

**Senate Standing Committee on Environment, Communications and the Arts
Legislation Committee**

Answers to questions on notice

Environment, Water, Heritage and the Arts portfolio

Budget Estimates, May 2010

Outcome:	Corporate Outcome	Question No:	142
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Chief Executive Instructions		
Hansard Page ECA:	Written Question on Notice		

Senator MACDONALD asked:

Senator IAN MACDONALD—Are they publicly available?

Mr Sullivan—The chief executive instructions? I will look around to see if I can get a nodding head.

Senator IAN MACDONALD—Let us not wait. Could you make them available to this committee?

Mr Sullivan—They are clearly available to all staff.

Senator IAN MACDONALD—Could you make them available to this committee on notice?

Mr Sullivan—Just so I do not give you a lot of paper, there are a number of chief executive instructions. Would you like the one with respect to—

Senator IAN MACDONALD—The ones relating to signing off of contracts for consultants.

...

Answer:

Attached are two documents provided to staff to give them first level assistance to define a consultancy and to enter into and manage contracts.

Attachments: A Chief Executive's Instruction 4.3 Entering into and Managing
 Contracts, Agreements and Arrangements
 B Guidance on Differentiating Between Consultancy Services and
 Professional Services



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Department of the Environment, Water, Heritage and the Arts

Chief Executive's Instruction 4.3

Entering into and Managing

Contracts, Agreements and Arrangements

This CEI sets out the policies to apply when entering into and then managing contracts, agreements and arrangements on behalf of the Department.

1. Officials may enter into a Commonwealth contract, agency agreement or arrangement under which public money is, or may become, payable only after a proposal to spend public money for the total value of the contract, agreement or arrangement has been approved by an Approver in accordance with the requirements of FMA Regulation 9 and, if necessary, Regulation 10.
2. Where insufficient unspent and uncommitted appropriation (or proposed appropriation in a Bill before Parliament) is available to satisfy the total obligations arising in relation to the spending proposal for the contract, authorisation of the approval must be exercised in accordance with the *Financial Management and Accountability Delegation* (relating to Regulation 10) of the Finance Minister. (Refer to CEI 4.1 *Approving Proposals to Spend Public Money*.)
3. An official intending to enter into any contract, agreement or arrangement to purchase property or services under which public money is, or may become payable, must have regard to the *Commonwealth Procurement Guidelines*.
4. Managers must ensure that the timing and structuring of purchase agreements/contracts is based upon sound cash management considerations.
5. Officials must ensure that measures are in place to protect the Commonwealth's interests and to effectively manage the contract or agreement so as to achieve the planned outcomes.
6. Contracts must meet the mandatory minimum requirements of the *Commonwealth Protective Security Manual 2003* in relation to protecting official information and other valuable resources.
7. When entering into a contract with an external service provider, officials must ensure that contract provisions meet the requirements of the *Privacy Act 1988* and the *Privacy Amendment (Private Sector) Act 2000*.
8. Officials entering into a contract for consultancy services must use either the Department's Long Form Consultancy Contract or the Short Form Consultancy Contract available under 'Legal' on the intranet.
9. Contracts must include an end date and/or termination provision. Where property or services provided via contract will continue to be required after the end date (thus, triggering the requirement for a new approach to the market), the contract



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must be objectively reviewed to test that it represents value for money. In practice, this must occur during any approach to the market. (Refer to CEI 4.2.)

10. Officials who intend to enter into a contract for consultancy services must determine whether the services meet the definition of 'consultancy' for the purpose of annual reporting. If the definition is not met, the services must be charged against the general ledger account code for 'professional services' or alternative code, as applicable.
11. Purchase Orders must be raised in the financial management information system for the purchase of all property or services with a value of \$10,000 or above (\$5,000 for grants) (including GST where applicable) (unless exceptions are approved by the Chief Finance Officer) and must be released to the relevant Approver by an official authorised to release Purchase Orders.
12. Purchasing officers must ensure that all contracts and agreements with a value of \$10,000 or above (including GST where applicable) are published electronically on AusTender within six weeks of the date of entering into that contract or agreement.
13. To meet AusTender reporting requirements, officials must identify consultancy services in the relevant Purchase Order when completing the SAP Gazettal screen.
14. Where a proposed contract, agreement or arrangement has a value of \$80,000 (GST inclusive) or above or if a decision maker considers that a proposal below this threshold is particularly complex or controversial, it must be submitted to the Procurement Review Board (or equivalent body appointed within the Department) for approval of the procurement methodology used.
15. In accordance with the *Order of the Senate for Departmental and Agency Contracts* (as amended 26 June 2003), the Chief Finance Officer, on behalf of the Department, must post on its website twice yearly, not later than two months after the end of the calendar and financial years, a list of contracts entered into by the Department which have not been fully performed or which have been entered into during the previous twelve months and which provide for consideration to the value of \$100,000 (GST inclusive) or more. The information must include contractor name, contract amount GST inclusive, the subject matter of the contract, commencement date of the contract, end date of the contract, the relevant reporting period and the twelve-month period relating to the contract listings, whether the contract contains confidentiality provisions requiring the parties to maintain confidentiality of any of its provisions or whether there are any other requirements of confidentiality and a statement of the reason for the confidentiality.
16. Contract managers, being familiar with the contents of contracts, are responsible for determining whether information in the contract has confidential provisions or other requirements of confidentiality. Information within all Commonwealth contracts, agency agreements and other arrangements will not be protected as confidential unless there is a good reason to do so. For information to be treated as confidential, all of the following criteria must be met:



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- the information to be protected must be identified in specific rather than global terms;
- the information must have the necessary quality of confidentiality;
- the disclosure would cause detriment to the contractor or other third party; and
- the information was provided under an understanding that it would remain confidential.

17. Within the initial tender documentation or, if no tender process is undertaken, at the beginning of negotiations, all potential contractors must be notified:

- of the accountability requirements of the Commonwealth, including disclosure to Parliament and its committees;
- that the Commonwealth will treat as confidential any information provided by tenderers/prospective suppliers prior to the award of a contract and in respect of unsuccessful tenderers after contract award;
- that the Commonwealth's position is that information is not to be kept confidential unless there is a good reason for confidentiality;
- that in considering whether there is a good reason for confidentiality, with the consequence that the Commonwealth would agree to a contractual confidentiality obligation, the Commonwealth will have regard to matters covered by the Department of Finance and Deregulation's *Guidance on Confidentiality of Contractors' Commercial Information*; and
- that as indicated in the Commonwealth Procurement Guidelines, there are some circumstances where information may be disclosed even if there is a confidentiality clause, such as to the Auditor-General and to parliamentary committees.

18. Division Heads and the Chief of NHT Operations must provide advice to the Chief Executive and the Minister on any sensitivity relating to disclosure prior to the publishing of information on contracts entered into by the Department.



Authorisations

The Chief Executive has authorised all officials who have been delegated the power to approve proposals to spend public money (Approvers) to sign contracts, agreements or arrangements under which public money is or may become payable, subject to the limitation of their delegation to approve spending proposals.

The Chief Executive has authorised certain officials to release Purchase Orders and has also authorised certain officials to give written authorisation for other officials to release Purchase Orders following approval of the proposal to spend public money by an Approver.

Definitions

Commonwealth contract: an agreement for the procurement of property or services under which the Commonwealth is obliged, or may become obliged, to make a payment of public money.

Consultancy: the engagement of an individual, partnership or corporation to provide professional, independent and expert advice or services. Consultancies must be reported in the Annual Report of the Department. To categorise contracts as consultancies for the purpose of reporting, the Department must be able to answer 'yes' to both of the questions:

- 'Do the services involve the development of an intellectual output that assists with agency decision making?'; and
- 'Will the output reflect the independent views of the service provider?'

Agency agreement: an agreement for the procurement of property or services under which an Agency is obliged, or may become obliged, to make a payment of public money to another Agency.

Approvers: officials who are delegated under the authority of s53 of the FMA Act the power under s44 of the FMA Act to approve proposals to spend public money in accordance with the requirement of FMA Reg 9 and, if necessary, Reg 10.

Commentary

Public Sector reforms of recent years have highlighted the importance of good contract formation and management.

Commonwealth liabilities arise whenever the Department enters into a contract, agreement or arrangement under which public money is, or may become, payable. Action giving rise to a payment of public money should not occur unless a proposal to spend public money has been approved by an official who has been delegated the power to approve proposals to spend public money. FMA Regulation 13 states that:

A person must not enter into a contract, agreement, or arrangement under which public money is, or may become payable unless a spending proposal has been approved under Regulation 9 and, if necessary, in accordance with Regulation 10.

The normal method of obtaining expenditure approval and recording a commitment is by raising a Purchase Order in the financial management system. Where a separate contract is used as the legal instrument binding the parties, a Purchase Order is still necessary, although the Purchase Order dispatch to the supplier may need to be suppressed.



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The Procurement area undertakes a quality assurance process check of all Purchase Orders created and, when satisfied all requirements are met, releases the Purchase Order to the relevant financial delegate for approval. Once a Purchase Order has been electronically approved by the approver, if a hard copy is required, the line area should print the hard copy and the financial delegate who approved the Purchase Order may sign it as an 'Authorised Officer'.

CEI 4.1 states that "an Approver must not approve a proposal which requires the spending of public money in advance of satisfactory performance or delivery, unless the prepayment arrangement represents best value for money to the Commonwealth" and CEI 4.4 requires that Certifying Officials "ensure that property or services in respect of the account have been received or satisfactorily rendered and/or the conditions of the contract or agency agreement have been satisfied" before approving payment of an account. However, there are circumstances in which advance payment is applicable where a grant agreement or contract requires that payment or part payment (respectively) be made upon signing the contract. For efficiency and risk management purposes, contractual arrangements should limit advance part payments for the provision of property or services to a small percentage of the contract amount. Accountability and transparency is a supporting principle underpinning the core principle of value for money which governs Commonwealth procurement. For purposes related to accountability and transparency, the *Order of the Senate for Departmental and Agency Contracts* (as amended 26 June 2003) requires Departments and agencies to post a list of their contracts on their websites. The Order specifies the reporting requirements, including whether any of the contracts listed contained confidentiality provisions or other requirements of confidentiality, as detailed in this CEI. Additionally, the Department of Finance and Deregulation has developed guidance on the listing of contract details on the internet.

The general principle espoused in previous reports of the Senate Finance and Public Administration References Committee and the Australian National Audit Office is that information in government contracts should not be protected as confidential unless there is a good reason to do so. The criteria for determining whether information should be kept confidential are explained in the Department of Finance and Deregulation publication *Guidance on Confidentiality of Contractors' Commercial Information*.

Amongst other things, the Request for Tender should ask the tenderer to specify in the tender response what information, if any, the tenderer would wish to protect as confidential if a contract was entered into. Potential tenderers should be advised that, if awarded a contract, they must reach agreement with the Department as to what information will be protected in the contract and the information should be specified within the contract. Additionally, potential tenderers should be made aware that there may be circumstances where information may be disclosed even if there is a confidentiality clause (eg to Parliament or the Auditor- General).

To assist in notifying potential contractors of the Commonwealth's disclosure requirements and its treatment in relation to confidential information, the Department of Finance and Deregulation publication *Guidance on Confidentiality of Contractors' Commercial Information* includes a model general statement for the front of tender documents and a model clause for inclusion in tender documents.

These instructions also apply to Natural Heritage Trust operations.



References

FMA Act: ss.14; 44

FMA Regulations: rr.3, 7, 7A, 9, 10, 11, 12, 13.

Constitution: ss.61; 64

Public Service Act 1999: s.25

A New Taxation System (Goods and Services Tax) Act 1999: Div 11, 35, subdivision 29-C

Commonwealth Procurement Guidelines - January 2005 (The Guidelines list other relevant legislation, procurement guidance documents and related references.)

Finance Circular 2006/02 – Commonwealth Procurement Guidelines - Clarification

Procurement Guidelines - Department of the Environment, Water, Heritage and the Arts (Available on the intranet under Finance > Procurement Policies.)

Security Requirements for Competitive Tendering and Contracting, National Security Instruction 2001/09

Commonwealth Protective Security Manual 2003, Part F 2000

Order of the Senate for Departmental and Agency Contracts

Guidance on Confidentiality of Contractors' Commercial Information – Department of Finance and Deregulation

Guidance on the Listing of Contract Details on the Internet – Department of Finance and Deregulation

Guidance on Identifying Consultancies for Annual Reporting Purposes - Department of Finance and Deregulation, July 2004

Related CEIs

4.1: Approving Proposals to Spend Public Money

4.2: Procurement of Property or Services

4.4: Payment of Accounts

Penalties

FMA Act s14 Misapplication, improper use or disposal of public money

Maximum penalty: Imprisonment for 7 years.

Criminal Code Act 135.1(1-5) General dishonesty

A person does anything with the intention of dishonestly obtaining a gain from, or causing a loss to or a risk of loss to, a Commonwealth entity.

Maximum Penalty: 5 years imprisonment

Criminal Code Act s. 135.1(7) General dishonesty- influencing a Commonwealth official

A person does anything with the intention of dishonestly influencing a Commonwealth public official in the exercise of his/her official duties.



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Maximum Penalty: 5 years imprisonment.

Criminal Code Act s.135.4 (7) Conspiracy to defraud- influencing a Commonwealth official

A person conspires with another person with the intention of dishonestly influencing a Commonwealth public official in the exercise of his/her official duties.

Maximum Penalty: 10 years imprisonment.

Criminal Code Act s.141 Bribery of a Commonwealth public official

A person dishonestly provides or offers a benefit with the intention of influencing a Commonwealth public official in the exercise of his/her official duties or a Commonwealth public official dishonestly asks for or receives a benefit with the intention that the official's duties will be influenced.

Maximum Penalty: 10 years imprisonment.

Criminal Code Act s.142 Corrupting benefits given or received

A person dishonestly provides or offers a benefit, that would tend to influence a Commonwealth public official in the exercise of his/her official duties or a Commonwealth public official dishonestly asks for or receives a benefit that would tend to influence a Commonwealth public official in the exercise of the official's duties.

Penalty: 5 years imprisonment.

Criminal Code Act s. 145.4, 5 Falsification or using falsified documents

Dishonestly damages, destroys, alters, conceals or falsifies a document with the intention of obtaining a gain or causing a loss.

Penalty: 7 years imprisonment.

Guidance on Differentiating Between Consultancy Services and Professional Services

Background

Contracts for the provision of Consultancy Services have specific reporting requirements, i.e:

- Specific identification on the AusTender (Contracts Reported) website
- Reporting of total value of and expenditure on Consultancies in the DEWHA Annual Report
- Inclusion in a list of Consultancy Contracts published in the DEWHA Annual Report

For this reason the identification of contracts for the provision of Consultancy Services requires assessment by the Legal, Procurement and Governance Section to avoid unnecessary reporting of contracts that do not meet the Consultancy Criteria.

Consultancy Criteria

To be considered a Consultancy the services must meet both of the criteria below.

If the answer to either question is No then the services must not be reported as a consultancy.

1. Do the services involve the development of an intellectual output that assists with agency decision-making?

Examples of outputs of this nature include, but are not limited to, the expression of an original concept, research, findings, analysis, advice and/or recommendations.

2. Will the output reflect the independent views of the service provider?

In considering this issue, the emphasis should be on whether the **agency has control over the views expressed**, *regardless of the level of direction and supervision that the agency actually provides in performance of the services.*

In other words, is the output being produced *for* the agency (consultancy contract), or *on behalf of* the agency, e.g. where a supplier acts as an extension of the Department (non-consultancy contract).

Contracts involving a percentage of Consultancy Services

In many cases contracts will involve some measure or percentage of services that meet the Consultancy Criteria e.g. Analysis and definition of software requirements and the development of a software application to meet those requirements.

In these cases where the services that meet the Consultancy Criteria constitute the majority of the value of the contract then it should be reported as a consultancy.

Contract Characteristics

Consultancy Contracts	Non-Consultancy Contacts
<p>Nature of Services</p> <p>Involves specialist professional knowledge and/or expertise that may not be maintained in-house.</p> <p>Involves development of an intellectual output - eg research, evaluation, advice, and recommendations - to assist with agency decision-making.</p> <p>Involves a one-off task, a set of tasks or irregular tasks (making employment of permanent staff impractical or undesirable).</p>	<p>Nature of Services</p> <p>Professional services to perform day-to-day duties of the agency - eg a labour hire firm providing personnel to fill a temporary vacancy for a personal assistant, or in a programme area. Skills to perform services obtained via external labour hire that would normally be maintained within the agency.</p> <p>Involve professional or expert services to implement an existing proposal or strategy - eg training specialists to deliver training in line with an existing strategy.</p>

Direction and Control

Performance of the services is left largely up to the discretion and professional expertise of the consultant.

Performance is without the Agency's direct supervision.

The output reflects the independent views and/or findings of the individual or organisation.

Direction and Control

Professional services are performed under supervision of the agency. The agency specifies how the work is to be undertaken and has control over the final form of any resulting output.

Professional or expert services provided under non-consultancy contracts are generally delivered without a high level of supervision and direction from the agency. However, the output produced will not necessarily represent the independent views of the service provider - ie the agency controls the form of the output.

The output work is generally regarded as an agency product.

Services that would generally be regarded as involving non-consultancy contracts include:

- Delivery of training;
- Conduct of recruitment activity;
- Legal services, such as:
- conveyancing and development of contracts or other legal documents (and any incidental advice given relating to such work);
- litigation services (including any drafting or advice connected with litigation or potential litigation); and
- drafting of legislation and legislative instruments.
- Travel booking services;
- Scribe services;
- Development of software in line with already developed specifications;
- Information technology support services;
- Data processing;
- Printing and copying services;
- Communication - eg telephone services;
- Individuals undertaking operational work within the agency under temporary external labour hire arrangements;
- Indoor plant maintenance services;
- Cleaning and waste removal services;
- Preparation of manuals covering existing processes;
- Project management;
- Security services; and
- Delivery of government programmes eg provision of translation and interpreting services in relation to migrants, job network services, management, assessment or facilitation of grant funding and construction of buildings

Services that would generally be considered to involve a consultancy include:

- Advice on training needs and development of training plans;
- Legal services, such as:
- general legal advice (not related to litigation or potential litigation or given incidentally in connection with the development of contracts or other legal documents);
- advice on the application of legislation, and on development of new legislation; and
- legal audit, probity and process advice, in relation to contracting out or tendering.
- Design, analysis and reporting of formal market research studies;
- Development of advertising and marketing campaigns (where the department does not retain direction) ;
- Analysis of technology needs and development of software and hardware specifications;
- Development of a framework for benchmarking;
- Change facilitation advice;
- Business process analysis, design and other advice;
- Occupational, health and safety advice and recommendations;
- Evaluation of programme performance and recommendations regarding changes;
- Probity adviser and audit services; and
- Risk assessments

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Environment, Water, Heritage and the Arts portfolio

Budget Estimates, May 2010

Outcome:	Corporate Outcome	Question No:	143
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Machinery of Government staff movements		
Hansard Page ECA:	20-21 (26/5/10)		

Senator BIRMINGHAM asked:

Mr Sullivan—...The second tranche of staff, as I said, is close to finalisation—I can check that and take that on notice for you if you like, but my recollection is that it is in the final stages of being signed off.

Senator BIRMINGHAM—When did the first tranche movement occur? Was that a transfer on a specific date?

Mr Sullivan—It was a specific date, and I cannot recall what it was. It followed very quickly after the 8th because of the machinery of government and the Governor-General's—

Ms Kruk—We can follow up with that date.

Senator BIRMINGHAM—Thank you, Ms Kruk.

...

Senator BIRMINGHAM—The second tranche is expected to be finalised when?

Mr Sullivan—It is a much smaller number and it should be finalised—I will check for you—by the end of May. I think that was the target date for that to be finalised. That is a much smaller number.

Senator BIRMINGHAM—Approximately?

Mr Sullivan—Approximately 15.

Answer:

The first movement of staff from the Department of the Environment, Water, Heritage and the Arts to the Department of Climate Change and Energy Efficiency occurred on 18 March 2010. The second and final tranche of seven staff were moved on 8 July 2010.

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Environment, Water, Heritage and the Arts portfolio

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Outcome:	Corporate Outcome	Question No:	144
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Staff attrition rates		
Hansard Page ECA:	34 (26/5/10)		

Senator MARSHALL asked:

Senator MARSHALL—If you do not have enough staff to actually fulfil your statutory requirements, how would you then handle that?

...

Ms Kruk—It would depend on what the rules are surrounding the staff freeze. In some instances, that is also accompanied by a restriction on the employment of contractual staff. As I said, the most significant concern is in relation to positions of a critical, often scientific or technical, basis where you cannot replace one officer with another officer from another division because you are relying on a specific expertise.

Senator MARSHALL—Could you take it on notice for me and provide me with a breakdown—without being ridiculously accurate—generally about where you get the eight to nine per cent attrition rates, including what age groups and what levels in your organisation. Also, what is eight to nine per cent in numerical terms?

Ms Kruk—Our staffing profile is just over 3,000. The impact across the portfolio would be quite profound because, as the senator is aware, we have bodies such as the Bureau of Meteorology in the portfolio as well. They are a highly technical organisation. ...

Answer:

Total ongoing employee initiated separation rate for the 12 month period to 31 May 2010 was 9.6% (239 employees). The following table lists the separations by age range:

Age Range	Total
<20	0.4% (1)
20-24	5.4% (13)
25-29	18.4% (44)
30-34	16.3% (39)
35-39	12.1% (29)
40-44	11.3% (27)
45-49	6.3% (15)
50-54	10.5% (25)
55-59	9.2% (22)
60+	10.0% (24)
Total	100.0% (239)

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The following table lists the separations by classification:

Classification¹	Total
Graduate	0.8% (2)
APS 1/2	1.3% (3)
APS 3	4.6% (11)
APS 4	12.6% (30)
APS 5	13.4% (32)
APS 6	26.8% (64)
EL1	28.9% (69)
EL2	10.0% (24)
SES B1	1.7% (4)
Total	100.0% (239)

¹Includes all Australian Public Servant equivalent classifications e.g. public affairs officers; legal officers etc.

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Budget Estimates, May 2010

Outcome:	Corporate Outcome	Question No:	145
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	30 day payments		
Hansard Page ECA:	Written Question on Notice		

Senator BARNETT asked:

For both department and Agencies:

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

Answers:

Note: This response includes information on arts, culture and related portfolio agencies, responsibility for which was transferred to the portfolio of the Prime Minister and Cabinet following a machinery of government change on 14 September 2010.

Department of the Environment, Water, Heritage and the Arts

1. The Department aims to pay all its accounts in accordance with Government Policy. For the FY 2009/2010, 91.32% of accounts were paid within 30 days. The remaining 8.68% were late due to delays in claims being presented for processing.
2. Nil interest has been paid for either FY 2009/2010 or FY 2008/2009 as no overdue amounts have been charged to the Department..
3. Were the Department to receive invoices for interest, Finance Circular 2008/10 provides that the General Interest Charge used by the Australian Taxation Office should be used. As at June 2010, this rate was 11.16%

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Bureau of Meteorology

1. 98 per cent of all payments are made within the terms of trade, two per cent are subject to reissue of a valid tax invoice or on earlier payment terms (discounts, etc).
2. There has been no interest paid on overdue invoices for the past two financial years.
3. Not applicable.

Great Barrier Reef Marine Park Authority

1. A recent review of payments indicated that 92 per cent of all invoices are paid within 30 days. Others may have been delayed pending acceptance of reports or the absence of staff who can certify that services have been received.
2. No interest has been invoiced for late payments.
3. Not applicable.

National Water Commission

1. For the 2009-10 financial year the National Water Commission paid 90 per cent of invoices received within the Government's target of payment within 30 days of receipt of a correctly rendered invoice. Reasons for delayed payment of invoices include dispute over the amount to be paid, non-acceptance of goods/services provided, and errors in identified bank accounts or other errors on the invoice.
2. No interest has been paid on accounts that were not paid within 30 days.
3. Not applicable.

Murray-Darling Basin Authority

1. The Murray-Darling Basin Authority paid 99 per cent of invoices received in 2009-10 within the 30 day payment timeframe. The main reasons for late payment were delays in accounts being provided to the accounts area for payment. 193 invoices were paid after 30 days and the average timeframe for payment of these invoices was 53 days. Business areas have been reminded of the 30 day payment policy and of the requirement to process invoices to the accounts area as soon as possible for payment. Monitoring processes have also been revised to improve the processing of invoices.
2. No interest has been requested or paid on the late payments.
3. Not applicable.

The following are statutory authorities/companies and are subject to the *Commonwealth Authorities and Companies Act 1997*, and are not required to comply with the Commonwealth policy on payments within 30 days.

- Australia Business Arts Foundation Ltd
- Australia Council

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- Australian Film, Television and Radio School
- Australian National Maritime Museum
- Bundanon Trust
- Director of National Parks
- National Film and Sound Archive
- National Gallery of Australia
- National Library of Australia
- National Museum of Australia
- Screen Australia
- Sydney Harbour Federation Trust

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Budget Estimates, May 2010

Outcome:	Corporate Outcome	Question No:	147
Output:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Consultancies – Austender website		
Hansard Page ECA:	Written Question on Notice		

Senator BARNETT asked:

For both department and agencies:

1. Is the Department/agency up to date with its reporting requirements on the Government's tenders and contracts website? Are the figures available on that site correct?
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, projected cost and method of procurement as above, and the name of the consultant if known.

Department Answer:

1. All contracts entered into by the Department with a value of \$10,000 (GST incl) or more are published on the AusTender website (www.tenders.gov.au). The Department reports all such contracts in accordance with government procurement reporting requirements. The figures on the AusTender website are correct.
2. There are four planned procurements for consultancy services during the remainder of this calendar year. These have been included in the Department's Annual Procurement Plan (APP) published on AusTender. It is not possible to provide details on the duration or cost as these procurements are in the planning phase. Open tenders for all of these procurements will determine the successful tenderer. The planned procurements can be found in the 2010-11 APP for the Department on the AusTender website (www.tenders.gov.au).

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Agency Answers:

Bureau of Meteorology

1. The Bureau of Meteorology is up to date with its reporting requirements on the AusTender website (www.tenders.gov.au). The figures available on that site are correct.
2. (a) Seven.
(b) Yes.

Subject Matter	Duration	Projected Cost	Consultant	Method of Procurement
Environmental – Water Reporting	4 Weeks	\$25,000-\$30,000	SKM, GHD or SMS Consulting	Restricted - Water MUL
Communications Security - ICT	2 Years	\$72,000	Commvault, HDS, Macro Data Solutions	Select - ICT MUL
Soft Ware Licensing -ICT	4 Weeks	\$30,000 - \$40,000	Data#3	Direct Source
Review of Network Log ins across the network -ICT	4-6 Weeks	\$60,000	Thomas Duryea	Direct - ICT MUL
Standard Operating Environment -ICT	4-6 Weeks	\$50,000	Thomas Duryea	Direct - ICT MUL
Comms/Data Facility - ICT	2-4 Weeks	\$25,000	No Consultant currently selected	Select - ICT MUL
Network Operations- ICT	6-8 Weeks	\$70,000	No Consultant currently selected	ICT MUL

Great Barrier Reef Marine Park Authority

1. The Great Barrier Reef Marine Park Authority is up to date with its reporting requirements on the AusTender website (www.tenders.gov.au). The figures available on that site are correct.
2. An accurate figure on the number of consultancies planned for this calendar year is not available nor have they been published in the Authority's Annual Procurement Plan. Detailed planning for 2010-11 is still underway.

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National Water Commission

1. The National Water Commission's (NWC) reporting on the AusTender website (www.tenders.gov.au) is up to date. The figures on that site are the most accurate available at the time of publication of the data.
2. The NWC's annual procurement plan identifies two planned consultancies to be tendered in 2010 where the value of the consultancy is greater than \$80,000. The publishing of the annual procurement plan is an indication to the market of possible contracts however there is no obligation on the NWC for those tenders to actually be released. Other consultancy requirements may arise during the course of the year which are not identified in the published annual procurement plan, which may be sourced from the NWC's expert consultancy services panel or be below the \$80,000 tender threshold. As these arise, the NWC will follow the Commonwealth Procurement Guidelines when purchasing consultancy services. Details of planned consultancy services tenders and currently contracted consultancies (over \$10,000) are available on the AusTender website at www.tenders.gov.au.

Murray-Darling Basin Authority

1. The Murray-Darling Basin Authority (MDBA) is up to date with its reporting requirement on the AusTender website (www.tenders.gov.au). The figures available on that site are correct.
2. As at 1 July 2010 the MDBA has seven consultancies identified for 2010-11. Of these, five are included in the Annual Procurement Plan for 2010-11 published on 22 June 2010 as proposed open approaches to the market. The remaining two will be procured through existing panels. Details of consultancies are shown below.

Description (Subject matter of the procurement)	Duration	Projected cost	Method of procurement
Scoping of system needs for compliance case management, data storage security	Not yet known	Not yet known	Open tender
Feasibility study of new indicators and method development, including pilot studies	Not yet known	\$600,000	Open tender
Barmah Choke Study – Options Integration Phase.	3 months	\$200,000	Open tender
Guidelines to manage specific environmental and other effects associated with River Murray System operations.	3 years	\$120,000	Open tender
Examination of phytoplankton populations	Not yet known	\$200,000	Open tender
Finalisation of monitoring and evaluation program and development of detailed evaluation and review framework	Not yet known	Not yet known	Select tender

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Description (Subject matter of the procurement)	Duration	Projected cost	Method of procurement
Development of technical guidelines for monitoring and evaluation program elements including, ecosystems, water quality and salinity/critical human water needs, trade/socio-economic	Not yet known	Not yet known	Select tender

Australia Business Arts Foundation Ltd

1. The Australia Business Arts Foundation is not required to publish or report on tenders and contracts, as it is not a prescribed agency under section 47A of the *Commonwealth Authorities and Companies Act 1997*.
2. There is one consultancy planned for 2010. As the contract value is below the threshold for CAC Agencies reporting on the Annual Procurement Plan (APP) on the AusTender website, they are not required to be reported. See below for details.

Subject Matter	Duration	Projected Cost	Consultant	Method of Procurement
Upgrade to AbaF's website	12 months	\$25,000	Reactive	Direct Source

Australia Council

1. The Australia Council, an agency under the *Commonwealth Authorities and Companies Act 1997*, is not required to publish or report on tenders on the Austender website.
2. The Australia Council has 15 consultancies planned for this calendar year.
 - (a) These have not been published on the AusTender website as this is not a requirement of an agency under the *Commonwealth Authorities and Companies Act 1997*.
 - (b) The Australia Council has the following consultancies planned for the period 30 April to 31 December 2010:

Subject Matter	Duration	Projected Cost	Consultant	Method of Procurement
Evaluation of the Creative Education Partnerships: Artist in Residence Initiative	16 months	\$60,000	Dr Mary Ann Hunter	Open Tender
Sandra Fields for meeting facilitation	1 Month	\$4,650	Fieldworx	Direct Source

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Subject Matter	Duration	Projected Cost	Consultant	Method of Procurement
Writing a business case in response to set specifications for the National Indigenous Arts Reference Group	1 Month	\$27,200	Fieldworx	Direct Source
Facilitator and Researcher for the Indigenous Media Hybrid Arts Roundtable	< 1 Month	\$5,000	Bronwyn Bancroft Artist, Designer Aboriginals Pty Ltd	Direct Source
Performance coaching workshops	1 Month	\$8,400	Hudson	Select Tender
To run collaborative marketing and promotion project for Literary Magazines Australia	2 years 1 month	\$15,000	Jacqui Bonner Marketing and Management	Direct Source
Managing and Producing Services evaluation	2 Months	\$10,000	Jackie Bailey	Direct Source
Advice – Aggregate data report	2 Months	\$10,000	G&S Peacock Family Trust (t/a Peacock Research Services P/L)	Direct Source
Audience impact survey to support artistic vibrancy of the Major Performing Arts companies	6 Months	\$49,000	Wolf Brown	Direct Source
Geeks in Residence Survey	7 Months	\$14,950	Catalyst Consultancy and Research Pty Ltd	Direct Source
Australian Arts Sector – Economic Fundamentals	6 Months	\$21,600	ARC Centre of Excellence for Creative Industries and Innovation (CCI), Queensland University of Technology	Direct Source

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Subject Matter	Duration	Projected Cost	Consultant	Method of Procurement
Artistic vibrancy consultancy for Major Performing Arts sector	Second half of 2010	\$20,000	Provider unknown	Select Tender
Marketing of Rounds 3 and 4 of ArtStart	July 2010 – June 2011	\$60,000 (estimated cost)	Provider unknown	Select Tender
Strategic Planning of Community Partnerships	Second half of 2010	Estimated cost: \$50,000	Provider unknown	Direct Source
What Makes Me National Story Telling Campaign Consultancy	7 Months	\$245,000	Wanted Digital (trading as Comajam Pty Ltd)	Open Tender

Australian Film, Television and Radio School

1. The Australian Film, Television and Radio School, as a Commonwealth Statutory Authority, is not subject to the Government's reporting requirements on the Austender website.
2. For 2010, two consultancies have been completed, three consultancies are underway and one consultancy is ongoing from the previous year. These are not required to be published on the Austender website.

Australian National Maritime Museum

1. The Australian National Maritime Museum is up to date with its reporting requirement on the AusTender website (www.tenders.gov.au). The figures available on that site are correct.
2. The table below lists all 2009-10 financial year consultancies. The consultant, subject matter, duration, value of contracts awarded and the method of procurement are provided.

The Museum expects that it will call on the services of the 14 consultants whose names have been highlighted during the period July through December 2010.

Likely consultancies for the rest of 2010 have not been published in the Australian National Maritime Museum's Annual Procurement Plan as none are "covered procurements" as that term is defined in the Commonwealth Procurement Guidelines.

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The table below details the subject matter, duration, value of contract, method of procurement and consultant name. The service provided by each, if and when called on, will be as specified but costs cannot be accurately projected until that occurs.

Service Provided	Duration	Value of Contracts Awarded	Consultant	Procurement Method
Training	May, Aug, Oct, Nov Feb	\$6,459	Adair Fire & Safety Consultants P/L	Direct sourcing
IT services	Mar - Jun 2010	\$26,037	Allcom Networks Pty Ltd	Direct sourcing
Editorial	Jul-Jun 2010	\$2,130	Annie Kewe	Direct sourcing
IT services	Jul-Jun 2010	\$204,558	Artisan Group Australia P/L	Direct sourcing
Contract evaluation	Jul & Dec 2009	\$14,960	Asset Technologies Pacific	Direct sourcing
Design	Sep, Dec, Feb-Jun	\$49,165	Austen Kaupe	Competitive quotes
Legal services	Jul-Jun 2010	\$271,094	Australian Government Solicitor	Direct sourcing
Audit services	Jun 2009 & Jan 2010	\$53,341	Australian National Audit Office	Direct sourcing
Design	Feb 2010	\$14,894	Brewster Hjorth Architects	Competitive quotes
Design	Apr 2010	\$16,325	Charles Lloyd	Direct sourcing
Engineering	Nov - Jan, Apr	\$13,890	Corrosion Control Engineering	Direct sourcing
Design	Jul-Jun 2010	\$170,237	Cox Richardson	Direct sourcing
Design	Jun, Nov, May	\$109,670	Crawford Architects P/L	Direct sourcing
Market research	Feb - Mar 2010	\$6,738	D&M Research P/L	Direct sourcing
Editorial services	Jul-Jun 2010	\$10,650	Danielle Stewart	Direct sourcing
Audit	Mar 2010	\$2,816	Deloitte Touche Tohmatsu	Direct sourcing

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Service Provided	Duration	Value of Contracts Awarded	Consultant	Procurement Method
IT training	Mar 2010	\$38,390	Dimension Data Learning Solutions	Competitive quotes
Engineering	Jul-Jun 2010	\$73,998	Docker Smith P/L	Direct sourcing
IT and design services	Jun, Aug, Sep	\$4,224	Eclipse Group P/L	Direct sourcing
IT and design services	Jul-Jun 2010	\$42,735	Firefly Interactive	Competitive quotes
IT services	Mar 2010	\$28,076	Frontline Systems Australia P/L	Competitive quotes
Facilitation services	May 2010	\$1,200	Helen Temple	Direct sourcing
Surveying	Jan-May 2010	\$6,061	Hendry Group (NSW) P/L	Direct sourcing
Design	Oct 2009	\$704	Hypermouse	Direct sourcing
Design	Nov 2009	\$1,200	Ian Hamilton Design & Production	Direct sourcing
IT services	Aug, Oct-Dec, Mar	\$47,970	Icognition P/L	Competitive quotes
Project management	Jul-Jun 2010	\$237,820	Incoll Management P/L	Direct sourcing
Training	Nov 2009	\$864	Industry Work Group on Quarantine	Direct sourcing
IT services	Mar 2010	\$9,900	Intelligent Business Research	Competitive quotes
Engineering	Feb, Mar, Jun	\$30,250	ITC Group P/l	Direct sourcing
Executive consulting	Sep 2009	\$18,051	Jones Lang Lasalle (NSW) P/L	Direct sourcing
Contract evaluation	Dec, Feb, Mar	\$2,223	Kingsway Financial Assessments	Direct sourcing
IT services	Nov 2009	\$9,200	Linked Training Group	Competitive quotes

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Service Provided	Duration	Value of Contracts Awarded	Consultant	Procurement Method
Audiovisual & IT	Jul-Jun 2010	\$69,223	Meyer Photo & Video Productions P/L	Direct sourcing
OH&S services	Jul-Jun 2010	\$47,889	National Safety Council of Aust	Open tender
Engineering	Jul-Jun 2010	\$60,756	Norman Disney & Young	Direct sourcing
Audit services	Jul-Jun 2010	\$69,009	Oakton AA Services P/L	Open tender
Legal services	Aug 2009, Jun 2010	\$7,016	Optim Legal	Direct sourcing
Research and Editing	Sep & Feb	\$1,080	Randi Svensen	Direct sourcing
Design	Jul 2009	\$3,300	Robert St Clair Design	Competitive quotes
Executive consulting	Mar - May 2010	\$4,285	Root Projects Australia P/L	Direct sourcing
Property consultancy	Jul 2009	\$5,280	Sga Property Consultancy P/L	Direct sourcing
IT services	Nov 2009 - Feb 2010	\$17,360	Siller Systems Administration	Competitive quotes
Legal services	Dec 2009	\$743	Simpsons Solicitors	Direct sourcing
Design	Aug, Nov, Feb, May, Jun	\$6,231	Slingshot Design	Direct sourcing
Design	Jul -Sep, Dec & Mar	\$4,079	Spatchurst Design Associates	Direct sourcing
Design	Jul 2009 - Jun 2010	\$71,948	Starfish Advertising & Design	Direct sourcing

Bundanon Trust

1. The Bundanon Trust, as a Commonwealth Company under the *Commonwealth Authorities and Company Act 1997 (CAC Act)*, is not subject to the government's reporting requirements on the Austender website.
2. There are no firm consultancy plans for the calendar year.

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Director of National Parks

1. The Director of National Parks is not up to date with its reporting requirements on the AusTender website (www.tenders.gov.au). The figures available on that website are correct.
2. The Director of National Parks did not plan or commence any consultancies between 1 January 2010 and 30 June 2010.

Two potential consultancies identified for the 2010 calendar year have been published in the 2010-11 Annual Procurement Plan. The details of these potential consultancies are provided in the table below.

Subject Matter	Duration	Projected Cost	Method of Procurement (proposed)
Energy Audit Implementation to reduce carbon footprint and energy costs in Kakadu National Park	N/A	N/A	Open Tender
Develop a plan for maintenance and upgrade of essential service in Mutitjulu Community Uluru-Kata Tjuta National Park	N/A	N/A	Open Tender

It is not possible to provide information about the duration and projected cost of these proposed contracts as the information will not be known until closer to the time that the procurement process commences.

National Film and Sound Archive

1. The National Film and Sound Archive, as a Commonwealth Statutory Authority, is not subject to the government's reporting requirements on the Austender website.
2. The NFSA has 30 current and planned consultancies for this calendar year.

National Gallery of Australia

1. The Gallery is up to date with reporting requirements in accordance with the AusTender website (www.tenders.gov.au). The Gallery has finalised the 2010-11 Annual Procurement Plan.
2. There are 43 consultancies underway or planned for 2010. These have not been published on the Austender website as they do not exceed the Austender reporting threshold for relevant Commonwealth Authorities and Companies (CAC) agencies. Costs reported in the table below that exceed the Austender reporting threshold relate to contracts awarded in previous financial years.

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Subject Matter of the Consultancy	Has Consultancy been published on the AusTender Website?	If not published on AusTender site, why not?	Duration of Consultancy	Projected Cost	Method of Procurement	Name of the Consultant, if known
Access Consultancy	No	Consultancy below reporting threshold	2010	10,732	Direct Sourcing	Access Australia
Quantity Surveyor and Cost Planning for Building Project	No	Consultancy below reporting threshold	2010	130,755	Tender	Altus Page Kirkland
Legal Services	No	Consultancy below reporting threshold	2010/11	20,000	Direct Sourcing	Australian Government Solicitor
Security risk review	No	Consultancy below reporting threshold	2010	1,300	Direct Sourcing	Australian Federal Police
External audit services	No	Consultancy below reporting threshold	2010/11	65,000	Direct Sourcing	Australian National Audit Office
Facilities Management	No	Consultancy below reporting threshold	2010/11	197,890	Tender	Australis FM
PR consultancy	No	Consultancy below reporting threshold	2010	6,000	Direct Sourcing	Aviso Pty Limited
Legal	No	Consultancy below reporting threshold	2010	1,000	Direct Sourcing	Bradley Allen
Work practices review	No	Consultancy below reporting threshold	2010	1,275	Direct Sourcing	CRS Australia

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National Library of Australia

1. Whilst there is no requirement for the National Library of Australia (NLA) to report on the AusTender website (www.tenders.gov.au), it does so on the basis of best practice and for the benefit of gaining value for money. As such, the NLA regularly updates information relating to contracts let and amendments that are valued at \$400,000 and over; notification of approaches to the open market place; and Annual Procurement Plans including variations throughout the year. The figures available on the site are correct.
2. There are currently 14 new consultancies planned for this calendar year. Requested details are as follows:

No.	Subject Matter	Duration	Projected Cost	In APP	Reason if not in APP	Procurement Method	Name
1	Updating directory service ready for Voice Over Internet Protocol (VOIP)	2 weeks	~\$20,000	N	Below threshold	Select tender	Unknown
2	Integration services for Voice Over Internet Protocol (VOIP)	1 month	~\$50,000	N	Below threshold	Select tender	Unknown
3	Update Fire Safety Solution Report	6 mths	~\$75,000	N	Below threshold	Direct source	Defire
4	Advice & Inspections for Fire Services Upgrade	12 mths	~\$50,000	N	Below threshold	Direct source	Dysen
5	Design & Documentation services for Mechanical Services Upgrade	12 mths	~\$75,000	N	Below threshold	Select tender	Unknown
6	Design & documentation services for sprinkler system upgrade	6 mths	~\$10,000	N	Below threshold	Direct source	Unknown
7	Community Heritage Grant 2010 application assessments	12 mths	<5,000	N	Below threshold	Select tender	Historic Houses Trust of NSW
8	Significance assessment and shortlisting of Community Heritage Grants applications	12 mths	\$12,000	N	Below threshold	Select tender	Tania Cleary
9	Internal audit and probity services	3 years	~\$230,000	Y	N/A	Select tender	Unknown
10	Develop Environmental Management Plan	5 mths	~\$20,000	N	Below threshold	Direct sourcing	Graham A Brown & Associates

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No.	Subject Matter	Duration	Projected Cost	In APP	Reason if not in APP	Procurement Method	Name
11	Analyse and provide technical documentation for Mechanical and Electrical Maintenance tender	3 mths	~\$20,000	N	Below threshold	Select tender	Unknown
12	Design services for Bookshop refurbishment	3 mths	~\$15,000	N	Below threshold	Select tender	Unknown
13	Design services for Cloak Room upgrade	1 mth	~\$5,000	N	Below threshold	Direct source	Unknown
14	Provision of publicity services for Library Publications	1 year	\$16,000	N	Below threshold	Direct source	Karen Williams Marketing

National Museum of Australia

1. The National Museum of Australia is up to date with its reporting requirements on the AusTender website (www.tenders.gov.au). The figures available on that site are correct.
2. One. The consultancy was not reported on the AusTender website as it is below the mandatory reporting threshold for CAC bodies. There were no other consultancies put forward for the 2010-11 Annual Procurement Plan.

Name of consultant	Subject	Duration	Method of procurement	Projected cost
Powersafe Pty Ltd	Review of the National Museum of Australia's mail room	May 2010	Direct source	\$1,600

Screen Australia

1. Screen Australia, as a Commonwealth Statutory Authority, is not subject to the government's reporting requirements on the Austender website.
2. Fourteen consultancies are planned for the calendar year.

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Sydney Harbour Federation Trust

1. The Trust is up to date with its reporting requirements on the Government's tenders and contracts website including the Annual Procurement Plan. The figures provided on that site are estimates only and are still considered current.
2. The Trust will expend this year a similar amount as last year on Capital Works and therefore would expect to engage a similar number of Consultants. No Consultancies have been listed on the AusTender website because they are below the \$400,000 threshold specified in the Commonwealth Procurement guidelines for CAC agencies.

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Outcome:	Corporate Outcome	Question No:	148
Output:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Consultancies		
Hansard Page ECA:	Written Question on Notice		

Senator BIRMINGHAM asked:

1. How many consultants has the Department engaged with in the past financial year?
2. What is the total value of the consultancies the Department has engaged over the past year?
3. How many consultants does the Department anticipate it will require in the future and what is the total amount it has allocated for this?

Answers:

1. The Department of the Environment, Water, Heritage and the Arts engaged 146 consultants in the 2009-10 financial year.
2. The total value of consultancy contracts entered into the 2009-10 financial year was \$29.74m.
3. The Department's Annual Procurement Plan for 2010-11 indicates that there are seven consultancies anticipated for the coming financial year. It is not possible to provide details on the duration or cost as these procurements are in the planning phase. Open tenders for all of these procurements will determine the successful tenderer. The planned procurements can be found in the 2010-11 Annual Procurement Plan for the Department on the AusTender website (www.tenders.gov.au).

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Outcome: Corporate Outcome **Question No:** 149
Program: Corporate Outcome
Division/Agency: Corporate Strategies Division
Topic: Building Energy Efficiency
Hansard Page ECA: Written Question on Notice

Senator BIRMINGHAM asked:

Please list every building occupied by the Department.

For each building:

- Has an energy efficiency audit been undertaken? If so, what rating was achieved and what action has been taken to improve energy efficiency as a result of any audit undertaken?

Answer:

Commercial office buildings occupied by the Department	Energy efficiency audit? (Y/N)	Rating Achieved	Actions taken to improve energy efficiency or other comments
John Gorton Building, Parkes, ACT	Y	Estimated NABERS ¹ Energy tenancy rating of 2 stars (5 stars with Greenpower)	Additional and upgraded electricity meters have been installed to enable full NABERS energy tenancy rating and accreditation. An Environmental Management System operates in the building which promotes staff awareness and behaviours designed to minimise energy usage. Major upgrades of computers will see 80% of desktop computers replaced by thin client technology across the department's operations providing a significant saving in energy usage.
5 Farrell Place, Civic, ACT	Y	Accredited 4.5 star NABERS Energy tenancy rating	Building designed and constructed (2007) to achieve high energy rating.
33 Allara St, Civic, ACT	Y	No NABERS energy rating completed at this stage.	Major lighting upgrade being considered before undertaking a NABERS energy tenancy rating with the aim of achieving 4.5 stars.

¹ The National Australian Built Environment Rating System (NABERS) provides energy ratings for commercial office buildings and commercial office building tenancy.

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Commercial office buildings occupied by the Department	Energy efficiency audit? (Y/N)	Rating Achieved	Actions taken to improve energy efficiency or other comments
Lovett Tower, Woden, ACT	N	No NABERS energy rating completed at this stage. Lease commenced June 2009.	<ul style="list-style-type: none"> • Installation of T5 energy efficient lighting systems. • Installation of lighting management systems. • Installation of energy efficient instantaneous hot water heaters. • Installation of energy rated appliances for staff facilities.
Burns Centre, Forrest, ACT	N	NABERS rating not sought	Commenced sub-tenancy following December 2007 Machinery of Government Changes with lease expiring July 2010.
Australian Antarctic Division Head Office, Channel Highway, Kingston, TAS	Y	No NABERS energy rating completed at this stage.	<ul style="list-style-type: none"> • Revised mechanical plant operational times to better match building operating hours. • Site Building Management System controls upgrade. • Commenced program of upgrading light fittings to T5. • Progressive replacement of external spotlights to Light Emitting Diodes. • Progressive changeover to energy saving powerboards <p>Initial ratings assessment of buildings in the complex presently being undertaken.</p>
Edgar Waite Building, 203 Channel Highway, Kingston, TAS	Y	NABERS 4.5 star.	Maintaining staff awareness. Building designed and constructed (2007) to achieve high energy rating.
cnr Pederson Rd and Fenton Ct, Darwin International Airport, NT	N	NABERS rating not sought	Purpose built facility containing more than 2000m ² of laboratories and 928m ² of office space.

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Outcome:	Corporate Outcome	Question No:	150
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Staff Travel		
Hansard Page ECA:	Written Question on Notice		

Senator BIRMINGHAM asked:

1. How many Departmental staff travelled overseas in the past financial year?
2. What was the total cost of overseas travel for the Department in the past financial year?
3. What was the total amount spent by the Department in the past year on overseas accommodation and meals?
4. How many staff travelled first class? How many travelled business class?
5. How many staff travelled interstate in the past financial year?
6. What was the total accommodation and meals bill for staff travelling interstate over the past year?
7. How many future overseas trips is the Department currently planning?

Answers:

1. 228 (from 1 July 2009 – 30 May 2010).
2. \$2,323,054 (from 1 July 2009 – 30 May 2010, inclusive of accommodation and meals).
3. \$994,174 (from 1 July 2009 – 30 May 2010).
4. No staff travelled first class (international travel from 1 July 2009 – 30 May 2010).
181 business class (international travel from 1 July 2009 – 30 May 2010).
5. 2674 (from 1 July 2009 – 30 May 2010).
6. \$4,658,192 (from 1 July 2009 – 30 May 2010).
7. 19 overseas bookings for June 2010 (as at 30 May 2010).
36 bookings for the 2010/11 financial year (as at 30 May 2010).

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Outcome:	Corporate Outcome	Question No:	151
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Staff training		
Hansard Page ECA:	Written Question on Notice		

Senator BIRMINGHAM asked:

1. How many staff training programmes has the Department conducted this year and at what cost?
2. How many of these staff training programmes were held outside Canberra?
3. How many staff attended these programmes and where were they held?

Answer:

The Department of the Environment, Water, Heritage and the Arts provides staff with opportunities to access job related learning activities and individual career development activities.

Currently the Department does not record centrally details of all learning and development activities undertaken by staff. Providing specific details for each training activity would involve an extensive manual process and therefore, in the context of existing workloads, an unreasonable diversion of resources.

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Outcome:	Corporate Outcome	Question No:	152
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Graduate and cadetship programs		
Hansard Page ECA:	Written Question on Notice		

Senator BARNETT asked:

For both the Department and Agencies:

What changes are underway or planned for graduate recruitment, cadetships or similar programs? If reductions or increases are envisaged please explain including reasons, target numbers etc.

Answer:

Note: Responses are provided for the Department of the Environment, Water, Heritage and the Arts and only those portfolio agencies staffed under the *Public Service Act 1999*.

The Department of the Environment, Water, Heritage and the Arts has no changes planned for its cadetship program or school leaver traineeship program. There is a planned reduction in recruitment for the 2011 graduate program from 60 to 30. This is in response to both a tight budgetary environment and the recent machinery of the Australian Government changes which saw the transfer of functions and associated 411 staff to the Department of Climate Change and Energy Efficiency.

The Bureau of Meteorology undertakes a national science graduate recruitment program each year in which typically 10 to 25 graduates are taken on as trainee meteorologists. The number recruited each year is dependent upon a range of issues including services requirements, operational considerations, staffing levels and resource allocations. In the upcoming financial year, the Bureau expects to recruit around 14 science graduates to commence in January 2011.

In addition to the above, and as a new initiative, the Bureau also expects to recruit five to six new graduates to join a general graduate entry program. These graduates will cover areas such as information technology, engineering, human resources, accountancy and communications.

The Bureau has also joined up with the indigenous graduate recruitment and cadetship programs being run by the Department of Education, Employment and Workplace Relations and hopes to recruit up to five employees in each of these categories.

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Environment, Water, Heritage and the Arts portfolio

Budget Estimates, May 2010

The Great Barrier Reef Marine Park Authority has recently concluded its 2009 graduate program. Graduates have been allocated to individual groups within the Authority and have been provided with non ongoing contracts to 30 June 2011. There are no plans for a graduate intake in 2010-11.

The Murray-Darling Basin Authority's second graduate recruitment program is currently underway. It is planned to take up to eight graduates, an increase of two on the inaugural program run in 2010. The Authority is currently developing its first cadetship and traineeship programs and it is anticipated there will be up to six employees in the first intake for these two programs.

The National Water Commission does not have a program for graduate recruitment, cadetships or similar activities.

The Australian National Maritime Museum does not have a program for graduate recruitment, cadetships or similar activities.

The National Film and Sound Archive does not have a general graduate recruitment or cadetship program. However, the agency will again be pursuing Indigenous cadets under the next round coordinated by the Australian Public Service Commission.

The National Library has no proposed changes to the graduate recruitment program. It does propose for the first time to engage a cadet under the Australian Public Service Indigenous Cadetship Program in 2010-11.

The National Museum does not plan any changes. The Museum currently employs three cadets through its Indigenous Cadetship Program and it plans to maintain that same number into 2010-11.

Screen Australia does not have a program for graduate recruitment, cadetships or similar activities.

**Senate Standing Committee on Environment, Communications and the Arts
Legislation Committee**

Answers to questions on notice

Environment, Water, Heritage and the Arts portfolio

Budget Estimates, May 2010

Outcome:	Corporate Outcome	Question No:	153
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Staffing - recruitment		
Hansard Page ECA:	Written Question on Notice		

Senator BARNETT asked:

For both the Department and Agencies:

1. How many permanent staff recruited since additional estimates (Feb 2010)?
2. What level are these staff?
3. How many temporary positions exist or have been created since additional estimates?
4. Since additional estimates, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

Responses are provided for the Department of the Environment, Water, Heritage and the Arts and only those portfolio agencies staffed under the *Public Service Act 1999*.

1. 115¹ ongoing employees.

2.

Level	Department and Portfolio Agencies
APS 1/2	25
APS 3	5
APS 4	10
APS 5	13
APS 6	22
Executive Level 1	24
Executive Level 2	15
SES Band 2	1
Total	115

3. As at 26 May 2010 there were 1066 non-ongoing employees, a decrease of 96 since the February 2010 additional estimates.
4. 443 non-ongoing employees have been engaged since the February 2010 additional estimates. The average length of the employment period is 25 weeks.

¹ Figure used in this response is taken from the period 11 February 2010 to 26 May 2010.

**Senate Standing Committee on Environment, Communications and the Arts
Legislation Committee**

Answers to questions on notice

Environment, Water, Heritage and the Arts portfolio

Budget Estimates, May 2010

Outcome:	Corporate Outcome	Question No:	154
Program:	Corporate Outcome		
Division/Agency:	Corporate Strategies Division		
Topic:	Staffing - reductions		
Hansard Page ECA:	Written Question on Notice		

Senator BARNETT asked:

For both the Department and Agencies:

1. Have staffing numbers been reduced as a result of the efficiency dividend and/or other budget cuts?
 - a) Since the efficiency dividend was introduced?
 - b) Since additional estimates?

If so, where and at what level?

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

Answer:

Responses are provided for the Department of the Environment, Water, Heritage and the Arts and only those portfolio agencies staffed under the *Public Service Act 1999*.

1.
 - a) The efficiency dividend was introduced in the 1987-88 Budget. The Department and its portfolio agencies have changed functionally a number of times since 1987, with consequent changes in staffing numbers. It is not possible to reasonably determine the total extent of the impact since the efficiency dividend was introduced.
 - b) No
2. There are no plans for staff reductions for the remainder of the 2009-2010 financial year. Staffing numbers are expected to reduce in 2010-11 in response to reduced financial resources, although no target level has been set. It is expected that this will be achieved through natural attrition and close scrutiny of recruitment activity and business justifications to fill vacancies.