

**Senate Standing Committee on Environment and Communications  
Legislation Committee**

**Additional Estimates, 11 February 2013**

**Answers to Questions on Notice**

**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	41
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Commissioned reports		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. How many Reports have been commissioned by the Government in your department this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

**Answer:**

Name of Report	Date commissioned	Date report handed to Government	Date of public release	Terms of Reference	Committee members
Updated Scope 3 Emission Factors for Natural Gas and Ethane Consumed in Australia, Based on NGRS Data	14 September 2012	22 October 2012	N/A (confidential company data used)	Contract for consultancy services	N/A
DCCEE-Helium emissions intensity report	6 August 2012	28/08/2012	N/A	Finalising draft report provided in June 2012	N/A
Assessment of the international emissions intensity of helium production	11 October 2012	12/12/2012	N/A	Contract for consultancy services	N/A
Renewable Energy Target Complementarity Report	The Government nominated to review the Renewable Energy Target for complementarity with the carbon price in July 2012.	N/A (report ongoing)	N/A (report ongoing)	The Government is assessing the complementarity of the Renewable Energy Target against the COAG Complementarity Principles.	N/A

Name of Report	Report cost/actual or estimate if not complete	Number of Departmental staff used	Level of staff (APS 6, EL1 etc)	Current report status	When is the Government intending to respond to reports
Updated Scope 3 Emission Factors for Natural Gas and Ethane Consumed in Australia, Based on NGERS Data (continued)	\$9,350.00	N/A (independent consultant)	N/A	Delivered	The Government used the results of the report to determine allocative baselines for an ethane-specific Scope 3 emissions factor under the Jobs and Competitiveness Program.
DCCEE-Helium emissions intensity report (continued)	\$2,200.00	N/A (independent consultant)	N/A	Delivered	The Government used the findings of the report to assess the eligibility of the helium industry for assistance under the Jobs and Competitiveness Program.
Assessment of the international emissions intensity of helium production (continued)	\$21,675.50	N/A (independent consultant)	N/A	Delivered	The Government used the findings of the report to assess the eligibility of the helium industry for assistance under the Jobs and Competitiveness Program.
Renewable Energy Target Complementarity Report (continued)	0 (internal resources only)	4	1x EL2, 1x EL1, 1x APS6, 1x APS4	Ongoing	To be determined

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**Outcome:** 1 **Question No:** 42  
**Program:** Corporate  
**Division:** CSD  
**Topic:** Government payment of accounts  
**Hansard Page EC:** Written

**Senator Birmingham asked:**

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

**Answer:**

1. For this financial year to 28 February 2013, the Department has paid 240 invoices for contracting and consulting services, of those 234 (97.5 per cent) were paid within 30 days. The following table summarises the timing of consultancy and contractor payments for this financial year to 28 February 2013:

	< 30 days	30 to 45 days	45 to 60 Days	> 60 days	Total
Invoices	234	5	0	1	240
Percentage	97.5	2.1	0	0.4	100

The invoices paid after 30 days resulted from invoices being contested, invoices issued by the vendor prior to final delivery of the goods/services, or due to administrative oversight.

2. The Department has not paid late fees or interest on the invoices paid outside the standard Government payment terms during the period 1 July 2012 to 28 February 2013.
3. Not applicable.

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<b>Outcome:</b>	1	<b>Question No:</b>	43
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Stationery requirements – Department		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

What are the department's stationery costs for the financial year to date?

**Answer:**

The Department spent \$177,200 on stationery items such as paper and office requisites in the financial year to 28 February 2013. This includes the amount paid by the Department on behalf of the Minister and Parliamentary Secretary's offices (Question on Notice No. 44 relates).

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**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	44
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Stationery requirements – Minister and Parliamentary Secretary		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

How much was spent by the department on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?

**Answer:**

The Department has spent \$8,023 on stationery items such as paper and office requisites for the Minister's and Parliamentary Secretary's Offices for the period 1 July 2012 to 28 February 2013.

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**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	45
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Media subscriptions		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. What pay TV subscriptions does your department have?
  - a. Please provide a list of what channels and the reason for each channel.
  - b. What is the cost for this financial year to date?
2. What newspaper subscriptions does your department have?
  - a. Please provide a list of newspaper subscriptions and the reason for each.
  - b. What is the cost for this financial year to date?
3. What magazine subscriptions does your department have?
  - a. Please provide a list of magazine subscriptions and the reason for each.
  - b. What is the cost for this financial year to date?

**Answer:**

1.
  - a. The Department subscribes to pay TV for the purpose of viewing and monitoring live news to be abreast of current issues as they occur. The channels subscribed to are Sky News Australia and Sky News Business.
  - b. The cost for pay TV from 1 July 2012 to 28 February 2013 was \$4,640.
2.
  - a. The Department subscribes to newspapers in order to keep up to date with current events that may impact on the Department. The Department regularly subscribes to the following newspapers:
    - The Australian
    - Canberra Times
    - Financial Review
    - Sydney Morning Herald
    - The Age
    - Daily Telegraph

- b. The cost for newspapers from 1 July 2012 to 28 February 2013 was \$17,920.
  3.
    - a. The Department does subscribe to magazines for the purpose of keeping abreast of current events that may have an impact on the Department. The magazines subscribed to from 1 July 2012 to 28 February 2013 are as follows:
      - The Economist
      - Nature
      - Nature Climate Change
      - Australian Business Review
    - b. The cost for magazine subscriptions from 1 July 2012 to 28 February 2013 was \$2,365.



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<b>Outcome:</b>	1	<b>Question No:</b>	46
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Travel costs		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
7. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.
8. Does the department elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

1. The total cost for departmental officers that accompanied the Minister and/or Parliamentary Secretary on travel for the period 1 July 2012 to 28 February 2013 is \$52,652.

Further details are provided below:

<b>Itinerary/Class of Travel</b>	<b>Date of departure</b>	<b>Number of officers travelling</b>	<b>Reason for travel</b>	<b>Total cost</b>
Canberra to Los Angeles - Sacramento - Washington DC - New York to Canberra	23/09/2012	Two	To accompany the Parliamentary Secretary on an official bilateral visit, and to participate in a meeting of progressive countries hosted by the European Union and the 14th Major Economies Forum on Energy and Climate.	\$28,354
Canberra to Doha and return	1/12/2012	Two	To accompany the Parliamentary Secretary to meetings of the parties to the United Nations Framework Convention on Climate Change and Conference of the Parties Serving as the Meeting of the Parties to the Kyoto Protocol.	\$23,593
Canberra to Melbourne and return	16/2/2013	One	To accompany the Parliamentary Secretary at the Sustainability Festival.	\$705

2. From 1 July 2012 until 28 February 2013, the total acquitted expenditure by the Department on official travel was \$3,083,402. Below is a breakdown of airfares and other travel expenses:

Airfares	\$1,446,338
Accommodation, travel allowance, meals and incidentals	\$1,485,081
Land transport costs	\$151,983
<b>Total:</b>	<b>\$3,083,402</b>

The Department is required to undertake overseas travel to ensure Australia is appropriately represented at international negotiations on climate change, such as the recent United Nations Climate Change Conference in Doha in December 2012. The Department's domestic travel is necessary to engage with stakeholders to advance the government's objectives in climate change.

3. The Department does not have a detailed plan that captures all upcoming domestic travel. The Department is planning 20 international trips between 1 March 2013 and 30 June 2013. These trips are necessary to ensure Australia is appropriately represented at international negotiations on climate change.
4. The Department does not have a detailed plan that captures all upcoming domestic travel. At this stage the Department is planning 23 international trips scheduled to occur between 1 March 2013 and 31 December 2013. These trips are necessary to ensure Australia is appropriately represented by the Department at international negotiations on climate change.
5. The Department's travel policies are consistent with the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2012/04 replacing 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2012/05 replacing 2009/11) guidelines. To promote compliance the Department provides training to frequent travellers and staff that book travel. Monitoring of compliance with the guidelines is undertaken by the Department's travel provider under the Whole-of-Australian-Government Arrangements and the Department's Travel Unit.
6. Yes. During the period 1 July 2012 to 31 October 2012, the Department spent \$2,545 for 4 SES employees. Memberships were for the Qantas Club. It is the Department's policy for SES employees to have access to lounge memberships to provide a suitable work environment whilst travelling.
7. When SES employees travel, support staff do not generally accompany them.
8. No.

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<b>Outcome:</b>	1	<b>Question No:</b>	47
<b>Program:</b>	Corporate		
<b>Division:</b>	LSB		
<b>Topic:</b>	Legal costs		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. What sum did the department spend on legal services for this financial year to date within the department? Please provide a list of each service and costs.
2. What sum did the department spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did the department spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
4. What sum did the department spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

**Answer:**

For the period 1 July 2012 to 14 March 2013, the Department spent (excluding GST):

1. \$1,752,851.28<sup>1</sup> on internal legal services (this figure does not include direct and indirect employee overheads);
2. \$438,279.33 on legal services from the Australian Government Solicitor;
3. \$450,941.95 on legal services from private law firms; and
4. \$360,612.51 on legal services from other sources (this figure includes fees charged by other government providers, application fees, registration fees and search fees).

Lists of each service provided and the associated costs have not been compiled. To require the Department to review all of its legal services for this period would involve an unreasonable diversion of resources.

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<sup>1</sup> The Department of Climate Change and Energy Efficiency provided legal services to the Clean Energy Regulator from 2 April 2012 and the Climate Change Authority (CCA) from 1 July 2012. The amounts charged to the Clean Energy Regulator and CCA for the provision of legal services in 2012-13 have been deducted from the figure as they represent services to other agencies.

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<b>Outcome:</b>	1	<b>Question No:</b>	48
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Education expenses		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. What are the Department's guidelines on study?
2. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for the department. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department.

**Answer:**

1. Consistent with the Department's *Enterprise Agreement 2011 -2014*, the Department is committed to building staff capability through the provision of study assistance arrangements. Employees undertaking formal study, which is relevant to business requirements, may be eligible for reimbursement of course fees up to the cost of the course and/or study leave of up to 75 hours per semester.
2. The Department's human resource data indicates the following:
  - The Department has spent approximately \$549,866 on training expenses this financial year to 13 March 2013. This figure represents in-house learning and development programs, leadership programs, studies assistance and associated training costs;
  - On average, the Department granted study assistance leave of 56 hours per participant with the majority of approved students receiving both study leave and financial assistance. The reasons for study assistance include a direct alignment with employee's current role in the Department, an alignment with the Department's business goals and strategic direction, and/or to support personal/professional development to build APS/Department capabilities.

Table 1 lists each training course, the name of the training provider and the number of participants that attended. Attendee numbers are reflective of staff currently employed by the Department (excludes staff that have ceased employment with the organisation).

Table 2 lists the details of the studies assistance granted and the APS classification of the approved students.

**Table 1 – Department of Climate Change and Energy Efficiency (DCCEE) Training Costs 2012-13 as at 13 March 2013**

<b>Course</b>	<b>Total Attendees</b>	<b>APS3</b>	<b>APS4</b>	<b>APS5</b>	<b>APS6</b>	<b>EL1</b>	<b>EL2</b>	<b>SES</b>	<b>Others (Public Affairs/ Legal Officers/ Research Scientists)</b>
APS Job Applications and Interview Skills	4				2	1	1		
Avoiding Toxic Contracts	11				1	6	4		
Credit Card Acquittal	32	1	2	7	5	12	4		1
Developing Your Performance Plan	118	2	12	27	28	30	11	1	7
Giving and Receiving Feedback – EL & SES	9					5	3	1	
Giving and Receiving Feedback – APS	8		3	1	4				
Grants Management	3			2		1			
Influencing and Relationship Building	1			1					
Introduction to policy advising	20		3	6	10	1			
Leading your team	10				3	7			
Job application skills	13				9	2	2		
Preparing briefs	11				6	3	2		
Procure to pay	40	3	3	7	11	11	5		
Procurement 101	38	1	5	12	12	8			
Project management	28		3	6	11	5	2		1
Records management essentials	8		2	2	4				
Financial reports and enquiries	15	1	2	4	4	3	1		
Security essentials	6	1	1	2	1	1			

<b>Course</b>	<b>Total Attendees</b>	<b>APS3</b>	<b>APS4</b>	<b>APS5</b>	<b>APS6</b>	<b>EL1</b>	<b>EL2</b>	<b>SES</b>	<b>Others (Public Affairs/ Legal Officers/ Research Scientists)</b>
Slipstream	54	1	2	6	17	19	7		2
Understanding your public accountabilities	3		1	1	1				
Web accessibility	115		5	27	28	35	10	1	9
Writing for APS advanced course	23			4	8	8	1	1	1
Writing for APS intermediate course	19		5	6	5	1	2		
Writing for APS introductory course	3		2		1				

**Table 2 – Department of Climate Change and Energy Efficiency (DCCEE) Studies Assistance 2012-13 as at 13 March 2013**

<b>Name of Course</b>	<b>Employee Level</b>	<b>Study Leave Granted (Hours)</b>	<b>Total Cost Approved (\$)</b>	<b>Reason/ Benefit to Department</b>
Bachelor of Advertising and Marketing Communications	APS 4	75	Nil	Supports personal professional development to build APS and DCCEE capabilities
Bachelor of Commerce	APS 6	75	2,186	Aligns with DCCEE business goals and strategic direction
Bachelor of Education	APS 5	45	1,643	Supports personal professional development to build APS and DCCEE capabilities
Bachelor of Environmental Science	APS 4	73.5	1,600	Aligns with DCCEE business goals and strategic direction
Bachelor of Languages	EL1	65	715	Supports personal professional development to build APS and DCCEE capabilities
Bachelor of Media Arts and Production	EL1	75	1,336	Supports personal professional development to build APS and DCCEE capabilities
Bachelor of Public Relations	APS 5	73	3,062	Direct alignment with employee's current role in DCCEE
Bachelor of Science	APS 6	75	2,000	Aligns with DCCEE business goals and strategic direction
Bachelor of Sports Media	APS 5	70	Nil	Supports personal professional development to build APS and DCCEE capabilities
Certified Practicing Accountant	APS 5	45	1,630	Direct alignment with employee's current role in DCCEE
Certified Practicing Accountant	APS 5	30	815	Direct alignment with employee's current role in DCCEE



<b>Name of Course</b>	<b>Employee Level</b>	<b>Study Leave Granted (Hours)</b>	<b>Total Cost Approved (\$)</b>	<b>Reason/ Benefit to Department</b>
Graduate Diploma Environmental and Resource	APS 6	39	2,175	Direct alignment with employee's current role in DCCEE
Graduate Diploma in Economic Studies	APS 6	110	Nil	Aligns with DCCEE business goals and strategic direction
Graduate Diploma Legal Practice	APS 5	75	5,400	Direct alignment with employee's current role in DCCEE
Graduate Certificate in Economic Policy	EL2	75	2,946	Aligns with DCCEE business goals and strategic direction
Graduate Diploma in Law	Legal 1.4	37.5	2,055	Direct alignment with employee's current role in DCCEE
Graduate Diploma in Legal Practice	APS 6	24	786	Direct alignment with employee's current role in DCCEE
Graduate Diploma in Legal Practice	APS 5	37.5	900	Direct alignment with employee's current role in DCCEE
Institute of Chartered Accountants	APS 6	40	1,200	Direct alignment with employee's current role in DCCEE
Juris Doctor	APS 5	70	2,536	Direct alignment with employee's current role in DCCEE
Master in Environment and Resources	APS5	67.5	6,492	Aligns with DCCEE business goals and strategic direction
Master of Arts	EL1	39	500	Aligns with DCCEE business goals and strategic direction
Master of Climate Change	APS 6	45	2,500	Aligns with DCCEE business goals and strategic direction

<b>Name of Course</b>	<b>Employee Level</b>	<b>Study Leave Granted (Hours)</b>	<b>Total Cost Approved (\$)</b>	<b>Reason/ Benefit to Department</b>
Master of Environmental Law	EL1	52.5	2,550	Aligns with DCCEE business goals and strategic direction
Master of Environmental Law	EL1	45	2,500	Aligns with DCCEE business goals and strategic direction
Master of Environmental Management	EL1	55	3,252	Aligns with DCCEE business goals and strategic direction
Master of Environmental Management	APS 6	45	1,875	Aligns with DCCEE business goals and strategic direction
Master of Environmental Studies	EL1	65	2,700	Aligns with DCCEE business goals and strategic direction
Master of Graduate Studies	APS 5	75	Nil	Aligns with DCCEE business goals and strategic direction
Master of Management (Accounting)	EL1	75	3,000	Direct alignment with employee's current role in DCCEE
Master of Public Policy	EL1	30	3,305	Aligns with DCCEE business goals and strategic direction
Master of Public Policy	APS 4	75	3,252	Aligns with DCCEE business goals and strategic direction
Master of Public Policy	APS 6	48	3,252	Aligns with DCCEE business goals and strategic direction
Master of Public Policy	APS 6	52	3,246	Aligns with DCCEE business goals and strategic direction
Masters in Environmental Management	APS 6	30	Nil	Aligns with DCCEE business goals and strategic direction
Masters of Environment	APS 5	75	1,071	Aligns with DCCEE business goals and strategic direction

<b>Name of Course</b>	<b>Employee Level</b>	<b>Study Leave Granted (Hours)</b>	<b>Total Cost Approved (\$)</b>	<b>Reason/ Benefit to Department</b>
Masters of Laws	EL1	75	8,160	Aligns with DCCEE business goals and strategic direction
Masters of Marketing Communications	APS 5	75	2,267	Supports personal professional development to build APS and DCCEE capabilities
Year 12 Tertiary Certificate	APS 3	75	388	Supports personal professional development to build APS and DCCEE capabilities
Master of Public Policy	APS 6	75	3,414	Aligns with DCCEE business goals and strategic direction
Master of Public Policy	APS 6	48	3,252	Aligns with DCCEE business goals and strategic direction
Master of Public Policy	APS 6	52	3,246	Aligns with DCCEE business goals and strategic direction
Master of Environment	APS 5	75	1,071	Direct alignment with employee's current role in DCCEE
Master of Law	EL 1	75	8,160	Direct alignment with employee's current role in DCCEE
Master of Marketing Communications	APS 5	75	2,267.25	Direct alignment with employee's current role in DCCEE
Master of Environmental Management	APS 6	30	Nil	Direct alignment with employee's current role in DCCEE
Master of Environment	APS 5	75	1,071.65	Direct alignment with employee's current role in DCCEE
Master of Laws	EL 1	75	8,160	Direct alignment with employee's current role in DCCEE
Master of Marketing	APS 5	75	2,267.25	Direct alignment with employee's current role in DCCEE

<b>Name of Course</b>	<b>Employee Level</b>	<b>Study Leave Granted (Hours)</b>	<b>Total Cost Approved (\$)</b>	<b>Reason/ Benefit to Department</b>
Communications				
Graduate Diploma of Legal Practice	APS 5	37.5	900	Direct alignment with employee's current role in DCCEE
Master of Public Policy	EL 1	30	3,305	Aligns with DCCEE business goals and strategic direction
Bachelor of Public Relations	APS 5	73	3,062	Supports personal professional development to build APS and DCCEE capabilities
Master of Public Administration	APS 5	75	3,414	Supports personal professional development to build APS and DCCEE capabilities
Master of Laws	APS 6	52.5	2,676	Direct alignment with employee's current role in DCCEE
Master of Laws	APS 6	52.5	2,676	Direct alignment with employee's current role in DCCEE
Master of International Law	EL1	37.5	5,357	Direct alignment with employee's current role in DCCEE
Master of Public Policy	APS 6	75	3,414	Aligns with DCCEE business goals and strategic direction
Graduate Certificate - Public Sector Management	EL 2	37.5	Nil	Supports personal professional development to build APS and DCCEE capabilities
Bachelor of Science	APS 6	32.5	Nil	Direct alignment with employee's current role in DCCEE
Bachelor of Environmental Science	APS 4	73.5	3,135	Direct alignment with employee's current role in DCCEE
Master of Graduate Studies	APS 5	75	Nil	Supports personal professional development to build APS and DCCEE capabilities

<b>Name of Course</b>	<b>Employee Level</b>	<b>Study Leave Granted (Hours)</b>	<b>Total Cost Approved (\$)</b>	<b>Reason/ Benefit to Department</b>
Bachelor of Sports Media	APS 5	48	Nil	Supports personal professional development to build APS and DCCEE capabilities
Bachelor of Information Technology	APS 6	50	1,100	Direct alignment with employee's current role in DCCEE
Master of Public Policy	APS 4	52	3,500	Aligns with DCCEE business goals and strategic direction
Bachelor of Commerce	APS 6	64	2,342.20	Direct alignment with employee's current role in DCCEE
Master of Business	EL 1	30	Nil	Direct alignment with employee's current role in DCCEE
Master of Commerce	EL 2	37.5	1,700	Direct alignment with employee's current role in DCCEE
Master of Environmental Law	EL 1	24	1,250	Direct alignment with employee's current role in DCCEE
Bachelor of Law	SES B1	30	1,200	Direct alignment with employee's current role in DCCEE
CPA	APS 5	45	1,700	Direct alignment with employee's current role in DCCEE
Advanced Diploma - Library Information	APS 4	69	900	Direct alignment with employee's current role in DCCEE
CPA	APS 5	30	850	Direct alignment with employee's current role in DCCEE
Bachelor of Technology (Information Systems)	EL 1	72	1,500	Direct alignment with employee's current role in DCCEE
Master of Climate Change	APS 6	75	3,414	Aligns with DCCEE business goals and strategic direction

<b>Name of Course</b>	<b>Employee Level</b>	<b>Study Leave Granted (Hours)</b>	<b>Total Cost Approved (\$)</b>	<b>Reason/ Benefit to Department</b>
Master of Laws	APS 6	37.5	2,550	Direct alignment with employee's current role in DCCEE
Graduate Certificate - Economic Policy	SES B1	15	6,248.25	Aligns with DCCEE business goals and strategic direction
Master of Management	EL 1	75	2,500	Supports personal professional development to build APS and DCCEE capabilities
Bachelor of Marketing and Advertising Communication	APS 4	60	Nil	Direct alignment with employee's current role in DCCEE
Bachelor of Science	APS 3	35	4,500	Aligns with DCCEE business goals and strategic direction
Bachelor of Environmental Science	APS 4	75	1,004	Aligns with DCCEE business goals and strategic direction
Diploma of Spatial Information Services	APS 4	40	492	Direct alignment with employee's current role in DCCEE

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**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	49
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Executive coaching and leadership training		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

In relation to executive coaching and/or other leadership training services purchased by the Department, please provide the following information for this financial year to date:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged.

For each service purchased from a provider listed under (4), please provide:

- a. The name and nature of the service purchased
- b. Whether the service is one-on-one or group based
- c. The number of employees who received the service and their employment classification
- d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
- e. The total amount spent on the service
- f. A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used

- ii. The number of employees who took part on each occasion (provide a breakdown for each employment classification).
- iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- iv. Any costs the department incurred to use the location

**Answer:**

1. As at 14 March 2013 the Department's human resources data indicates the total spend on executive coaching and/or other leadership training services purchased by the Department for 2012-2013 was \$236,867. All senior employees, in accordance with their learning and development plan, are offered executive coaching and leadership development opportunities.
- 2-4. Table 1 provides details of the Department's human resources data on the services purchased as at 14 March 2013. Employees were not granted study leave; rather the hours reflect time in attendance at a course or program.



**Table1: Details of the Department's executive coaching and other leadership training services for 2012-13 as at 14 March 2013**

Type of Service	Provider	One-on-one or group based	No. of employees	Classification	Total hours	Cost	Description of costs	Location	Location cost component
Executive Coaching	Amanda Horne	One-on-one	1	EL2	1.5	\$660	Per hour	On-site	Nil
Executive Coaching	Amanda Horne	One-on-one	2	EL2	7.5	\$2,600	Per hour	Off-site	Included in cost
Executive Coaching	Amanda Horne	One-on-one	1	SES Band 1	2	\$800	Per hour	On-site	Nil
Leadership Development	ANU National Security College	Group	1	SES Band 1	160	\$25,000	Complete package	Off-site	Included in cost
Leadership Development	APS Commission - Career Development Assessment Centre	Group	1	EL2	40	\$11,750	Complete package	Off-site	Included in cost
Leadership Development	APS Commission Leadership Dimensions	Group	1	EL2	21	\$4,690	Complete package	Off-site	Included in cost
Leadership Development	APS Commission SES Band 1 Development Programme	Group	1	SES Band 1	52	\$10,000	Complete package	Off-site	Included in cost
Executive Fellows Program	Australian and New Zealand School of Government (ANZSOG)	Group	1	SES Band 1	120	\$28,380	Complete package	Off-site	Included in cost
Executive Masters Program	Australian and New Zealand School of Government (ANZSOG)	Group	1	EL2	400	\$42,790	Complete tuition package	Off-site	Included in cost
Executive Coaching	Directions for Change	One-on-one	1	SES Band 2	1	\$600	Per hour	On-site	Nil
Executive Coaching	Executive Central	One-on-one	1	EL1	20	\$13,200	Complete package	Off-site	Included in cost
Executive Coaching	Executive Central	One-on-one	1	SES Band 1	24	\$10,000	Complete package	Off-site	Included in cost
Executive Coaching	Executive Central	One-on-one	1	SES Band 1	24	\$11,600	Complete Package	On-site	Nil
Executive Coaching	Executive Central	One-on-one	1	SES Band 3	10	\$4,400	Complete package	On-site	Nil
Executive Coaching	Executive Central	One-on-one	1	SES Band 1	3	\$1,815	Per hour	On-site	Nil
Executive Coaching	Executive Central	One-on-one	1	EL1	4.5	\$1,300	Per hour	Off-site	Included in cost
Executive Coaching	Executive Leadership Forum	Group	1	SES Band 1	6	\$3,200	Complete package	Off-site	Included in cost
Leadership	Executive Leadership	Group	1	SES Band 1	12	\$4,620	Complete	Off-site	Included in cost

Type of Service	Provider	One-on-one or group based	No. of employees	Classification	Total hours	Cost	Description of costs	Location	Location cost component
Development	Forum						package		
Executive Coaching	Jeff Whalan Learning Group	One-on-one	1	SES Band 1	32	\$8,900	Complete package	Off-site	Various locations included in costs.
Executive Coaching	Jeff Whalan Learning Group	Group	5	SES Band 1	168	\$18,690	Complete package	Off-site	Included in cost
Executive Coaching	Jeff Whalan Learning Group	Group	1	SES Band 2	32	\$13,200	Complete package	Off-site	Included in cost
Executive Coaching	O2C	One-on-one	3	EL2	12	\$5,280	Complete package	On-site	Nil
Leadership Development	The Cranlana Programme	Group	1	SES Band 1	40	\$5,170	Complete package	Off-site	Included in cost
Executive Coaching	Vantage Point Consulting	One-on-one	1	SES Band 2	2	\$875	Per hour	Off-site	Included in cost
Executive Coaching	VT Coach Pty Limited	One-on-one	1	SES Band 1	1.5	\$927	Per hour	Off-site	Included in cost
Executive Coaching	VT Coach Pty Limited	One-on-one	1	SES Band 1	1	\$680	Per hour	Off-site	Included in cost
Executive Coaching	VT Coach Pty Limited	One-on-one	2	SES Band 1	4	\$2,720	Complete package	On-site	Nil
Executive Coaching	Yellow Edge	One-on-one	1	EL2	3	\$1,600	Per hour	Off-site	Included in cost
Executive Coaching	Yellow Edge	One-on-one	1	SES Band 1	3	\$1,650	Per hour	Off-site	Included in cost
Executive Coaching	Yellow Edge	One-on-one	1	EL2	2	\$770	Per hour	On-site	Nil
<b>Total</b>			<b>38</b>		<b>1209</b>	<b>\$237,867</b>			

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**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	50
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Media training		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

In relation to media training services purchased by the department, please provide the following information for this financial year to date:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged.

For each service purchased from a provider listed under (4), please provide:

- a. The name and nature of the service purchased
- b. Whether the service is one-on-one or group based
- c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
- d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
- e. The total amount spent on the service
- f. A description of the fees charged (i.e. per hour, complete package).

Where a service was provided at any location other than the department's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion

- iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- iv. Any costs the department has incurred to use the location

**Answer:**

As at 12 March 2013, the Department of Climate Change and Energy Efficiency has not delivered or provided any media training for staff for the 2012-13 financial year. launches on behalf of the Minister or Parliamentary Secretary's Offices.

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**Climate Change and Energy Efficiency Portfolio**

**Outcome:** 1 **Question No:** 51  
**Program:** Corporate  
**Division:** CSD  
**Topic:** Paid Parental Leave  
**Hansard Page EC:** Written

**Senator Birmingham asked:**

1. Please list how many staff in the department are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by the department? How many staff have used the scheme this financial year to date.

**Answer:**

1. Twenty-eight employees received payments under the Government's Paid Parental Leave scheme. Eligibility for the Australian Government's Paid Parental Leave Scheme is determined for individuals by the Department of Human Services through assessment against specific work test criteria.
2. As at 13 March 2013, the Department of Climate Change and Energy Efficiency provided payments to 28 employees with payments for the Paid Parental Leave scheme during the 2012-13 financial year. Details of their classifications are listed below:

<b>Classification</b>	<b>Total</b>
APS 4	2
APS 5	5
APS 6	8
EL1	7
EL2	3
PLO1	1
SESB1	2
<b>Total</b>	<b>28</b>

3. The Department offers employees an entitlement of up to 52 weeks maternity leave in accordance with the *Maternity Leave (Commonwealth Employees) Act 1973* and/or Division 5 of Part 2-2 of the *Fair Work Act 2009*. Twelve weeks paid Maternity Leave is provided to eligible employees under the *Maternity Leave (Commonwealth Employees) Act 1973*.

The Department's Enterprise Agreement 2011-14 provides an additional two weeks paid leave to be taken immediately following the 12 week period of Maternity Leave provided for under the *Maternity Leave (Commonwealth Employees) Act 1973*, to count for service for all purposes.

Employees entitled to paid maternity leave under the *Maternity Leave (Commonwealth Employees) Act 1973* may elect to either:

- take an entitlement of 14 week period of absence at full pay, or
- take an additional 14 weeks on Maternity Leave without pay, and spread their payment for the 14 week period of required absence over the total period of absence of 28 weeks, at a rate of half normal salary. The additional leave beyond the 14 weeks will not count as service for any purpose.

Forty-two departmental staff members have accessed maternity leave this financial year to 13 March 2013.

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<b>Outcome:</b>	1	<b>Question No:</b>	52
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Training for Minister and Parliamentary Secretary		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.

**Answer:**

1. The Minister and Parliamentary Secretary do not fall within the employment pay and conditions of the Department.
2. The Department does not budget, or financially account, for the Minister's or Parliamentary Secretary's staff training expenses.
3. The Department does not currently provide departmental staff with training designed to better suit the needs of the Minister or Parliamentary Secretary.

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<b>Outcome:</b>	1	<b>Question No:</b>	53
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Corporate Cars		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. How many cars are owned by the department?
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:**

1. No vehicles are owned by the Department. The Department leases one vehicle as part of the Whole of Government vehicle leasing arrangement.
1. The vehicle is located at 2 Philip Law Street, Canberra ACT.
2. The vehicle is for business use only.
3. Vehicle costs from this financial year to 18 March 2013 were \$6353.16.
4. In this financial year to 18 March 2013, the vehicle travelled 10,937km.



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**Climate Change and Energy Efficiency Portfolio**

**Outcome:** 1 **Question No:** 54  
**Program:** Corporate  
**Division:** CSD  
**Topic:** Taxi costs  
**Hansard Page EC:** Written

**Senator Birmingham asked:**

1. How much did the department spend on taxis this financial year to date? Provide a breakdown for each business group in the department.
2. What are the reasons for taxi costs?

**Answer:**

1. The breakdown of the Department's expenditure for the period 1 July 2012 to 28 February 2013 is shown below:

<b>Business group</b>	
Mitigation Group	39,250
Adaptation, International & Corporate Group	49,855
<b>Total:</b>	<b>89,105</b>

2. Taxis are used for Department staff when travelling for business related purposes.

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**Climate Change and Energy Efficiency Portfolio**

**Outcome:** 1 **Question No:** 55  
**Program:** Corporate  
**Division/Agency:** CSD  
**Topic:** Hire cars  
**Hansard Page EC:** Written

**Senator Birmingham asked:**

1. How much did the department spend on hire cars this financial year to date? Provide a breakdown of each business group in the department.
2. What are the reasons for hire car costs?

**Answer:**

1. The breakdown of the Department's expenditure is shown below:

<b>Business group</b>	<b>1 July 2012 to 28 Feb 2013</b>
Mitigation Group	\$6,021
Adaptation, International and Corporate Group	\$20,995
Minister and Parliamentary Secretary	\$22,105
<b>TOTALS:</b>	<b>\$49,121</b>

2. On occasion hire cars are used by the Department's staff, Minister and Parliamentary Secretary when travelling for business related purposes.

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**Climate Change and Energy Efficiency Portfolio**

**Outcome:** 1 **Question No:** 56  
**Program:** Corporate  
**Division:** CSD  
**Topic:** Credit cards  
**Hansard Page EC:** Written

**Senator Birmingham asked:**

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

**Answer:**

1. As at 28 February 2013 the Department had the following Commonwealth credit cards on issue:

<b>Employment Classification</b>	<b>Number of Credit Cards</b>
APS Level Staff	163
Executive Level Staff	175
Senior Executive Level	34
<b>TOTAL CREDIT CARDS</b>	<b>372</b>

*Note: The number of credit cards includes credit cards issued to staff of the Climate Change Authority (CCA), pending issue of CCA specific cards.*

2. a. In the event that a credit card is misused, the officer is required to explain their actions to their manager and the Chief Financial Officer and repay the amount charged to the card. If it is considered appropriate by the Chief Financial Officer, the credit card would be cancelled and the matter referred to the Department's fraud officer.

Depending on the circumstances, disciplinary action may be considered as appropriate under the *Public Service Act* and *Financial Management and Accountability Act*.

- b. All corporate credit card usage is reviewed by the card holder's supervisor, or relevant reviewing officer on a fortnightly basis. The supervisor/reviewing officer checks the transactions for accuracy and compliance with the Department's Chief Executive Instructions. In addition, the Department's Credit Card Administrator conducts regular quality control checks of random credit card transactions. As with all financial functions of the Department, credit card expenditure is subject to a periodic internal and external audit review. Further preventative processes include:
- requests for credit cards must demonstrate a business need and be signed by an SES officer;
  - centralised control for issuing credit cards; and
  - periodic reviews of credit card limits.
- c. Please refer to Part 2. a.
- d. For the period 1 November 2012 to 28 February 2013, 29 instances of Commonwealth corporate credit card misuse have been discovered. The breakdown of the classification of staff is shown below:

<b>Employment Classification</b>	<b>Instances of Misuse</b>
APS Level Staff	15
Executive Level Staff	8
Senior Executive Level	6
<b>TOTAL</b>	<b>29</b>

Each instance related to personal use of the card. In each instance the misuse has been reported to the Chief Financial Officer by the officer. In all but one instance action has commenced to recover the outstanding amount. In the remaining instance, the office is being investigated for breaches of the APS Code of Conduct. The officer's card has been cancelled and debt recovery action will commence on finalisation of the investigation.

- e. Please refer to Part 2. b.

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**Climate Change and Energy Efficiency Portfolio**

**Outcome:** 1 **Question No:** 57  
**Program:** Corporate  
**Division:** CSD  
**Topic:** Provision of equipment – Department  
**Hansard Page EC:** Written

**Senator Birmingham asked:**

Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

**Answer:**

Standard electronic equipment is provided to all classifications of departmental staff, as required.

Equipment	Purchase Costs (GST Incl)	Ongoing Costs (GST Incl)
Data Card	\$29.00	\$29.00 per month
RSA Token	\$90.00	\$6.62 per year
Laptop	\$1235.96	N/A
Computer	\$774.22	N/A
Monitor	\$652.96	N/A
Printer	\$388.00 to \$2,876.94	N/A
MFD	\$11,150.37	N/A
Fax	\$300.00 to \$544.50	N/A
Label Printer	\$300.00	N/A
Desk Phone	\$540.00	N/A
USB Flash Drive	\$11.66	N/A
4G Modem	\$197.00	N/A

Blackberries, iPhones, mobile phones and tablet devices are generally reserved for EL2 staff and above. At times, items are issued to below EL2 level staff where there is a clear business requirement.

The electronic equipment issued to staff includes:

Equipment	Purchase Costs (GST inclusive)	Ongoing Costs (GST inclusive)
Mobile Phone	\$210.00	\$4.99 per month + call costs
Blackberry	\$715.00	\$44.95 per month + call costs
Tablet	\$812.87	\$29.00 per month
iPhone	\$1165.00	\$34.00 per month + call costs

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**Climate Change and Energy Efficiency Portfolio**

**Outcome:** 1 **Question No:** 58  
**Program:** Corporate  
**Division:** CSD  
**Topic:** Provision of equipment – Minister and  
Parliamentary Secretary  
**Hansard Page EC:** Written

**Senator Birmingham asked:**

1. For departments that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
2. For departments that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
3. Does the department 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.

**Answer:**

1. Blackberry devices and iPhones are provided to Minister and Parliamentary Secretary and their offices.

<b>Equipment</b>	<b>Purchase Costs (GST inclusive)</b>	<b>Ongoing Costs (GST inclusive)</b>
Blackberry	\$715.00	\$44.95 per month + call costs
iPhone	\$1165.00	\$34.00 per month + call costs

2. The ongoing costs for the provision of standard electronic equipment to the Minister and Parliamentary Secretary and their staff for this financial year to date is \$35,473.53 (GST inclusive).

3. The Department provides standard electronic equipment for the Minister, Parliamentary Secretary and their staff.

<b>Equipment</b>	<b>Purchase Costs (GST inclusive)</b>	<b>Ongoing Costs (GST inclusive)</b>
Data Card	\$29.00	\$29.00 per month
RSA Token	\$90.00	\$6.62 per year
Laptop	\$1235.96	N/A
Computer	\$774.22	N/A
Monitor	\$652.96	N/A
Printer	\$388.00 to \$2,876.94	N/A
MFD	\$11,150.37	N/A
Fax	\$300.00 to \$544.50	N/A
Label Printer	\$300.00	N/A
Desk Phone	\$540.00	N/A
USB Flash Drive	\$11.66	N/A



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<b>Outcome:</b>	1	<b>Question No:</b>	59
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Electricity purchasing		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. What are the details of the department electricity purchasing agreement?
2. What are the department electricity costs for this financial year to date?

**Answer:**

1. The Department purchases electricity through the Standing Offer Arrangement for the Supply of Electricity to Commonwealth Government Agencies, which is administered by the Department of Defence.
2. For this financial year to 15 March 2013 the Department's electricity costs have totalled \$152,069.19.

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<b>Outcome:</b>	1	<b>Question No:</b>	60
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Briefings for the Australian Greens and Independents		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. Have any briefings and/or provision of information been provided to the Australian Greens? If yes, please include:
  - a. How are briefings requests commissioned?
  - b. What briefings have been undertaken? Provide details and a copy of each briefing.
  - c. Provide details of what information has been provided and a copy of the information.
  - d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
  - e. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:
  - a. How are briefings requests commissioned?
  - b. What briefings have been undertaken? Provide details and a copy of each briefing.
  - c. Provide details of what information has been provided and a copy of the information.
  - d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
  - e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

f. Which Independents have requested briefings and/or information?

**Answer:**

1. The Department provides information and briefings to the Australian Greens on the same basis it provides information to the opposition and the cross-benchers – at the request of the Minister.
  - a. Refer to the above comment.
  - b. Briefings are generally provided orally, covering a range of issues.
  - c. Refer to the above comment.
  - d. No.
  - e. Such briefings are incorporated in the general work of the relevant areas of the Department, and not separately identified.
2. The Department provides information and briefings to the Independents on the same basis it provides information to the opposition and the cross-benchers – at the request of the Minister.
  - a. Refer to the above comment.
  - b. Briefings are generally provided orally, covering a range of issues.
  - c. Refer to the above comment.
  - d. No.
  - e. Such briefings are incorporated in the general work of the relevant areas of the Department, and not separately identified.
  - f. Refer to initial comment.

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<b>Outcome:</b>	1	<b>Question No:</b>	61
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Shredders		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

Has the department purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

**Answer:**

The Department has not purchased any shredders this financial year.

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<b>Outcome:</b>	1	<b>Question No:</b>	62
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Protective security policy framework		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

Provide an update for your department, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department specific policies and procedures.

**Answer:**

The Department is on track to be fully compliant with the 33 mandatory requirements under the Protective Security Policy Framework (PSPF) by 31 June 2013.

A threat and business impact assessment has been conducted by the Department and has formed the basis of the Department's protective security risk assessment. From this assessment the Department has developed and implemented a new Agency Security Plan (ASP). The ASP includes a comprehensive risk-based approach to protective security and is compliant with the PSPF.

The Department has also developed a suite of protective security procedures to ensure compliance with the mandatory requirements. Many of the procedures were introduced progressively through 2012 and the final procedures are expected to be completed in March 2013. The procedures are based on, and are consistent with, the appropriate guidelines issued by the Attorney-General's Department.

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<b>Outcome:</b>	1	<b>Question No:</b>	63
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Office locations		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

Please provide a list of all office locations for the department with the following information:

- a. Location;
- b. Leased or Owned;
- c. Size;
- d. Number of Staff at each location and classification;
- e. If rented, the amount and breakdown of rent per square metre;
- f. If owned, the value of the building;
- g. Depreciation of buildings that are owned;
- h. Type of functions and work undertaken.

**Answer:**

**Question on Notice No. 63 – Location and details of all departmental offices**

<b>Location</b>	<b>Area m<sup>2</sup></b>	<b>Number of Staff and Classification #</b>	<b>Owned/ Leased</b>	<b>Facility Use</b>	<b>Annual Rent Paid/m<sup>2</sup> p/a</b>	<b>Type of functions and work undertaken</b>
2 Philip Law Street Canberra City ACT 2601	12,250	682 staff with classifications from APS2 to Departmental Secretary.	Leased	Office	\$502.50	The development and coordination of Australia's climate change and energy efficiency policy.
1 Farrell Place Canberra City ACT 2601	1,850.3	Vacant – previously occupied by 100 staff up until the relocation of the Department to the new Nishi as of 15 December 2012. The Commonwealth will divest itself of the lease on expiry (31 May 2013).	Leased	Office	\$389.00	The development and coordination of Australia's climate change and energy efficiency policy.
Avele Road Apia Samoa	77.72	Two staff at the EL1 classification.	Leased	Office	\$425.31	The development and coordination of Australia's climate change and energy efficiency policy.
SAP House Corner Bunda and Akuna Streets Canberra City ACT 2601	351	Vacant – previously occupied by approximately 20 staff up until relocation of the Department to the new Nishi building as of 15 December 2012. The Commonwealth will divest itself of the lease on expiry (30 June 2013).	Leased	Office	\$424.35	The development and coordination of Australia's climate change and energy efficiency policy.

#Includes non-ongoing, ongoing, active and inactive employees. Excludes contractors and consultants.

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**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	64
<b>Program:</b>	Corporate		
<b>Division/Agency:</b>	ASCD		
<b>Topic:</b>	Communications staff		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. For the Department, please provide – in relation to all public relations, communications and media staff – the following:
  - a. How many ongoing staff, the classification, the type of work they undertake and their location.
  - b. How many non-ongoing staff, their classification, type of work they undertake and their location
  - c. How many contractors, their classification, type of work they undertake and their location
  - d. How many are graphic designers?
  - e. How many are media managers?
  - f. How many organise events?
2. Does the department have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer:**

As at 11 February 2013, a total of 27 staff involved with public relations, communications and media were within the Department. This included 26 staff within the Communications and Public Affairs Branch and one staff member within the Climate Commission Secretariat. All staff are located in Canberra within the Department's premises.



<b>Level</b>	<b>Ongoing</b>	<b>Non-ongoing</b>	<b>Total</b>
SESB1	1		<b>1</b>
<b><i>Corporate and internal communications, annual report and publications</i></b>			<b>5</b>
EL2 or equivalent	1		
EL1 or equivalent	3		
APS6	1		
<b><i>Websites management and web publishing</i></b>			<b>7</b>
EL2 or equivalent	1		
EL1 or equivalent	1		
APS6	2		
APS5	1		
Contractor		2	
<b><i>Media relations and issues management</i></b>			<b>6</b>
EL2 or equivalent	1		
EL1 or equivalent	2		
APS6 or equivalent	1		
APS5	2		
<b><i>Strategic and stakeholder communication and grants management</i></b>			<b>7</b>
EL2 or equivalent	1		
EL1 or equivalent	4		
APS6 or equivalent	1		
APS5	1		
<b><i>Climate Commission Secretariat</i></b>			<b>1</b>
EL1 or equivalent	1		
		<b>Total:</b>	<b>27</b>

The work of Communications and Public Affairs Branch involves the provision of communications services and support for the Minister, the Parliamentary Secretary and the Department. Communications activities undertaken within the Department at any given time may include:

- corporate communications;
- internal communications;
- media liaison;
- issues management;
- community engagement;
- stakeholder engagement;
- public relations;
- grants management;
- web publishing;
- writing and editing;
- publications;
- annual reports;
- graphic design; and
- social media.

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**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	65
<b>Program:</b>	Corporate		
<b>Division:</b>	CSD		
<b>Topic:</b>	Grants freeze		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

1. How much has grant funding been reduced across the department as a result of the grants freeze?
2. Please detail all variations to grants (ie reductions, rephrasing etc) that have occurred this financial year.
3. Has the department/agency been required to find any other savings in this financial year? Please detail all such savings.

**Answer:**

Please refer to Tables 1.3 and 1.4 of the Department's 2012-13 Portfolio Additional Estimates Statements.

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**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	66
<b>Program:</b>	Corporate		
<b>Division/Agency:</b>	CSD		
<b>Topic:</b>	Outstanding debts owing to the Department		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

By program under which they were incurred, please detail all outstanding debts owing to the Department for more than six months and broken down by whether they have been:

- Outstanding for more than six months
- Outstanding for more than 12 months and;
- Outstanding for more than two years:
  - the number of debts outstanding,
  - the total value of debts outstanding
  - the average length of time since the debts were incurred; and
  - steps taken to recover these debts.

Please detail (including amounts and reasons) all debts written off in each of the last three years.

**Answer:**

Table A: Details debt owing to the Department of Climate Change and Energy Efficiency for more than 180 days as at 28 February 2013.

The steps taken to recover the outstanding debt are a mix of actions by the Department and the contracted mercantile agent. Activities typically undertaken include:

- enquiries to locate debtors;
- personal contact (telephone, post, email, text messaging) with debtors;
- negotiating appropriate repayments;
- withholding the value of compliant claims to offset the value of non-compliant claims (where relevant); and
- lodgement of proofs of debt with liquidators and trustees (where relevant).

Table B: Outlines written off debt as at 28 February 2013.

Table A: Debts owing for more than 180 days as at 28 February 2013.

Program	Debts outstanding >180 days up to 365 days			Debts outstanding >365 days up to 730 days			Debts outstanding > 730 days		
	Number of debts	Value of debt	Average days since raised <sup>(1)</sup>	Number of debts	Value of debt	Average days since raised <sup>(1)</sup>	Number of debts	Value of debt	Average days since raised <sup>(1)</sup>
Commercial Building Disclosure	0	0	n/a	0	0	n/a	0	0	n/a
Adapting to Climate Change	0	0	n/a	1	\$3,498	486	0	0	n/a
Green Loans	21	\$698,285	246	5	\$73,810	530	2	\$65,780	774
Helping to Shape a Global Climate Change Solution	0	0	n/a	0	0	n/a	0	0	n/a
Home Insulation Program	179	\$3,061,873	285	490	\$3,626,647	650	0	0	n/a
Insulation Industry Assistance Package	0	0	n/a	30	\$3,009,195	660	0	0	n/a
National Solar Schools Program	0	0	n/a	2	\$16,868	427	0	0	n/a
Solar Homes and Communities Plan	4	\$31,920	308	5	\$33,600	496	4	\$32,000	865
Solar Hot Water Rebate	5	\$6,400	220	3	\$3,000	516	0	0	n/a

<sup>(1)</sup> Average days since the advice of debt was issued. The date the debt was incurred is not recorded in the Department's financial systems.

Table B: Written off debt as at 28 February 2013 by financial year <sup>(a)</sup>

	Bankrupt individuals		Non-Operating Companies <sup>(b)</sup>		Deceased		Uneconomical to Pursue		Total	
	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value
<b>Financial Year 2011-12</b>										
Commercial Building Disclosure	0	0	0	0	0	0	0	0	0	0
Adapting to Climate Change	0	0	0	0	0	0	0	0	0	0
Green Loans	0	0	0	0	0	0	0	0	0	0
Helping to Shape a Global Climate Change Solution	0	0	0	0	0	0	0	0	0	0
Home Insulation Program	3	\$10,800	85	\$1,100,571	1	\$1,600	0	0	89	\$1,112,971
Insulation Industry Assistance Package	0	0	3	\$332,828	0	0	0	0	3	\$332,828
National Solar Schools Program	0	0	0	0	0	0	0	0	0	0
Solar Homes and Communities Plan	0	0	0	0	0	0	0	0	0	0
Solar Hot Water Rebate	0	0	0	0	0	0	0	0	0	0
<b>Financial Year 2012-13 to date</b>										
Commercial Building Disclosure	0	0	0	0	0	0	9	\$3,150	9	\$3,150
Adapting to Climate Change	0	0	0	0	0	0	0	0	0	0
Green Loans	0	0	0	0	0	0	8	\$2,380	8	\$2,380
Helping to Shape a Global Climate Change Solution	0	0	0	0	0	0	1	24	1	24
Home Insulation Program	4	\$47,601	362	\$14,535,121	0	0	36	\$9,627	402	\$14,592,349
Insulation Industry Assistance Package	0	0	17	\$1,591,761	0	0	1	4	18	\$1,591,765
National Solar Schools Program	0	0	2	\$104,484	0	0	0	0	2	\$104,484
Solar Homes and Communities Plan	0	0	0	0	0	0	0	0	0	0
Solar Hot Water Rebate	0	0	0	0	0	0	1	\$400	1	\$400

<sup>(a)</sup> No debts were written off prior to the 2011-12 Financial Year.

<sup>(b)</sup> Non-operating companies are those identified by ASIC as being Deregistered, under External Administration or in Strike-Off.

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**Answers to Questions on Notice**

**Climate Change and Energy Efficiency Portfolio**

<b>Outcome:</b>	1	<b>Question No:</b>	67
<b>Program:</b>	Corporate		
<b>Division:</b>	ASCD		
<b>Topic:</b>	Communications activities		
<b>Hansard Page EC:</b>	Written		

**Senator Birmingham asked:**

Please detail all public relations, communications and similar activities undertaken or planned to be undertaken this financial year, including grants provided, organisations involved, expenditure, information provided to the department and number of people involved etc.

**Answer:**

Under the Public Information Campaign, the Department continues to develop a range of non-advertising activities to inform Australians about the context, objectives and outcomes from the Clean Energy Future legislation and how it will affect them.

In 2012-13, \$2 million has been allocated for the Public Information Campaign. As at 11 February 2013, \$588,167.18 (excluding GST) of Public Information Campaign funding has been expended.

As at 11 February 2013, the following organisations have been engaged by the Department to provide public relations and communications services under the Public Information Campaign:

- Australia Post;
- Edelman Melbourne;
- Sustainable Living Foundation;
- JWS Research; and
- Hall & Partners Open Mind.

Details of grants provided by the Department, including those funded under the Public Information Campaign, are available on the Department's website at:  
[www.climatechange.gov.au/about/grants](http://www.climatechange.gov.au/about/grants).

For details of communications and public affairs staff, please refer to the response to Question on Notice No. 64.