below:

Departmental/Agency Staff	Units	Average Cost	Total
Laptop	268	\$1,138.47	\$305,109.26
Mobile Phone	120	\$430.54	\$51,664.60
Blackberry	96	\$756.52	\$72,626.00
Aircard/Wireless Internet Device	54	\$218.83	\$11,817.00
iPad	12	\$631.59	\$7,579.03

BlackBerrys are provided to executive level staff and above in accordance with Departmental policies. Other portfolio agencies may adopt different Smartphone technologies and these items are incorporated in this answer as mobile phones.

The provision of any PED's at other APS classifications require financial delegate approval and an approved business case. These items may be supplied to meet business cases that include the following requirements:

- Staff in remote locations
- Staff who travel for work
- Staff who undertake duties from home
- Staff who are required to provide on-call services outside standard business hours.
- Staff who have jobs of a particular technical/scientific nature.

The response incorporates responses from Portfolio Agencies.

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Program: Division or Agency: Corporate: CSD **Question 254**
Topic: Portfolio wide - contractors **No:**
Proof Hansard Page and Date Written
or Written Question:

Senator Humpheries asked:

1. How many contractors are currently employed in the department/agency?
2. How many contractors have been under contract for a period of more than 2 years?
3. How many contractors have been under contract for a period of more than 5 years?
4. How many contractors have been under contract for a period of more than 10 years?
5. Does the department/agency make a habit of employing contractors to fill positions on a permanent basis?

Answer:

1. The department, National Water Commission, Murray-Darling Basin Authority, Sydney Harbour Federation Trust and Bureau of Meteorology do not track individual contractors employed with the department or portfolio agencies. Contractors are engaged directly by business areas and not through a coordinated, central point of contact. Details of contractors would only be obtainable from manual scrutiny of individual invoices that have been filed. This would require a significant diversion of resources.

For the Great Barrier Reef Marine Park Authority, there were 7 recruitment agency temporary contractors and 1 other contractor as at 31 December 2011.

2. As outlined above this information is not available for the department and mentioned agencies. The Great Barrier Reef Marine Park Authority has no contractors under contract for this period.
3. As outlined above this information is not available for the department and mentioned agencies. The Great Barrier Reef Marine Park Authority has no contractors under contract for this period.
4. As outlined above this information is not available for the department and mentioned agencies. The Great Barrier Reef Marine Park Authority has no contractors under contract for this period.
5. No.

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Program: Division or Agency: Corporate: CSD **Question 255**
Topic: Portfolio wide – efficiency dividend **No:**
Proof Hansard Page and Date Written
or Written Question:

Senator Humpheries asked:

1. What is the effect of the efficiency dividend increase from 1.5 per cent to 4.0 per cent on the department/agency's budget bottom line during financial years 2012/13, 13/14, 14/15?
2. What percentage of the department/agency's budget is designated to staffing?
3. What is the size of the department/agency's staffing establishment? Include figures for FTE, PT, casual, contractors, and consultants.
4. What specific strategies will the department/agency adopt to ensure continued operation within budget?
5. Will or has consideration been made to reducing staffing compliment including contractors, and consultants?

Answer:

Department of Sustainability, Environment, Water, Population and Communities

1. The effect of the efficiency dividend increase from 1.5 per cent to 4.0 per cent is outlined in the Portfolio Additional Estimates Statements 2011-12 on pages 24 – 27 and totals:

2012-13	2013-14	2014-15
\$000	\$000	\$000
(10,423)	(10,314)	(10,162)

2. Approximately 50 per cent of the department's 2012-13 expense budget is estimated to be allocated to employee expenses.

- The department's staffing level as at 2 March 2012 is below. Contractors and consultants are managed as part of the supplier expense budget and as such detailed contractor and consultant numbers are not available.

Non-ongoing Full time	351
Non-ongoing (Part time and casuals)	48
Ongoing Full time	1,827
Ongoing Part time	319
FTE	2,436

- The department is currently considering a range of options to remain within its budget and final decisions will be made in the context of finalising the budget for 2012-13 in coming months. However the department has already decided to reduce the number of its deputy secretary positions from four to three.
- Yes. The department is currently developing its budget for 2012-13. This process includes consideration of all areas of expenditure. The outcome of this process will determine the level and mix of expenditure for the department for 2012-13, including staffing levels.

National Water Commission

4. & 5. An independent review of the National Water Commission's ongoing role and functions has been undertaken in accordance with the *National Water Commission Act 2004*. The Government has announced that the National Water Commission will continue for the life of the *National Water Initiative* with core ongoing functions of audit, monitoring and assessment. The Commission's future funding will be determined as part of the 2012-13 Budget process.
- In 2011-12 the Commission has allocated 64 per cent of its budget for employee expenses.
- The Commission has a staffing budget of 63 ASL which includes part-time and casual employees. As at 31 January 2012, the Commission had an FTE of 61 consisting of 54 full-time employees and the equivalent of 7 part-time employees. As at that date the Commission did not have any contractors or consultants undertaking work which would normally be undertaken by a staff member.

Great Barrier Reef Marine Park Authority

- The effect of the efficiency dividend increase from 1.5 per cent to 4.0 per cent represents a decrease in funding which is reflected in the table below:

2012-13	2013-14	2014-15
\$000	\$000	\$000
(485)	(488)	(499)

- 43.8 per cent of the Great Barrier Reef Marine Park Authority's 2012-13 expense Budget is allocated to employee expenses.

- The table below represents the Great Barrier Reef Marine Park Authority's staffing establishment:

Head count	
Non-ongoing Full time	35
Non-ongoing (Part time)	2
Ongoing Full time	165
Ongoing Part time	16
Total	218

- The Great Barrier Reef Marine Park Authority is considering strategies for its 2012-13 operational budget. Final decisions will be made prior to the commencement of the 2012-13 financial year.
- This matter is under consideration.

Director of National Parks

- The effect of the efficiency dividend increase from 1.5 per cent to 4.0 per cent is a decrease in funding which is reflected in the table below:

2012-13	2013-14	2014-15
\$000	\$000	\$000
(1,033)	(1,070)	(1,075)

- 44.5 per cent of the Director of National Parks' 2012-13 expense budget is allocated to employee expenses.
- The Director of National Parks is a corporation solely established under Division 5 of Part 19 of the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act). The corporation is constituted by the person appointed to the office named the Director of National Parks.

The Director of National Parks is assisted in performing his functions by the staff of Parks Australia (a division of the Department of Sustainability, Environment, Water, Population and Communities). This data has been collated as at 31 January 2012 and provides the full time equivalent figure for employees who are active ongoing, non-ongoing, full-time, part-time and casual (irregular or intermittent) employees. The data also includes employees on leave without pay (short and long-term).

Category	FTE
Full time employees	249.27
Part time employees	32.22
Casual employees	0.22
Total DNP staffing	281.71

* FTE = Full time equivalent.

- As part of the normal ongoing budgetary practices, all areas of expenditure and processes are reviewed to meet efficiency dividends. This includes discretionary areas of expenditure, process improvement and other areas of efficiencies.
- As mentioned previously, all areas of expenditure and processes are reviewed to meet efficiency dividends. The outcome of this review will determine the level and mix of expenditure for 2012-13.

Bureau of Meteorology

- The effect of the efficiency dividend increase from 1.5 per cent to 4.0 per cent is a decrease in funding which is reflected in the table below:

2012-13	2013-14	2014-15
\$000	\$000	\$000
(\$530)	(\$530)	(\$530)

- 61 per cent of the Bureau of Meteorology's 2012-13 expense budget is allocated to employee expenses.
- The table below represents the Bureau of Meteorology's staffing establishment:

Total FTE	1,694
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- The Bureau of Meteorology is currently in the early stages of planning how it will meet the efficiency dividend; at this stage no decision has been made on how it will be applied.
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Sydney Harbour Federation Trust

- Sydney Harbour Federation Trust is self funded as it receives all revenue from independent sources and does not receive an appropriation. The efficiency dividend therefore does not impact on the Sydney Harbour Federation Trust.
- 34 per cent of the Sydney Harbour Federation Trust's 2012-13 expense budget is allocated to employee expenses.

3. The table below represents the Sydney Harbour Federation Trust's staffing establishment:

Ongoing full time	45.4
Ongoing Part time	6.0
Total FTE	51.4

4. Not applicable.

5. Not applicable.

Murray-Darling Basin Authority (MDBA)

1. The effect of the efficiency dividend increase from 1.5 per cent to 4.0 per cent is a decrease in funding which is reflected in the table below:

2012-13	2013-14	2014-15
\$000	\$000	\$000
(416)	(413)	(422)

2. In 2011-12, 12 per cent of the budget is designated to staffing.

3. The MDBA has a staffing establishment of 332.5 in 2011-12. On 16 February 2012 there were 307.65 FTEs, including 18.65 part-time staff and 44.30 non-ongoing staff. The MDBA has no casual employees and consultants are not part of the MDBA's establishment.

4. The MDBA regularly reviews its operations with the aim of implementing efficiencies and business improvements to ensure the MDBA is within its budget.

5. The MDBA, as part of its business planning framework, will continue to review its staffing, contractors and consultants resourcing to ensure delivery of the MDBA program objectives.

Note:

Staffing numbers reported in question 3 are a point in time and are based on available data at the time of preparation of the responses.

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Additional Budget Estimates, February 2012

Program: Division or Agency: Corporate: CSD **Question 256**
No:

Topic: Portfolio wide – social media

Proof Hansard Page and Date Written

or Written Question:

Senator Fisher asked:

1. Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issue. If no, please explain why not.

Answer:

Department of Sustainability, Environment, Water, Population and Communities¹

There has been no change to departmental policies that deal with the use of social media both for business and private use. The policies remain consistent with the Australian Public Service Commission's Circular 2012/1.

¹ Includes information for the Director of National Parks

Bureau of Meteorology

There have been no changes to the Bureau's social media or protocols as a result of the issuing of the Australian Public Service Commission's Circular 2012/1.

The Bureau had previously developed a set of guidelines on the use of social media. The existence of these guidelines was advised to all staff in an email from the Deputy Director (Corporate) on 14 February 2011.

Great Barrier Reef Marine Park Authority

No. The Authority has not had to change its protocols as they were already consistent with the revised policy.

National Water Commission

The National Water Commission is currently reviewing its public comment and participating in social media policy for compliance with the guidelines set out in Australian Public Service Commission's Circular 2012/1. This review is expected to be completed shortly with the policy then being advised to staff.

Murray-Darling Basin Authority

The Authority has updated its social media guidance to incorporate the latest Australian Public Service Commission Circular. The latest guidance developed for MDBA staff is provided at Attachment A.

ATTACHMENT A



MURRAY-DARLING BASIN AUTHORITY

An Introduction to Social Media:

Social Media guidance for MDBA staff

-- UNCLASSIFIED --

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An Introduction to Social Media: guidance for MDBA staff

1. BEFORE YOU GET STARTED

These guidelines apply to participation by MDBA employees in any online media which allow user participation and interaction, including Twitter and Facebook.

Use of social media websites by public servants is governed by [the APS Values and Code of Conduct](#).¹ MDBA employees are expected to maintain the same high standards of conduct and behaviour online as would be expected elsewhere.

This includes:

- being apolitical, impartial and professional
- behaving with respect and courtesy, and without harassment
- dealing appropriately with information, recognising that some information needs to remain confidential
- being sensitive to the diversity of the Australian public
- taking reasonable steps to avoid conflicts of interest
- making proper use of Commonwealth resources
- upholding the APS Values and the integrity and good reputation of the APS.

APS employees need to ensure that they fully understand the APS Values and Code of Conduct and how they apply to official or personal communications. You should also familiarise yourself with the [APSC's Guidelines for Making Public Comment and Participating Online](#).² Be aware of laws covering libel, defamation, privacy and the protection of intellectual property.

MDBA employees do not need to seek clearance when talking online about factual, unclassified and uncontroversial matters related to the MDBA. You should disclose your position as a representative of the MDBA, where relevant, unless there are exceptional circumstances such as a potential threat to personal security.

For everything else, you **must** have authorisation from your manager – including following any necessary clearance processes – before publishing any wider information relating to the MDBA, especially any comment that:

- commits MDBA or the Government to any action or initiative
- attempts to speak, or could be interpreted as speaking, on behalf of MDBA or the Government
- relates to controversial, sensitive, confidential or political matters
- could be interpreted as a personal political view or political advocacy;
- could bring MDBA or the APS into disrepute

2. GOV 2.0

In its Declaration of Open Government, the Australian Government committed to open government “based on a culture of engagement, built on better access to and use of government held information, and sustained by the innovative use of technology”. The Declaration also states that agencies “are to reduce barriers to online engagement, undertake social networking, crowd sourcing and online collaboration projects and support online engagement by employees, in accordance with the Australian Public Service Commission Guidelines”.

The [Government's Response to the Report of the Government 2.0 Taskforce](#)³ outlined Gov 2.0 policy requirements around agencies engaging online as well as encouraging public servants to do likewise.

¹ *APS Values and Code of Conduct in Practice*: <http://www.apsc.gov.au/values/conductguidelines.htm>

² <http://www.apsc.gov.au/circulars/circular121.htm>

³ <http://www.finance.gov.au/publications/govresponse20report/index.html>

In addition to meeting policy obligations arising from the Government's Response, by using social media, the MDBA can realise the following benefits:

- Increased efficiencies from adopting web 2.0 for business purposes
- Raise MDBA's reputation in the gov 2.0 arena via a demonstrated commitment to open government and gov 2.0 policy requirements
- Increased MDBA responsiveness: to inaccuracies; during emergencies; ability to be more active with stakeholders
- Improved communication with stakeholders: target and engage a broader range of stakeholders; increased ability to tailor communications to suit stakeholder/audience

Have a look at <http://showcase.govspace.gov.au> for some examples of what government agencies are doing in the Gov 2.0 space.

3. ACCESSING SOCIAL MEDIA AT WORK

Access to social media sites (e.g., Facebook and Twitter) is provided by MDBA in accordance with the MDBA's ICT Usage policies. **Internet access is monitored and controlled to ensure it is used primarily for business purposes.**

Official use – posting on behalf of the organisation – will generally be limited to the social media team. Professional use is typically online professional networking and similar activities. Personal use may be a facebook account with not-safe-for-work photos of how you spent your holidays...

If you use social media sites for both official/professional and personal reasons, you **must use separate** official, professional and personal profiles. This will make it easier to engage online by differentiating between your identity as a citizen and your identity as a public servant.

If you can be perceived as an MDBA employee (including using your MDBA email address) on a social media site, you should make your manager aware of your social media account (eg., provide the URL to your manager).

4. SOCIAL MEDIA AND SOCIAL ENGINEERING

Social engineering, "the act of manipulating people into performing actions or divulging confidential information",⁴ pre-dates social media and the Internet.

Social media sites make it very easy to share information with others. This means that you need to be savvier than usual when using these sites.

- **Check your account and privacy settings** – make sure you know who can access any postings you make before you post them. You should also check that you are not revealing more personal information about yourself than is necessary.
- **Review your posts** before adding them to a site to ensure you have not revealed more than you should.
- **Consider any 'Friends' requests carefully** – especially from people you do not know. You don't want to reveal more information than you should or end up with less than professional updates from others on your professional profile.
- **Don't just click on any link** – URL shorteners such as bit.ly or ow.ly are useful – especially on Twitter – but how can you tell where that link will take you? If you're not sure, expand the link with a service like realurl or longurl (see section 5 – "Introduction to Twitter").

⁴ Wikipedia entry on Social Engineering: [http://en.wikipedia.org/wiki/Social_engineering_\(security\)](http://en.wikipedia.org/wiki/Social_engineering_(security))

5. INTRODUCTION TO TWITTER

What is Twitter?

Twitter is a real-time, social networking website that allows users to send and read messages – known as tweets – of up to 140 characters.

Key terms

- A **tweet** is a message posted on Twitter
- **Following somebody** means subscribing to someone's tweets
- A **direct message** (or **DM**) is a private message on Twitter
- **RT** or **retweet** means reposting someone else's tweet
- **Trending topics** are the most-discussed subjects on Twitter at any given moment
- Including **@[username]** in a tweet is a way of sending a public message to or about a Twitter user
- A **hashtag** (the **#** symbol followed by a subject) is used in tweets to categorise posts by subject/s. They make it very easy to find tweets on just about any topic you can think of.
- **Shortened URLs**: to fit links into tweets, URLs are typically shortened using free services such as bit.ly⁵ that provide a shorter link which redirects to an existing website. The downside of this is that you cannot tell where the link will take you. Use Twitter's internal link-expanding function or free services such as [RealURL](http://real-url.org)⁶ or [LongURL](http://longurl.org)⁷ to see what the actual URL is and decide whether it is safe to view. **Don't just click on a shortened URL blindly** – you never know what's on the other side.

How does Twitter work?

Twitter lets you write and read messages of up to 140 characters, or the very length of this sentence, including all punctuation and spaces.⁸

The messages are public and viewable from the author's profile page. Users are able to decide which accounts they follow and receive messages from.

Users can respond to tweets in the following ways:

- Send the author a message back.
- Subscribe to receive future tweets from the author by 'following' them (if you are not already doing so)
- Retweet the message (i.e., send the message in its entirety to your own 'followers')
- Expand the conversation by sending their own tweet about what the author has written
- A combination of the above.

Getting started

You do not need a Twitter account to view public tweets. Go to search.twitter.com to find tweets on topics of interest. Do this before you create your own account to become more familiar with how people use Twitter.

Setting up a Twitter account

1. Go to www.twitter.com and click on "Sign up now".

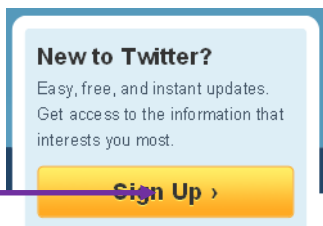
⁵ <http://bit.ly/>

⁶ <http://real-url.org/index.php>

⁷ <http://longurl.org/>

⁸ Twitter 101: A Special Guide: <http://twitter.com/Twitter101>

2. Complete your profile information



If you create a personal account, make do not include information in your profile (your email address) that clearly identifies you as an MDBA employee.

A screenshot of the Twitter sign-up page. The title is "Join the Conversation". Below the title, there are input fields for "Full name", "Username", "Password", and "Email". There are checkboxes for "Already use Twitter on your phone?" and "Let others find me by my email address". A "Terms of Service" section is visible, with a "Create my account" button at the bottom. A purple line points from the text below to the "Create my account" button.

sure you (including identifies

Following others

'Following' somebody means that you have subscribed to their tweets. You can use the Twitter search function to find people to follow. When you visit the Twitter home page after logging into your account, you will see a list of recent tweets from the Twitter users who you are following.

Once you have found someone, click on the 'Follow' button (see under their picture):



It is important to note that on your profile page other Twitter users will be able to see which users you follow and which users are following you. You should take this into account before following a user or allowing another user to follow you.

Note: You do not need to follow someone to send them a tweet.

Useful links

- [Twitter 101](http://business.twitter.com/twitter101),⁹ an introduction and how-to site designed primarily for business, provides useful information to those new to Twitter.
- [TweetMP](http://www.tweetmp.org.au/)¹⁰ lists all Federal Australian Members of Parliament on Twitter and provides a facility for the public to invite MPs to use Twitter.

⁹ <http://business.twitter.com/twitter101>

¹⁰ <http://www.tweetmp.org.au/>

6. INTRODUCTION TO FACEBOOK

What is Facebook?

Facebook is a social networking site that allows people to connect with their network (e.g., family, friends, co-workers) and create new networks (e.g., with people with similar interests). Many public figures and organisations have fan pages, allowing thousands of users to interact with them.

Take care not to over-share on Facebook – the account settings can be confusing and you could end up divulging information to more people than you realise.

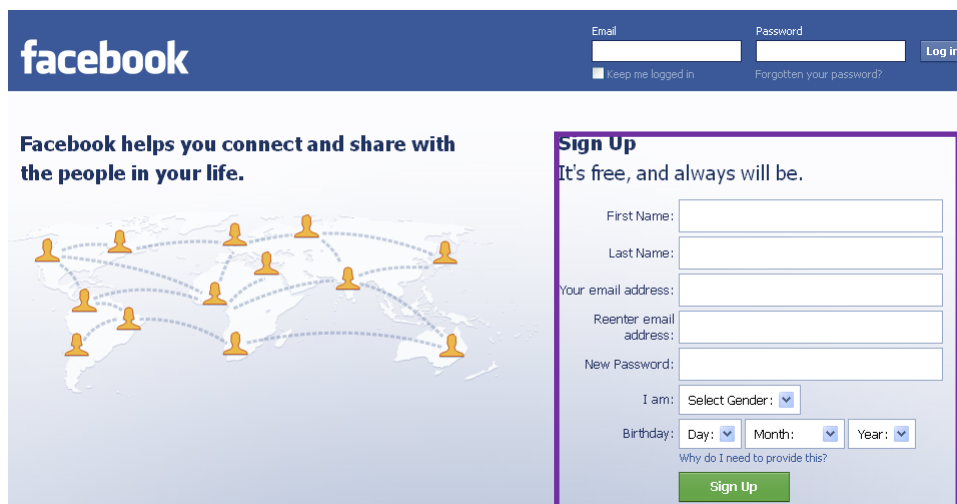


The MDBA Facebook page

Getting Started

1. Go to the Facebook website: www.facebook.com
2. Enter the required information in the sign-up form and click on 'Sign up'

If you are creating a personal account, make sure you do not include information in your profile (including your email address) that could identify you as an MDBA employee.



Finding and Adding Friends

Once you have created an account, you will want to add friends. You can do this in three different ways:

- Search for friends or acquaintances who are already on Facebook by using the search bar.
- Invite people who are not yet on Facebook
- Search for Facebook users with similar interests to yours.

To add someone as a friend, click on “Add as friend” in the search results page or click on the “Add as friend” button on their Facebook profile page. A friend request will be sent to the user – you will receive confirmation if they accept your request.

Remember: once you add someone as a friend, they will be able to view any information you have allowed to be accessible to friends – including your photographs. Make sure you read the information below about Facebook’s privacy settings.

Joining Fan Pages and Groups

As well as adding friends, you can also join fan pages and groups. Fan pages may belong to politicians, organisations or celebrities. Groups may be created for reasons such as sharing a common trait or expressing an opinion on a particular topic or item. You should be aware that other Facebook users will be able to see your list of Fan and Group pages.

Status Updates

You can use status updates to let people know what you are doing, what you are planning or what you are thinking.

Handy hints and useful links

Privacy settings

Take the time to go through the many privacy settings options. This is an important step, as it is very easy to inadvertently reveal more information than you might expect. Use the “How others see you” tool as a way to check how your privacy settings are working.

You can divide your friends into different groups – you may have separate ‘Family’, ‘Childhood Friends’ and ‘Colleagues’ lists, etc. You can give specific access to (or take access away from) the different lists you create. For example, you may allow all friends access to your photos with the exception of those on your ‘Family’ and ‘Colleagues’ lists.

Privacy and Security tips

[The Sophos website](http://www.sophos.com/security/best-practice/facebook)¹¹ provides a wealth of information about good security and privacy practices on Facebook. You should visit this site before you actively use Facebook.

¹¹ <http://www.sophos.com/security/best-practice/facebook>

7. INTRODUCTION TO LINKEDIN

What is LinkedIn?

LinkedIn is a social networking site with over 75 million members in over 200 countries. Unlike other, more prominent social networking sites such as Facebook, LinkedIn is focussed on creating connections or networks on a professional or business level. It is currently the largest networking site for professionals in Australia. LinkedIn is essentially a 'walled garden' site – the majority of activity cannot be viewed by the general public.

Getting Started

1. Go to the LinkedIn website: www.linkedin.com
2. Enter the required information in the 'Join LinkedIn Today' section and click on 'Join Now'

The screenshot shows the LinkedIn homepage. At the top left is the LinkedIn logo. Below it is a navigation bar with links for Home, What is LinkedIn?, Join Today, and Sign In. The main content area is split into two columns. The left column features a headline: "Over 80 million professionals use LinkedIn to exchange information, ideas and opportunities". Below this are three bullet points with icons: "Stay informed about your contacts and industry", "Find the people & knowledge you need to achieve your goals", and "Control your professional identity online". The right column contains the "Join LinkedIn Today" form. It has four input fields: "First Name:", "Last Name:", "Email:", and "Password:". Below the password field is a note "6 or more characters". At the bottom of the form is a green "Join Now" button with an asterisk, and a link "Already on LinkedIn? Sign in."

Finding and Adding Contacts

You can search for people using the search bar:

The screenshot shows the LinkedIn search bar. It has a dropdown menu on the left labeled "People" with a downward arrow. To the right of the dropdown is a search input field. To the right of the input field is a magnifying glass icon and the word "Advanced".

or by using your email contacts:

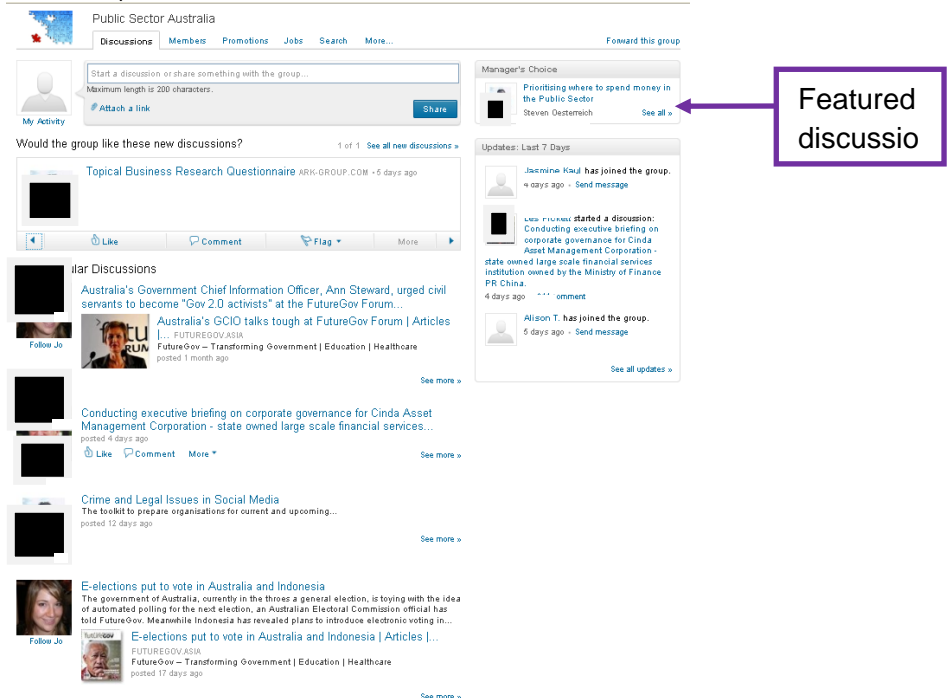
The screenshot shows the LinkedIn "Welcome" page. It has a light blue background. At the top left is the word "Welcome" followed by a blurred name. Below this is a headline: "Stay in touch with colleagues and friends". Underneath is a paragraph: "Searching your email contacts is the easiest way to find people you already know on LinkedIn. (eg. hotmail.com, gmail.com, yahoo.com, aol.com)". Below this is a form with two input fields: "Your Email:" and "Email Password:". Below the form is a green "Continue" button. At the bottom of the form is a question: "Do you use Outlook, Apple Mail or another email application?" followed by a link: "Import your desktop email contacts." and a note: "We will not store your password or email any one without your permission."

LinkedIn will also suggest people from their list of people that are already on LinkedIn from organisations (e.g., former employers) you include on your profile.

LinkedIn groups

LinkedIn Groups is an open but private group feature. LinkedIn groups can be created on any topic and by any LinkedIn member. Subgroups can also be created within groups.

A prominent feature of LinkedIn groups is the ability to create online discussion forums. Groups can be accessible to all LinkedIn members or by invite only. An open access group allows any LinkedIn member requesting to join a group to automatically become a member. The screenshot below shows the LinkedIn Groups interface (user icons and names have been obscured).



Discussion topics can be created and commented on by any member of the group. Discussions can be highlighted or “featured” by Group administrators in order to increase the topic’s prominence within the group’s membership.

8. WHAT ELSE?

Audio

When you are given access to social media sites, you will also have the ability to download mp3s. As exciting as this seems, remember:

- **Appropriate use:** As usual, this ability is provided primarily for work-related purposes.
- **Copyright:** definitely don’t use MDBA resources to download files you are not authorised to. Piracy and public service really shouldn’t mix.
- **Data storage:** although a small amount of personal data may be stored on your personal drive, all network drives are constantly monitored for non-standard or excessively large files. In other words, leave the Green Album on your mp3 player.

ATTACHMENT A



MURRAY-DARLING BASIN AUTHORITY

An Introduction to Social Media:

Social Media guidance for MDBA staff

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requirements around agencies engaging online as well as encouraging public servants to do likewise.

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3. ACCESSING SOCIAL MEDIA AT WORK

Access to social media sites (e.g., Facebook and Twitter) is provided by MDBA in accordance with the MDBA's ICT Usage policies. **Internet access is monitored and controlled to ensure it is used primarily for business purposes.**

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Social media sites make it very easy to share information with others. This means that you need to be savvier than usual when using these sites.

- **Check your account and privacy settings** – make sure you know who can access any postings you make before you post them. You should also check that you are not revealing more personal information about yourself than is necessary.
- **Review your posts** before adding them to a site to ensure you have not revealed more than you should.
- **Consider any 'Friends' requests carefully** – especially from people you do not know. You don't want to reveal more information than you should or end up with less than professional updates from others on your professional profile.
- **Don't just click on any link** – URL shorteners such as bit.ly or ow.ly are useful – especially on Twitter – but how can you tell where that link will take you? If you're not sure, expand the link with a service like realurl or longurl (see section 5 – "Introduction to Twitter").

⁴ Wikipedia entry on Social Engineering: [http://en.wikipedia.org/wiki/Social_engineering_\(security\)](http://en.wikipedia.org/wiki/Social_engineering_(security))

5. INTRODUCTION TO TWITTER

WHAT IS TWITTER?

Twitter is a real-time, social networking website that allows users to send and read messages – known as tweets – of up to 140 characters.

KEY TERMS

- A **tweet** is a message posted on Twitter
- **Following somebody** means subscribing to someone's tweets
- A **direct message** (or **DM**) is a private message on Twitter
- **RT** or **retweet** means reposting someone else's tweet
- **Trending topics** are the most-discussed subjects on Twitter at any given moment
- Including **@[username]** in a tweet is a way of sending a public message to or about a Twitter user
- A **hashtag** (the # symbol followed by a subject) is used in tweets to categorise posts by subject/s. They make it very easy to find tweets on just about any topic you can think of.
- **Shortened URLs**: to fit links into tweets, URLs are typically shortened using free services such as bit.ly⁵ that provide a shorter link which redirects to an existing website. The downside of this is that you cannot tell where the link will take you. Use Twitter's internal link-expanding function or free services such as [RealURL](http://real-url.org)⁶ or [LongURL](http://longurl.org)⁷ to see what the actual URL is and decide whether it is safe to view. **Don't just click on a shortened URL blindly** – you never know what's on the other side.

HOW DOES TWITTER WORK?

Twitter lets you write and read messages of up to 140 characters, or the very length of this sentence, including all punctuation and spaces.⁸

The messages are public and viewable from the author's profile page. Users are able to decide which accounts they follow and receive messages from.

Users can respond to tweets in the following ways:

- Send the author a message back.
- Subscribe to receive future tweets from the author by 'following' them (if you are not already doing so)
- Retweet the message (i.e., send the message in its entirety to your own 'followers')
- Expand the conversation by sending their own tweet about what the author has written
- A combination of the above.

GETTING STARTED

You do not need a Twitter account to view public tweets. Go to search.twitter.com to find tweets on topics of interest. Do this before you create your own account to become more familiar with how people use Twitter.

⁵ <http://bit.ly/>

⁶ <http://real-url.org/index.php>

⁷ <http://longurl.org/>

⁸ Twitter 101: A Special Guide: <http://twitter.com/Twitter101>

SETTING UP A TWITTER ACCOUNT

1. Go to www.twitter.com and click on “Sign up now”.
2. Complete your profile information

If you create a personal account, make sure you do not include information in your profile (including your email address) that clearly identifies you as an MDBA employee.

FOLLOWING OTHERS

‘Following’ somebody means that you have subscribed to their tweets. You can use the Twitter search function to find people to follow. When you visit the Twitter home page after logging into your account, you will see a list of recent tweets from the Twitter users who you are following.

Once you have found someone, click on the ‘Follow’ button (see under their picture):



It is important to note that on your profile page other Twitter users will be able to see which users you follow and which users are following you. You should take this into account before following a user or allowing another user to follow you.

Note: You do not need to follow someone to send them a tweet.

USEFUL LINKS

- [Twitter 101](http://business.twitter.com/twitter101)⁹, an introduction and how-to site designed primarily for business, provides useful information to those new to Twitter.
- [TweetMP](http://www.tweetmp.org.au/)¹⁰ lists all Federal Australian Members of Parliament on Twitter and provides a facility for the public to invite MPs to use Twitter.

⁹ <http://business.twitter.com/twitter101>

¹⁰ <http://www.tweetmp.org.au/>

6. INTRODUCTION TO FACEBOOK

WHAT IS FACEBOOK?

Facebook is a social networking site that allows people to connect with their network (e.g., family, friends, co-workers) and create new networks (e.g., with people with similar interests). Many public figures and organisations have fan pages, allowing thousands of users to interact with them.

Take care not to over-share on Facebook – the account settings can be confusing and you could end up divulging information to more people than you realise.

The MDBA Facebook page

GETTING STARTED

1. Go to the Facebook website: www.facebook.com
2. Enter the required information in the sign-up form and click on 'Sign up'

If you are creating a personal account, make sure you do not include information in your profile (including your email address) that could identify you as an MDBA employee.

FINDING AND ADDING FRIENDS

Once you have created an account, you will want to add friends. You can do this in three different ways:

- Search for friends or acquaintances who are already on Facebook by using the search bar.
- Invite people who are not yet on Facebook
- Search for Facebook users with similar interests to yours.

To add someone as a friend, click on “Add as friend” in the search results page or click on the “Add as friend” button on their Facebook profile page. A friend request will be sent to the user – you will receive confirmation if they accept your request.

Remember: once you add someone as a friend, they will be able to view any information you have allowed to be accessible to friends – including your photographs. Make sure you read the information below about Facebook’s privacy settings.

JOINING FAN PAGES AND GROUPS

As well as adding friends, you can also join fan pages and groups. Fan pages may belong to politicians, organisations or celebrities. Groups may be created for reasons such as sharing a common trait or expressing an opinion on a particular topic or item. You should be aware that other Facebook users will be able to see your list of Fan and Group pages.

STATUS UPDATES

You can use status updates to let people know what you are doing, what you are planning or what you are thinking.

HANDY HINTS AND USEFUL LINKS

PRIVACY SETTINGS

Take the time to go through the many privacy settings options. This is an important step, as it is very easy to inadvertently reveal more information than you might expect. Use the “How others see you” tool as a way to check how your privacy settings are working.

You can divide your friends into different groups – you may have separate ‘Family’, ‘Childhood Friends’ and ‘Colleagues’ lists, etc. You can give specific access to (or take access away from) the different lists you create. For example, you may allow all friends access to your photos with the exception of those on your ‘Family’ and ‘Colleagues’ lists.

PRIVACY AND SECURITY TIPS

[The Sophos website](http://www.sophos.com/security/best-practice/facebook)¹¹ provides a wealth of information about good security and privacy practices on Facebook. You should visit this site before you actively use Facebook.

¹¹ <http://www.sophos.com/security/best-practice/facebook>

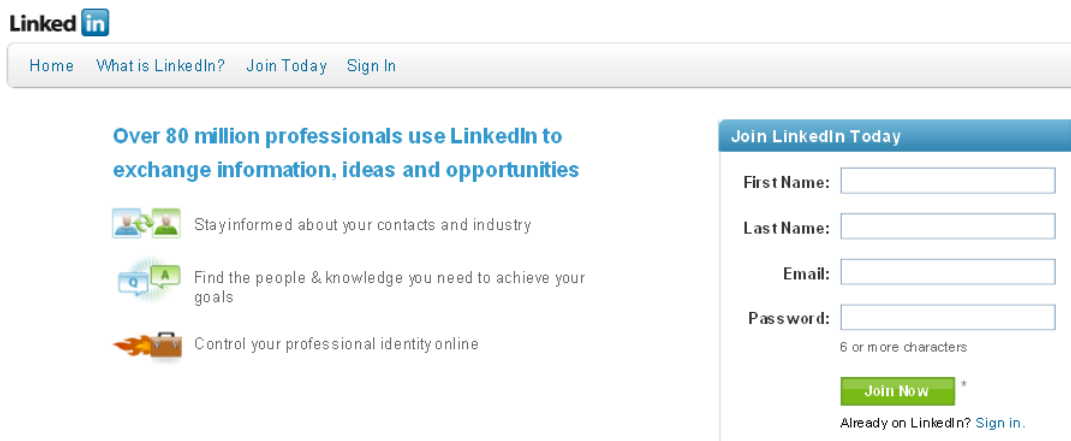
7. INTRODUCTION TO LINKEDIN

WHAT IS LINKEDIN?

LinkedIn is a social networking site with over 75 million members in over 200 countries. Unlike other, more prominent social networking sites such as Facebook, LinkedIn is focussed on creating connections or networks on a professional or business level. It is currently the largest networking site for professionals in Australia. LinkedIn is essentially a 'walled garden' site – the majority of activity cannot be viewed by the general public.

GETTING STARTED

1. Go to the LinkedIn website: www.linkedin.com
2. Enter the required information in the 'Join LinkedIn Today' section and click on 'Join Now'



The screenshot shows the LinkedIn homepage. At the top, there is a navigation bar with links for Home, What is LinkedIn?, Join Today, and Sign In. Below this, a main heading states "Over 80 million professionals use LinkedIn to exchange information, ideas and opportunities". To the right, the "Join LinkedIn Today" form is visible, containing fields for First Name, Last Name, Email, and Password (with a note "6 or more characters"). A green "Join Now" button is present, along with a link for "Already on LinkedIn? Sign in."

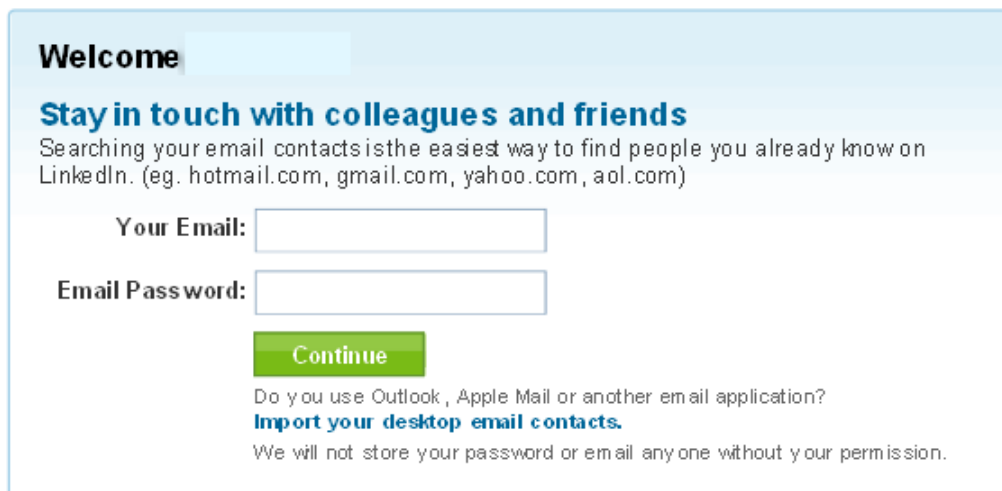
FINDING AND ADDING CONTACTS

You can search for people using the search bar:



The screenshot shows the LinkedIn search bar. It features a dropdown menu currently set to "People", a search input field, a magnifying glass icon, and a link to "Advanced" search options.

or by using your email contacts:



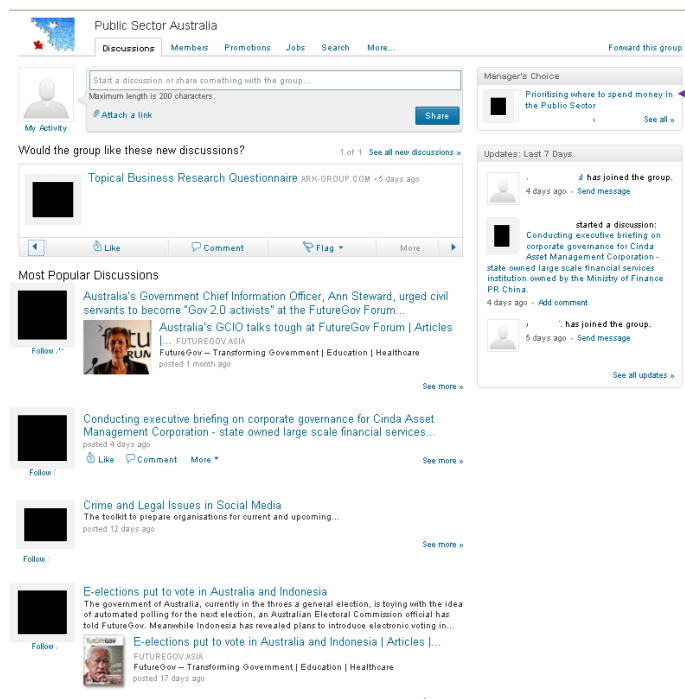
The screenshot shows the LinkedIn "Welcome" page. It features a section titled "Stay in touch with colleagues and friends" with the text "Searching your email contacts is the easiest way to find people you already know on LinkedIn. (eg. hotmail.com, gmail.com, yahoo.com, aol.com)". Below this, there are input fields for "Your Email:" and "Email Password:", followed by a green "Continue" button. At the bottom, there is a question: "Do you use Outlook, Apple Mail or another email application? Import your desktop email contacts." and a note: "We will not store your password or email any one without your permission."

LinkedIn will also suggest people from their list of people that are already on LinkedIn from organisations (e.g., former employers) you include on your profile.

LINKEDIN GROUPS

LinkedIn Groups is an open but private group feature. LinkedIn groups can be created on any topic and by any LinkedIn member. Subgroups can also be created within groups.

A prominent feature of LinkedIn groups is the ability to create online discussion forums. Groups can be accessible to all LinkedIn members or by invite only. An open access group allows any LinkedIn member requesting to join a group to automatically become a member. The screenshot below shows the LinkedIn Groups interface (user icons and names have been obscured).



Discussion topics can be created and commented on by any member of the group. Discussions can be highlighted or “featured” by Group administrators in order to increase the topic’s prominence within the group’s membership.

8. WHAT ELSE?

AUDIO

When you are given access to social media sites, you will also have the ability to download mp3s. As exciting as this seems, remember:

- **Appropriate use:** As usual, this ability is provided primarily for work-related purposes.
- **Copyright:** definitely don’t use MDBA resources to download files you are not authorised to. Piracy and public service really shouldn’t mix.
- **Data storage:** although a small amount of personal data may be stored on your personal drive, all network drives are constantly monitored for non-standard or excessively large files. In other words, leave the Green Album on your mp3 player.

Senate Standing Committee on Environment and Communications
Legislation Committee
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Additional Budget Estimates, February 2012

Program: Division or Agency: Corporate: CSD **Question 257**
No:

Topic: Section 516A of the EPBC Act –
principles of ecologically sustainable
development

Proof Hansard Page and Date Written

or Written Question:

Senator Waters asked:

1. What analysis has the Department undertaken (or commissioned) on the effectiveness of s.516A of the EPBC Act in incorporating the principles of ecologically sustainable development into decision-making across federal government agencies subject to s.516A obligations? What were the findings?

Answer:

1. There have been a number of reviews undertaken on the effectiveness of section 516A under the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act) since the legislation came into effect. Some have been commissioned by the department and others have been conducted by other bodies.

In 2003, the Australian National Audit Office conducted an audit of the first two years of annual reporting on ecologically sustainable development under section 516A. The assessment found that some agencies were not compliant but that this was understandable given the newness of the reporting requirements. Subsequent Australian National Audit Office audits have found that there was still room for improvement in the standard of reporting.

On 31 October 2008, the Minister for the Environment, Heritage and the Arts commissioned an independent review of the EPBC Act. This review was undertaken by Dr Allan Hawke and included an assessment of the operations and effectiveness of the EPBC Act, including section 516A reporting. The review included an extensive consultation process. Dr Hawke's report (the Independent Report) was publicly released on 21 December 2009.

The Independent Report's findings stated that the annual reporting requirements for ecologically sustainable development in section 516A should be retained, but the EPBC Act should be amended to allow the Minister to specify the requirements for this reporting in the *Environment Protection and Biodiversity Conservation Regulations 2000*. The Australian Government's response to Recommendation 44 of the Independent Report agrees with this finding and agrees that the EPBC Act be amended to allow the Minister to specify the requirements for this reporting in regulations.

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Additional Budget Estimates, February 2012

Program: Division or Agency: Corporate: CSD **Question No:** 258
Topic: Portfolio wide – discretionary grants
Proof Hansard Page and Date Written
or Written Question:

Senator Fisher asked:

1. Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
2. Has the Department complied with interim requirements relating to the publication of discretionary grants?

Answer:

1. The department and its portfolio agencies have published details of all grants, including ad hoc and one-off grants that have come into effect this financial year to date on their websites at <http://www.environment.gov.au/about/grants/index.html> and <http://www.nwc.gov.au/commission/corporate/reporting-requirements/reporting-requirements-grants-reporting>

From January 2009, the department and its portfolio agencies have published on their websites, information on individual grants in compliance with the interim reporting requirements set out in the Finance Minister's Instructions of 16 January 2009.

2. From 1 July 2009, the department and its portfolio agencies have published on its website, information on individual grants in compliance with the reporting requirements under the *Commonwealth Grant Guidelines 2009*.

Senate Standing Committee on Environment and Communications
Legislation Committee
Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Additional Budget Estimates, February 2012

Program: Division or Agency: Corporate: PCD **Question 259**
Topic: Fraud cases 2010-11 **No:**
Proof Hansard Page and Date Written
or Written Question:

Senator Joyce asked:

1. Can you provide details of the three suspected fraud cases referred to the Australian Federal Police in 2010-11? Have any charges been laid as a result of these referrals? If so, what are the details of these charges?

Answer:

Case 1 of 3

This matter relates to the attempted sale of material purported to be from an historic shipwreck and was referred to the Australian Federal Police due to allegations that the supporting documentation was a forgery that had used the Commonwealth crest. The most recent correspondence from the Australian Federal Police indicates that the Commonwealth Director of Public Prosecutions is reviewing the matter. The outcome of this review is unknown at this stage.

Case 2 of 3

This matter relates to alleged misappropriation of Indigenous Heritage Program grant funding. The matter was referred to the Australian Federal Police; however the Australian Federal Police did not accept the matter for investigation.

Case 3 of 3

This matter relates to alleged misappropriation of Community Water Grant Program funding. The matter was referred to the Australian Federal Police; however the Australian Federal Police did not accept this matter for investigation.