

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

Supplementary Budget Estimates 2011-12, 17 October 2011

Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	142
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Overseas Travel		
Hansard Page EC:	Written		

Senator Birmingham asked:

For financial year 2010-11:

1. How many LCAL staff travelled overseas? Please detail by staff member, including their name and position and their total travel expenses. How many staff travelled first class? How many staff travelled business class?
2. What was the total cost of overseas travel for the LCAL? Please include a list of all international travel itemised by trip, detailing the number of LCAL staff involved and the cost of each trip including the total amounts spent on accommodation and meals, cities or other destinations visited, the purpose of the travel and any specific outcomes achieved.
3. What was the total amount spent by LCAL on overseas accommodation and meals?
4. How many staff travelled interstate?
5. What was the total accommodation and meals bill for staff travelling interstate over the past year?
6. How many future overseas trips is LCAL currently planning?

Answer:

1. a) Two staff members travelled overseas in 2010-11:
 - i) Meg McDonald, Chief Executive Officer, total expenses of \$12,432.17.
 - ii) Andrew Powell, Chief Financial Officer, total expenses of \$13,737.97.
- b) No staff members travelled first class.

c) Two staff members travelled business class.

2. \$26,170.14.

Trip 1	
Staff involved:	One.
Cost of trip:	Refer 1a) i) above.
Accommodation and meals:	\$2,589.37.
Cities or other destinations visited:	Washington DC.
Purpose of travel and any specific outcomes:	Attend Australian American Leadership Dialogue; Meetings with PEW Centre, Department of Energy, World Resources Institute, Environmental Protection Agency, et al.
Trip 2	
Staff involved:	One.
Cost of trip:	Refer 1a) ii) above.
Accommodation and meals:	\$1,381.72.
Cities or other destinations visited:	New York, Washington DC, Philadelphia. Purpose of Travel and any specific outcomes: Attendance at 5th Annual Energy Efficiency Finance Forum and Meetings with GE Capital, World Economic Forum, American Council for an Energy-Efficient Economy, PEW Center on Global Climate Change, Department of Energy, et al.

3. \$3,971.09.

4. 15.

5. \$32,418.24.

6. 0.

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Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 143
Program: LCAL
Division/Agency: LCAL
Topic: Training
Hansard Page EC: Written

Senator Birmingham asked:

Please detail all staff training programs for which LCAL paid in financial year 2010-11, including costs, numbers of participants, the title of each training program and the name of each training provider.

Answer:

Low Carbon Australia Limited (LCAL) does not have a set definition for what constitutes a “staff training program”. In order to ensure staff training is appropriate and flexible to match identified training needs, staff training costs are funded on an assessed needs basis. The following are itemised expenses from LCAL’s training budget for 2010-11:

No. of Participants	Title	Provider	Cost
2	Attendance at Australia / New Zealand Climate Change Conference	The Conference Company	\$1,800.00
1	Attending Sustainability breakfast	Property Council of Australia	\$107.68
2	Australian Direct Property Investment Association (ADPIA) Research Roadshow	Australian Direct Property Investment Association (ADPIA)	\$240.00
1	ACT Installation Training	Evolution Marketing Services	\$1,500.00
1	ACT Swiftpage e-Marketing Training	Evolution Marketing Services	\$540.00
1	Attendance at Brisbane Legal Counsel Conference	Integrity Legal Australia Pty Ltd	\$912.25
1	Attending – Energy Efficiency Finance Forum	Finance Research Association	\$822.16
1	Tax and Payroll Seminar	National Tax and Accountants Association	\$448.18

1	Company Directors and Officers Liability Insurance and Indemnity Protection Workshop	Clayton Utz	\$499.09
1	Attending Green Cities 2011 Conference	Property Council of Australia	\$1,488.81
1	Attending conference at Property Council of Australia	Property Council of Australia	\$182.59
1	Emissions Measurement and Management Course	Balance Carbon Pty Ltd	\$355.00
1	Project Management Fundamentals Course	Australian Institute of Management	\$1,040.00

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Outcome: 1 **Question No:** 144
Program: LCAL
Division/Agency: LCAL
Topic: Advertising
Hansard Page EC: Written

Senator Birmingham asked:

Please detail all advertising expenditure in financial year 2010-11 by campaign, including the campaign's purpose, total cost (including campaign research and design) and media (i.e. print, radio, TV etc) involved. In each case, if the campaign was part of a broader strategy, what other communications activities were undertaken and at what cost? Please provide a similar breakdown on budgeted future spending.

Answer:

As a non-*Financial Management and Accountability Act 1997* entity, Low Carbon Australia Limited is neither a Department nor an Agency for the purpose of the Australian Government's *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*. LCAL therefore does not use the definition of 'campaign expenditure' in that document.

Item No.	Expenditure	Medium	Cost	Broader Strategy	Also Refer
1	Publication of Public Notices	Print	\$740.00	Call for Expressions of Interest	Items 2 and 3
2	Advertisement in the <i>Australian Financial Review</i>	Print	\$5,161.20	Call for Expressions of Interest	Items 1 and 3
3	Advertisement in <i>The Australian</i>	Print	\$3,432.80	Call for Expressions of Interest	Items 1 and 2

4	Job advertisement with the Institute of Actuaries of Australia	Print	\$2,200.00	None	N/A
5	Job advertisement with S13 Enterprises Pty Ltd	Online	\$350.00	None	N/A
6	Job Advertisement with Marketforce Express Pty Ltd	Print	\$9,917.93	None	N/A

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	145
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	External fees/consultants		
Hansard Page EC:	Written		

Senator Birmingham asked:

Please provide a breakdown by category (e.g. legal advice) of total costs paid to external consultants. For all payments in excess of \$10,000, please itemise and detail the name of the consultant, work undertaken and the total payments made to the consultant.

Answer:

These are provided in answers to Questions 156, 170 and 171.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	146
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Conferences		
Hansard Page EC:	Written		

Senator Birmingham asked:

Please detail any overseas international conferences partly or fully funded by LCAL in financial year 2010-11. For each conference fully funded please identify:

- a. the venue;
- b. the reason for each conference;
- c. the number of registered participants;
- d. whether consultancy fees were paid for organisation of the conference;
- e. to whom were any consultancy fees paid; and
- f. the cost of each consultancy?

Answer:

There were no overseas international conferences partly or fully funded by Low Carbon Australia Limited in the financial year 2010-11.

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Outcome:	1	Question No:	147
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Staffing – 2010-11		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many permanent staff were recruited for the year 2010-11?
2. What classification are these staff?
3. How many temporary positions exist or were created for the year 2010-11?
4. For the year 2010-11, how many employees were employed on contract and what is the average length of their employment period?

Answer:

1. 14.
2. LCAL is not an Australian Public Service (APS) agency under the *Public Service Act 1999* and does not use APS classifications. There were no executive level appointments and 14 non-executive level appointments.
3. 1.
4. a) 1.
b) Average length of employment is 5 months.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	148
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Staffing - Reduction		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many permanent staff recruited this FYTD?
2. What classification are these staff?
3. How many temporary positions exist or have been created this FYTD?
4. This FYTD, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

1. 6.
2. LCAL is not an Australian Public Service (APS) agency under the *Public Service Act 1999* and does not use APS classifications. There were no executive level appointments and 6 non-executive level appointments.
3. 2.
4. a) 2.
b) Average length of employment is approximately 11 months.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	149
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Efficiency Dividend		
Hansard Page EC:	Written		

Senator Fisher asked:

How has the efficiency dividend been implemented?
Please list where and what spending has been reduced to meet the efficiency dividend.

Answer:

The efficiency dividend is not applicable to Low Carbon Australia Limited.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	150
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Government Advertising		
Hansard Page EC:	Written		

Senator Fisher asked:

1. What advertising – Campaign and Non-Campaign – has LCAL undertaken in 2011-12? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
2. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
3. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies (March 2010)? Provide the details for each advertising item.
4. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
5. What advertising – Campaign and Non-Campaign – and other communications programs is LCAL undertaking, or are planning to undertake?

Answer:

1. As a non-*Financial Management and Accountability Act 1997* entity, Low Carbon Australia Limited (LCAL) is neither a department nor an agency for the purpose of the Australian Government's *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*. LCAL therefore does not use the definition of 'campaign expenditure' in that document. This is reflective of the decision of the Australian Government to structure LCAL as a company.

LCAL has undertaken the following advertising in 2011-12:

Advertisement	Program	Spend	Provider
Request for Proposals (Placement)	EEP	\$9,085.52	Mitchell and Partners Australia Pty Ltd
Request for Proposals (Artwork)	EEP	\$700.00	Communicator One Pty Ltd
Job Advertisements	EEP, CNP, & CAF	\$927.03	LinkedIn
Job Advertisements	EEP, CNP, & CAF	\$585.00	Seek

2. The Department of Finance and Deregulation did not provide any advice about the advertising. Please refer to Part 1.
3. The advertising did not comply with the *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies* (March 2010). Please refer to Part 1.
4. As a non-*Financial Management and Accountability Act 1997* entity, LCAL is neither a Department nor an Agency for the purpose of the Australian Government's *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*. LCAL therefore does not use the definition of 'communications programs' in that document. This is reflective of the decision of the Australian Government to structure LCAL as a company.
5. As a non-*Financial Management and Accountability Act 1997* entity, LCAL is neither a department nor an agency for the purpose of the Australian Government's *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*. LCAL therefore does not use the definitions of 'communications programs', 'campaign advertising' and 'non-campaign advertising' in that document. This is reflective of the decision of the Australian Government to structure LCAL as a company.

LCAL has a regular program of communication with its clients and stakeholders. LCAL is planning four specific bulk communications pieces:

- communicating with participants in the recent Request for Proposals round;
- advising existing and prospective clients of LCAL's new and existing finance products and eligibility criteria;
- advising existing and prospective clients of LCAL's Carbon Neutral Program under the National Carbon Offset Standard of developments and eligibility criteria; and
- advising the media and general public of specific developments by public announcement from time to time as necessary.

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Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 151
Program: LCAL
Division/Agency: LCAL
Topic: Hospitality and Entertainment
Hansard Page EC: Written

Senator Fisher asked:

1. What was LCAL's hospitality spend for the year 2010-11? Detail date, location, purpose and cost of all events.
1. What was LCAL's entertainment spend for the year 2010-11? Detail date, location, purpose and cost of all events.
2. What hospitality spend is LCAL planning on spending? Detail date, location, purpose and cost of all events.
3. What entertainment spend is LCAL planning on spending? Detail date, location, purpose and cost of all events.

Answer:

1. \$51,338.39. Details of date, location, purpose and cost are itemised below:

Date	Location	Purpose	Cost
27/06/2010	Sydney	Lecture by Professor Michael Grubb	\$ 1,246.61
19/07/2010	Brisbane	Launch of business in Brisbane	\$16,188.05
6/10/2010	Adelaide	Launch of business in Adelaide	\$15,278.52
8/10/2010	Melbourne	Launch of business in Melbourne	\$ 3,065.91
24/02/2011	Sydney	Launch of business in Sydney	\$ 9,196.57
26/05/2011	Perth	Launch of business in Perth	\$ 6,412.73

2. \$5,453.37. Details of date, location, purpose and cost are itemised below:

Date	Location	Purpose	Cost
1/07/2010	Sydney	Meal with Stakeholder	\$55.29
1/07/2010	Brisbane	Staff (x4) meal with three Stakeholders	\$828.64
12/07/2010	Washington DC, USA	Client: Developments in US Clean Energy Finance and Climate Change policy	\$14.99
12/07/2010	Washington DC, USA	Client: Developments in United States Clean Energy Finance and Climate Change policy	\$35.52
13/07/2010	Washington DC, USA	Client: Developments in US Clean Energy Finance and Climate Change policy	\$36.94
16/07/2010	Washington DC, USA	Client: Developments in US Clean Energy Finance and Climate Change policy	\$30.51
20/07/2010	Canberra	Meal with two Stakeholders	\$151.39
21/07/2010	Melbourne	Meal with Stakeholder	\$36.46
10/08/2010	Brisbane	Dinner with five Stakeholders	\$530.28
10/08/2010	Sydney	Dinner with Stakeholder	\$26.98
12/08/2010	Sydney	Dinner with two Stakeholders	\$43.92
17/08/2010	Melbourne	Meal with one Stakeholder	\$24.50
28/08/2010	Brisbane	Board Dinner with Employees	\$435.82
29/08/2010	Brisbane	Meal with two stakeholders	\$230.91
16/09/2010	Brisbane	Meal with Stakeholder	\$74.40
9/11/2010	Sydney	Breakfast with Stakeholder	\$52.73
12/11/2010	Brisbane	Lunch with prospective Board member	\$132.87

29/11/2010	Canberra	Board Lunch with Employees	\$219.45
17/12/2010	Brisbane	Staff Recognition Function	\$1,022.73
24/02/2011	Sydney	Staff Partners Dinner	\$189.20
4/02/2011	Sydney	Meal with Stakeholders	\$46.94
24/02/2011	Brisbane	Lunch with Stakeholders	\$105.91
28/02/2011	Brisbane	Coffee with Stakeholder	\$3.64
16/03/2011	Brisbane	Lunch with Stakeholders	\$40.00
31/03/2011	Brisbane	Staff Function	\$744.10
31/03/2011	Brisbane	Lunch with Stakeholders	\$72.05
30/04/2011	Sydney	Meal with two stakeholders	\$39.02
27/06/2011	Brisbane	Meal with Stakeholder	\$92.59
27/06/2011	Melbourne	Meal with stakeholder	\$71.25
27/06/2011	Brisbane	Meal with stakeholder	\$64.34
Goods and Services Tax (GST Adjusted)*			\$134.95

*NB: GST adjusted figure is an add-back of GST to the account due to the 50-50 method being used for Fringe Benefits Tax calculation purposes. The figures that appear within the schedule reflect the cost to the Company and are exclusive of GST where the Company is able to recoup the GST and inclusive of GST where this cost is not recoverable by the Company costs due to the nature of the entertainment expenditure.

3. At this time LCAL is not planning a significant hospitality spend the 2011-12 financial year. Financial year 2010-11 costs related mainly to launching the business in each state. There are no hospitality events planned at this time.
4. LCAL anticipates a similar spend on entertainment in the 2011-12 financial year as that recorded in 2010-11 financial year. These costs generally occur from time to time as staff members need to engage with clients and business prospects. Costs are prospective and are not able to be broken down in the manner asked for in advance. Costs for the financial year to date are approximately \$3,239.57.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	152
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Staff Reduction Plans		
Hansard Page EC:	Written		

Senator Fisher asked:

Are there any plans for staff reduction? If so, please advise details ie. reduction target, how this will be achieved, services/programs to be cut etc.

If there are plans for staff reductions, please give the reason why these are happening.

Answer:

There are no plans for reducing the number of Low Carbon Australia Limited staff members.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	153
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Freedom of Information		
Hansard Page EC:	Written		

Senator Fisher asked:

1. Has LCAL received any advice on how to respond to FOI requests?
2. How many FOI requests has LCAL received for the year 2010-11? How many have been granted or denied?
3. How many conclusive certificates have been issued in relation to FOI requests for the year 2010-11?
4. How many FOI requests has LCAL received for this FYTD? How many have been granted or denied?
5. How many conclusive certificates have been issued in relation to FOI requests for this FYTD?

Answer:

1. Low Carbon Australia Limited (LCAL) has not received any advice on how to respond to freedom of information (FOI) requests.
2. LCAL did not receive any FOI requests in the financial year 2010-11.
3. No conclusive certificates have been issued in relation to FOI requests for the financial year 2010-11.
4. LCAL has not received any FOI requests in the financial year to date.
5. No conclusive certificates have been issued in relation to FOI requests for the financial year to date.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	154
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Reviews 2010-11		
Hansard Page EC:	Written		

Senator Fisher asked:

For the year 2010-11:

1. How many Reviews were being undertaken by LCAL?
2. When will each of these reviews be concluded?
3. What reviews have been concluded?
4. Which of these reviews has been provided to Government?
5. When will the Government be responding to the respective reviews that have been completed?
6. What is the estimated cost of each of these Reviews?

Answer:

No reviews were undertaken by Low Carbon Australia Limited in the financial year 2010-11.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	155
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

For this financial year to date:

1. What reviews are planned?
2. When will each of these reviews be concluded?
3. What reviews have been concluded this FYTD?
4. Which of these reviews has been provided to Government?
5. When will the Government be responding to the respective reviews that have been completed?
6. What is the estimated cost of each of these Reviews?

Answer:

1. Low Carbon Australia Limited (LCAL) has no planned reviews.
2. Please refer to Part 1.
3. As advised in the answers of Question 129 of 23 May 2011 and Question 154 of 17 October 2011, there have been no previous reviews.
4. Not applicable.
5. Not applicable.
6. Not applicable.

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Outcome:	1	Question No:	156
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

How many consultancies were undertaken in 2010-11? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.

Were there any changes to any of LCAL's tenders in 2010-11? Detail any changes
How many consultancies have been undertaken or are underway this FYTD? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.

Does LCAL stand by its current tenders on the Austenders website? Have any changes or corrections been made for any tenders advertised on to Government Tenders website (www.tenders.gov.au) for tenders advertised this financial year? Explain. Are up to date with reporting requirements?

How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

Answer:

Low Carbon Australia does not classify its procurement according to the *Commonwealth Procurement Guidelines* framework to which the question refers (for example, "open tendering", "direct source" etc). Further, LCAL does not construct or publish an Annual Procurement Plan, nor is it subject to the Austender 'reporting requirements' referred to elsewhere in the question, as these are not applicable or relevant to LCAL's regulatory environment.

Low Carbon Australia Limited is a *Corporations Act 2001* public company limited by guarantee with a sole Member – the Commonwealth of Australia. The *Commonwealth Procurement Guidelines* are not applicable to Low Carbon Australia Limited as it is neither:

- a *Financial Management and Accountability Act 1997* Agency per 1.1-1.3 of the Commonwealth Procurement Guidelines, nor

- a *Commonwealth Authorities and Companies Act 1997* Company to which Schedule 1 of the *Commonwealth Authorities and Companies Regulations 1997* lists as an entity to which the Guidelines apply.

Accordingly, and in order to answer the question as completely as possible, the tables below include name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement in 2010-11 and 2011-12.

There are no changes to current tenders on the Austender website because there have been no tenders placed on it.

LCAL does not plan consultancies by calendar year. Consultancies are engaged on an as needed basis. LCAL is under a deadline to apply public funding by 30 June 2013. It should be noted that for much of this period LCAL's staff headcount ranged between 4 to 20 staff as the Company has grown. LCAL uses consultants as a cost-effective way to acquire:

- skills that are not available in house,
- those which are only required for a fixed temporary period,
- skills that are otherwise required temporarily for a specified task,
- skills that are required interstate or remote from LCAL's Brisbane headquarters
- for urgently required skills that would take too long to recruit or pending a recruitment,
- any combination of the above.

Total spend on consultants in 2010-11 was \$659,995.29 net of GST. Details requested are provided in the table below (NB – costs given below are for consultancies *undertaken* (i.e. contracted) in 2010-11 per the question. Actual recognition of expense of cost figures below in many instances occurs in the 2011-12 financial year as the services were delivered in both financial years). Details for consultancies in calendar 2011 are marked with an asterisk (*):

Consultancies Undertaken in 2010/11				
Date	Contractor	Task	Period	Cost (\$)
1/08/2010	Unforta Pty Ltd	Develop and negotiate a portfolio of partnerships for delivery of products targeted at the EEP sector	12 months	396,650.00

3/08/2010	Pendragon Management	1) Development of LCAL's program material and corporate presentation, materials and program development to support initial Expressions of Interest process 2) Advice, costing and preparation of submissions to Government	5 months	54,943.78
12/08/2010	Helme Consulting	Market sizing research	1 month	2,500.00
27/08/2010	Clarke, Adam	Communications and stakeholder relations	4 months	15,000.00
31/08/2010	Paula Benson	Facilitation and support for stakeholder outreach, for rebranding, launch and roll-out of LCAL programs	6 months	26,400.00
20/10/2010	89 Degrees East	Communications and stakeholder relations	5 days	10,000.00
30/11/2010	89 Degrees East	Communications and stakeholder relations	17 days	34,000.00
16/02/2011	Corrie MacDonald	Consulting for CTA submission regarding DCCEE – PM Taskforce on Energy Efficiency	1 month	467.50

17/02/2011	Light Naturally	Provide Advice on Energy Saving Proposals	1 month	1,540.00
23/03/2011	Helme Consulting	Carbon Neutral Program quantitative and qualitative research	1 month	3,000.00
25/05/2011	Arup Pty Ltd	Lifetime Carbon Saving Tool development	4 months	70,000.00
1/06/2011	Elmwood Design Australia Pty Ltd	LCAL rebranding costs	4 months	121,013.72
23/06/2011	Grant Thornton Australia Limited	Energy Efficiency Program Implementation Plan	10 weeks	54,309.09
30/06/2011	Energy Efficiency Council	Measurement and verification guide & case study project	4 months	13,000.00
30/06/2011	Mercer	Audit of Financial Models of Environmental Upgrade Agreements to be funded by LCAL	4 months	23,479.54

Total spend on consultants in 2011-12 was \$217,076.34 net of GST. Details requested are provided in the table below (NB – costs given below are for consultancies *undertaken* in 2010-11 per the question):

Consultancies Undertaken in 2011/12				
Date	Contractor	Task	Period	Cost (\$)
21/09/2011	Trac-Car Pty Ltd	IT and systems architecture services for the assessment of the Software Business Modelling Technology	6 months	39,600.00
1/10/2011	Helme Consulting	Carbon Neutral Program Stakeholder satisfaction assessment tools and quality control	1 month	4,500.00
29/08/2011	University of Queensland	Update of the Carbon Offset Guide	34 days	6,668.00

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	157
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Social Media		
Hansard Page EC:	Written		

Senator Fisher asked:

Has there been any changes to LCAL's 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 May 2011? Please explain.

Answer:

There have been no changes to Low Carbon Australia Limited's social media protocols as there was no reason for change between May 2011 and the present.

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Outcome:	1	Question No:	158
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing Hawker Britton at this time.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	159
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing Shannon's Way at this point in time.

**Senate Standing Committee on Environment and Communications
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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	160
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing John Utting & UMR Research Group at this point in time.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	161
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.

Answer:

Low Carbon Australia Limited has advised that it has neither employed nor is considering employing McCann-Erickson at this time.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	162
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing Cutting Edge at this point in time.

**Senate Standing Committee on Environment and Communications
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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	163
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing Ikon Communications at this point in time.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	164
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing CMAX Communications at this point in time.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	165
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing Boston Consulting Group at this point in time.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	166
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Consultancies		
Hansard Page EC:	Written		

Senator Fisher asked:

Has LCAL ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

Answer:

Low Carbon Australia Limited has neither employed nor is considering employing McKinsey & Company at this point in time.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	167
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Government Payments of Accounts		
Hansard Page EC:	Written		

Senator Fisher asked:

1. a) For the year 2010-11, did LCAL pay its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?
 - b) If not, why not, and 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.)
 - c) For accounts not paid within 30 days, was interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
Where interest is being paid, what rate of interest is being paid and how is this rate determined?
2. a) For the FYTD, has LCAL paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?
 - b) If not, why not, and 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.)
 - c) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year? Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. a) For 2010-11, Low Carbon Australia Limited (LCAL) has paid its accounts to contractors/consultants in accordance with government policy in terms of time for payment.

- b) Delayed payments resulted from invoices not being received in a timely manner, containing errors that needed to be resolved with suppliers, or awaiting supporting information from the suppliers. A breakdown of payments for 2010-11 is presented in the table below.

Payment terms	Percentage by dollar value	Percentage by number of payments
<=15 days	86.91 per cent	79.80 per cent
>15 days <=30 days	11.09 per cent	17.26 per cent
>30 days <=45 days	0.86 per cent	1.95 per cent
>45 days <=60 days	1.13 per cent	0.98 per cent
>60 days <=90 days	0.01 per cent	0.01 per cent
>90 days	Nil	Nil

- c) As previously advised in the answer to Question 144 of 23 May 2011, for accounts not paid within 30 days, interest is not being paid on overdue amounts. Note that LCAL is a *Commonwealth Authorities and Companies Act 1997* company.
2. a) For the financial year 2011-12 to date, LCAL has paid its accounts to contractors/consultants in accordance with Government policy in terms of time for payment.
- b) Delayed payments resulted from invoices not being received in a timely manner, containing errors that needed to be resolved with suppliers, or awaiting supporting information from the suppliers. A breakdown of payments for the financial year 2011-12 to date is presented in the table below.

Payment terms	Percentage by dollar value	Percentage by number of payments
<=15 days	68.27 per cent	81.39 per cent
>15 days <=30 days	25.09 per cent	16.40 per cent
>30 days <=45 days	5.24 per cent	1.89 per cent
>45 days <=60 days	1.40 per cent	0.32 per cent
>60 days <=90 days	Nil	Nil
>90 days	Nil	Nil

- c) Please refer to Part 1. c).

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	168
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Media Subscriptions		
Hansard Page EC:	Written		

Senator Fisher asked:

1. Does LCAL subscribe to pay TV (for example Foxtel)?
If yes, please provide the reason why, the cost and what channels.
What was the cost for 2010-11?
What is the estimated cost for 2011-12?
2. Does LCAL subscribe to newspapers?
If yes, please provide the reason why, the cost and what newspapers.
What was the cost for 2010-11?
What is the estimated cost for 2011-12?
3. Does LCAL subscribe to magazines?
If yes, please provide the reason why, the cost and what magazines.
What was the cost for 2010-11?
What is the estimated cost for 2011-12?

Answer:

1. Low Carbon Australia Limited (LCAL) does not subscribe to pay TV.
2. LCAL subscribes to *The Australian*, *The Australian Financial Review* and *The Financial Times* (online version only).

LCAL operates in a commercial environment and invests money with a range of business partners. The newspaper subscriptions are an important source of business intelligence for industry developments, issues and analysis, particularly for the financial and property sectors and international business developments, economic and industry trends.

The cost for financial year 2010-11 was \$1,046.37. The estimated cost for financial year 2011-12 is \$1,500.00.

3. LCAL subscribed to *BRW* and *MarketingMag* in 2010-11:

The *BRW* magazine subscription is used as a reference for current affairs, business and industry issues and developments. The *MarketingMag* subscription was used as a reference guide for events, marketing trends, issues and current affairs. This subscription was identified as no longer required and was not renewed for 2011-12.

The cost for financial year 2010-11 was \$484.54. Due to the timing of the subscription, no costs have been incurred to date in the financial year 2011-12. The estimated annual cost for 2011-12 is \$214.00.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	169
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Travel Costs		
Hansard Page EC:	Written		

Senator Fisher asked:

1. For the year 2010-11, please detail all travel (itemised separately) undertaken by LCAL. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
2. For the year FYTD, please detail all travel (itemised separately) undertaken by employees of LCAL. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

Answer:

1. Answering this question in the manner asked would provide an unreasonable diversion of Low Carbon Australia Limited (LCAL) resources. It is estimated that answering this question would take 2.5 staff (that is, 10 per cent of the business) offline for two weeks.

As a public company under the *Corporations Act 2001*, LCAL keeps accounts in accordance with standards issued by the Australian Accounting Standards Board, and does not categorise expenses in this way. Calculating the figures in the manner requested would involve manually retrieving and rekeying receipts, and contacting service providers to estimate breakdowns where costs are aggregated. Further, as some of the categories identified overlap, elements would have to be double-entered.

In order to provide the Senator with the fullest information available within the time frame, the following information is provided for the financial year 2010-11:

Classification	Expense
Accommodation	\$31,090.96
Air Travel - International	\$20,984.89
Air Travel - Domestic	\$94,341.01
Car Parking	\$1,998.35
Taxis and Fares	\$32,728.65
Meals whilst Travelling	\$5,740.58
Mileage Reimbursement	\$1,001.96
Directors Travel and Subsistence	\$48,613.95
TOTAL	\$236,500.35

In regards to class of travel, while the three executives are authorised to travel Business Class, each of them have undertaken their domestic travel in both the 2011 and 2012 periods mentioned above using economy and discount economy tickets wherever these are available.

LCAL has not incurred any security costs in relation to travel in either of the periods.

LCAL does not differentiate between travelling and non-travelling entertainment. Entertainment costs for 2010-11 were \$5,453.37.

2. Refer to notes in Part 1. In order to provide the Senator with the fullest information available, the following information is provided for financial year 2011-12 to date:

Classification	Expense
Accommodation	\$9,832.66
Air Travel - International	\$0.00
Air Travel - Domestic	\$61,934.68
Car Parking	\$1,559.40
Taxis and Fares	\$15,363.83
Meals whilst Travelling	\$2,448.65
Mileage Reimbursement	\$565.69
Directors Travel and Subsistence	\$24,523.94
Total	\$116,228.85

LCAL does not differentiate between travelling and non-travelling entertainment. Entertainment costs for the financial year 2011-12 to date are approximately \$3,239.57.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 170
Program: LCAL
Division/Agency: LCAL
Topic: Legal Costs – 2010-11
Hansard Page EC: Written

Senator Fisher asked:

1. What sum did LCAL spend on legal services for the year 2010-11? Please provide a list of each service and costs.
2. What sum did LCAL spend on legal services for the year 2010-11 from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did LCAL spend on legal services for the year 2010-11 from private firms? Please provide a list of each service and costs.
4. What sum did LCAL spend on legal services for the year 2010-11 from other sources? Please provide a list of each service and costs.

Answer:

1. \$580,467.61. See the answers to parts 2.-4. below for a list of services and costs.
2. \$0.
3. \$348,101.67. An itemised list of private firms engaged is presented in the table below and is given ex-GST.
4. \$232,365.94. This internal expenditure is comprised entirely of staff wages. As there were only two staff allocated to this function it is not appropriate to break this figure down due to staff privacy and commercial considerations.

Date	Private Firm	Description	Cost \$
28/03/2011	Baker and McKenzie	Environmental upgrade agreement review and lending structure	17,880.40
8/04/2011	Baker and McKenzie	Environmental upgrade agreement review and lending structure	6,041.51

13/05/2011	Baker and McKenzie	Environmental upgrade agreement review and lending structure	7,753.22
30/06/2011	Baker and McKenzie	Environmental upgrade agreement review and lending structure	45,882.84
29/07/2010	Clayton Utz	Lease	6,758.00
31/08/2010	Clayton Utz	Lease	523.20
30/09/2010	Clayton Utz	Regulatory issues and compliance advice	36,389.50
1/12/2010	Clayton Utz	Regulatory issues and compliance advice	3,301.80
1/12/2010	Clayton Utz	Regulatory issues and compliance advice	15,275.20
1/12/2010	Clayton Utz	Regulatory issues and compliance advice	4,616.20
1/12/2010	Clayton Utz	Regulatory issues and compliance advice	9,590.40
23/12/2010	Clayton Utz	Regulatory issues and compliance advice	4,574.80
24/12/2010	Clayton Utz	Regulatory issues and compliance advice	5,472.50
24/12/2010	Clayton Utz	Training of staff in AML/CTF	2,272.72
31/01/2011	Clayton Utz	Regulatory issues and compliance advice and specific tax queries	3,481.60
25/03/2011	Clayton Utz	Regulatory issues and compliance advice	1,907.20
29/03/2011	Clayton Utz	Regulatory issues and compliance advice	1,013.80
18/04/2011	Clayton Utz	Regulatory issues and compliance advice	3,181.82
20/12/2010	DibbsBarker	Service agreement with commercial customer	2,455.00
23/12/2010	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	14,711.00
31/01/2011	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	4,653.00

31/01/2011	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	9,682.00
31/01/2011	DibbsBarker	Trademark advice	1,867.00
22/02/2011	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	8,855.00
24/02/2011	DibbsBarker	Draft template Energy Efficiency Co-operation Agreement	5,486.00
25/02/2011	DibbsBarker	Draft template Energy Efficiency Loan Agreement	9,964.00
25/02/2011	DibbsBarker	Trademark advice	2,590.64
28/02/2011	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	10,334.00
29/03/2011	DibbsBarker	Trademark advice re rebranding	163.64
29/03/2011	DibbsBarker	Draft IP licence under funding facility	5,784.00
31/03/2011	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	10,293.00
27/04/2011	DibbsBarker	Trademark advice re rebranding	1,641.00
29/04/2011	DibbsBarker	Draft IP licence under funding facility	5,595.00
29/04/2011	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	6,392.00
30/05/2011	DibbsBarker	Advice and assistance with drafting agreement with company to establish a new financial product under LCAL's Energy Efficiency Program	8,121.00
30/05/2011	DibbsBarker	Trademarks advice	2,083.00
30/05/2011	DibbsBarker	Draft IP licence under funding facility	4,277.00
30/05/2011	DibbsBarker	Prepare standard (template) LCAL IP Licence	3,227.00
29/06/2011	DibbsBarker	Trademark registration	3,715.18

29/06/2011	DibbsBarker	Prepare standard (template) LCAL IP Licence	7,906.00
29/06/2011	DibbsBarker	Review contract to provide funding to Melbourne City Council to co-develop Tenant Engagement Tool	2,500.00
30/06/2011	DibbsBarker	Draft loan agreement with building owner under Energy Efficiency Program	3,785.00
30/06/2011	DibbsBarker	Draft loan agreement with building owner under Energy Efficiency Program	1,256.00
23/12/2010	DLA Phillips Fox	Preparation of LCAL Privacy Policy for corporate policies and procedures	7,502.40
1/02/2011	DLA Phillips Fox	Revise and draft additional privacy indemnity clauses	1,060.00
28/02/2011	DLA Phillips Fox	Preparation of LCAL Privacy Policy for corporate policies and procedures	2,385.00
30/07/2010	Macrossans Lawyers	Review project management agreement for building fit-out	591.95
30/07/2010	Macrossans Lawyers	General contractual advice - memorandum of understanding advert disclaimer, funding deed amendment	2,354.52
30/07/2010	Macrossans Lawyers	Funding agreement advice	1,620.17
29/10/2010	Macrossans Lawyers	Advice re consumer trade mark licence deed under Carbon Neutral Program	1,979.49
29/10/2010	Macrossans Lawyers	Licencing agreement discussions	1,098.80
1/12/2010	Macrossans Lawyers	Draft template deed of confidentiality	356.15
1/12/2010	Macrossans Lawyers	General contractual advice	750.00
1/01/2011	Macrossans Lawyers	Advice re consumer trademark deed under Carbon Neutral Program	1,244.10
1/01/2011	Macrossans Lawyers	Advice re customer agreement under Carbon Neutral Program	136.50
1/01/2011	Macrossans Lawyers	Advice re consumer trademark deed under Carbon Neutral Program	702.98
22/02/2011	Macrossans Lawyers	Contractual advice re Privacy Act, funding deed obligations, and contractor engagement	984.16

29/04/2011	Macrossans Lawyers	General contractual advice, consideration of legal standing of proposed trust, draft deed of access and indemnity directors and officers	1,123.73
29/04/2011	Macrossans Lawyers	Contractual Advice re Privacy Act, funding deed obligations, and contractor engagement	1,031.03
29/04/2011	Macrossans Lawyers	Review National Carbon Offset Scheme trademark agreements, amend proposed consumer trademark licence deed	1,171.63
27/05/2011	Macrossans Lawyers	General contractual advice - deeds of access and indemnity	1,077.89
30/06/2011	Macrossans Lawyers	Advice with respect to funding agreement	176.00
30/06/2011	Macrossans Lawyers	Employment contracts	129.00
30/06/2011	Macrossans Lawyers	General contractual advice	79.15
30/06/2011	Macrossans Lawyers	General contractual advice in relation to Carbon Neutral Program	7,242.50
30/06/2011	Macrossans Lawyers	General contractual advice in relation to Carbon Neutral Program	51.35
TOTAL			348,101.67

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	171
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Legal Costs - FYTD		
Hansard Page EC:	Written		

Senator Fisher asked:

1. What sum did LCAL spend on legal services FYTD within the department and agency? Please provide a list of each service and costs.
1. What sum did LCAL spend on legal services FYTD from the Australian Government Solicitor? Please provide a list of each service and costs.
2. What sum did LCAL spend on legal services FYTD from private firms? Please provide a list of each service and costs.
3. What sum did LCAL spend on legal services FYTD from other sources? Please provide a list of each service and costs.

Answer:

- 1-4 LCAL is a *Commonwealth Authorities and Companies Act 1997* company and is neither a department nor an agency.

An itemised list of each expenditure on *external* legal services and costs for 2011-12 to date are itemised in the table below. All external expenses were from private firms and are given ex-GST.

Internal legal expenditure (i.e. staff wages and ancillary costs) for 2011-12 totalled \$146,818.03 to 4 November 2011. As there are only three staff allocated to this function it is not appropriate to break this figure down due to staff privacy and commercial considerations.

Date	Private Firm	Description	\$ Cost
12/09/2011	Baker and McKenzie	Environmental Upgrade Agreement Review and Lending Structure	18,922.50
1/09/2011	Clayton Utz	Regulatory issues and Compliance advice with regards to Energy Efficient Retro-Fit Proposal	2,011.80
1/09/2011	Clayton Utz	Regulatory issues and Compliance advice	3,074.40
1/09/2011	Clayton Utz	Regulatory issues and Compliance advice	3,953.40
31/08/2011	DibbsBarker	Draft Agreement to establish structured finance products under LCAL's Energy Efficiency Program	10,716.00
31/08/2011	DibbsBarker	General Commercial IP Matters	700.40
30/09/2011	DibbsBarker	Draft Agreement to establish structured finance products under LCAL's Energy Efficiency Program	6,864.00
30/09/2011	DibbsBarker	Competition and Consumer Law Compliance Program	2,500.00
1/10/2011	DibbsBarker	Trade Mark Advice and Registration	2,427.27
1/10/2011	DibbsBarker	Trade Mark Advice and Registration	2,427.27
1/10/2011	DibbsBarker	General Commercial IP matters 2011-12	4,419.00
1/10/2011	DibbsBarker	Trade Mark Advice and Registration fee	92.00
29/07/2011	Macrossans Lawyers	Advice and assistance with drafting of Carbon Neutral Customer Agreement under National Carbon Offset Standard	617.91
29/07/2011	Macrossans Lawyers	Funding Agreement advice	607.68
29/07/2011	Macrossans Lawyers	Advice and assistance with drafting of Carbon Neutral Customer Agreement under National Carbon Offset Standard	577.46
29/07/2011	Macrossans Lawyers	Advice and assistance with drafting of Carbon Neutral Customer Agreement under National Carbon Offset Standard	12,161.18
19/08/2011	Macrossans Lawyers	Environmental Upgrade Agreement Review and Lending Structure	19,761.94
30/08/2011	Macrossans Lawyers	Funding Agreement advice	406.85
30/08/2011	Macrossans Lawyers	Advice and assistance with drafting of Carbon Neutral Customer Agreement under National Carbon Offset Standard	2,239.49

28/09/2011	Macrossans Lawyers	Advice and assistance with drafting of Carbon Neutral Customer Agreement under National Carbon Offset Standard	406.85
28/09/2011	Thomsons Lawyers	Advice on Employment Contract	247.50
TOTAL			95,134.90

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	172
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Education Expenses – 2010-11		
Hansard Page EC:	Written		

Senator Fisher asked:

For the year 2010-11, detail all education expenses (i.e. in house courses and tertiary studies) for LCAL. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant.

Answer:

There were no education expenses for Low Carbon Australia Limited in the financial year 2010-11.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	173
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Education Expenses - FYTD		
Hansard Page EC:	Written		

Senator Fisher asked:

For the FYTD, detail all education expenses (i.e. in house courses and tertiary studies) for LCAL. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant.

Answer:

As at 18 November 2011, education expenditure for the financial year 2011-12 is \$544.80. Expenditure is for the partial reimbursement (30 per cent) of course fees for a Bachelor of Laws. The participant has been granted two study days.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	174
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Executive Coaching and Leadership Training for the year – 2010 -11		
Hansard Page EC:	Written		

Senator Fisher asked:

In relation to the purchase of executive coaching and/or other leadership training services purchased by LCAL, please provide the following information for the year 2010-11:

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.
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;
- 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 LCAL'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
- iv. Any costs the department or agency's incurred to use the location.

Answer:

Nil.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	175
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Executive Coaching and Leadership Training for the year - FYTD		
Hansard Page EC:	Written		

Senator Fisher asked:

In relation to the purchase of executive coaching and/or other leadership training services purchased by LCAL, please provide the following information FYTD:

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
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
- 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 LCAL'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
- iv. Any costs LCAL incurred to use the location

Answer:

Low Carbon Australia Limited has not purchased executive coaching or other leadership training services in the financial year to date.

**Senate Standing Committee on Environment and Communications
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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	176
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Paid Parental Leave		
Hansard Page EC:	Written		

Senator Fisher asked:

1. Please list how many staff in LCAL are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For the year 2010-11 list did LCAL provide payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.
3. For the FYTD list is/has LCAL providing/provided its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

Answer:

1. Assessment is made on a case-by-case basis upon application. Low Carbon Australia Limited (LCAL) does not assess staff eligibility for such payments unless an application is made, as to do otherwise i) would not be a productive use of resourcing and ii) would present as an unnecessary invasion of employee privacy by questioning of staff on such matters.
2. LCAL did not provide payments under the Government's Paid Parental Leave Scheme in the financial year 2010-11.
3. LCAL has not provided payments under the Government's Paid Parental Leave Scheme in the financial year to date.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	177
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Corporate Cars		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many cars are owned by LCAL?
2. Where is/are the car/s located?
3. What is/are the car/s used for?
4. What was the cost of each car for 2010-11?
5. How far did each car travel in 2010-11?

Answer:

Low Carbon Australia Limited does not own any cars.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 178
Program: LCAL
Division/Agency: LCAL
Topic: Taxi Costs
Hansard Page EC: Written

Senator Fisher asked:

How much did LCAL spend on taxis in 2010-11? Provide a breakdown of each business group in each department/agency.

Answer:

Business group	Spend on taxis
Program Operations	\$13,255.60
Corporate	\$19,473.05
Total	\$32,728.65

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

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	179
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Credit Cards		
Hansard Page EC:	Written		

Senator Fisher asked:

1. How many staff in LCAL 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:

1. Twelve Low Carbon Australia Limited (LCAL) staff members have a corporate credit card. LCAL is not an Australian Public Services (APS) agency under the *Public Service Act 1999* and does not use Australian Government APS classifications. Three staff members are executive employees and nine staff members are non-executive employees.
2. This depends on the nature and seriousness of the breach. A minor transgression that does not involve a monetary amount (for example, failure to secure the card by leaving it on a desk) could involve counselling the staff member as to correct use of the card. A major transgression that constitutes a fraud may involve termination and/or referral of the matter to police for investigation and prosecution. In between these extremes a range of responses are possible.

3. All cardholders must sign an agreement to use the card in accordance with conditions of use and the *LCAL Corporate Policies and Procedures*. Cardholders must obtain receipts for all purchases and must detail the nature and purpose of the expense. A full item by item reconciliation of expenses and receipts to credit card statements is conducted at month end by the Office Manager. A review of purchases and allocation of purchases to business expenses is performed by the Finance Manager. A Credit Card Expenses summary, along with the supporting receipts, is signed by each cardholder and presented to each cardholder's manager and checked and signed off by the manager.
4. An assessment is made as to the nature of the misuse and an appropriate response is calibrated to deal with the matter in accordance with *Corporate Policies and Procedures*.
5. There have been no instances of misuse discovered to date.
6. Staff members are appropriately trained; corporate policies and procedures are clear, written and disseminated; staff members are asked to certify their expenditure; a rigorous procedure of checks is maintained (see Part 3 above).

**Senate Standing Committee on Environment and Communications
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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	180
Program:	LCAL		
Division/Agency:	LCAL		
Topic:	Communications		
Hansard Page EC:	Written		

Senator Fisher asked:

How many communications people are there in LCAL. List their classification, position description, services they provide to Ministers and/or Parliamentary Secretaries and any guidelines they must adhere to.

Answer:

LCAL is not an Australian Public Service (APS) agency under the *Public Service Act 1999* and does not use APS classifications. Parliamentary secretaries are ministers as per the *Ministers of State Act 1952*. Under the *LCAL Constitution* and the *Corporations Act 2001*, one of the ministers is also the sole member of the company (Minister Combet). In addition, the *Commonwealth Authorities and Companies Act 1997* places obligations on Commonwealth companies with regards to both portfolio ministers and the Minister for Finance and Deregulation. Accordingly, some of the 'services' provided by staff members to ministers may overlap with statutory and parliamentary reporting obligations.

See table below for details of classification, position description and services provided by communications people.

Classification	Position Description	Services provided	Guidelines
Non-Executive	Director - Marketing and Communications	Briefing on upcoming events.	LCAL Corporate Policies and Procedures. National Carbon Offset Standard branding guidelines.
Non-Executive	Senior Public Relations and Communications Consultant	Providing copies of media releases.	Various program guidelines specific to administration of the Energy Efficiency Program, Carbon Neutral Program and the Core Administrative Funding Program.
Non-Executive	Communications and Marketing Consultant (temporary).	Providing copies of marketing materials. Providing information on request. Review of Annual Report.	Various other guidelines generally applicable to officers in a company conducting business in the finance sector, (such as. privacy, Anti-Money Laundering/Counter-Terrorism Financing, Occupational Health & Safety etc). Orders and rulings of the Senate in so far as they are applicable to the <u>Commonwealth Authorities and Companies Act 1997</u> (CAC Act) companies. Orders and rulings of the House of Representatives in so far as they are applicable to CAC Act companies. General guidelines in so far as they are applicable to CAC Act companies: www.dpmc.gov.au/guidelines/index.cfm www.finance.gov.au/