

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

Program: Division or Agency: Corporate: CSD **Question No:** 227

Topic: Portfolio Wide – shredders

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. Did the department/agency 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/agency 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:

Responses to questions 1 and 2 are provided on the attached tables.

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

Question 1

Department/Agency	Quantity	Cost	Purpose
Department of Sustainability, Environment, Water, Population and Communities	9	Average cost per shredder: \$2,320.00	Additional shredders required for Senator Farrell's office , Minister Burke's Sydney Office, Policy and Communications Division and Australian Antarctic Division for the purpose of destruction of classified documents in line with the Protective Security Policy Framework
Director National Parks	Nil	Not applicable	Not applicable
National Water Commission	2	\$1,570.00 each	The new shredders were purchased to replace existing shredders that had reached the end of their life cycle as provided for in the Commission's asset replacement program.
Sydney Harbour Federation Trust	1	\$1,805.10	The new shredder was purchased for secure cross cut shredding of records approved for disposal.
Murray-Darling Basin Authority	Nil	Not applicable	Not applicable
Great Barrier Reef Marine Park Authority	Nil	Not applicable	Not applicable
Bureau of Meteorology	Nil	Not applicable	Not applicable

Question 2.

Department/Agency	Quantity	Cost	Purpose
Department of Sustainability, Environment, Water, Population and Communities	1	\$2,194.50	Shredder purchased to replace a shredder which was beyond economic repair, for the purpose of destruction of classified documents in line with the Protective Security Policy Framework
Director National Parks	Nil	Not applicable	Not applicable
National Water Commission	2	\$1,570.00 each	The new shredders were purchased to replace existing shredders that had reached the end of their life cycle as provided for in the Commission's asset replacement program.
Sydney Harbour Federation Trust	Nil	Not applicable	Not applicable
Murray-Darling Basin Authority	Nil	Not applicable	Not applicable
Great Barrier Reef Marine Park Authority	Nil	Not applicable	Not applicable
Bureau of Meteorology	Nil	Not applicable	Not applicable

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

Program: Division or Agency: Corporate: CSD

**Question 228
No:**

Topic: Portfolio Wide – staff amenities

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. What amenities are provided to staff? Please provide a list.

Answer:

1. Apart from standard office amenities the following is provided:

Department/Agency	Amenities provided
Department of Sustainability Environment Water Population and Communities *	1 x small gym room, 1 x Pool table and access to a corporate gym membership for staff of the Australian Antarctic Division in Kingston TAS.
Director of National Parks	Nil
National Water Commission	Nil
Sydney Harbour Federation Trust	1 x BBQ, 1 x Table Tennis table
Murray Darling Basin Authority	Nil
Great Barrier Reef Marine Park Authority	Nil
The Bureau of Meteorology	Nil

* This excludes facilities provided on Antarctic and sub Antarctic stations.

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

Program: Division or Agency: Corporate: CSD **Question No:** 229

Topic: Portfolio Wide - staffing

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. How many ongoing staff have been recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?
4. How many ongoing staff left the department/agency in the year 2011-12? What classification were these staff?
5. How many non-ongoing staff left the department/agency in the year 2011-12? What classification were these staff?
6. How many contract staff left the department/agency in the year 2011-12? What classification were these staff?
7. How many ongoing staff were recruited in the year 2011-12? What classification were these staff?
8. How many non-ongoing staff were recruited in the year 2011-12? What classification were these staff?
9. How many contract staff left in the year 2011-12? What classification were these staff? What is the average length of their employment period?
10. Are there any plans for staff reduction? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
11. If there are plans for staff reductions, please give the reason why these are happening.

Answer:

1. The number of ongoing staff recruited this financial year to date:

Department of Sustainability, Environment, Water, Population and Communities (the department) ¹	54
Bureau of Meteorology (BOM)	15
Great Barrier Reef Marine Park Authority (GBRMPA)	1
Murray-Darling Basin Authority (MDBA)	15
National Water Commission (NWC)	0

The nominal classification of these staff:

Classification Level	Department ¹	BOM	GBRMPA	MDBA	NWC
Cadet/Trainee					
Graduate					
APS 1/2	1				
APS 3	2				
APS 4	6	3			
APS 5	16	2		3	
APS 6	13	5		3	
Executive Level 1	9	5	1	5	
Executive Level 2	7			4	
SES Band 1					
SES Band 2					
SES Band 3					
Total	54	15	1	15	0

1. Includes information for the Director of National Parks

2. The number of non-ongoing staff recruited this financial year to date:

The department ^{1*}	542
BOM	228
GBRMPA	65
MDBA	7
NWC	0

The nominal classification of these staff:

Classification Level	Department ^{1*}	BOM ^{**}	GBRMPA	MDBA	NWC
Cadet					
Graduate					
APS 1/2	131	6	6		
APS 3	104	13	3		
APS 4	77	7	11		
APS 5	87	12	5		
APS 6	73	72	30	3	
BB 1 (PO1)		1			
BB 2 (PO2)		14			
BB 5 (PO2)		3			
Executive Level 1	37	79	7	1	
Executive Level 2	31	20	3	3	

SES Band 1	1	1			
SES Band 2	1				
SES Band 3					
Total	542	228	65	7	0

* Includes 175 casual (Irregular or Intermittent) employees.

** BB 1, BB 2 and BB 5 are official classifications, no APS equivalent.

1. Includes information for the Director of National Parks
3. Number of employees employed on contract this financial year to date and the average length of their employment period. Employees employed on contract relates to non-ongoing departmental employees.

	Number of employees employed on contract this financial year to date	Average length of their employment period
The department ^{1 2}	296	36 weeks
BOM	Not available	Not available
GBRMPA	25	6.5 months
MDBA	6	6.5 months
NWC	5	74 weeks

1. Includes information for the Director of National Parks

2. This figure excludes non-ongoing contracts with the Australian Antarctic Division due to special circumstances governing the contracts of Antarctic expeditioners.

4. The number of ongoing staff that left in the 2011/12 financial year:

The department ¹	324
BOM	94
GBRMPA	19
MDBA	42
NWC	11

The nominal classification of these staff:

Classification Level	Department¹	BOM	GBRMPA	MDBA	NWC
Trainee		1			
Cadet		1			
Graduate	2				
APS 1/2	8	6	2		
APS 3	8	20	2		
APS 4	35	5	3	2	1
APS 5	54	18	2	7	
APS 6	95	9	4	11	2
Executive Level 1	81	15	5	14	5
Executive Level 2	26	17	1	7	2
SES Band 1	8	1			1
SES Band 2	7	1			
SES Band 3				1	
Total	324	94	19	42	11

1. Includes information for the Director of National Parks

5. The number of non-ongoing staff that left in the 2011/12 financial year:

The department ^{1*}	461
BOM	104
GBRMPA	22
MDBA	65
NWC	22

The nominal classification of these staff:

Classification Level	Department ^{1*}	BOM	GBRMPA	MDBA	NWC
Cadet					
Graduate					
APS 1/2	75	10	6	4	
APS 3	121	8	1	2	
APS 4	54	2	1	13	2
APS 5	100	8	6	17	1
APS 6	56	40	6	10	11
Executive Level 1	40	21	1	16	7
Executive Level 2	15	15	1	3	1
SES Band 1					
SES Band 2					
SES Band 3					
Total	461	104	22	65	22

* Includes 65 casual (Irregular or Intermittent) employee separations.

1. Includes information for the Director of National Parks

6. The number of contract staff that left in the 2011/12 financial year. Contract staff relates to non-ongoing departmental employees.

The department ^{1*}	461
BOM	Not available
GBRMPA	22
MDBA	Not available
NWC*	22

* All were non-ongoing staff on an employment contract.

The nominal classification of these staff:

Classification Level	Department ^{1*}	BOM	GBRMPA	MDBA	NWC
Cadet					
Graduate					
APS 1/2	75		6		
APS 3	121		1		
APS 4	54		1		2
APS 5	100		6		1
APS 6	56		6		11
Executive Level 1	40		1		7
Executive Level 2	15		1		1
SES Band 1					
SES Band 2					

SES Band 3					
Total	461		22		22

* Includes 65 casual (Irregular or Intermittent) employee separations.

1. Includes information for the Director of National Parks

7. The number of ongoing staff recruited in the 2011/12 financial year:

The department ¹	340
BOM	77
GBRMPA	22
MDBA	52
NWC	1

The nominal classification of these staff:

Classification Level	Department ¹	BOM	GBRMPA	MDBA	NWC
Trainee		11			
Cadet		3			
School leaver	10				
Graduate	37	9			
APS 1/2	7	2	3	4	
APS 3	12	5	3	7	
APS 4	30		3	3	
APS 5	53	1	6	3	
APS 6	92	20	3	12	
Executive Level 1	71	14	3	12	1
Executive Level 2	21	12	1	9	
SES Band 1	4				
SES Band 2	3				
SES Band 3				2	
Total	340	77	22	52	1

1. Includes information for the Director of National Parks

8. The number of non-ongoing staff recruited in the 2011/12 financial year:

The department ¹	569
BOM	68
GBRMPA	31
MDBA	47
NWC	5

The nominal classification of these staff:

Classification Level	Department ^{1*}	BOM ^{**}	GBRMPA	MDBA	NWC
Cadet					
Graduate					
APS 1/2	78	10	9	4	
APS 3	118	11	2	2	
APS 4	105	3	5	9	2
APS 5	118	4	4	12	
APS 6	76	16	10	10	1
Executive Level 1	53	15	1	7	2

Executive Level 2	20	7		3	
SES Band 1		1			
SES Band 2	1				
SES Band 3					
BOM 1 (PO-Physicist)		1			
Total	569	68	31	47	5

* Includes 80 casual (Irregular or Intermittent) employee separations.

**BOM 1 is an official classification, no APS equivalent.

1. Includes information for the Director of National Parks

9. The number of contract staff that left in the 2011/12 financial year. Contract staff relates to non-ongoing departmental employees.

The department ^{1*}	461
BOM	Not Available
GBRMPA	22
MDBA	Not Available
NWC*	22

* All were non-ongoing staff on an employment contract.

The nominal classification of these staff:

Classification Level	Department ^{1*}	BOM	GBRMPA	MDBA	NWC
Cadet					
Graduate					
APS 1/2	75		6		
APS 3	121		1		
APS 4	54		1		2
APS 5	100		6		1
APS 6	56		6		11
Executive Level 1	40		1		7
Executive Level 2	15		1		1
SES Band 1					
SES Band 2					
SES Band 3					
Total	461	0	22	0	22

* Includes 65 casual (Irregular or Intermittent) employee separations.

1. Includes information for the Director of National Parks

The average length of their employment period:

The department ^{1 2}	36 weeks
BOM	Not Available
GBRMPA	13.3 months
MDBA	Not Available
NWC	65 weeks

1. Includes information for the Director of National Parks

2. This figure excludes non-ongoing contracts with the Australian Antarctic Division due to special circumstances governing the contracts of Antarctic expeditioners.

Department of Sustainability, Environment, Water, Population and Communities

10. The department is anticipating a reduction in staffing levels. It is expected that this reduction will be achieved through natural attrition and restrictions on external recruitment.¹

11. The reason for planned staff reductions is to align staffing levels to forecast departmental resources.¹

1. Includes information for the Director of National Parks

Bureau of Meteorology

10. The Bureau of Meteorology, as forecast in the Portfolio Budget Statement, expects to have fewer staff at the end of 2012-13 than in 2011-12. Overall staffing levels will be reduced through the combination of natural attrition and targeted filling of vacancies as they occur. Our ongoing implementation of increased automation of some observations and the Next Generation Forecasting System will allow the Bureau to continue to deliver services/programs within the projected staffing levels.

11. Refer to the response to question 10.

Murray Darling Basin Authority

10-11. Following the New South Wales reduction in funding for joint programs delivered by the Authority, the Basin jurisdictions agreed to cease funding for the Native Fish Strategy and Sustainable River Audit programs. This will result in a staffing reduction of approximately 11 staff. The reduction will be achieved via natural attrition and movement of staff to vacant ongoing functions.

Great Barrier Reef Marine Park Authority

10. Not at this stage.

11. Not applicable.

National Water Commission

10. No.

11. Not applicable.

Sydney Harbour Federation Trust

Information cannot be provided as the Sydney Harbour Federation Trust is not employed under the Australian Public Service.

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

Program: Division or Agency: Corporate: CSD

Question No: 230

Topic: Portfolio wide - Staffing

**Proof Hansard Page and Date
or Written Question:** Written

Senator Joyce asked:

1. How many permanent staff are currently employed in the Department/Group/Agency
2. How does this number of permanent staff employed compare to 2011-2012
3. What was Department/Group/Agency budget for employee salaries 2011-2012 and how much is estimated for 2012-2013
4. Identify all financial precautions the Department/Group/Agency is taking to keep all types of staffing salaries on budget.

Answer:

Department of Sustainability, Environment, Water, Population and Communities

1. On 30 September 2012, the department employed 2521 permanent (ongoing) employees. This figure includes Parks Australia Division, the Secretary and the Principal Executive Officer of Parks Australia.
2. The department's permanent (ongoing) headcount on 30 September 2012 is 26 employees more than the permanent (ongoing) headcount of 2495 as at 30 June 2012. The number of employees will reduce over 2012-13 consistent with the department's budget targets.
3. The actual employee expenses in 2011-12 were \$291.164m (including employees of Director of National Parks). The department's forecasted budget for employee expenses in 2012-13, as at 30 November 2012, is \$293.426m (including employees of Director of National Parks).
4. The department has introduced a range of measures to limit external recruitment activities and to monitor and manage internal staff mobility. In addition to tightly managing recruitment there is also close monitoring of salary expenditure and staffing levels across all divisions within the agency. It is anticipated that with these measures in place salary budgets will be achieved throughout the course of the year.

Bureau of Meteorology

1. As of 24 October 2012, the Bureau of Meteorology had 1532 permanent (ongoing) staff.
2. There has been a net increase of 7 permanent (ongoing) staff compared to 2011-12.
3. In 2011-12 the Bureau's actual employee expense was \$182,238,000. The budget for employee salaries for 2012-13 is \$163,096,000.
4. The Bureau has employed a number of initiatives to manage employee expenses during 2012-13, including a reduction in trainee numbers, a greater use of internal redeployment and strict controls around new recruitment actions.

Murray Darling Basin Authority

1. As at 30 September the Murray-Darling Basin Authority (the Authority) has 298 permanent staff.
2. On average during 2011-12 the Authority had 282 permanent employees.
3. Budget for employee salaries for 2011-12 was \$29.272 million and estimated budget for 2012-13 is \$29.746 million
4. The Authority's staffing budget is reviewed on a regular basis by managers and the Executive, including:
 - a. The Monthly financial report to the Authority Executive; and
 - b. Monthly reporting on budget vs actual expenditure to managers for their review and comments.

Great Barrier Reef Marine Park Authority

1. As at 31 Oct 2012, we have 178 staff.
2. 2011-2012 permanent staff numbers were 170 (ie. 8 less than 2012-2013).
3. 2011-12 Budget \$21.074m, 2011-12 Actual \$21.177m; 2012-13 Estimate \$22.242m.
4. The Authority utilises a 3 step approval process for filling vacancies, including sign off that funding is available by the CFO. Financial reports against approved staffing and establishment levels are also considered on a formal basis by the Executive Management Group.

National Water Commission

1. The National Water Commission has 35 permanent staff currently employed.
- 2.

	Average ongoing staff for 2011-2012	Change in ongoing staff numbers
NWC	45	-10

- 3.

	Actual employee expenditure* for 2011-2012	Employee expenditure* budget for 2012-2013
NWC	\$7,372,000	\$6,104,000

*Employee expenditure includes: salary, superannuation, leave liabilities and other employee costs

4. Precautions are those normally applied including the internal allocation of staffing levels and salary budgets to group managers; SES approval to advertising of positions and then for making an offer of employment; monthly expenditure reporting to the Executive with central monitoring of staffing levels and expenditure; and formal processes for mid-term review of budget allocations.

Sydney Harbour Federation Trust

1. 16 permanent staff (staff with ongoing contracts).
2. 18 permanent staff (staff with ongoing contracts).
3. Employee salary budgeted for 2011-12 = \$5.864million Employee salary estimate for 2012-13 = \$6.301million.
4. Board approved budgets have been issued to individual Branches. Budgets are broken down into salaries and administrative costs. Branch finance representatives are required to report each month on any variances regarding their branches budget including salary variances. CFO regularly provides a budget briefing and report to the Executive and Board.

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

Program: Division or Agency: Corporate: CSD **Question 231**
No:

Topic: Portfolio Wide - staff training

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. Identify the total costs paid for by the Department/Group/Agency for further training, professional development and education of staff; ie short courses, training allowances, tertiary or graduate programs paid for 2011-2012 and 2012-2013 to date.

Answer:

1. The Department of Sustainability, Environment, Water, Population and Communities (the department) currently does not have a mechanism to fully capture and centrally record details of further training, professional development and education activities undertaken by employees, nor the total expenditure on this function. While total costs have been reported for the department in the table below, there will be additional costs associated with training, professional development and education delivered by individual divisions. Efforts are underway to improve the capture of data in this regard.

It should also be noted that in a small number of cases, the full costs of a course may have been met by the department for a participant, including for eligible Indigenous staff members, as a specific condition of the Enterprise Agreement. However, it is not possible to accurately report on such instances as various learning and development accounting codes may have been used and it may not be clear that payments are specifically for fee reimbursements.

Total costs	2011/2012	2012/2013 to date
Department of Sustainability, Environment, Water, Population and Communities ¹	\$658,750	\$169,581
Bureau of Meteorology	\$1.316 million	\$0.454 million
Great Barrier Reef Marine Park Authority	\$257,399	\$32,021
Murray-Darling Basin Authority	\$584,070.16	\$118,208.00
National Water Commission	\$182,742	\$20,819
Sydney Harbour Federation Trust	\$32,880.17	\$7,796.60

¹ Includes information for the Director of National Parks.

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

Program: Division or Agency: Corporate: CSD **Question No:** 232

Topic: Portfolio Wide - enterprise agreements

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. How many enterprise agreements are presently operating within the Department/Group/Agency
2. What is the expiry date of each enterprise agreement within the Department/Group/Agency which is presently operating
3. Identify the percentage salary increases provided to all employees in the Department/Group/Agency in the most recent rounds of enterprise agreements

Answer:

Department of Sustainability, Environment, Water, Population and Communities (the department) includes the Director of National Parks

1. One.
2. 30 June 2014.
3. The department's Enterprise Agreement provided an Average Annualised Wage Increase of 3 per cent per annum, calculated in accordance with Australian Government policy.

Bureau of Meteorology

1. One.
2. 30 June 2014.
3. On 22 December 2011 employees were provided with Enterprise Agreement pay rises ranging from 2 per cent to 6.6 per cent depending on salary point. On 1 July 2012, employees were provided with a 2 per cent increase. A further 2 per cent increase will be provided on 1 July 2013.

Great Barrier Reef Marine Park Authority

1. One.
2. June 2014.
3. 3 per cent each year for 3 years.

Murray Darling Basin Authority

1. One.
2. Nominal expiry date is 30 June 2014.
3. Total of 9 per cent as follows:
 - 4 per cent on commencement on 24 August 2011;
 - 3 per cent 1 July 2012; and
 - 2 per cent 1 July 2013.

National Water Commission (the Commission)

1. The Commission presently operates under a collective agreement, with an enterprise agreement currently under negotiation.
2. The collective agreement has a nominal expiry date of 30 June 2012 which continues until replaced by another agreement.
3. The proposed enterprise agreement provides for a 6 per cent wage increase over the life of the agreement as provided for in the Australian Public Service Bargaining Framework.

Sydney Harbour Federation Trust

1. One enterprise agreement.
2. Enterprise agreement expires 30 June 2015.
3. The following table provides the per cent increase each year for the current agreement.

Year	Per cent Salary Increase
2012/13	4 per cent
2013/14	3 per cent
2014/15	3 per cent

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

Program: Division or Agency: Corporate: CSD

**Question 233
No:**

Topic: Portfolio Wide - efficiency dividend

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. Identify the financial impact of the Department's efficiency dividends on the employee numbers in the Department/Group/Agency and the total value of salaries for each in 2011-2012 and 2012-2013 to date
2. What types of changes has the Department/Group/Agency made as a result of meeting efficiency dividends in these two financial years
3. Identify the total financial savings that have been delivered to the Department/Group/Agency by the efficiency dividends in these two financial years

Answer:

1. The impact of Efficiency Dividend (ED) is applied across the total resourcing of the Department of Sustainability, Environment, Water, Population and Communities (the department) which includes both suppliers and employee expenses. As employee numbers are also influenced by Australian Government priorities and policy direction, it is not possible to identify the specific financial impact of the department's EDs on employee numbers. The following table provides employee expenses for the Portfolio in 2011/12 and to end of October for 2012/13:

Total value of employee expenses	2011/12 Annual Report	YTD Actual 31-Oct-12
	\$000	\$000
The department	262,310	93,381
Director of National Parks	28,854	9,369
Bureau of Meteorology	182,237	60,835
Great Barrier Reef Marine Park Authority	21,398	7,323
Murray-Darling Basin Authority	35,888	12,966
National Water Commission	7,372	1,633
Sydney Harbour Federation Trust	5,702	1,982
Total	543,761	187,489

2. The Portfolio has implemented a number of measures to meet the EDs which include closely monitoring all areas of expenditure and more specifically areas such as non-campaign recruitment advertising, printing and publishing, consultants and contractors, and domestic and international air travel.
3. The total financial savings that have been delivered to the Portfolio by the EDs in these two financial years is reflected in the table below.

	2011/12	2012/13	Total
Total impact of EDs	\$000	\$000	\$000
The department	7,329	17,141	24,470
Director of National Parks	632	1,662	2,294
Bureau of Meteorology	6,309	9,565	15,874
Great Barrier Reef Marine Park Authority ¹	756	664	1,420
Murray-Darling Basin Authority	581	1,525	2,106
National Water Commission	42	123	165
Sydney Harbour Federation Trust ²	N/A		
Total			46,329

¹ The additional ED applied in 2012/13 was absorbed by the department on behalf of the Great Barrier Reef Marine Park Authority.

² The Sydney Harbour Federation Trust does not receive any revenue from the Australian Government and as such is not subject to the ED.

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

Program: Division or Agency: Corporate: CSD **Question 234**
No:

Topic: Portfolio Wide - redundancy packages

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. How many packages were taken from the Department/Group/Agency agencies in 2011-2012 and 2012-2013 to date.
2. Identify the cost of these packages for the Department/Group/Agency.
3. How many packages are proposed for 2012-2013 and how much will each cost the Department/Group/Agency.

Answer:

1. For the last financial year (2011/2012) and this financial year to date (1 July 2012 to 30 September 2012) the number of packages taken within the department/agency were as follows:

Department/Portfolio Agency	2011/2012	2012/13 FYTD
Department of Sustainability, Environment, Water, Population and Communities	7	5
Bureau of Meteorology	24	10
Great Barrier Reef Marine Park Authority	3	2
Murray-Darling Basin Authority	0	0
National Water Commission	0	0
Sydney Harbour Federation Trust	4	1
TOTAL	38	18

2. For the last financial year (2011/2012) and this financial year to date (1 July 2012 to 30 September 2012) the costs of these packages with respect to severance pay for the Department/Group/Agency were as follows:

Department/Portfolio Agency	2011/2012	2012/13 FYTD
Department of Sustainability, Environment, Water, Population and Communities	\$499,520	\$286,017
Bureau of Meteorology	\$1,967,800	\$826,605
Great Barrier Reef Marine Park Authority	\$229,385	\$114,303
Murray-Darling Basin Authority	\$0	\$0
National Water Commission	\$0	\$0
Sydney Harbour Federation Trust	\$84,004	\$21,141
TOTAL	\$2,780,709	\$1,248,066

3. As at 30 September 2012, the number of additional packages proposed for 2012/2013 for all agencies is zero. However it should be noted that further redundancies may in fact eventuate in accordance with the requirements of agency's enterprise agreements if positions become excess to requirements.

Department/Portfolio Agency	Proposed 2012/2013
Department of Sustainability, Environment, Water, Population and Communities	0
Bureau of Meteorology	0
Great Barrier Reef Marine Park Authority	0
Murray-Darling Basin Authority	0
National Water Commission	0
Sydney Harbour Federation Trust	0

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Answers to questions on notice
Sustainability, Environment, Water, Population and Communities portfolio
Supplementary Budget Estimates, October 2012

Program: Division or Agency: Corporate: CSD **Question No:** 235

Topic: Portfolio Wide - Graduate and Cadet Programs

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. Identify planned changes to graduate and cadetship recruitment programs.
2. Why are the changes being made if reducing intakes what is the target for the Department/Group/Agency?

Answer:

Department of Sustainability, Environment, Water, Population and Communities¹

1. There are no changes planned to the department's Graduate Program.
2. For the 2013 calendar year, the department will not be recruiting under its cadetship program due to competing budget and policy priorities. However, the department will continue to support its existing cadets.

¹ Includes information for the Director of National Parks.

Bureau of Meteorology

No changes.

Murray-Darling Basin Authority

The Murray-Darling Basin Authority has no planned changes to its graduate or cadet programs.

National Water Commission

The National Water Commission does not conduct a graduate or cadetship program.

Sydney Harbour Federation Trust

The Sydney Harbour Federation Trust does not have a graduate or cadetship program.

Great Barrier Reef Marine Park Authority

Not applicable.

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

Program: Division or Agency: Corporate: CSD **Question No:** 236

Topic: Portfolio Wide - unfair dismissal claims

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. Identify total costs to the Department/Group/Agency for all unfair dismissal claims in 2011-2012 and 2012-2013 to date
2. Detail the reasons and numbers for each type of compensation claim
3. Identify the level of staff making the claims

Answer:

Department of Sustainability, Environment, Water, Population and Communities includes the Director of National Parks

1. The financial costs to the department for unfair dismissal claims between 1 July 2011 and 13 November 2012 (to date) are covered directly by the department's insurer, Comcover. The department does not keep records of actual time resourcing costs associated with these types of matters.
2. There was only one unfair dismissal claim during the reporting period. The claim was submitted to Fair Work Australia in January 2011 and finalised in February 2012. The reason for the claim was the applicant's contention that the termination of employment was unfair, unreasonable and harsh.
3. The level of the employee was APS 1/2.

Bureau of Meteorology

1. Nil.
2. There was one unfair dismissal claim lodged with Fair Work Australia in 2011/12 (APS 3 level employee), but this was withdrawn and did not proceed. There was one unfair dismissal claim lodged with Fair Work Australia in 2012/13 YTD (APS 5 level) with settlement reached before proceeding to a hearing.
3. APS 3 and APS 5.

Great Barrier Reef Marine Park Authority

1. Not applicable.
2. Not applicable.
3. Not applicable.

Murray-Darling Basin Authority

1. The Murray-Darling Basin Authority has had no unfair dismissal claims.
2. Not applicable.
3. Not applicable.

National Water Commission

1. There have been no unfair dismissal claims made in 2011-12 or in 2012-13 as at 31 October 2012.
2. Not applicable.
3. Not applicable.

Sydney Harbour Federation Trust

1. The Sydney Harbour Federation Trust has had no unfair dismissal claims during 2011/12 and 2012/13 to date.
2. Not applicable.
3. Not applicable.

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

Program: Division or Agency: Corporate: CSD **Question No:** 237

Topic: Portfolio Wide - part time and contract staff

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

1. How many part time staff/contract staff are currently employed in the Department/Group/Agency
2. Identify the salary levels and employment grades of all these staff in the Department/Group/Agency
3. Identify the numbers of part time/ contract staff who have been employed by the Department/Group/Agency for 1 year, 2 years, 3 years, over 3 years
4. How many part time/contract staff are undertaking work which could be undertaken by full time
5. Identify the costs to the Department/Group/Agency of employing contract/part time staff.

Answer:

Department of Sustainability, Environment, Water, Population and Communities (the department) includes the Director of National Parks

1. As at 30 September 2012, the number of part time/contract staff currently employed is reflected in the table below. Contract staff relates to non-ongoing departmental employees (including casual employees).

Ongoing employees		Non-ongoing employees		Casual	Total
Full time	Part time	Full time	Part time	Irregular or intermittent	
Not applicable	380	314	53	175	922

2. Headcount of the salary levels* and employment grades (classifications) of part time/contract staff currently employed. Contract staff relates to non-ongoing employees (including casual employees).

Employment Grade	Ongoing		Non-ongoing		Casual	Total
	Full time	Part time	Full time	Part time	Irregular or intermittent	
School leavers	Not applicable					
Graduate						
APS 1/2		6	19	8	104	137
APS 3		15	65	5	34	119
APS 4		30	51	4	22	107
APS 5		50	67	15	4	136
APS 6		112	62	7	3	184
EL 1		133	26	9	4	172
EL 2		33	23	4	4	64
SES 1		1		1		2
SES 2			1			1
SES 3						
Total		380	314	53	175	922

3. The number of part time /contract staff who have been employed for 1 year, 2 years 3 years and over three years. Contract staff relates to non-ongoing employees (including casual employees).

Length of service with department	Ongoing employees		Non-ongoing employees		Casual	Total
	Full time	Part time	Full time	Part time	Irregular or intermittent	
One year	Not applicable	35	70	9	36	150
Two years		29	13	1	27	70
Three years		50	4	4	17	75
More than three years		238	10	4	22	274
Total		352	97	18	102	569

4. This information is not recorded by the department.
5. The costs of employing contract/part time staff as at pay 7 in the 2012/13 financial year (27 September 2012). Contract staff relates to non-ongoing employees (including casual employees).

Length of service with department	Ongoing employees		Non-ongoing employees		Casual	Total
	Full time	Part time	Full time	Part time	Irregular or intermittent	
Gross earnings	Not applicable	\$6,091,134	\$5,877,601	\$732,046	\$264,421	\$12,965,202

* Refer to the *Department of Sustainability, Environment, Water, Population and Communities Enterprise Agreement 2011-2014* for details of salary levels.

Bureau of Meteorology

1. 143.
2. Number of part time staff (as at 1 November 2012) is listed below. Please note that contract staff information is not available.

Classification	Average Salary (\$)
APS1	33,205.33
APS2	51,785.50
APS3	57,755.56
APS3(TOL2)	63,308.00
APS4	60,557.25
APS5	71,641.33
APS5(TOL3)	70,927.33
APS6(ITO2)	83,450.80
APS6(PO2)	82,044.85
APS6(TOL4)	88,239.00
BB1(PO1)	67,592.00
BB2(PO1)	73,666.00
BB2(PO2)	86,861.63
BB3(EL1)	102,216.00
BB5(PO1)	73,309.00
BB5(PO2)	82,190.75
EL1(SITOC)	101,344.00
EL1(SOGC)	93,078.89
EL1(SOTC)	103,551.60
EL1(SPOC)	99,432.04
EL2(SOGA)	134,763.00
EL2(SOGB)	102,216.00
EL2(SPOA)	143,747.33
EL2(SPOB)	121,742.33
EL2(SRS)	118,657.00

3.

Employed for 1 Year	28
Employed for 2 Years	15
Employed for 3 Years	10
Employed for greater than 3 Years	90

4. Not available.
5. Not available.

Great Barrier Reef Marine Park Authority

1. 23 (Headcount), 14.95 (FTE).

2.

APS Level 2

APS2.P - Performance Point - (4)

APS Level 3

APS3.1 - (1)

APS3.P - Performance Point - (1)

APS Level 4

APS4.1 - (1)

APS4.4 - (2)

APS Level 5

APS5.1 - (2)

APS5.3 - (1)

APS5.4 - (1)

APS5.P - Performance Point - (1)

APS Level 6

APS6.1 - (2)

APS6.4 - (3)

APS6.P Performance Point - (3)

Executive Level 1

EL1.P - Performance Point - (1)

3. 1 year (8), over 3 years (15).

4. 23 (Headcount), 14.95 (FTE).

5. There is no additional cost to employ part-time staff. The Great Barrier Reef Marine Park Authority does not employ contract staff.

Murray-Darling Basin Authority

1. As at 30 September 2012, there were 33 part-time employees engaged in the Murray-Darling Basin Authority (the Authority).
2. As at 30 September 2012, the following is a breakdown of part-time staff classifications and salary level.

Classification	Employee Numbers	Average Salary Rate
APS2	2	\$33,061
APS4	2	\$53,835
APS5	5	\$44,839
APS6	10	\$55,427
EL1	10	\$79,595
EL2	4	\$75,360

3. Breakdown of part-time employees and their years of service.

Part time Years of Service	Numbers
Less than 1 years service	7
1 years service	3
2 years service	2
3 years service	8
Over 3 years service	13

4. There are two nominated part-time positions in the Authority. All other staff working on part-time arrangements are doing so to balance work and personal requirements.
5. There are no specific costs of employing part-time staff, other than normal salary costs.

National Water Commission

- 1.

	Part-time staff	Contract Staff
	6	2

- 2.

Classification Level	Part-time staff	Contract Staff
Australian Public Service Level 6	1	1
Executive Level 1	5	1
Total	6	2

3.

	Part-time staff	Contract Staff
1 year	2	1
2 years	2	1
3 years	-	-
Over 3 years	1	-
Total	5	2

4.

	Part-time staff	Contract Staff
1 year	6	2

5.

National Water Commission	\$Nil
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Sydney Harbour Federation Trust

The table below provides answers to questions 1, 2 and 3

Sum of No	Column Labels					
Row Labels	3 Years	1 Year	2 Years	>3 Years	Grand Total	
Contractors	2	7	1	2	12	
ASO6		1			1	
EL1		4		1	5	
EL2	1	2	1		4	
SES	1			1	2	
Part-time staff	1	1		4	6	
ASO3	1	1			2	
ASO5				1	1	
ASO6				1	1	
EL2				2	2	
Grand Total	3	8	1	6	18	

4. Part-time employees are permanent ongoing employees who have chosen to move to part-time hours to provide a better work/life balance or transitioning to retirement. Contract staff have been chosen for their specific skill set and in a number of cases are required to be contract staff under our funding agreement with Department of Defence.
5. No additional costs are incurred due to staff being part-time or employed as a contractor.

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

Program: Division or Agency: Corporate: CSD

Question No: 238

Topic: Portfolio Wide – stationery requirements

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?
2. What are the department/agency's stationery costs for the financial year to date?
3. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) in 2011-12?
4. What were the department/agency's stationery costs for 2011-12?

Answer:

Department of Sustainability, Environment, Water, Population and Communities

Item	FYTD 2012/13 (Question 1)	FY 2011/12 (Question 3)
Minister Burke's Office	\$3,346.00	\$12,224.00
Senator Farrell's Office)	\$296.00	\$928.00

No other agencies have reported a cost for these questions.

Agency	FYTD 2012/13 (Question 2)	FY 2011/12 (Question 4)
Department of Sustainability, Environment, Water, Population and Communities	\$122,968	\$604,014
Director National Parks	\$193,345	\$337,962
National Water Commission	\$1,185	\$26,850
Sydney Harbour Federation Trust	\$8,816	\$74,417
Great Barrier Reef Marine Park Authority	\$5,217	\$45,606
Bureau of Meteorology	\$23,751	\$271,074
Murray-Darling Basin Authority	\$13,270	\$70,975

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

Program: Division or Agency: Corporate: CSD **Question 239**
No:

Topic: Portfolio Wide – taxi costs

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

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

Answer:

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

1. The total spend for 2012-13 YTD 31 October was \$208,163 (GST exclusive).

Business Group	Amount
Australian Antarctic Division	35,696
Commonwealth Environmental Water Office	3,302
Corporate Strategies Division	10,718
Dept-wide Fixed/Non-discretionary	1,546
Environment Quality Division	17,434
Environmental Assessment & Compliance	7,922
Executive Division	4,428
Heritage and Wildlife Division	9,345
Housing, Population & Communities Division	-
Information Management Division	-
Land and Coasts Division	51,295
Marine Division	19,654
Office of Water Science	1,107
Parks Australia Division	5,009
Policy & Communication Division	19,320
Regulatory Reform Division	4,732
Supervising Scientist Division	1,878
Sustainability Policy and Analysis Division	10,063
Water Efficiency Division	1,314
Water Reform Division	3,401
Total	208,163

2. Taxis are used as cost effective travel for work purposes including: interoffice travel for meetings and training; and airport transfers for official interstate and international travel.
3. The total spend for 2011-12 was \$539,437 (GST exclusive).

Business Group	Amount
Australian Antarctic Division	128,439
Commonwealth Environmental Water Office	3,700
Corporate Strategies Division	30,059
Dept-wide Fixed/Non-discretionary	3,340
Environment Quality Division	17,711
Environmental Assessment & Compliance	19,248
Executive Division	20,368
Heritage and Wildlife Division	42,387
Housing, Population & Communities Division	15,683
Information Management Division	19
Land and Coasts Division	95,885
Marine Division	54,375
Office of Water Science	526
Parks Australia Division	20,740
Policy & Communication Division	49,470
Regulatory Reform Division	4,368
Supervising Scientist Division	8,237
Sustainability Policy and Analysis Division	17,740
Water Efficiency Division	839
Water Reform Division	6,304
Total	539,437

4. Refer to response to Question 2.

Director National Parks (the DNP)

1. The total spend for 2012-13 YTD was \$5,221 (GST exclusive).

Business group	Amount
Parks Executive	365
Parks Operations and Tourism Branch	3,936
Parks and Biodiversity Science Branch	692
Parks Protected Area Policy and Programs Branch	228
Total	5,221

2. Taxis are used as cost effective travel for work purposes including: interoffice travel for meetings and training; and airport transfers for official interstate and international travel.
3. The total spend for 2011-12 was \$28,407 (GST exclusive).

Business group	Amount
Parks Executive	5,201
Parks Operations and Tourism Branch	17,708
Parks and Biodiversity Science Branch	3,201
Parks Protected Area Policy and Programs Branch	2,297
Total	28,407

4. Refer to response to Question 2.

Bureau of Meteorology (the Bureau)

1. The total spend for 2012-13 YTD 31 October was \$193,633 (GST inclusive).
2. All taxi costs incurred are for official Bureau business.
3. The total spend for 2011-12 was \$585,628 (GST inclusive).
4. Refer to response to Question 2.

Great Barrier Reef Marine Park Authority (the Authority)

1. The total spend for 2012-13 YTD 31 October was \$23,640 (GST inclusive).
2. All taxi costs incurred are for official Authority business.
3. The total spend for 2011-12 was \$102,878 (GST inclusive).
4. Refer to response to Question 2.

Murray-Darling Basin Authority (the Authority)

1. The total spend for 2012-13 YTD was \$14,497.

Business group	Amount
Corporate Services	3,543
Environmental Management	2,186
Information and Compliance	2,868
Policy and Planning	2,107
River Management	3,793
Total	14,497

2. Taxi costs are incurred by the Authority staff and committee members for attending work related meetings, seminars and training.
3. The total spend for 2011-12 was \$136,588.

Business group	Amount
Corporate Services	32,171
Environmental Management	28,036
Information and Compliance	21,489
Policy and Planning	26,566
River Management	28,326
Total	136,588

4. Refer to response to Question 2.

National Water Commission (the Commission)

1. The total spend for 2012-13 YTD 30 October 2012 was \$6,412 (GST inclusive).
2. Taxis were used to provide transport for officers to attend meetings or other work-related events in Canberra and interstate, or to travel to airports for official travel.

3. The total spend for 2011-12 was \$53,196 (GST inclusive).
4. Refer to response to Question 2.

Sydney Harbour Federation Trust (the Trust)

1. The total spend for 2012-13 YTD 31 October 2012 was \$3,620.32 (GST inclusive).
2. All taxi costs incurred are for official Trust business.
3. The total spend for 2011-12 was \$8,271.14 (GST inclusive).
4. Refer to response to Question 2.

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

Program: Division or Agency: Corporate: CSD **Question No:** 240

Topic: Portfolio Wide – training for portfolio
Minister and Parliamentary Secretary

Proof Hansard Page and Date Written

or Written Question:

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.
4. 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.
5. 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.
6. 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:

Department of Sustainability, Environment, Water, Population and Communities ¹

1. Nil.
2. Nil.
3. Nil.
4. Nil.
5. Nil.

6. Nil.

¹ Includes information for the Director of National Parks.

Bureau of Meteorology

1. Nil.

2. Nil.

3. Nil.

4. Nil.

5. Nil.

6. Nil.

Great Barrier Reef Marine Park Authority

1. Nil.

2. Nil.

3. Nil.

4. Nil.

5. Nil.

6. Nil.

Murray-Darling Basin Authority

1. Nil.

2. Nil.

3. Nil.

4. Nil.

5. Nil.

6. Nil.

National Water Commission

1. Nil.

2. Nil.

3. Nil.

4. Nil.

5. Nil.

6. Nil.

Sydney Harbour Federation Trust

Sydney Harbour Federation Trust has not provided any training to Ministers and Parliamentary Secretaries for the years 2011/12 and 2012/13 year to date.

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

Program: Division or Agency: Corporate: CSD **Question No:** 241

Topic: Portfolio Wide – travel costs

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
3. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
4. Are lounge memberships provided to any employees? If yes, please detail what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
5. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.
6. For 2011-12, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
7. For 2011-12, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that includes airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

Answer:

***Department of Sustainability, Environment, Water, Population and Communities
(the department)***

1. The department does not record travel data in a way that would readily allow an answer to be provided to this question without substantial diversion of departmental resources.

2. Please refer to the following table noting that:

- The department is unable to provide a breakdown of type of fares from its financial management information system; however, in the department's response to question number 194 a breakdown of fares by tickets is provided, noting that this information is based on date of invoice raised (not paid) and excludes refunds; and
- Accommodation is only accurate for domestic non-SES officers. As international accommodation and domestic SES officer accommodation is usually paid by credit card, these expenses are not captured in the SAP travel module.

Travel Expense	2012/13 (30 Sep 2012)
International Airfares	\$371,942
International Accommodation & Allowances	\$115,732
International Other Expenses	\$5,971
Domestic Airfares	\$914,195
Domestic Accommodation & Allowances	\$624,620
Domestic Other Expenses	\$133,435
Total	\$2,165,894

3. Yes, noting that:

- Lowest Practical Fare for Domestic Air Travel (Finance Circular No. 2009/10) has been replaced with Use of the Lowest Practical Fare for Official Domestic Air Travel Finance (Finance Circular No. 2012/04); and
- Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) has been replaced with Best Fare of the Day for International Official Air Travel (Finance Circular No. 2012/05).

Where the lowest priced airfare, as defined by Australian Government policy, is not accepted, an alternate booking cannot be made until the reason for not selecting the lowest priced airfare is provided to the department's Travel Management Company (TMC). The TMC records these reasons and reports accordingly to the department. It should be noted that the lowest priced fare is not necessarily the Lowest Practical Fare nor the Best Fare of the Day.

4. Lounge memberships are provided to Senior Executive Service officers as an entitlement, and to other officers who undertake frequent travel as part of their official duties. The Department pays for the following lounge memberships at an average cost of \$230 per year.

Lounge Memberships	
Classification	Number
Executive Level	12
Senior Executive Service	34

5. The department is unable to provide a definitive response as our records system does not support or capture this information, but it is not departmental practice for Executive Assistants to accompany SES officers on their travel.
6. The department does not record travel data in a way that would readily allow an answer to be provided to this question without substantial diversion of departmental resources.
7. Please refer to the following table noting the constraints listed in the department's response to question 2.

Travel Expense	2011-12
International Airfares	\$2,008,916
International Accommodation & Allowances	\$649,264
International Other Expenses	\$54,696
Domestic Airfares	\$4,442,913
Domestic Accommodation & Allowances	\$3,045,650
Domestic Other Expenses	\$603,663
Total	\$10,805,101

Director National Parks (DNP)

1. The DNP does not record travel data in a way that would readily allow an answer to be provided to this question without substantial diversion of departmental resources.
2. Please refer to the following table noting that:
 - The DNP is unable to provide a breakdown of type of fares from its financial management information system; however, in the DNP's response to Q12/812 a breakdown of fares by tickets is provided, noting that this information is based on date of invoice raised (not paid) and excludes refunds; and
 - Accommodation is only accurate for domestic non-SES officers. As international accommodation and domestic SES officer accommodation is usually paid by credit card, these expenses are not captured in the SAP travel module.

Travel Expense	2012/13 (30 Sep 2012)
International Airfares	\$14,594
International Accommodation & Allowances	\$7,703
International Other Expenses	\$516
Domestic Airfares	\$55,247
Domestic Accommodation & Allowances	\$35,809
Domestic Other Expenses	\$6,203
Total	\$120,072

3. Yes, noting Use of the Lowest Practical Fare for Official Domestic Air Travel Finance and Best Fare of the Day for International Official Air Travel Finance Circulars do not apply to the DNP as a CAC agency.

Where the lowest priced airfare, as defined by Australian Government policy, is not accepted, an alternate booking cannot be made until the reason for not selecting the lowest priced airfare is provided to the department's Travel Management Company (TMC). The TMC records these reasons and reports accordingly to the department. It should be noted that the lowest priced fare is not necessarily the Lowest Practical Fare nor the Best Fare of the Day.

- Lounge memberships are provided to Senior Executive Service officers as an entitlement, and to other officers who undertake frequent travel as part of their official duties. The DNP pays for the following lounge memberships at an average cost of \$230 per year.

Lounge Memberships	
Classification	Number
Executive Level	3

- The DNP is unable to provide a definitive response as our records system does not support or capture this information, but it is not departmental practice for Executive Assistants to accompany SES officers on their travel.
- The DNP does not record travel data in a way that would readily allow an answer to be provided to this question without substantial diversion of departmental resources.
- Please refer to the following table noting the constraints listed in the Department's response to Question 2.

Travel Expense	2011/12
International Airfares	\$71,959
International Accommodation & Allowances	\$18,922
International Other Expenses	\$2,694
Domestic Airfares	\$343,317
Domestic Accommodation & Allowances	\$286,892
Domestic Other Expenses	\$37,092
Total	\$760,876

Bureau of Meteorology (the Bureau)

- Not applicable.

2. Refer to table below for details.

Travel Expense	2012/13 (31 Aug 2012)
International Airfares (First Class)	\$0
International Airfares (Business Class)	\$83,190
International Airfares (Economy Class)	\$293,697
International Accommodation & Allowances	\$335,264
International Passports and Visas	\$505
Domestic Airfares (Business Class)	\$52,449
Domestic Airfares (Economy Class)	\$380,559
Domestic Accommodation & Allowances	\$1,293,644
Vehicle Hire	\$40,056
Ground Fares	\$180,147
Total	\$2,659,511

3. Yes. This is monitored by reporting from the Bureau's Travel management Company.
4. All lounge memberships must meet the Bureau's eligibility requirements. The Bureau pays for the following memberships at an average cost of lounge approximately \$290 per year.

Lounge Memberships	
Classification	Number
Senior Executive Service and Executive Level	69

5. No.
6. Not Applicable.
7. Refer to table below for details.

Travel Expense	2011/12
International Airfares (First Class)	\$4,871
International Airfares (Business Class)	\$695,376
International Airfares (Economy Class)	\$958,425
International Accommodation & Allowances	\$1,222,780
International Passports and Visas	\$4,504
Domestic Airfares (Business Class)	\$303,037
Domestic Airfares (Economy Class)	\$1,861,535
Domestic Accommodation & Allowances	\$4,267,793
Vehicle Hire	\$118,598
Ground Fares	\$692,070
Total	\$10,128,989

Great Barrier Reef Marine Park Authority (GBRMPA)

1. Not applicable.
2. Refer to table below for details.

Travel Expense	2012/13 (30 Sep 2012)
Airfares (Business Class)	\$49,936
Airfares (Economy Class)	\$202,783
Accommodation	\$46,170
Allowances	\$120,117
Other Expenses	\$36,084
Total	\$455,090

3. Yes. Travel is booked in accordance with guidelines. Bookings are monitored by the Travel Coordinator and reports generated through the TMC.
4. Yes. Qantas Club membership is provided to 24 staff in accordance with the GBRMPA Workplace Agreement at a total cost of \$6,240 pa.
5. No.
6. Not applicable.
7. Refer to table below for details.

Travel Expenses	2011/12
Airfares (Business Class)	\$376,566
Airfares (Economy Class)	\$677,662
Accommodation	\$415,222
Allowances	\$442,081
Other Expenses	\$166,651
Total	\$2,078,182

Murray-Darling Basin Authority (the Authority)

1. Not applicable.

2. Refer to table below for details.

Travel Expense	2012/13 (30 Sep 2012)
International Airfares (Business Class)	-
International Airfares (Economy Class)	-
International Accommodation & Allowances	-
Domestic Airfares (Business Class)	\$17,335
Domestic Airfares Economy Class)	\$159,489
Domestic Accommodation	\$32,738
Domestic Allowances	\$25,279
Land Based Travel (taxi, mileage etc.)	\$24,969
Total	\$259,810

3. Yes. The policies are followed via provision of internal guidelines to staff. Travel is monitored via reports from the travel provider.
4. SES officers are entitled to membership with one airline lounge membership as a condition of their contract of employment. Non-SES Officers are provided membership when they are required to travel on official business frequently and where such membership will assist the staff member in effectively performing their duties. The total costs for the period 1 July to 30 September were \$2,667.

Lounge Memberships	
Classification	Number
Senior Executive Service	9
Executive Level 2	19
Executive Level 1	11
APS Level 6	3

5. Support staff travel with SES officers when required to effectively conduct business. There have been no instances where an Executive Assistant has travelled with an SES officer during the period 1 July to 30 September 2012.
6. Not applicable.

7. Refer to table below for details.

Travel Expenses	2011/12
International Airfares (Business Class)	\$4,245
International Airfares (Economy Class)	-
International Accommodation & Allowances	\$2,433
Domestic Airfares (Business Class)	\$36,276
Domestic Airfares Economy Class)	\$931,420
Domestic Accommodation	\$205,544
Domestic Allowances	\$150,655
Land Based Travel (taxi, mileage etc.)	\$176,515
Total	\$1,507,088

National Water Commission (the Commission)

1. Not applicable.
2. The NWC does not centrally record details of all travel undertaken by NWC staff. Providing specific details for each travel event and type of airfare would involve an extensive manual process and therefore, in the context of existing workloads, an unreasonable diversion of resources. The NWC does not provide staff who travel with a travelling allowance; reasonable accommodation and meal costs are paid using a staff corporate credit card. The table below outlines travel expenditure in 2012-13 to 30 September 2012 (excluding GST).

Travel Expense	2012/13 (30 Sep 2012)
Domestic Airfares	\$23,763
International Airfares	-
Taxis, Car Hire and Parking	\$5,105
Accommodation & Allowances	\$11,323
Total	\$40,191

3. All employees are travelling within the government's lowest practical fare policy. The policy is monitored when travel is approved by the expenditure delegate and also when reporting monthly to the Commission's executive committee.
4. All SES staff are entitled to NWC sponsored lounge memberships. Non-SES staff who are estimated to travel at least on 12 occasions in any year may be provided with a NWC sponsored lounge membership for that year where the staff member is required to access business facilities. There are currently 5 staff with Qantas Club memberships paid by the Commission at a total cost of \$1,318.20.

Lounge Memberships	
Classification	Number
Executive Level 2	1
Executive Level 1	1
APS Level 6	3

5. No.
6. Not applicable.
7. Please refer to the response provided to Question 2. The table below outlines travel expenditure in 2011-12 (excluding GST).

Travel Expense	2011/12
Domestic Airfares	\$400,189
International Airfares	\$44,501
Taxis, Car Hire and Parking	\$65,111
Accommodation & Allowances	\$159,092
Total	\$668,893

Sydney Harbour Federation Trust (the Trust)

1. Not applicable.
2. Refer to table below for details.

Travel Expense	2012/13 (30 Sep 2012)
International Airfares	\$0
International Accommodation & Allowances	\$2,241
Domestic Airfares	\$2,835
Domestic Accommodation & Allowances	\$478
Total	\$5,553

3. The Trust's travel agent provides lowest practical fare and best fare advice when the booking officer makes the booking. The selected fares are based on the advanced booking timeframe and the possibility of travel changes.
4. Nil. The Trust does not provide any lounge membership to employees.
5. No. Support staff do not travel with SES employees.
6. Not applicable.
7. Refer to table below for details.

Travel Expense	2011-12
International Airfares	\$3,219
International Accommodation & Allowances	\$4,720
Domestic Airfares	\$12,213
Domestic Accommodation & Allowances	\$5,748
Total	\$25,899

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

Program: Division or Agency: Corporate: CSD

Question No: 242

Topic: Portfolio Wide - vehicles

Proof Hansard Page and Date

or Written Question:

Senator Joyce asked:

1. How many vehicles are presently owned/ leased by the Department/Group/Agency
2. What is the breakdown in terms of makes, models and numbers owned/ leased
3. What is the total cost incurred by the Department for leasing all its vehicles 2011-12 and 2012-13 to date
4. How many owned/ leased vehicles are allocated specifically to staff members for his/her personal use and what are the storage arrangements for each vehicle
5. For the average vehicle leased identify:
 - a. the term of the lease (in years)
 - b. the basic conditions of the lease
 - c. the basic cost of the lease
 - d. the servicing and repair costs
 - e. other costs involved – if so, what are they, and how much extra for each vehicle, on average
 - f. on average the total cost of the lease
6. How many owned/leased vehicles are allocated for pooled use
7. Identify the numbers and employment level of staff entitled to use pooled vehicles
8. Identify when the vehicles are used and destinations
9. How is the type of usage defined
10. What is the level of staff member who has responsibility to ensure the pooled vehicles are used within the correct entitlement
11. Are these pooled vehicles stored on office premises
12. Identify the average storage/parking cost for these pooled vehicles in 2011-2012 and 2012-2013 to date
13. How many vehicles are incorporated in staff salary packages 2011-2012 and 2012-2013 to date

Answer:

Responses to questions 1 to 13 are provided in the attached tables.

Department of Sustainability, Environment, Water, Population and Communities
1. 40 Leased vehicles and two owned.
2. Toyota Prius/10/Leased - Toyota Camry Hybrid/3/Leased - Toyota Landcruiser/9/Leased – Toyota Hilux/4/Leased – Toyota Troop Carrier/1/Leased - Toyota Carolla/1/Leased - Holden Omega/4/Leased - Holden Berlina/1/Leased – Holden Comm Colorado/1/Leased - Mitsubishi Imiev/1/Leased - Volkswagon Transporter/2/Leased – Volkswagon T5 Crewvan/1/Leased - Subaru Forester/2/Leased. ISUZU flat tray truck/1/Owned – Toyota Hilux /1/Owned.
3. Period 1 July 2012 to 30 September 2012: \$128,489.99. Period 1 July 2011 to 30 June 2012: \$444,246.02.
4. Nil.
5a. 3 years 8 months.
5b. Basic conditions include Fuel, registration, maintenance, tyres, roadside assistance, accident & maintenance loan car, insurance, management fees, and reporting fee.
5c. The average monthly cost of the lease is \$802.53 GST inclusive.
5d. Period 1st July 2012 to 30 September 2012: \$2,102.05. Period 1 July 2011 to 30 June 2012: \$1,643.42.
5e. Fuel, insurance excess, tolls, tyres, registration. Average costs: Period 1 July 2012 to 30 Sept 2012: \$871.00. Period 1 July 2011 to 30 June 2012: \$2,481.00.
5f. \$38,247.06 GST inclusive. (As per average lease term - Question 5a.)
6. 36.
7. All departmental employees who hold a current licence are entitled to use the pool vehicles.
8. Vehicles are used for business purposes at various hours in the day. Destinations include various government agency locations, other stakeholder locations and remote communities throughout Australia.
9. Department business purposes.
10. Executive Level 2.
11. Yes, except one Queensland vehicle, one South Australian vehicle.
12. Period 1 July 2012 to 30 September 2012: \$674.20. Period 1 July 2011 to 30 June 2012: \$237.89.
13. No vehicles are incorporated in staff remuneration packages.

Note: These do not include vehicles that have been purchased and adapted for service on Antarctic bases.

National Water Commission
1. Two vehicles leased.
2. 1x Holden Berlina Sports wagon, 1x Ford Territory SUV.
3. 2011/12: \$38,135 and 2012/13: \$6,797.
4. Two vehicles garaged at private residence.
5a. Three years.
5b. Senior Executive Vehicle Scheme conditions and monthly all inclusive lease.
5c. Monthly lease cost of \$1,630.
5d. Included in lease cost.
5e. Nil.
5f. \$58,680 for the three year lease term noting that these costs are part of the employee's remuneration package.
6. Nil.
7. Not applicable.
8. Not applicable.
9. Not applicable.
10. Not applicable.
11. Not applicable.
12. Not applicable.
13. 2011/12: Three; 2012/13: Two.

Sydney Harbour Federation Trust
1. Two vehicles are owned and two vehicles leased.
2. Owned vehicles include a 2012 Isuzu small truck and 2006 Toyota Hilux ute. Leased vehicles include a 2011 Holden Commodore Sports Wagon and 2011 Holden Cruze.
3. 2011/12 \$17,462.94 (GST exclusive) and 2012/13 \$5,110.80 (GST exclusive).
4. No vehicles are allocated to staff members.
5a. 2.33 years. 5b. Both leases include full maintenance but exclude fuel and tolls. 5c. The average monthly lease fee is \$761.86 GST exclusive. 5d. Included in lease fee. 5e. Additional costs include fuel, tolls and car washing on average \$2,850.00 is spent on leased vehicles each year. 5f. The average lease cost for the 2011 Holden Sports wagon is \$27,200 GST exclusive. The average lease cost for the 2011 Holden Cruze is \$25,675.00 GST exclusive.
6. Four vehicles are available for pool use.
7. All staff with licences are entitled to use pooled vehicles.
8. The vehicles are used daily, predominantly between Trust sites at Mosman, Manly, Woolwich and Vaucluse to attend meetings and site visits.
9. All usage is business related for meetings, site visits etcetera.
10. The Manager Corporate Services (EL 2 equivalent) has overall responsibility for fleet usage. Daily monitoring is undertaken by an APS 5 equivalent officer.
11. These pooled vehicles are stored on office premises.
12. Nil.
13. No vehicles are incorporated in staff salary packages.

Bureau of Meteorology
1. Three owned, 74 leased.
2. 1x Ford Falcon, 1x Ford Focus, 1x Ford Mondeo, 3x Ford Ranger, 3x Ford Territory, 1 x Holden Astra, 3x Holden Commodore, 7 x Holden sport wagon, 3x Holden Commodore Cruze, 1 x Holden Ute, 1x Hyundai i30cw, 2x Mercedes Benz Vito, 5x Mitsubishi Triton, 1x Nissan Navara, 7x Nissan Patrol, 7x Nissan Xtrail, 1x Subaru Forester, 1x Toyota Aurion, 1x Toyota Camry, 1x Toyota Hiace, 10x Toyota Hilux, 3x Toyota Kluger, 2x Toyota Land Cruiser 200, 3x Toyota Land Cruiser 70, 3x Toyota Land Cruiser Prado, 2x Toyota Tarago.
3. 2011/12: \$787,398.00 and 2012/2013 \$226,582.44.
4. Two SES staff members. Vehicles are to be parked at the Bureau each working day, and officer is free to utilise the vehicle as described in the Bureau's Executive Vehicle Scheme at other times.
5a. 42 months. 5b. 14 Recharge, 60 Budgeted. 5c. \$891.00 per month GST exclusive. 5d. \$78.91 per month. 5e. Other cost are tyres, fuel and registration at an average cost of \$96.51 per month. 5f. \$34,952.00.
6. 72.
7. All Staff for official use.
8. Vehicles are predominantly used for inspections and maintenance of Bureau equipment, often in rural/remote locations throughout Australia.
9. The type of usage is clearly defined in the Bureau's Vehicle Usage Policy as for official business only.
10. Executive Level 2.
11. Yes.
12. \$4,216.00 in 2011/12, and \$1,459.00 in 2012/13 YTD.
13. Five in 2011/12, and Two in 2012/13 YTD.

Murray Darling Basin Authority
1. Two vehicles leased.
2. Toyota Land Cruiser Prado 3.0 GXL Turbo Diesel; Ford Territory SZ 2.7 TDCi TX SSS AWD.
3. 2011/12: \$15,478 and 2012/13: \$10,801
4. Both vehicles are allocated to specific staff and are securely garaged by the employee at their place of residence.
5a. 2 years.
5b. Toyota Land Cruiser Prado: 70,000kms/annum, all insurance, repairs and maintenance, fuel and roadside assistance included. Ford Territory: 40,000km/annum, all insurance, repairs and maintenance and roadside assistance included.
5c. Toyota Land Cruiser Prado: \$2,515.62/month (GST inclusive), Ford Territory: \$1,490.78/month (GST inclusive).
5d. Included in lease cost.
5e. Toyota Land Cruiser Prado: Nil. Ford Territory: Petrol costs estimate at \$5,830 per annum.
5f. Toyota Land Cruiser Prado: Total Cost of the Lease: \$30,224 per annum. Ford Territory: Total cost of the lease: \$23,719.36 (GST inclusive).
6. Nil.
7. Not applicable.
8. Not applicable.
9. Not applicable.
10. Not applicable.
11. Not applicable.
12. Not applicable.
13. Nil.

Great Barrier Reef Marine Park Authority (GBRMPA)
1. 14 vehicles leased.
2. 5 x Subaru Forrester, 2 x Toyota Land cruiser 70, 1 x Toyota Camry, 2 x Toyota Land cruiser 200, 1 x Toyota Land cruiser Prado, 1x Toyota Prius, 1 x Nissan Navara, 1 x Ford Ranger.
3. 2011/12: \$235,449.00 and 2012/13: \$47,083.00
4. Nil.
5a. Two years. 5b. As per whole of Government lease plan arrangements. Regular servicing, insurance, fuel. 5c. \$32,629.00. 5d. Servicing included in lease. Repairs costs not identified 5e. May include extra fit out for remote and off road operations. \$3,000.00 for 4WD vehicles. 5f. \$33,629.00.
6. Eight allocated for pool use. Other vehicles shared by compliance staff.
7. All GBRMPA staff who have a drivers licence are entitled to use pooled vehicles.
8. Vehicles are located in Cairns, Townsville, Mackay and Rockhampton and are used along the coast adjacent to the Great Barrier Reef Marine Park.
9. Carriage of Passengers, carrying equipment, towing of trailers, travel within city and towns, travel within the region. Compliance activities.
10. Executive Level 2.
11. Yes.
12. 2011/12: \$1,200.00, 2012/13: \$400.00.
13. Nil.

Director National Parks (DNP)
1. 128 vehicles owned and 8 leased
2. 1x Ford Falcon/owned, 10x Ford Ranger/owned, 1x Holden Commodore/owned, 1x Holden Rodeo/owned, 1xHyundai i30/owned, 2x Isuzu cab/owned, 1x Land rover Defender/owned, 7x Mitsubishi Triton/owned, 1x Nissan Navara/owned, 1x Nissan Patrol/owned, 2x Nissan XTrail/owned, 1x Subaru Forester/ owned, 1x Toyota Aurion/owned, 26x Toyota Land Cruiser/owned, 11x Toyota Prado owned, 2x Toyota Prado/leased, 2x Mitsubishi Canter/leased, 1x Toyota Hiace/leased, 2x Nissan Navara/leased, 1x Honda Civic/leased.
3. Not applicable
4. Two owned – home garaged, one leased – home garaged
5a. Four years, nine months.
5b. Basic conditions include; Fuel, registration, maintenance, tyres, roadside assistance, accident & maintenance loan car, insurance, management fees, and reporting fee.
5c. The average monthly cost of the lease is \$1037.87 GST exclusive.
5d. Average servicing and repair costs: \$2696.85 GST exclusive.
5e. Fuel and insurance excess.
5f. \$40,759.55 GST exclusive.
6. Five owned vehicles and Three leased vehicles for pooled use.
7. All employees who hold a current licence are entitled to use the pool vehicles.
8. Vehicles are used for business purposes at various hours in the day. Destinations include remote areas throughout Australia depending on the workplace requirements.
9. Business Usage.
10. The DNP ensures that vehicles are used appropriately through internal controls at the local level. The levels of responsibility vary in each location due to the diversity of activities that the vehicles are used for.
11. No. Majority of pooled vehicles are stored at office premises except – One ACT vehicle.
12. Nil.
13. No vehicle is incorporated in staff remuneration packages. (Excluding salary sacrifice arrangements by individuals).

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

Program: Division or Agency: Corporate: CSD **Question No:** 243

Topic: Staffing level – John Gorton and Allara Street buildings

Proof Hansard Page and Date Written

or Written Question:

Senator Joyce asked:

Senator JOYCE: ...How many staff do you currently have in the John Gorton building, just down the road?

...

Ms Carlos: I do not have the exact number of staff in the John Gorton building. I do not have that breakdown with me. We have approximately 2,000 people in that building, but I can come back on notice with the exact figure.

Senator JOYCE: There are about 2,000 people in the John Gorton building?

Ms Carlos: No, sorry, not that many. I do not have those exact figures with me, Senator.

Senator JOYCE: Can you take that on notice. I want to find out how many people you have in the John Gorton building. How many staff do you have at 33 Allara Street?

Ms Carlos: Once again, I do not have the exact figure.

Senator JOYCE: Can you take that on notice.

Answer:

At 30 September 2012 there were 1,132 employees in John Gorton Building and 426 employees at 33 Allara Street.

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

Program: Division or Agency: Corporate: CSD **Question 244**
No:

Topic: Appointed or Government paid vehicles

Proof Hansard Page and Date 84

or Written Question: (15/10/12)

Senator Joyce asked:

Senator JOYCE: How many appointed or government paid vehicles are there across the 2,576 staff?

Ms Carlos: I do not believe I have that information with me. I will have to take that on notice.

Answer:

The Department of Sustainability, Environment, Water, Population and Communities including the Director of National Parks have 170 owned and leased vehicles, three of which are home garaged.

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

Program: Division or Agency: Corporate: CSD

Question No: 245

Topic: Average cost of remuneration

Proof Hansard Page and Date 84

or Written Question: (15/10/12)

Senator Joyce asked:

Senator JOYCE: What is the average remuneration over the 2,576—

Ms Carlos: Our average salary is in the order of about \$105,000.

Senator JOYCE: Is that the total cost or the average salary?

Ms Carlos: That is average salary.

Senator JOYCE: Do you have the average cost?

Ms Carlos: No. I could take that on notice.

Answer:

The average remuneration cost (which includes salary) of the Department of Sustainability, Environment, Water, Population and Communities is \$115,235 as per published in the 2011/12 Annual Report and includes allowances such as Antarctic related allowances, remote locality allowances and Leave Fares Assistance.

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

Program: Division or Agency: Corporate: CSD **Question No:** 246

Topic: Average remuneration for staff of the Office of Water Science

Proof Hansard Page and Date 84

or Written Question: (15/10/12)

Senator Joyce asked:

Senator JOYCE: I have some questions about the science brake framework for coal seam gas and mining impacts on water. How many staff are currently employed in that area at the moment?

Ms Carlos: In the Office of Water Science we have currently 36.4 FTE but there might be other areas—

Senator JOYCE: What is the average remuneration for those?

Ms Carlos: I do not have that information. I can take that on notice.

Answer:

Based on budgeted provisions for 2012/13, the average annual remuneration of staff in the Office of Water Science will be \$112,755. This figure includes base salary, paid leave, superannuation, leave entitlements, and allowances.

The Office of Water Science has a higher average senior staffing profile reflecting the technical nature of its work.

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

Program: Division or Agency: Corporate: CSD

**Question 247
No:**

Topic: Personal leave

Proof Hansard Page and Date 84

or Written Question: (15/10/12)

Senator Joyce/Heffernan asked:

Senator JOYCE: ...What is the longest sick leave you currently have on the books for any employee?

Ms Carlos: I could not tell you that.

Senator JOYCE: Can you take that on notice?

Ms Carlos: I can take that on notice.

...

Senator HEFFERNAN: Can you also take on notice how much sick leave is given up in retirement, if any? It begs the question: why would you—

...

Ms Carlos: We can have a look at that but it might be rather difficult to ascertain.

Answer:

In the last 12 months the longest period of sick leave was for 114 days, from 30 August 2011 to 21 December 2011.

Personal leave can be utilised for various types' of absences from the workplace including sickness and carer's purposes. There is not a separate category for sick leave. With respect to personal leave, it is not vested in the employee, that is, whilst it accrues and is able to be accessed during employment with the Commonwealth there is no financial entitlement to this leave once a person retires. It is not possible to quantify the amount of unused personal leave entitlements for past retired employees.

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

Program: Division or Agency: Corporate: CSD

Question No: 248

Topic: Budget outlook

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. In respect of each of the programs;
 - a. 1.1 Sustainable Management of Natural Resources and the Environment;
 - b. 1.2 Environmental Information and Research;
 - c. 1.3 Carbon Pollution Reduction – Land Sector Initiatives;
 - d. 2.1 Management of Hazardous Wastes, Substances and Pollutants;
 - e. 2.2 Sustainable Communities;
 - f. 3.1 Antarctica: Science, Policy and Presence;
 - g. 4.1 Water Reform;
 - h. 5.1 Conservation of Australia’s Heritage and Environment;
 - i. 5.2 Environmental Regulation; and
 - j. 6.1 Commonwealth Environmental Water.

What is the breakdown of sub-programs, and their respective administered and departmental costs for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16?

2. In respect of Program 1.1, for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
3. In respect of Program 1.2 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
4. In respect of Program 1.3 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
5. In respect of Program 2.1 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
6. In respect of Program 2.2 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
7. In respect of Program 3.1 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?

8. In respect of Program 4.1 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
9. In respect of Program 5.1 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
10. In respect of Program 5.2 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?
11. In respect of Program 6.1 for (i) 2012-13, (ii) 2013-14, (iii) 2014-15, and (iv) 2015-16, what is the breakdown of program expenditure?

Answer:

The Department of Sustainability, Environment, Water, Population and Communities (the department) has published details of the breakdown of sub-programs, and their respective administered and departmental costs for (i) 2012/13, (ii) 2013/14, (iii) 2014/15, and (iv) 2015/16 in the Sustainability, Environment, Water, Population and Communities Portfolio Budget Statements 2012/13. These details can be found on pages 29 to 78 of the document. The details are also published on the department's website at <http://www.environment.gov.au/about/publications/budget/2012/index.html> and the Department of the Treasury website at <http://www.budget.gov.au>.

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

Program: Division or Agency: Corporate: CSD **Question No:** 249

Topic: Portfolio Wide – media subscriptions

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. Has there been any change since the 2012-13 Budget Estimates (May 2012) to your pay TV subscription?
 - a. If yes, please provide the reason why, the cost and what channels.
 - b. What is the cost for this financial year to date?
2. Has there been any change since the 2012-13 Budget Estimates (May 2012) to your newspaper subscriptions?
 - a. If yes, please provide the reason why, the cost and what newspapers.
 - b. What is the cost for this financial year to date?
3. Has there been any change since the 2012-13 Budget Estimates (May 2012) to your magazine subscriptions?
 - a. If yes, please provide the reason why, the cost and what magazines.
 - b. What is the cost for this financial year to date?
4. What was the 2011-12 cost for:
 - a. TV subscriptions
 - b. Newspaper subscriptions
 - c. Magazine subscriptions

Answer:

(Financial Year to date based on 1 July 2012 reporting period)

Department of Sustainability, Environment, Water, Population and Communities.

1. No.
 - a. Not applicable.
 - b. The total cost for pay TV subscriptions for the financial year to date is \$ 2,837.68.

2. No.

- a. Not applicable.
- b. \$16,861.60.

3. No

- a. Not applicable.
- b. \$50,206.66.

4.

- a. \$8,007.
- b. \$45,710.00.
- c. \$270,814.00.

Director of National Parks

1. No.

- a. Not applicable.
- b. Not applicable.

2. No.

- a. Not applicable.
- b. \$181.99.

3. No.

- a. Not applicable.
- b. \$145.45.

4.

- a. Not applicable.
- b. \$575.07.
- c. \$750.27.

Sydney Harbour Federation Trust

1. No.

- a. Not applicable.
- b. Not applicable.

2. No.

- a. Not applicable.

b. The total cost for newspaper subscriptions for the financial year to date is \$484.56.

3. No.

a. Not applicable.

b. Not applicable.

4.

a. Not applicable.

b. The total cost for Newspaper subscriptions for the financial year to date is \$1,172.52.

c. Not applicable.

National Water Commission

1. No.

a. Not applicable.

b. Not applicable.

2. Yes.

a. Reduction in number of newspaper subscriptions with the estimated cost reduction of \$2,200 in 2012/13. Reductions were seen across the number of The Australian, Canberra Times, Financial Review and Weekly Times subscriptions.

b. The cost for newspaper subscriptions for this financial year to date is \$1,691.

3. Yes.

a. Cancellation of the New Scientist weekly subscription enabled the Commission to save \$442.00 in the financial year 2012/13.

b. The cost for magazine subscriptions this financial year to date is \$111.

4.

a. \$2,150.

b. \$6,304.

c. \$697.

Bureau of Meteorology

1. No.

a. No change.

b. \$2,564.00 Year to Date, Financial Year 2012/2013, Pay TV.

2. No.

a. No change.

b. \$1,324.70 Year to Date, Financial Year 2012/2013, Newspapers.

3. Yes.

a. Yes, the Bureau commenced a yearly subscription (52 editions) to The Economist magazine in August 2012.

The Economist magazine provides Bureau staff with a weekly analysis of international politics, business news and opinion. It costs \$365.00.

b. \$4,016.10 Year to Date, Financial Year 2012/2013, Magazines

4. The 2011/12 costs are:

a. \$8,072.95.

b. \$6,147.00.

c. \$2,1233.57.

Murray-Darling Basin Authority

1. No.

a. Not applicable.

b. Not applicable.

2. Yes.

a. The Authority cancelled all newspaper subscriptions effective September 2012 as it subscribes to a media monitoring service.

b. \$1,318.00.

3. No.

a. No.

b. \$770.

4. The 2011/12 costs are:

a. Nil

b. \$7,791.00

c. \$35,643.00

Great Barrier Reef Marine Park Authority

1. No.
 - a. Nil.
 - b. Nil.
2. No.
 - b. Nil.
 - b. \$611.
3. No.
 - a. No.
 - b. \$14,041.
4. The 2011/12 costs are:
 - a. Nil.
 - b. \$3,833.
 - c. \$74,996.

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

Program: Division or Agency: Corporate: CSD **Question No:** 250

Topic: Portfolio Wide – social media

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. Have there been any changes since May 2012 Budget Estimates to department/agency social media or protocols about staff access and usage of YouTube, online social media such as Facebook, MySpace and Twitter and access to online discussion forums and blogs? If yes, please explain and provide copies of any advice that has been issued.
2. Does the department/agency monitor usage of social media?
 - a. If yes, provide details of the usage (for example, details could include average hours per employee, hours when usage peaks)
 - b. If no, will the department/agency monitor usage in the future?
3. Does social media impact on employee productivity? Please provide details (details could include increased internet usage in general or increased internet usage in standard business hours)

Answer:

Department of Sustainability, Environment, Water, Population and Communities (the department) includes the Director of National Parks

1. No change.
2. No.
 - a. Not applicable.
 - b. The department has no plans to monitor social media, at this time.
3. Employee productivity is managed through established performance feedback processes. While the usage of social media is not monitored, there is no evidence to suggest that employee productivity has been impacted by social media.

Murray-Darling Basin Authority (the Authority)

1. No.
2. The Authority does not directly monitor the usage of social media. Overall internet usage is monitored and any unusual activity is investigated.
3. Social media access is provided to assist in the delivery of agency business.

Bureau of Meteorology (the Bureau)

1. No.
2. No.
3. The introduction of the social media platform Yammer has increased the sharing of knowledge and communication within the Bureau which has enabled broader access to information related to Bureau business which has increased productivity.

Sydney Harbour Federation Trust (the Trust)

1. No change.
2. No.
 - a. Not applicable.
 - b. The Trust has no plans to monitor social media, at this time.
3. Employee productivity is managed through established performance feedback processes. While the usage of social media is not monitored, there is no evidence to suggest that employee productivity has been impacted by social media.

Great Barrier Reef Marine Park Authority (GBRMPA)

1. No.
2. No.
 - a. Not applicable.
 - b. Monitoring data is logged as per the requirements of the Defence Signals Directorate's Information Security Manual. Monitoring data is available on request by the relevant supervisor.
3. It is the supervisor's responsibility to monitor staff productivity. There has been no impact on internet usage to date.

National Water Commission (the Commission)

1. No.
2. Social media usage is monitored by the Commission's outsourced ICT provider. Instances of unusual usage are drawn to the Commission's attention on a case by case basis.
3. Based on information available to the Commission, there is no evidence that staff usage of social media sites has a material impact on productivity.

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

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

Topic: Portfolio Wide – Executive Coaching and Leadership Training – financial year to date

Proof Hansard Page and Date Written

or Written Question:

Senator Birmingham asked:

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. 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)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (d), please provide:
 - i. The name and nature of the service purchased
 - ii. Whether the service is one-on-one or group based
 - iii. The number of employees who received the service and their employment classification
 - iv. The total number of hours involved for all employees (please provide a breakdown for each employment classification)
 - v. The total amount spent on the service
 - vi. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency'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 or agency's incurred to use the location

Answer:

Department of Sustainability, Environment, Water, Population and Communities¹

1. The Department of Sustainability, Environment, Water, Population and Communities (the department) does not currently have a mechanism to fully capture and record details centrally of all learning and development activities undertaken by employees, including coaching and leadership training, nor the total expenditure on this function.

However, through its central workforce development function, the department has offered the leadership opportunity reported below for this financial year to date.

- a. \$46,818 (GST exclusive) (plus travel and accommodation).
- b. Executive coaching and/or leadership training is made available to all employees at the SES level.
- c. 2 (SES 1). Employees are not required to apply for study leave for these programs.
- d. Australian Public Service Commission.

2.

- i. Leading Australia's Future in the Asia-Pacific. This program was delivered in conjunction with the Crawford School of Public Policy at the Australian National University. The program included facilitated sessions, case studies, business meetings, industry site visits and dialogues with business and community leaders in Papua New Guinea, Solomon Islands and Tonga.
- ii. Group based.
- iii. 2 (SES 1).
- iv. 225 hours.
- v. \$46,818 GST exclusive (plus travel and accommodation).
- vi. Complete package.

3.

- a. Port Moresby (5 days), Honiara (4 days), Nuku'alofa (2 days).
- b. 2 (SES 1).
- c. 225 hours.
- d. Accommodation and travel.

¹ Includes information for the Director of National Parks.

Bureau of Meteorology

1.

- a. \$176,521.
- b. 144 (APS 3: 3, APS 4: 7, APS 5: 6, APS 6: 70, EL 1: 50, EL 2: 7, SES: 1).

- c. The number of employees offered these services and their employment classification: 144 (APS 3: 3, APS 4: 7, APS 5: 6, APS 6: 70, EL 1: 50, EL 2: 7, SES: 1).

Total days study leave granted: 1.2 days.

- d. The names of all service providers engaged: Development Dimensions International, Chifley Business School, Australian Public Service Commission and Institute of Public Administration Australia.

2. ***Development Dimensions International (DDI)***

- i. Sets of learning materials for Leader as Coach Program.
- ii. One set per participant.
- iii. 30 (APS 5: 4, APS 6: 10, EL 1: 14, EL 2: 2).
- iv. 2,274 hours.
- v. \$15,682.
- vi. The fees are charged per set of learning materials (including discount for delivery of course by Bureau staff).

3. Not applicable.

2. ***Chifley Business School***

- i. Sets of learning materials and/or facilitator for Emerging Leaders Program and FranklinCovey 5 Choices of Extraordinary Productivity courses; Enrolment fees for Management Education Program (Project management).
- ii. 1 set per participant; training is group-based.
- iii. 112 (APS 3: 3, APS 4: 7, APS 5: 2, APS 6: 60, EL 1: 36, EL 2: 4).
- iv. 8.8 hours.
- v. \$106,072.
- vi. The fees are charged per set of learning materials, and for complete packages.

3. Not applicable.

2. ***Australian Public Service Commission***

- i. SES Orientation Program.
- ii. One set per participant.
- iii. One SES. Officer.
- iv. 22 hours.
- v. \$3,182.
- vi. Complete package.

3. Yes.
 - a. Australian Public Service Commission, Canberra.
 - b. One SES officer.
 - c. 22 hours.
 - d. Nil.

2. ***Institute of Public Administration Australia, IPAA***

- i. IPAA Congress attendance.
- ii. group-based.
- iii. One EL 2.
- iv. 37.5 hours.
- v. \$1,645.
- vi. The fees are charged per complete package.

3. Yes.

- a. Melbourne Convention and Exhibition Centre.
- b. One SES officer.
- c. 22 hours.
- d. Nil.

2. ***EthosCRS***

- i. Development of online learning module for Mentoring Masterminds program.
- ii. One-on-one.
- iii. Nil.
- iv. Nil.
- v. \$49,940.
- vi. The fees are charged per complete package.

3. Yes.

- a. Ethos CRS.
- b. Nil.
- c. Nil.
- d. Nil.

Great Barrier Reef Marine Park Authority

1. Not applicable.
2. Not applicable.
3. Not applicable.

Murray Darling Basin Authority

1.

- a. Total spend on these services for the period 1 July to 30 September 2012 was \$35,667.98.
- b. Coaching and leadership training is offered to all staff at and above EL 1 classification (totalling 164 staff). On a case by case basis coaching is offered to Authority employees of an APS classification.
- c. During 1 July to 30 September 2012, 12 employees utilised these services. Their employment classifications were:

- EL 2: 3.
- EL 1: 8.
- APS 6: 1.

No study leave was required.

d. The names of the service providers were as follows:

- Australian Public Service Commission.
- Rice Growers Association.
- Centre for Public Management.
- Tempo Strategies.
- Effective People.
- Margie Darcy Leadership, Coaching & Psychological Services.
- Resumes for Results.

2. Australian Public Service Commission

- i. One day leadership workshop.
- ii. Group based.
- iii. One EL 1 employee received the service.
- iv. Total number of hours was 7.5 hours.
- v. \$660.00.
- vi. Services were provided as a package.

2. ***Rice Growers Association***

- i. A leadership development program which aims to bring together emerging leaders from the rice industry with government stakeholders to strengthen relationships and understanding of industry issues and strategic directions for the medium to long term.
- ii. Group based.
- iii. One EL 1 employee received the service.
- iv. Total number of hours was 56 hours.
- v. \$2,650.00.
- vi. Services were provided as a package.

2. ***Centre for Public Management***

- i. A one day workshop with a range of leadership topics.
Four day residential workshop "From Management to Leadership".
- ii. Service provided was group based.
- iii. 2 employees (EL 1: 1 and EL 2: 1) received the service.
- iv. Total number of hours was 40 hours; EL 1: 8 hours and EL 2: 32 hours.
- v. \$5,354.55.
- vi. Services were provided as a package.

2. ***Tempo Strategies P/L***

- i. Delivery of final phases of the in-house leadership program for EL 2 and EL 1 employees.
- ii. Service provided was group based.
- iii. Total of 37 employees received the service; EL 2: 17 and EL 1: 20.
- iv. Total number of hours was 127.5; 59.5 hours for EL 2s and 68 hours for EL 1s.
- v. \$17,312.73.
- vi. Services were provided as a package.

2. ***Effective People***

- i. Executive coaching.
- ii. One on one services.
- iii. Two EL 1 employees received the service.
- iv. Total number of hours was 4; 2 hours for each EL 1.
- v. \$1,971.25.
- vi. Services were provided as a package.

2. ***Margie Darcy Leadership, Coaching & Psychological Services***

- i. Executive coaching.
- ii. One on one services provided.
- iii. Seven employees received the service, three EL 2s; three EL 1s and one APS 6.
- iv. Total of 38 hours; EL 2s: 5 hours; EL 1s: 23 hours and APS 6: 10 hours.
- v. \$13,500.00.
- vi. Services were provided as a package.

2. ***Resumes for Results***

- i. Career coaching.
- ii. The service provided was one on one.
- iii. Two EL 1 employees received the service.
- iv. Total number of hours was 3.5.
- v. \$784.00.
- vi. Services were provided as a package.

2. ***Personal Effectiveness Program***

- i. Executive coaching.
- ii. The service provided was one on one and group based.
- iii. 2 employees (one SES 2 and one APS 5) received the service.
- iv. Total number of hours was 24 hours, SES 2: 12 hours and APS 5: 12 hours.
- v. \$8,140.00.
- vi. Services were provided as a package.

3. ***Australian Public Service Commission***

- a. Australian Public Service Commission training Centre, Canberra.
- b. Total number of employees on each occasion was one EL1.
- c. Total number of hours was 7.5.
- d. Nil cost to agency.

3. ***Rice Growers Association***

- a. Murrumbidgee Rural Studies Centre – Yanco.
Deniliquin RSL – Deniliquin.
- b. Total number of employees on each occasion one EL 1.
- c. Total number of hours was 56.
- d. Nil cost to agency.

3. Centre for Public Management

- a. CPM training Centre Canberra and The Briars Bowral.
- b. Total of two employees participated. One EL 1 and one EL 2 on each occasion.
- c. Total number of hours was 40 hours, EL 1: 8 hours and EL 2: 32 hours.
- d. Nil cost to agency.

National Water Commission

1. Nil.
2. Leadership training is available to all Senior Executive and Executive Level 2 staff in the Commission.
3. Nil.

Sydney Harbour Federation Trust

Sydney Harbour Federation Trust has not purchased any executive coaching or leadership training services during 2012/13 year to date.