

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

Supplementary Budget Estimates, 15 October 2012

Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	69
Program:	Corporate		
Division:	CSD		
Topic:	Executive Coaching and Leadership Training – FYTD		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. In relation to executive coaching and/or other leadership training services purchased by each department, please provide the following information for this financial year to date:
 - i. Total spending on these services
 - ii. The number of employees offered these services and their employment classification
 - iii. 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)
 - iv. The names of all service providers engaged

For each service purchased from a provider listed under (iv), 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 (please 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)

2. Where a service was provided at any location other than the Department's own premises, please provide:
 - a. the location used
 - b. the number of employees who took part on each occasion (please provide a breakdown for each employment classification)
 - c. the total number of hours involved for all employees who took part (please provide a breakdown for each employment classification)
 - d. any costs the department's incurred to use the location

Answer:

1. As at 13 November 2012 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 \$104,955. All senior employees, in accordance with their learning and development plan, are offered executive coaching and leadership development opportunities.
2. Table 1 provides details of the Department's human resources data on the services purchased as at 13 November 2012 for executive coaching and other leadership training services for 2012-2013. Employees were not granted study leave; rather the hours reflect time in attendance at a course or program.

Table 1: Details of the Department's executive coaching and other leadership training services for 2012-13 as at 13 November 2012

Service	One-on-one or group based	No. of employees	Total hours	Cost	Description of costs	Location	Location cost component
Executive coaching Executive Leadership Forum	Group	1x SES Band 1	6	\$3,200	Complete Package Coaching	Off-site	Included in cost
Executive coaching Jeff Whalan learning Group	Group	5x SES Band 1 1x SES Band 2	200	\$31,890	Learning groups	Off-site - various locations	Included in cost
Executive coaching VT Coach	One-on-one	2x SES B1	4	\$2,720	Executive Coaching	On-site	Nil
Executive coaching Executive Central	One-on-one	2x SES Band 1 1x SES Band 3	52	\$22,600	Executive Coaching 360 Diagnostic feedback Face-to-Face sessions of Executive Coaching	On site	Nil
Executive coaching Amanda Horne	One-on-One	1x EL2	1.5	\$660	Executive Coaching	On-site	Nil
ANZSOG Executive Fellows	Group	1x SES Band 1	120	\$28,380	Training, hospitality, Training Material	Off Site	Included in cost
Executive Coaching Executive Central	One-on-One	1x SES Band 1	3	\$1,815	Executive Coaching	On-site	Nil
Executive Coaching O2C	One-on-One	3x EL2	12	\$5,280	Executive Coaching	On-site	Nil
APS Commission Leadership Dimensions	Group	1x EL2	21	\$4,690	Executive leadership	Off-site	Included in cost
Executive Coaching Executive Central	One-on-one	1x EL1	4.5	\$1,300	Executive Coaching	Off-site	Included in cost
Executive Coaching	One-on-	1x SES	3	\$1,650	Executive Coaching	Off site	Included in

Service	One-on-one or group based	No. of employees	Total hours	Cost	Description of costs	Location	Location cost component
Executive Central	one						cost
Executive Coaching Yellow Edge	One on one	1x EL2	2	\$770	Executive Coaching	On-site	Nil

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	70
Program:	Corporate		
Division:	CSD		
Topic:	Executive Coaching and Leadership Training – 2011-12		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. In relation to executive coaching and/or other leadership training services purchased by each department, please provide the following information for 2011-12:
 - i. Total spending on these services
 - ii. The number of employees offered these services and their employment classification
 - iii. 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)
 - iv. The names of all service providers engaged

For each service purchased from a provider listed under (iv), 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 (please 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)

2. Where a service was provided at any location other than the department's own premises, please provide:
 - a. the location used
 - b. the number of employees who took part on each occasion (please provide a breakdown for each employment classification)
 - c. the total number of hours involved for all employees who took part (please provide a breakdown for each employment classification)
 - d. any costs the department's incurred to use the location

Answer:

1. The Department's human resources data indicates the total spend on executive coaching and/or other leadership training services purchased by the Department for 2011-2012 was \$515,400. All senior employees, in accordance with their learning and development plan, are offered executive coaching and leadership development opportunities.
2. Table 1 provides details of the Department's human resources data on the services purchased for executive coaching and other leadership training services for 2011-2012. Employees were not granted study leave; rather the hours reflect time in attendance at a course or program.

Table 1: Details of the Department's executive coaching and other leadership training services for 2011-12

Service	One-on-one or group based	Location	No. of employees	Total hours	Cost	Description of costs	Location cost component
Executive Coaching Executive Central	One-on-one	Off-site	3x EL2 4x SES B1 1x SES B2	211	\$92,075	Complete package – coaching	Nil
Executive Coaching Strategic Pathways	One-on-one	Off-site	1x EL2	2	\$900	Complete package – coaching	Nil
Executive Coaching VT Coach	One-on-one	Off-site	1x SES B1 1x EL2	8	\$4,914	Complete package – coaching	Nil
Executive Coaching Yellow Edge	One-on-one	Off-site	3x EL2 2x EL1 1x APS6	17	\$6,185	Complete package – coaching	Nil
Career Development Assessment Centre	Group	APSC Phillip	2x EL2	42	\$25,000	Complete package – training, hospitality, training materials	Nil
ANZSOG Executive Fellows Program	Group	Off-Site	1x SES B2	120	\$25,000	Training, hospitality, training materials	Included in course cost

APSC EL1 Leadership	Group and one-on-one	Residential Bowral	3x EL1	63	\$11,700	Complete package – training, accommodation, hospitality, training materials	Included in course cost
APS Leadership Moz Consulting	Group and one-on-one	On-site	18x APS4-6	135	\$11,139	Complete package – training, hospitality, training materials	Included in course cost
EL2 Leadership Program (People & Strategy)	Group	Peppers Manor House, Sutton Forrest	59x EL2 (+SES B2 & B3 support)	1151	\$124,854	Complete package – training, accommodation/venue, hospitality, training materials	Included in course cost
Executive Coaching Institute of Executive Coaching	One-on-one	Off-site	1x EL2	6	\$2,310	Complete package – coaching	Nil
Executive Coaching Wheaton Consulting	One-on-one	Off-site	2x EL2	13	\$7,930	Complete package – coaching	Nil
Leading Your Team Yellow Edge	Group	On-site	1x APS5 13x AP6 13x EL1	393	\$9,680	Training and materials	Nil
ANZSOG Executive Masters	Group	Off-site and distance learning	1x EL2	(2 years p/t)	\$37,654	Training, materials, international travel	Included in course cost
Executive Coaching Directions for Change	One-on-one	Off-site	1x SES B2	4	\$1,935	Complete package – coaching	Nil
Cranlana Public Sector Colloquium	Group	Off-site	3x SES B1	120	\$14,210	Training and materials	Included in course cost
Management to Leadership Centre for Public Management	Group	The Briars, Bowral	2 x EL1	65	\$9,870	Complete package – training, accommodation/venue, hospitality, training materials + 3 x coaching sessions	Included in course cost
Executive Coaching	Group	Off-site	4 x EL2	704	\$86,900	Training, hospitality and	Nil

Jeff Whalan Learning Group			4 x SES B1			materials	
APSC Leadership	Group	Off-site	1 x APS 6	7.5	\$720	Training, hospitality and materials	Nil
Executive Coaching –APSC ‘Transforming leadership’	One on one	Off-site	1 x SES B1	30	\$7,895	Complete package coaching	Nil
Executive Training – CPM ‘Executive impact’	Group	Off-site	1 x PAO3	15	\$1,880	Training, materials, hospitality	Included in course cost
APSC Executive Level Leadership Network	Group	Off-site	1 x EL1	16	\$690	Training and materials	N/A
APSC SES Band 2 Talent Development	Group	Off-site	1 x SESB2	62.5	\$22,568	Training and materials	Nil
Executive Coaching – Adept Career Move	One-on-one	Off-site	1 x APS6	4.5	\$1,496	Complete package – coaching	Nil
APSC SES Band 1 Residential – Transforming Leadership	Group	Off-site	1 x SES B1	28	\$7,895	Training, hospitality and materials	Included in course cost

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	71
Program:	Corporate		
Division:	CSD		
Topic:	Media training		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. In relation to media training services purchased by each department, please provide the following information for this financial year to date:
 - i. Total spending on these services
 - ii. The number of employees offered these services and their employment classification
 - iii. 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)
 - iv. The names of all service providers engaged

For each service purchased from a provider listed under (iv), 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 (please 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)
2. Where a service was provided at any location other than the department's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion

- c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- d. Any costs the department or agency's incurred to use the location.

Answer:

- 1-2 As at 15 November 2012, the Department has not delivered or provided any media training for staff for the 2012-13 financial year.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	72
Program:	Corporate		
Division:	CSD		
Topic:	Media training 2011-12		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. In relation to media training services purchased by each department, please provide the following information for 2011-12:
 - i. Total spending on these services
 - ii. The number of employees offered these services and their employment classification
 - iii. 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)
 - iv. The names of all service providers engaged

For each service purchased from a provider listed under (iv), 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 (please 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)

2. Where a service was provided at any location other than the department's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department's incurred to use the location

Answer:

- 1-2 The Department has not delivered or provided any media training for staff for the 2011-12 financial year.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 73
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. Please list how many staff and their classification are in receipt of Paid Parental Leave scheme payments.
3. For 2011-12 please list how many staff and their classification were in receipt of these payments.

Answer:

1. As at 15 October 2012, 39 staff members had maternity leave during the 2012-13 financial year. Eligibility for the Australian Government's Paid Parental Leave Scheme is determined for individuals through assessment against specific work test criteria, therefore some of these individuals may not receive a payment under the scheme.
2. As at 15 October 2012, 19 employees had received the Paid Parental Leave payments during the 2012-13 financial year. The details are below:

Classification	Total
APS 4	1
APS 5	3
APS 6	6
EL1	5
EL2	1
PLO1	1
SESB1	2
Total	19

3. Twenty employees received the Paid Parental Leave Scheme payments during the 2011-12 financial year. The details are below:

Classification	Total
APS 4	2
APS 5	1
APS 6	7
EL1	5
EL2	1
PAO3	1
PLO1	1
SESB1	1
SLO1	1
Total	20

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	74
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Training for Portfolio Minister and Parliamentary Secretaries – FYTD		
Hansard Page EC:	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? Please itemise each training, cost and for which Minister and/or Parliamentary Secretary was the training.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Please itemise each training, cost and for which Minister and/or Parliamentary Secretary was the training.
3. For this financial year to date, how much has been spent on training designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Please itemise each training, cost and for which Minister and/or Parliamentary Secretary was the training, and how many employees attended and their classification.

Answer:

- 1-3. The Minister and Parliamentary Secretary do not fall within the employment pay and conditions of the Department.

The Department does not budget, or financially account for the Minister's or Parliamentary Secretary's training expenses.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	75
Program:	Corporate		
Division:	CSD		
Topic:	Training for Portfolio Minister and Parliamentary Secretaries – 2011-12		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. For 2011-12, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Please itemise each training, cost and for which Minister and/or Parliamentary Secretary was the training.
2. For 2011-12, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Please itemise each training, cost and for which Minister and/or Parliamentary Secretary was the training.
3. For 2011-12, how much has been spent on training designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Please itemise each training, cost and for which Minister and/or Parliamentary Secretary was the training, and how many employees attended and their classification.

Answer:

- 1-3. The Minister and Parliamentary Secretary do not fall within the employment pay and conditions of the Department.

The Department does not budget, or financially account for the Minister's or Parliamentary Secretary's training expenses.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	76
Program:	Corporate		
Division:	CSD		
Topic:	Corporate Cars		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - a. How cars are owned by the Department?
 - b. Where is the car/s located?
 - c. What is the car/s used for?
 - d. What is the cost of each car for this financial year to date?
 - e. How far did each car travel this financial year to date?
2. For 2011-12:
 - a. How cars are owned by the Department?
 - b. Where is the car/s located?
 - c. What is the car/s used for?
 - d. What was the cost of each car?
 - e. How far did each car travel?

Answer:

Please refer to Question No.53 from Budget Estimates 2012-13 (May 2012).

1. There has been no change to the answer provided for Budget Estimates 2012-13. The Department does not own any cars.
2. There has been no change to the answer provided for Budget Estimates 2011-12. The Department does not own any cars.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 77
Program: Corporate
Division: CSD
Topic: Taxi costs
Hansard Page EC: Written

Senator Birmingham asked:

1. How much did each department spend on taxis this financial year to date? Please provide a breakdown of each business group in each department/agency. What are the reasons for taxi costs?
2. How much did each department spend on taxis in 2011-12? Provide a breakdown of each business group in each department. What are the reasons for taxi costs?

Answer:

1. The breakdown of the Department's expenditure on taxis for the period 1 July 2012 to 31 October 2012 is shown below:

Business group	YTD
Mitigation Group	19,985
Adaptation, International and Corporate Group	31,544
TOTAL	51,529

During this period taxis were used for Department staff when travelling for business related purposes.

2. The breakdown of the Department's expenditure on taxis in the 2011-12 financial year is shown below:

Business group	1 July 2011 to 31 March 2012	2 April 2012 to 30 June 2012	TOTAL YTD
Adaptation, International and Regulatory Group	68,152		68,152
Frameworks Group	37,010		37,010
Energy Efficiency and Corporate group	63,447		63,447
Mitigation Group		24,153	24,153
Adaptation, International & Corporate Group		32,992	32,992
TOTALS:	168,609	57,145	225,754

On 2 April 2012, following the establishment of the Clean Energy Regulator the Department reduced from three business groups to two. During this period taxis were used for Department staff when travelling for business related purposes.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 78
Program: Corporate
Division: CSD
Topic: Credit cards
Hansard Page EC: Written

Senator Birmingham asked:

1. Please provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - 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? Please list staff classification and what the misuse was, and the action taken.
 - e. What action is taken to prevent corporate credit card misuse?
3. For 2011-12 how many instances of corporate credit card misuse were there? Please list staff classification and what the misuse was, and the action taken.

Answer:

1. As at the 31 October 2012, the Department had the following Commonwealth credit cards on issue:

Employment Classification	Number of Credit Cards
APS Level Staff	142
Executive Level Staff	177
Senior Executive Level	36
TOTAL CREDIT CARDS	355

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. There has been no change in the Department's approach in the event that a credit card is misused from what was reported following Budget Estimates 2012-13 in May 2012.
 - b. There has been no change in the Department's approach to monitoring corporate credit card use from what was reported following Budget Estimates 2012-13 in May 2012.
 - c. There has been no change in how the Department deals with known instances where corporate credit cards have been misused from what was reported following Budget Estimates 2012-13 in May 2012.
 - d. For the period 1 July 2011 to 31 October 2012, 14 instances of Commonwealth corporate credit card misuse have been discovered. The breakdown of the classification of the staff is shown below:

Employment Classification	Instances of Misuse
APS Level Staff	3
Executive Level Staff	9
Senior Executive Level	2
TOTAL CREDIT CARDS	14

Each instance related to personal use of the card. In each instance the misuse was immediately reported to the Chief Financial Officer by the officer and all amounts have been fully repaid. No further action was taken.

- e. There has been no change in the actions undertaken by the Department to prevent misuse of corporate credit cards from what was reported following Budget Estimates 2012-13 in May 2012.
3. For the 2011-12 period there were 16 instances of Commonwealth Credit Card misuse discovered. The breakdown of the classification of the staff is shown below:

Employment Classification	Instances of Misuse
APS Level Staff	12
Executive Level Staff	3
Senior Executive Level	1
TOTAL CREDIT CARDS	16

In each instance the matter was immediately reported to the Chief Financial Officer by the officer and where the instance related to personal use of the card (15 instances) the amount was fully repaid. The final instance of misuse was where a credit card was used for travel booking without the permission of the cardholder.

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Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 79
Program: Corporate
Division: CSD
Topic: Provision of Equipment – Minister’s
Office/ Parliamentary Secretary’s
Office
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 what are 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? What were the running costs for 2009-10, 2010-11 and 2011-12?

Answer:

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

Equipment	Purchase Costs	Ongoing Costs
Blackberry	\$715.00	\$64.95 per month + call costs
iPhone	\$1165.00	\$44.95 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 \$24,814.

The running costs for the provision of standard electronic equipment to the Minister and Parliamentary Secretary and their staff for 2009-10, 2010-11 and 2011-12 was:

Running Costs 2009-10	Running Costs 2010-11	Running Costs 2011-12
\$82,658.18	\$86,589.60	\$137,147.41

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 80
Program: Corporate
Division: CSD
Topic: Electronic 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, please 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. This equipment includes:

Equipment	Purchase Costs	Ongoing Costs
Data Card	\$39.00	\$39.95 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 in most cases reserved for Executive Level 2 and above. However, at times these items are issued to lower level support staff, such as executive assistants, subject to an approved business case.

Costs for electronic equipment issued to Executive Level 2 staff and above are as follows:

Equipment	Purchase Costs	Ongoing Costs
Mobile Phone	\$210.00	\$4.99 per month + call costs
Blackberry	\$715.00	\$64.95 per month + call costs
Tablet	\$812.87	\$39.95 per month
iPhone	\$1165.00	\$44.95 per month + call costs

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	81
Program:	Corporate		
Division:	CSD		
Topic:	Provision of equipment – Minister’s Office/ Parliamentary Secretary’s Office – 2011-12		
Hansard Page EC:	Written		

Senator Birmingham asked:

Please update if there have been any changes since Budget Estimates 2011-12 (May 2012):

1. Does the department provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, please provide details of what is provided, the cost and to whom it is provided.
2. For departments that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided, what are the costs and what were the ongoing costs for 2011-12?

Answer:

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

Equipment	Purchase Costs	Ongoing Costs
Data Card	\$39.00	\$39.95 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
Tablet	\$812.87	\$44.95 per month
4G Modem	\$197.00	N/A

2. The mobile phone types provided to the Minister, the Parliamentary Secretary and their offices are Blackberry devices and iPhones.

Equipment	Purchase Costs	Ongoing Costs
Blackberry	\$715.00	\$64.95 per month + call costs
iPhone	\$1165.00	\$44.95 per month + call costs

Running Costs for 2011-12 for Blackberries and iPhones
\$28,876.80

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Climate Change and Energy Efficiency Portfolio

Outcome: 1 **Question No:** 82
Program: Corporate
Division: CSD
Topic: Electricity equipment – Department –
2011-12
Hansard Page EC: Written

Senator Birmingham asked:

If electronic equipment (such as iPad, laptop, wireless card, vasco token, BlackBerry, mobile phone (list type if relevant), thumb drive) was provided to department staff for 2011-12, please provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

Answer:

In 2011-12 standard electronic equipment was provided to all classifications of departmental staff as required. This equipment includes:

Equipment	Purchase Costs	Ongoing Costs
Data Card	\$39.00	\$39.95 per month
RSA Token	\$90.00	\$6.62 per year
Laptop	\$2,592.70	N/A
Computer	\$693.24	N/A
Monitor	\$174.90	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

In 2011-12 Blackberries, iPhones, Mobile phones and tablet devices were in most cases reserved for Executive Level 2 and above. However, at times these items were issued to lower level support staff, such as executive assistants, subject to an approved business case.

Costs for electronic equipment issued to staff Executive Level 2 and above in 2011-12 were as follows:

Equipment	Purchase Costs	Ongoing Costs
Mobile Phone	\$214.00 to \$296.45	\$4.99 per month + call costs
Blackberry	\$819.00	\$64.95 per month + call costs
Tablet	\$872.87 to \$933.80	\$39.95 per month
iPhone	\$1165.00	\$34.95 per month + call costs

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	83
Program:	Corporate		
Division:	CSD		
Topic:	Electricity purchasing		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. Provide details of any update of the Department electricity purchasing agreement if there has been a change since Budget Estimates 2011-12 (May 2012).
2. What are the Department's budgeted electricity costs for 2012-13?
3. What are the Department electricity costs for this financial year to date?

Answer:

1. There has been no change to the Department's electricity purchasing arrangements since Budget Estimates 2011-12 (May 2012).
2. The 2012-13 budget for electricity costs is \$300,000.
3. The Department's electricity costs for the period 1 July to 30 October 2012 was \$112,800.90.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	84
Program:	Corporate		
Division:	CSD		
Topic:	Electricity costs		
Hansard Page EC:	Written		

Senators McKenzie and Birmingham asked:

For the financial year 2011-2012, how many kilowatt hour of electricity did the department consume? What was the total cost?

- a. What does this cost work out to per employee?
- b. What increases in electricity costs has the Department experienced since the introduction of the carbon tax?
- c. How has this changed the Department's spending pattern? What programs or services have been cut to meet the increased costs?
- d. What measures is the Department taking to reduce its electricity expenditure? When did these commence? What impact have they had?

Answer:

In the 2011-2012 financial year, the Department consumed 2,259,308 kilowatt hours (kWh) of electricity at a total cost of \$485,964.70.

- a. The cost per employee was \$525.20.
- b. Since the introduction of the carbon price, the components that make up the electricity invoices received by the Department have changed by differing amounts. Based on invoicing received, the average cost of electricity consumed by the Department (inclusive of all fees and charges) increased from \$0.215 per kWh for the 2011-2012 financial year to \$0.232 per kWh in July/August 2012.
- c. There has been no change in the Department's spending pattern. No programs or services have been cut.
- d. Based on modelling undertaken by the design consultants for the Nishi building the Department expects its consumption of electricity to be approximately a third of the 2011/12 result. The Department will take occupancy of its tenancy in the Nishi building in December 2012.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	85
Program:	Corporate		
Division:	CSD		
Topic:	Briefings for the Australian Greens		
Hansard Page EC:	Written		

Senator Birmingham asked:

Have any briefings 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. Have any briefings requests been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
- d. How long is spent undertaking briefings for the Australian Greens? How many staff are involved and how many hours? Please provide a breakdown for each employment classification.

Answer:

The Department provides information and briefings to the Australian Greens on the same basis as it provides information to the Opposition and the cross-benchers – at the request of the Minister.

- a. Refer to the comment above.
- b. Briefings are generally provided orally, covering a range of issues.
- c. No.
- d. Such briefings are incorporated in the general work of the relevant areas of the Department, and not separately identified.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	86
Program:	Corporate		
Division:	CSD		
Topic:	Briefings for the Australian Greens – 2011-12		
Hansard Page EC:	Written		

Senator Birmingham asked:

Were any briefings been provided to the Australian Greens in 2011-12? 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. Have any briefings requests been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
- d. How long is spent undertaking briefings for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

Answer:

Please refer to the response provided to Question on Notice No.85.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	87
Program:	Corporate		
Division:	CSD		
Topic:	Briefings for Independents		
Hansard Page EC:	Written		

Senator Birmingham asked:

Have any briefings 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. Have any briefings requests been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
- d. How long is spent undertaking briefings for Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

Answer:

The Department provides information and briefings to the Independents on the same basis as it provides information to the Opposition and the cross-benchers – at the request of the Minister.

- a. Refer to the comment above.
- b. Briefings are generally provided orally, covering a range of issues.
- c. No.
- d. Such briefings are incorporated in the general work of the relevant areas of Department, and not separately identified.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	88
Program:	Corporate		
Division:	CSD		
Topic:	Briefings for Independents – 2011-12		
Hansard Page EC:	Written		

Senator Birmingham asked:

Were any briefings been provided to Independents in 2011-12? 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. Have any briefings requests been unable to proceed? If yes, provided details of what the briefings were and why it could not proceed.
- d. How long is spent undertaking briefings for Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

Answer:

Please refer to the response provided to Question on Notice No.87.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	89
Program:	Corporate		
Division:	CSD		
Topic:	Shredders		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. Did the Department purchase any shredders in 2011-12? 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.
2. Has the Department purchased any shredders since Budget Estimates 2011-12 (May 2012)? If yes, please 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:

1. Please refer to Question on Notice No.62 from the May 2012 Budget Estimates.

In 2011-12 the Department purchased seven shredders.

The costs (including GST) of the shredders were:

- two at \$2,084.50;
- two at \$2,524.50;
- one at \$5,439.50;
- one at \$6,671.50; and
- one at \$6,682.00.

These purchases were due to the expansion of the Department in support of the establishment of the Clean Energy Regulator and the relocation of workgroups.

The shredders were purchased to ensure the correct handling and disposal of official information/resources in line with the mandated government protective security practices.

1. No additional shredders have been purchased since Budget Estimates 2011-12 (May 2012).

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	90
Program:	Corporate		
Division/Agency:	CSD		
Topic:	Protective security policy framework		
Hansard Page EC:	Written		

Senator Birmingham asked:

Please 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/agency specific policies and procedures.

Answer:

1. An internal audit was completed in April 2012 to determine compliance with the mandatory requirements. This audit showed compliance with 25 of the 33 mandatory requirements. Recommendations from this audit have been used to develop a comprehensive suite of protective security procedures to ensure compliance with the mandatory requirements. The procedures have been introduced progressively through 2012, and the process is due to be completed by February 2013.
2. The Department has implemented a new Agency Security Plan (ASP) that complies with the mandatory governance requirements for the Australian Government Protective Security Policy Framework. The ASP includes a comprehensive risk based approach to protective security.
3. A threat and business impact assessment has been conducted for the Department. This assessment has been used to inform the Department's protective security risk assessment. A Security Risk Management Committee has been established to monitor and respond to security risks.
4. The suite of procedures cover governance, information, personnel and physical security, and are based on, and are consistent with, the appropriate guidelines issued by the Attorney-General's Department.

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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	91
Program:	Corporate		
Division:	CSD		
Topic:	Office locations		
Hansard Page EC:	Written		

Senator Birmingham asked:

Please provide a list of all office locations for all departments and agencies within the portfolio by:

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

Answer:

Please refer to Attachment A.

Attachment A

Question on Notice No.91 – Location and details of all Departments and/or Agencies in the Ministers portfolio

Department/ Agency	Location	Area m²	Number of Staff and Classification #	Owned/ Leased	Facility Use	Annual Rent Paid/m² p/a	Type of functions and work undertaken
Department of Climate Change and Energy Efficiency (DCCEE)	2 Constitution Avenue Canberra City ACT 2601	5,697	315 staff with classifications from APS3 to Departmental Secretary.	Leased	Office	\$462.09	The development and coordination of Australia's climate change and energy efficiency policy.
		4,205	193 staff with classifications from APS2 to SES Band 2.	Leased	Office	\$440.29	The development and coordination of Australia's climate change and energy efficiency policy.
DCCEE	1 Farrell Pl Canberra City ACT 2601	1,850.3	92 staff with classifications from APS4 to SES Band 2.	Leased	Office	\$389.00	The development and coordination of Australia's climate change and energy efficiency policy.
DCCEE	Avele Rd Apia Samoa	77.72	2 staff at the EL1 classification.	Leased	Office	\$425.31	The development and coordination of Australia's climate change and energy efficiency policy.

Department/ Agency	Location	Area m²	Number of Staff and Classification #	Owned/ Leased	Facility Use	Rent Paid/m² p/a	Type of functions and work undertaken
DCCEE	SAP House Corner Bunda and Akuna Streets Canberra City ACT 2601	1,960	20 staff with classifications from APS3 to SES Band 1.	Leased	Office	\$450.33	The development and coordination of Australia's climate change and energy efficiency policy.
		980	52 staff with classifications from APS3 to SES Band 1.	Leased	Office	\$480.12	The development and coordination of Australia's climate change and energy efficiency policy.
		351	10 staff with classifications from APS5 to SES Band 2.	Leased	Office	\$424.35	The development and coordination of Australia's climate change and energy efficiency policy.
Clean Energy Regulator (CER)	5 Farrell Place Canberra City ACT 2601	7,147	355 staff with classifications from APS3 to CEO.	Leased	Office	\$420.00	The development and coordination of Australia's transition to a low carbon economy through an informed and efficient market for carbon and investment in renewable energy.
Climate Change Authority (CCA)	Level 10, 90 Collins Street Melbourne VIC 3000	921.2	25 staff with classifications from APS5 to SES Band 1 and a CEO.	Leased	Office	\$469.49	An independent statutory body established to conduct reviews and provide advice to the Government on climate change initiatives.

Department/ Agency	Location	Area m²	Number of Staff and Classification #	Owned/ Leased	Facility Use	Rent Paid/m² p/a	Type of functions and work undertaken
Low Carbon Australia Limited (LCAL)	Brisbane Level 8, Wesley House 140 Ann Street Brisbane QLD 4000	506 ^	28 – comprising 2 x Executive; 26 x Non- Executive.	Leased	Office	\$492	Core Administration, Delivery of the Energy Efficiency Program, Delivery of the Carbon Neutral Program.
LCAL	Sydney Regus serviced offices Level 4 95 Pitt Street Sydney NSW 2000	19 ^@	2 x Non-Executive.	Leased	Serviced Office	\$998 @	Delivery of the Energy Efficiency Program.

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

@ Note the number of square metres (m²) for a serviced office is only the actual workspace and does not include common areas such as hallways, bathroom, kitchens or meeting rooms. Accordingly, the annual rent paid per m² appears higher than for typical leased office space where the m² includes all common areas.

^ Note these figures do not include car parking spaces. To encourage the use of public transport and other low-impact travel (such as walking to work or riding a bicycle) LCAL does not subsidise employee parking and no car-parking spaces are associated with this lease.

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Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	92
Program:	Corporate		
Division:	ASCD		
Topic:	Media/Comms staff		
Hansard Page EC:	Written		

Senator Birmingham asked:

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.

Answer:

As at 15 October 2012, a total of 26 staff involved with public relations, communications and media were within the Department. This included 25 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.

Level	Ongoing	Non-ongoing	Total
SESB1	1		1
<i>Corporate and internal communications, annual report and publications</i>			5
EL2 or equivalent	1		
EL1 or equivalent	3		
APS6	1		
<i>Websites management and web publishing</i>			6
EL2 or equivalent	1		
EL1 or equivalent	1		
APS6	2		
Contractor		2	
<i>Media relations and issues management</i>			6
EL2 or equivalent	1		
EL1 or equivalent	2		
APS6 or equivalent	2		
APS5	1		
<i>Strategic and stakeholder communication and grants management</i>			7
EL2 or equivalent	1		
EL1 or equivalent	4		
APS6 or equivalent	1		
Contractor		1	
<i>Climate Commission Secretariat</i>			1
EL1 or equivalent	1		
		Total:	26

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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Answers to Questions on Notice

Climate Change and Energy Efficiency Portfolio

Outcome:	1	Question No:	93
Program:	Corporate		
Division:	CSD		
Topic:	Grants pause		
Hansard Page EC:	Written		

Senator Birmingham asked:

1. To date, how much of the 2012-13 budget appropriations has your department received?
2. For 2012-13 please list each grant program your department administers, and the total funding of each program.
3. Please list each grant program that has not been paused as part of the Government-wide grants pause.
4. Please provide the total cash value of each program that has not been paused?
5. Please list each grant program that has been "paused" as part of the Government-wide grants pause.
6. Please provide the total cash value of each program that has been paused, and the total value of all grants paused?
7. On what date did your department receive advice from the government to pause certain grants programs?
 - a. How was the instruction received, and from whom was it received?
8. Please list the dates on which the Minister for Finance met with senior department officials to discuss the grants pause and on which the Minister overseeing your department met with senior department officials?
9. From what date was your department told to implement the grants pause? When did it do so?

10. Has your department been provided with information regarding when the grants pause would end?
 - a. If so, what was the date?
 - b. Was your department advised if it could communicate when the grants pause would end to grant applicants?
11. Please provide the advice your department gave to Department of Finance regarding which programs should be included in the grants pause.
12. Did your department receive advice/instruction from the Department of Finance regarding how best to communicate the grants pause to grant applicants, the media and other external stakeholders?
13. What information has been provided to grant applicants regarding the grants pause? Please provide scripts if these have been given to call centres, or any other information sheets which have been used internally for discussing the grants pause with applicants.
14. Has your department/agency been advised by the Department of Finance of further grants pauses in the future? If so
 - a. When did you receive notification of future grants pauses?
 - b. What is the date of future grants to be paused?
 - c. Which grants programs will be paused?
 - d. What is total value of pauses in future grants programs?
 - e. When will notification of these future grants pauses be made public?
15. How many staff are employed to administer grant programs within the department?
16. During the Grants Pause, with what activities have these staff been involved? Have staff been moved to other divisions during the grants pause?
17. During the Grants Pause, were decisions on grants being made, but applicants not alerted?

Answer:

1. Appropriation information is reported in the 2012-13 Portfolio Budget Statements of individual agencies. Appropriation information will be updated in the Portfolio Additional Estimates Statements.
2. Information on grants awarded by individual agencies (including grant programs) is published on agencies' websites. Guidelines and information on rounds of grant programs are also generally published on agencies' websites.

Information on agency funding including grants can be found in the 2012-13 Portfolio Budget Statements.

3. On 27 August 2012, the Government decided to pause all grant rounds for 2012-13 which were not advertised, and advertised rounds which were not finalised. Providing the list of grant programs that were not paused could disclose the Expenditure Review Committee of Cabinet's deliberations and therefore is not publicly available.

However, information on grant programs, in general, can be found on the Department's website.

Information on the outcome of the grants pause is reported in the 2012-13 MYEFO, and in the Finance Minister's media release of 22 October 2012.

4. Refer to answer 3. Information on the outcome of the grants pause is reported in the 2012-13 MYEFO, and in the Finance Minister's media release of 22 October 2012.
5. Refer to answer 3. Information on the grant programs that had uncommitted grants funding reduced can be found in the Finance Minister's media release of 22 October 2012.
6. Refer to answer 3.
7. On 28 August 2012 the Department of Finance and Deregulation (Finance) released an Estimate Memorandum informing portfolio departments of the grants pause and sought information on grant rounds and programs in 2012-13 which were not advertised, and advertised rounds which were not finalised.
8. No departmental officials met with the Minister for Finance and Deregulation to discuss the grants pause. The Department provided written briefing to the Minister for Climate Change and Energy Efficiency on the impact of the grants pause and it was discussed with the Minister in early September 2012, but the Department does not keep specific records of what is discussed in every meeting.
9. On 28 August 2012 the Finance released an Estimate Memorandum informing agencies of the decision by the Government to pause grant rounds. The grant pause was implemented as per the decision of the Government.

10. The pause on grant programs ended with the release of the 2012-13 MYEFO. The outcome of the Government's decision was reported in the 2012-13 MYEFO and the Finance Minister's media release of 22 October 2012. Agencies were advised on 22 October 2012 they could communicate the end of the grants pause.
11. The information Departments/agencies provided to Finance included grant rounds, committed funds, purpose of the grant and recipients of the grants. This information informed the briefing to the Cabinet's Expenditure Review Committee and therefore is not publicly available.
12. Finance provided standard talking points to all Portfolios Departments to use as necessary (see attached).
13. No information was provided to grant applicants regarding the grants pause in addition to the standard talking points provided by Finance.
14. No.
 - a) N/A
 - b) N/A
 - c) N/A
 - d) N/A
 - e) N/A
15. As at 31 October 2012, 47 staff across the Department administered grant programs.
16. During the grants pause the staff employed to administer grants programs for the Department continued to manage the grants programs, including: progressing design, implementation and preparation for future grant rounds; finalisation of evaluation plans and probity plans; and administration of programs which opened for expression of interest prior to the pause.

Staff were not moved to other Divisions during the grants pause.

17. The Department assessed applications for grants rounds that had already opened prior to the grants pause, however no decisions on grants were made and no applicants alerted.

Suggested Talking Points in relation to Grants

For conversations <u>external</u> to Government
--

Has the Government paused or abolished grants funding?

The Government is collecting information on how grants programs are being rolled out.

Analysing the levels of existing program expenditure and the extent to which this is either committed or uncommitted is a normal part of the Budget process.

There is a brief pause in some grant programs while this information is being collected. But at this stage all the background work – preparation of guidelines, assessment of applications, etc – is continuing in the normal way.

Why has the Government made this decision?

Analysing the levels of existing program expenditure and the extent to which this is either committed or uncommitted is a normal part of the Budget process.

I was expecting to see the release expressions for interest/grant guidelines for [name of grants round] in the near future will this still be going ahead?

The Government is collecting information on how grants programs are being rolled out.

There is a brief pause in some grant programs while this information is being collected. But at this stage all the background work – preparation of guidelines, assessment of applications, etc – is continuing in the normal way.

A decision relating to the release of guidelines/expressions of interest will be made once the current process is completed.

I recently submitted an application for [insert the name of the grants rounds here – are we affected by this decision and what happens if we are?

The Government is collecting information on how grants programs are being rolled out.

There is a brief pause in some grant programs while this information is being collected. But at this stage all the background work – preparation of guidelines, assessment of applications, etc – is continuing in the normal way.

For conversations <u>internal</u> to Government agencies and departments

What has the Government decided in relation to 2012-13 grants rounds?

The Government has decided that all upcoming grants rounds for 2012-13 which have not been advertised, and advertised rounds which have not been finalised, are to be paused with effect from 27 August 2012.

Which grants are affected and how are they affected ?

Grants rounds and processes affected are those covered by the Commonwealth Grants Guidelines, competitive processes pertaining to research and other grants, and competitive grant rounds or expressions of interest for capital projects.

Processes under Commonwealth Procurement Rules will not be affected.

Grants rounds where the process of advising success/unsuccessful applicants has commenced (including where there has been a media release announcing successful recipients/projects) are not affected.

For affected grants rounds:

- For those rounds where guidelines/expressions have not been released agencies should continue to undertake development and approval processes but cannot advertise.
- For those rounds where guidelines/expressions of interest have been released and applications are being/have been received, agencies should undertake assessment and approval work but should not contact applicants (either to advise of the outcome or to seek further information).