

**Senate Standing Committee on Economics**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Resources, Energy and Tourism Portfolio  
 Additional Estimates  
 14 February 2013

**Question:** AR8  
**Topic:** Corporate Questions - Geoscience Australia  
**Proof Hansard Page:** Written

**Senator Bushby asked:**

**1. Staffing – Recruitment**

- a. How many ongoing staff have been recruited this financial year to date? What classification are they?
- b. How many non-ongoing positions exist or have been created this financial year to date? What classification are they?
- c. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

**Answer:**

- a-b. Geoscience Australia has recruited 28 ongoing staff members this financial year to date. There are 109 non-ongoing positions in the agency. Of these non-ongoing positions 20 were created this financial year. Details of both ongoing and non-ongoing positions are below:

Ongoing Staff Employed	
Classification	Number Employed
Graduate	7
APS1	1
APS3	1
APS4	2
APS5	4
APS6	2
EL1	8
EL2	3
<b>Total:</b>	<b>28</b>

Non-ongoing Staff Employed	
Classification	Number Employed
APS1	1
APS2	2
APS3	3
APS4	19
APS5	26
APS6	22
EL1	25
EL2	11
<b>Total:</b>	<b>109</b>

- c. Geoscience Australia had 65 contractors. Average engagement period is 39 weeks. This answer assumes the question is referring to contractors as opposed to staff employed directly by the agency.

**2. Staffing – Departures**

- a. How many ongoing staff left the department/agency this financial year to date? What classification were they?

- b. How many non-ongoing staff left the department/agency this financial year to date? What classification were they?
- c. How many contract staff left the department/agency this financial year to date? What classification were they?

**Answer:**

- a-b. There were 32 ongoing staff members and 21 non-ongoing staff members that left Geoscience Australia this financial year to date:

Ongoing Staff Departures	
Classification	Number Employed
APS1	-
APS2	1
APS3	-
APS4	1
APS5	2
APS6	9
EL1	8
EL2	10
SES	1
<b>Total:</b>	<b>32</b>

Non-ongoing Staff Departures	
Classification	Number Employed
APS1	1
APS2	-
APS3	3
APS4	3
APS5	3
APS6	2
EL1	4
EL2	5
SES	-
<b>Total:</b>	<b>21</b>

- c. A total of 22 contractors ceased their contracts this financial year to date. Contractors are paid an hourly rate based on capability and do not have a classification. This answer assumes the question is referring to contractors as opposed to staff employed directly by the agency.

**3. Staffing - Reductions**

- a. 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.
- b. If there are plans for staff reductions, please give the reason(s) why these are happening.

**Answer:**

Geoscience Australia currently has no plans for staff reductions.

**4. Making the Public Service More Efficient**

- a. Please provide an update of the savings achieved through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 at: [http://www.financeminister.gov.au/media/2012/mr\\_1982012.html](http://www.financeminister.gov.au/media/2012/mr_1982012.html)).

In addition, please provide the following details:

- b. Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?
- c. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?

- d. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/Agency, and how? What are the estimated savings for each year over the forward estimates?
- e. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
- f. Has the Department/Agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and by how much? Has the five per cent savings target been achieved – if yes, how, and if no, why not? What are the estimated savings for each year over the forward estimates?

**Answer:**

- a. Geoscience Australia has sought to find efficiencies across the four areas – travel/contracts and consultants/recruitment and advertising and printing costs, as highlighted in the above referenced media release.

In 2012-13, Geoscience Australia is achieving reductions across all four areas compared to 2011-12.

Travel costs have reduced due to a decrease in the number of trips taken by staff, particularly domestic travel.

Contractors and consultants have been reduced as Geoscience Australia has actively recruited ongoing staff to fill vacancies as opposed to relying on contractors.

Recruitment advertising expenditure has reduced by nearly half, with the move to electronic only advertising. Now that this arrangement is in place, we do not expect further large savings across the forward estimates.

Printing costs have remained relatively constant with publications a core part of Geoscience Australia's work. While Geoscience Australia does not intend to significantly reduce the quality or quantity of publications we will aim to reduce printing costs through an increase in online only publications.

- b. It is difficult to quantify the estimated savings for each forward year, however Geoscience Australia will continue to work toward further reducing travel through the use of video and teleconferencing, where appropriate as well as encouraging staff to consider flying economy class where possible.
- c. An overall reduction in flights has reduced the number of business flights. Again, it is difficult to quantify the estimated savings across the forward years.
- d. Level in usage of consultancies is not anticipated to change so no material savings in consultancy expenditure is expected over the forward estimates.

Ongoing recruitment activity has enabled vacant positions to be filled by ongoing staff rather than contractors, which results in a reduction in contractors. There are no material estimated savings and it is difficult to quantify the impact on the Agency.

- e. Recruitment advertising is now done through the Commonwealth Gazette and other online services. Specialised recruitment may continue to use specialist scientific journals. Some of these journals are available electronically. Anticipated savings in FE years ~\$100,000 pa.
- f. Geoscience Australia has reduced its printing costs as outlined in question a). Geoscience Australia has met the five per cent savings target through increasing the amount of records being published online and not printed. The estimated savings is \$25,000 per annum.

## 5. Printing Costs

How many documents (include the number of copies) have been printed this financial year to date?  
How many of these printed documents were also published online?

**Answer:**

A total of 16 documents have been printed this financial year to date, with a total of 1740 copies. All of the documents were published online, with another 7 documents only published online.

## 6. Graduate Recruitment

- a. How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.
- b. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

**Answer:**

- a. Geoscience Australia has not spent any funds this financial year to date on 2014 Graduate recruitment.
- b. No travel has been incurred for 2014 Graduates.

## 7. Graduate Staffing

How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.

**Answer:**

No 2013 graduate training was conducted.

## 8. Government Advertising

- a. What is the total cost of all advertising for the financial year to date?
- b. Is the advertising *campaign* or *non-campaign* advertising? Provide details of each advertising, including the program that the advertising was for, the total spend and the business that provided the advertising services.
- c. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
- d. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
- e. Did the advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
- f. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
- g. What advertising – campaign and non-campaign – and other communications programs is the Department/Agency undertaking, or planning to undertake?

**Answer:**

- a. The total cost for all advertising this financial year to date is \$33,595.67.
- b. All advertising was non-campaign advertising. A total of \$20,595.67 of the advertising expenditure related to recruitment for specific job vacancies. A total of \$13,000 was spent on advertising the publication “Shaping a Nation: A Geology of Australia” with advertisements placed in specific science and geology magazines: New Scientist, The Australian Geologist, and Paydirt. The magazine publishers provided the service.
- c. No advice has been provided by the Department of Finance and Deregulation.
- d. Neither the Peer Review Group or the Independent Communications Committee have provided any advice.
- e. No advertising was undertaken that is applicable under the Guidelines on Information and Advertising Campaigns.
- f. Geoscience Australia is not currently involved in any specific communications programs, only business as usual type communications provided by in-house resources relating to the agency’s general products and services.
- g. Geoscience Australia will continue to undertake advertising for recruitment and communications will be limited to ‘business as usual’ type communications provided by in-house resources relating to the agency’s general products and services.

**9. Hospitality and Entertainment**

- a. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- b. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
- c. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- d. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
- e. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- f. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- g. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- h. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- i. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

**Answer:**

- a. The total spend this financial year to date as at 28 February 2013 is \$56,525. Key hospitality events include:
- The 34<sup>th</sup> International Geological Congress (IGC), Brisbane, \$35,739 (05-10 August 2012). Purpose of the event: the IGC provides an opportunity for presenting scientific results across the whole spectrum of the geosciences. Geoscience Australia is a member of the Australian Geoscience Council that hosted the conference. It attracted 6012 delegates from 112 countries.
  - CIO Science Agency Forum, Canberra, \$4,816.50 (23 August 2012) Purpose of the event: The government science agency ICT conference that was hosted by Geoscience Australia. It included 39 guests from Government Agencies.
  - Carbon Capture and Storage workshop, Brisbane, \$1,175.50 (04 August 2012). The workshop provided an introduction to the geological storage of Carbon dioxide component of CCS technology. It was hosted by Geoscience Australia as a precursor to the 34<sup>th</sup> IGC conference above.
  - Optical, Geospatial, Radar and Elevation (OGRE) Open Day, Canberra \$1,281.82 (20 November 12) –to provide an operational update on the activities of the panel over the past 23 months. There were 22 attendees from federal and state agencies.

The remaining \$13,467 was spent on a variety of smaller hospitality events (e.g. \$50 - \$200 per event) such as representation overseas, international visiting delegations, external meetings and events that promote Geoscience Australia more broadly.

- b. Not applicable.
- c. GA has not spent funds on entertainment.
- d. Not applicable.
- e. No specific hospitality expenditure is planned.
- f. Not applicable.
- g. No such expenditure is planned.
- h. Not applicable.
- i. Geoscience Australia will continue to look at ways to achieve savings across the Agency but significant reductions are not being planned. Expenditure in future years will return to historical levels as the International Geological Congress reflected in current year's expenditure was an isolated event.

**10. Meeting Costs**

- a. What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
- b. For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
- c. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- d. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer:**

- a. Geoscience Australia's meeting costs this financial year to date is \$102,311.52 (GST exclusive):

Date	Location	Purpose	Cost (GST exclusive)
22/08/12	Rabaul Volcanological Observatory, Papua New Guinea	Rabaul Volcanological Observatory Twinning Program and Papua New Guinea Risk Project Technical Advisory Group meetings	\$3,066.75
07/08/12	Brisbane Convention and Exhibition Centre	International Geosurveys Forum	\$1,863.64
10/08/12	Hotel George Williams Brisbane	Welcome Reception for Workshop 24 of International Geological Congress	\$2,000.00
04-05/08/12	Queensland University of Technology	International Geological Congress workshops	\$3,367.05
13-14/11/12	La Rustica Restaurant, Kingston/ Deep Space Centre Tidbinbilla	Hosting delegation from Centre for Earth Observation and Digital Earth, Chinese Academy of Science	\$709.36
13/08/12	The Australian National University	Official launch event for the online edition of Shaping a Nation: A Geology of Australia	\$899.82
30/11/12 - 03/12/12	Timor-Leste	Conduct groundwater training	\$2,900.00
14-15/03/12	Emergency Management Queensland	Flood Vulnerability Workshop	\$1,888.90
29/07/12 - 12/08/12	Brisbane restaurants	International Geological Congress Hazard Modelling Workshops	\$50,000.00
31/07/12 - 10/08/12	Chifley at Lennox Brisbane	International Geological Congress Hazard Modelling Workshops	\$8,316.00
30/07/12 - 09/08/12	Brisbane restaurants	International Geological Congress Hazard Modelling Workshops	\$27,300.00

- b. Not applicable.
- c. No meeting spend has been planned at this stage.
- d. Not applicable.

**11. Program Launch Costs**

- a. What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
- b. For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
- c. What program launch spend is the Department/Agency planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
- d. For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

- e. What is the Department/Agency's program launch spend for 2012-13? Detail date, location, purpose and cost of each event including any catering and drinks costs.
- f. For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2012-13. Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer:**

- a. Geoscience Australia has not launched any programs this financial year to date.
- b. Not applicable.
- c. Geoscience Australia does not plan to launch any programs this financial year to date.
- d. Not applicable.
- e. Geoscience Australia does not plan to launch any programs this financial year to date.
- f. Not applicable.

## **12. Board Appointments**

- a. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
- b. What is the gender ratio on each board and across the portfolio?
- c. Please detail any board appointments for this financial year to date.

**Answer:**

Geoscience Australia does not have any boards.

## **13. Freedom of Information**

- a. Has the department/agency received any updated advice on how to respond to FOI requests?
- b. What is the total cost to the department to process FOI requests for this financial year to date?
- c. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?

**Answer:**

- a. Geoscience Australia has received regular updated advice on how to respond to FOI requests. Geoscience Australia has received this advice by initiating contact with the Office of the Information Commissioner (OAIC), as well as through the receipt of standardised agency communications from the OAIC.
- b. Geoscience Australia has not incurred any costs this financial year to date.
- c. To date, Geoscience Australia has received one FOI request this year which was subsequently withdrawn by the applicant. Geoscience Australia met all applicable processing timeframes for the FOI request.



## 14. Community Cabinet

- a. How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
- b. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses.
- c. Which Community Cabinet meetings did the Departmental officers attend? List date and location.
- d. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

### Answer:

No Geoscience Australia staff members were in attendance at any community cabinet meetings this financial year to date.

## 15. Reviews

For this financial year to date:

- a. How many Reviews are being undertaken?
- b. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?
- c. Which of these reviews has been provided to Government?
- d. When will the Government be responding to the respective reviews that have been completed?
- e. Has the Government responded to all reviews within the timeframe? If not, why not?
- f. What is the estimated cost of each of these reviews?
- g. What reviews are planned?
- h. When will each of these reviews be concluded?

### Answer:

Geoscience Australia has not undertaken any reviews this financial year to date, nor are there any plans to do so in the future.

## 16. Consultancies

- a. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
- b. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

**Answer:**

- a. There have been a total of 10 consultancies undertaken this financial year to date, 4 of which are consultancies continuing from previous financial years. The total value of these consultancies across the full period of the engagements is \$1,254,125.18. Please refer to **Attachment A** for a breakdown of each consultancy.
- b. Apart from those consultancies continuing from the previous calendar year, no consultancies have been identified for this calendar year above the relevant procurement threshold and which would require publication on the Annual Procurement Plan (APP) on the AusTender website.

**17. Media Monitoring**

- a. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
  - Which agency or agencies provided these services?
  - What is the estimated budget to provide these services for the year 2012-13?
  - What has been spent providing these services this financial year to date?
- b. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
  - Which agency or agencies provided these services?
  - What is the estimated budget to provide these services for the year 2012-13?
  - What has been spent providing these services this financial year to date?

**Answer:**

- a. Not applicable.
- b. The total cost of media monitoring this financial year to date is \$30,848 (GST exclusive). Media Monitors provides this media monitoring service for Geoscience Australia, with an estimated budget of \$60,000 (GST exclusive) for the 2012-13 financial year.

**18. Social Media**

- a. Has there been any changes to Department and 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 discussions forums and blogs since October 2012 Supplementary Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.
- b. Does the Department/Agency monitor usage of social media?
  - If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks).
  - Has there been a change to the department/agency protocols due to staff usage?
  - If no, why not? Will the department/agency monitor usage in the future?
- c. Do social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours).

**Answer:**

- a. There has been no change to Geoscience Australia's social media protocols regarding staff access and usage.

- b. Geoscience Australia does not specifically monitor the use of social media, however managers are responsible for ensuring staff use of the internet, including social media, is in accordance with relevant internal policies and code of conduct. Existing protocols and policies are proving sufficient, so there are currently no plans to monitor usage in future.
- c. There is no evidence to suggest that social media impacts on staff productivity.

## 19. Internet

Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

**Answer:**

Since 1 July 2012 there have been no internet problems with a material impact on agency business.

## 20. Staff Amenities

What amenities are provided to staff? Provide a list.

**Answer:**

Geoscience Australia provides the following amenities to staff:

- lactation room
- prayer room
- gym (staff funded and maintained by fees for membership)
- basic kitchen facilities are provided (but no consumables)
- outdoor barbeque and shade area

## 21. Coffee Machines

- a. Has the Department/Agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
- b. Why were coffee machines purchased?
- c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
- d. Where did the funding for the coffee machines come from?
- e. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date - include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
- f. What are the ongoing costs of the coffee machines, such as the cost of coffee?
- g. Does the Department/Agency rent coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
- h. Why are coffee machines rented?
- i. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?
- j. Where does the funding for renting the coffee machines come from?

- k. Who is responsible for the maintenance of the rented coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
- l. What are the ongoing costs of the rented coffee machine, such as the cost of coffee?

**Answer:**

Geoscience Australia has not purchased or rented any coffee machines.

## **22. Contractors**

For this financial year to date:

- a. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
- b. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- c. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- d. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- e. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- f. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
- g. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- h. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- i. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- j. What contractors have been employed by the department/agency? Provide details, including the work undertaken and the cost.

**Answer:**

Geoscience Australia has not employed any of the contractors listed above nor are there specific plans to in the future. A list of contractors employed by Geoscience Australia is at **Attachment B**.

## 23. Grants

- a. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
- b. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.
- c. Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012 (see [http://www.financeminister.gov.au/media/2012/mr\\_2102012.html](http://www.financeminister.gov.au/media/2012/mr_2102012.html)). How much was funding reduced for each grant?

### Answer:

- a. Geoscience Australia made one payment on behalf of the Government this financial year to date being a grant of \$20,000 (GST exclusive) to the International Geological Correlation Program.

The recipient is the Australian *UNESCO COMMITTEE FOR THE INTERNATIONAL GEOLOGICAL PROGRAM*. The use was to provide funding for the organisation and attendance by international geological correlation program members at a variety of conferences, and seed funding to attract further support.

Locations: the 2013 grants have not yet been awarded by the IGCP program, however based on 2011-12 data grants were distributed to Australian scientists to attend conferences in China, Saudi Arabia, France, South Africa, Iran, India, Russia, Namibia, Canada, Nepal and Australia.

- b. All grant agreement details have been published on the Geoscience Australia website within the required timeframe.
- c. Geoscience Australia did not have any uncommitted grants funding.

## 24. Commissioned Reports

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

### Answer:

There have been no commissioned reports this financial year to date.

## 25. Government Payments of Accounts

- a. For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc. in accordance with Government policy in terms of time for payment (i.e. within 30 days)?

- If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc. as appropriate to give insight into how this issue is being approached.
- For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
- Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

For this financial year to date, Geoscience Australia has paid all its accounts in accordance with government policy.

**26. Stationary Requirements**

- a. 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?
- b. What are the department/agency's stationery costs for the financial year to date?

**Answer:**

- a. Not applicable.
- b. This financial year to date, Geoscience Australia has spent a total of \$21,849.86 (GST exclusive) on stationary requirements.

**27. Media Subscriptions**

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

**Answer:**

- a. This financial year to date, Geoscience Australia has spent \$1,829.30 (GST exclusive) on the following pay TV subscriptions:
  - News Channels to provide Executive staff with access to current news.
  - Australian Parliamentary Services – to provide access to live televised coverage of House of Representatives, Senate, Federation Chamber of the House of Representatives and selected Parliamentary Committee hearings, held in Parliament House, as well as audio coverage of other Parliamentary Committee hearings held both at Parliament House and other venues around Australia.

- b. This financial year to date, Geoscience Australia has spent \$1,531.90 (GST exclusive) on the following newspaper subscriptions:
- The Australian
  - The Australian Financial Review
- c. This financial year to date, Geoscience Australia has spent \$330,484.95 (GST exclusive) on magazine subscriptions. A detailed list of subscriptions is provided at **Attachment C**.

## 28. Travel Costs

- a. 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).
- b. 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). Also provide a reason and brief explanation for the travel.
- c. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
- d. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
- e. 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.
- f. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and what is their classification, what is the reason for the provision of lounge memberships and the total costs of the lounge memberships.
- g. When SES employees travel, do any support / 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 their travel.
- h. Does the department/agency elect to offset emissions for employees' work-related travel? If yes, what is the cost?

### Answer:

- a. No Geoscience Australia staff have accompanied the Minister on travel.
- b. For the 2012-13 financial year to date, travel for officers has totalled \$2,531,009.00 (GST exclusive). This is categorised as follows:

Airfares	Cost (GST exclusive)
– Domestic	\$378,000
– International	\$882,000
Allowances (includes accommodation)	
– Domestic	\$744,209
– International	\$472,700
Other Expenses (and incidentals)	\$54,100
<b>Total</b>	<b>\$2,531,009</b>

All travel relates to stakeholder engagement, overseas representation, conferences, field visits and high level meetings.

- c. Geoscience Australia have the following travel plans:
- Domestic travel relating to conferences, stakeholder meetings and collaboration and field work; and
  - International travel relating to conferences, stakeholder engagement and field work.

Details of specific trips have not been identified.

- d. Details on any travel cost past this financial year is unknown at this stage.
- e. Geoscience Australia procures its travel under the Whole of Australian Government Travel arrangements. Controls are utilised when booking fairs through the Travel Management Company (TMC). These controls ensure that any fair booked outside of policy are reported back to the agency.

This accords with the Government’s Lowest Practical Fare travel policy for domestic travel and Best Fare of the Day for International Air Travel. The TMC provides monthly reporting against the requirements of these Finance Circulars. Geoscience Australia’s Chief Executive Instruction No 4 “Official Travel: Domestic, Field and Overseas”

- f. Lounge memberships have been provided to employees at a total cost of \$ 1,617.26 (GST exclusive):

Number	Classification	Membership	Cost	Reason
2	SES	Qantas Club	\$695.45	Employment Agreement
1	SES	Virgin Australia The Lounge	\$226.36	Employment Agreement
2	APS6 to EL 2	Qantas Club	\$695.45	Reduction of excess baggage costs for routine field trips Employment Agreement

- g. No support/administrative staff accompany SES employees while travelling.
- h. Geoscience Australia does not elect to offset emissions for employees' work-related travel.

## 29. Legal Costs

- a. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
- b. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
- c. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
- d. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

### Answer:

- a. Geoscience Australia did not spend any money on legal services this financial year to date within the agency.
- b. A total of \$13,584.50 was spent on legal services from the Australian Government Solicitor for general legal advice relating to procurement.



- c. A total of \$23,535.51 was spent on legal services from private firms this financial year to date:

**Minter Ellison Lawyers – Total: \$7,647.10**

Review of Agreements/contract - \$6,587.90

General legal advice - \$1,059.20

**Ashurst Australia – Total: \$15,888.41**

\$2,519.98 – HR issues – advice regarding employment issues

\$3,616.74 – HR issues - advice regarding employment issues

\$760.21 – HR issues - advice regarding employment issues

\$6,131.50 – HR issues - advice regarding employment issues

\$2,477.47 – General legal advice

\$382.51 – General legal advice

- d. Geoscience Australia did not spend money on legal services from other sources this financial year to date.

### 30. Education Expenses

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

**Answer:**

- a. Please refer to **Attachment D** for Geoscience Australia's Study Guidelines.
- b. Please refer to **Attachment E** for Geoscience Australia's education expenses this financial year to date.

### 31. Executive Coaching and Leadership Training

- a. 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:
- Total spending on these services;
  - The number of employees offered these services and their employment classification;
  - 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);
  - The names of all service providers engaged.
- b. For each service purchased from a provider listed under (4), please provide:
- The name and nature of the service purchased;
  - Whether the service is one-on-one or group based;
  - The number of employees who received the service and their employment classification;
  - The total number of hours involved for all employees (provide a breakdown for each employment classification);
  - The total amount spent on the service;
  - A description of the fees charged (i.e. per hour, complete package).

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

**Answer:**

The total spend on executive coaching and leadership training services this financial year to date is \$126,386. All employees are able to request coaching and leadership training. Please refer to **Attachment F** for details relating to Geoscience Australia's executive coaching and leadership training services. No study leave was granted for any of the listed services.

**32. Media Training**

- a. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
- Total spending on these services;
  - The number of employees offered these services and their employment classification;
  - 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);
  - The names of all service providers engaged.
- b. For each service purchased from a provider listed under (4), please provide:
- The name and nature of the service purchased;
  - Whether the service is one-on-one or group based;
  - The number of employees who received the service and their employment classification (provide a breakdown for each employment classification);
  - The total number of hours involved for all employees (provide a breakdown for each employment classification);
  - The total amount spent on the service;
  - A description of the fees charged (i.e. per hour, complete package).
- c. Where a service was provided at any location other than the department or agency's own premises, please provide:
- The location used;
  - The number of employees who took part on each occasion;
  - The total number of hours involved for all employees who took part (provide a breakdown for each employment classification);
  - Any costs the department or agency has incurred to use the location.

**Answer:**

Geoscience Australia has not purchased any media training this financial year to date.

### 33. Paid Parental Leave

- a. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
- b. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme. Please list how many staff (and detail their classification) are in receipt of these payments.
- c. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date?

#### Answer:

- a. Eligibility to receive Paid Parental Leave is determined by Centrelink based on a range of confidential information provided to Centrelink by the employee, which the Department does not have access to.

- b. Paid Parental Leave payments currently provided:

Classification	Number of Positions:
EL1	5
APS6	2
<b>TOTAL</b>	<b>7</b>

- c. There were a total of 26 employees on Maternity and/or Paternity Leave from 1 July 2012 to 28 February 2013. As per the Geoscience Australia Enterprise Agreement 2011-14, please see Information below regarding Paid Parental leave entitlements:

#### **MATERNITY LEAVE**

*56.1 The entitlement to maternity leave is provided for under the Maternity Leave (Commonwealth Employees) Act 1973.*

*56.2 An employee eligible for paid maternity leave may elect to take her paid maternity leave entitlements at full or half pay.*

*56.3 Employees eligible to receive paid leave under the Maternity Leave (Commonwealth Employees) Act 1973 may take an additional two weeks leave for maternity purposes, to be known as Geoscience Australia additional maternity leave. This additional leave may be taken at either full or half pay.*

*56.4 Where the employee elects to take maternity leave at half pay, only half of the period will count as service for all purposes.*

#### **SUPPORTING PARTNER LEAVE**

*58.1 Six weeks paid supporting partner leave will be available to employees who have completed at least 12 months' continuous service as per the Maternity Leave (Commonwealth Employees) Act 1973.*

*58.2 Employees with less than 12 months' continuous service as per the Maternity Leave (Commonwealth Employees) Act 1973 can access two weeks paid and up to four weeks unpaid supporting partner leave.*

*58.3 Supporting partner leave is available to the supporting partner around: (a) the birth of the employee's or their partner's child; or (b) the placement of an Adopted Child or Foster Child, and may be taken at either full or half pay.*

*58.4 Unless otherwise approved by the CEO, supporting partner leave must be taken in blocks of at least two weeks, and must: (a) in the case of the birth of the employee's or their partner's child – commence no earlier than six weeks before the expected date of confinement and no later than six months after the birth of the child; (b) in the case of the placement of an Adopted Child or Foster Child – commence no earlier than the day on which the child is placed with the employee and no later than six months after that day.*

*58.5 Where the employee elects to take their leave at half pay, only half of the period will count as service for all purposes.*

### **34. Training for Portfolio Minister & Parliamentary Secretaries**

- a. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, provide the cost and for which Minister and/or Parliamentary Secretary the training was for.
- b. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
- c. 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? Itemise each training, provide the cost and for which Minister and/or Parliamentary Secretary the training was for; note how many employees attended and note their classification.

**Answer:**

Not applicable to Geoscience Australia.

### **35. Corporate Cars**

- a. How many cars are owned by each department/agency?
- b. Where are the cars located?
- c. What are the cars used for?
- d. What is the cost of each car for this financial year to date?
- e. How far did each car travel this financial year to date?

**Answer:**

Geoscience Australia does not own any corporate cars.

### **36. Taxi Costs**

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

**Answer:**

- a. The total spend on taxis this financial year to date is \$130,417 (GST exclusive):

<b>Business Group</b>	<b>Costs (GST exclusive)</b>
Energy Division	\$32,908.68
Minerals and Natural Hazards Division	\$37,828.20
Environmental Geoscience Division	\$36,474.10
Corporate	\$22,109.47
Executive	\$1,096.55
<b>Total</b>	<b>\$130,417.00</b>

- b. Geoscience Australia's taxi costs were for ACT and interstate business trips, including trips to and from airports.

### 37. Hire Cars

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

#### Answer:

- a. The total spend on hire cars this financial year to date is \$40,723.60 (GST exclusive):

<b>Business Group</b>	<b>Costs (GST exclusive)</b>
Energy Division	\$5,289.69
Minerals and Natural Hazards Division	\$22,436.68
Environmental Geoscience Division	\$12,400.47
Executive	\$251.65
Corporate	\$345.11
<b>Total</b>	<b>\$40,723.60</b>

- b. Geoscience Australia's hire car costs were for interstate trips including field party trips.

### 38. Credit Cards

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

#### Answer:

- a. Below is a breakdown of each employee issued with a corporate credit card:

Classification	No. of Cards
EL2	5
EL1	24
APS6	17
APS5	16
APS4	3
<b>Total</b>	<b>65</b>

- b. There have been no cases of misuse this financial year to date. Where misuse occurs, the CFO will recommend one or more of the following actions, depending on the circumstances: Cancellation of card, cardholder to repay all amounts involved in such misuse and disciplinary and/or legal action.

Cards are acquitted monthly by the card holders, and transactions approved by the cardholders manager and random checks are also performed by Geoscience Australia's Corporate Services Branch.

Regular checking of transactions, detailed Chief Executive Instructions regarding credit card use. Every three years conduct a full review of Credit card operations within Geoscience Australia, including ongoing cost-effectiveness, compliance, risk of fraud and settlement of account arrangements.

### 39. Provision of Equipment

- For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and what are the purchase and associated costs?
- For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
- Is electronic equipment (such as iPad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
- Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to whom it is provided.

#### Answer:

- Not applicable.
- Not applicable.
- A list of electronic equipment provided to staff is provided at **Attachment G**.
- Not applicable.

### 40. Electricity Purchasing

- What are the details of the department/agency electricity purchasing agreement?
- What are the department/agency electricity costs for this financial year to date?

**Answer:**

- a. Geoscience Australia procures its supply of electricity through the Whole of Government arrangement for agencies in the ACT. Department of Defence are the project manager assigned to run the tender and procurement process, with the current contract with ERM Power Pty Ltd on a 4 year term commencing 1 July 2011 terminating 30 June 2014.
- b. The electricity costs this financial year to date is \$667,746 (GST exclusive).

**41. Briefings or Costings for the Australian Greens and Independents**

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

**Answer:**

Geoscience Australia has not provided briefing or information to either the Australian Greens or the Independents.

**42. Shredders**

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

**Answer:**

Geoscience Australia has not purchased any shredders this financial year.

### 43. Protective Security Policy Framework

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

**Answer:**

The Agency is currently compliant with the mandatory requirements of the PSPF as follows:

Category	Compliant	Partially Compliant	Non Compliant
Governance	10	3	0
Personnel Security	5	0	1
Info Security	0	7	0
Physical Security	6	1	0

The Agency has in place a broad range of initiatives to ensure that it is compliant with all mandatory PSPF requirements by 31 July 2013. Implementation of these initiatives is being overseen by the Agency's Security Committee, which is chaired by the security executive.

The Agency has in place the following security-related policies and procedures:

- Geoscience Australia Information Security Policy
- Geoscience Australia Overseas Visitor Protocol
- Geoscience Australia Security Policy
- Geoscience Australia Security Manual
- Chief Executive Instruction No 28. Fraud Control and Reporting
- Chief Executive Instruction No 30. Access to & use of GA's ICT Services
- Chief Executive Instruction No 38. Information Management

### 44. Office Locations

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

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

**Answer:**

Geoscience Australia's office locations:

<b>Location</b>	<b>Cnr Jerrabomberra Avenue and Hindmarsh Drive, Symonston, ACT</b>	<b>Satellite Data Acquisition Facility, Heath Road, Alice Springs</b>
<b>Agency</b>	Geoscience Australia	Geoscience Australia
<b>Leased or Owned</b>	Leased	<b>Land leased; Building owned</b>



<b>Size</b>	29,580m2 net lettable area	420m2
<b>Number of Staff at each location and classification</b>	762 (2x APS1; 2xAPS2; 19xAPS3; 50xAPS4; 126xAPS5; 171xAPS6; 216xEL1; 169xEL2; 2xSES1; 4xSES2;1xSES3)	2 (EL 1 & APS 5)
<b>If rented, the amount and breakdown of rent per square metre</b>	\$656/m2 per annum	N/A
<b>If owned, the value of the building</b>	N/A	\$350,000
<b>Depreciation of buildings that are owned</b>	N/A	\$1969
<b>Type of functions and work undertaken</b>	Scientific, Technical, Professional, Administrative, and Executive staff.	Technical

#### 45. Communications Staff

- a. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
- By Department or Agency:
  - How many ongoing staff, the classification, the type of work they undertake and their location;
  - How many non-ongoing staff, their classification, type of work they undertake and their location;
  - How many contractors, their classification, type of work they undertake and their location;
  - How many are graphic designers?
  - How many are media managers?
  - How many organise events?
- b. Do any departments/agencies have independent media studios? If yes, why? When were they established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

#### Answer:

- a. Geoscience Australia ongoing, non-ongoing and contracted communication staff:

<b>Ongoing Communication Staff</b>			
<b>Class</b>	<b>Number</b>	<b>Type of work</b>	<b>Location</b>
EL 2	1	Leadership and management of communication functions	Canberra
APS 6	3	Media management (including some event management)	Canberra
EL1	1	Science Communication (media studio)	Canberra
APS 6	1	Video production (media studio)	Canberra
APS 5	1	Video production (media studio)	Canberra
APS 5	1	Technical animation (media studio)	Canberra
EL 1	1	Geoscience education and events management	Canberra

APS 6	1	Geoscience education	Canberra
APS 5	1	Geoscience education	Canberra
APS 6	1	Event and delegation management	Canberra
EL 1	1	Graphic Design	Canberra
APS 6	1	Graphic Design	Canberra
APS 5	3	Graphic Design	Canberra
APS 4	1	Graphic Design	Canberra
EL 1	1.2	Online content management	Canberra
APS 6	1	Online content management	Canberra
APS 5	1	Online content management	Canberra
EL 1	1	Internal communication coordination (including some event management)	Canberra

<b>Non-Ongoing Communication Staff</b>			
<b>Class</b>	<b>Number</b>	<b>Type of work</b>	<b>Location</b>
APS 6	1	Internal communication coordination (including some event management)	Canberra
APS 5	1	Geoscience education	Canberra

<b>Contracted Communication Staff</b>			
<b>Class</b>	<b>Number</b>	<b>Type of work</b>	<b>Location</b>
APS 6 equiv	1	Online content management	Canberra
APS 5 equiv	0.25	Online content management	Canberra

The Graphic Design and Online content management roles listed above are not solely communication roles, with product development composing approximately 50 per cent of these roles. Product development includes activities such as preparing reports for publication.

There are seven staff that have event management as a component of their role, with no single staff member solely focussed on event management.

- b. Geoscience Australia creates video content to effectively communicate complex geoscience information with stakeholders. These videos are shown in government, industry and public forums and delivered online. The specialist nature of the geoscience information, as well as the large volume of geoscience information created by Geoscience Australia, requires an in-house studio.

Two existing staff had their duties changed and were not backfilled. The ongoing cost is \$450,000, including salaries.

Four staff work there. See above tables for details.

## ATTACHMENT A

## Geoscience Australia - Consultancies - 2012-2013

CMC No	PARTNER	AGREEMENT TITLE	EXPENSE (ex GST)	START DATE	EXPIRY DATE	PROCUREMENT METHOD
G2497	Joint Strategies Pty Ltd	Leadership Development Program (Geoplus)	\$492,502.00	1-Feb-09	31-Dec-12	Open Tender
G3129	J.L Johnson and R.W Johnson	Project Director, Rabaul Volcanological Observatory Twinning Program	\$324,150.00	28-Apr-10	30-Jun-13	Limited Tender
G3911	Rob Kirk Consultants Pty Ltd	Provision of Seismic and Stratigraphic Interpretation for the assessment of CO2 Storage Prospectivity	\$69,818.18	30-Apr-12	31-Aug-12	Open Tender
G4057	Workplace Research Associates Pty Ltd	Work Level and Capability Framework	\$67,320.00	10-May-12	17-Aug-12	Limited Tender
G4077	Planit Test Management Solutions Pty Ltd	Performance testing and advice for GA Website and earthquakes application	\$40,900.00	16-Jul-12	31-Oct-12	Limited Tender
G4088	Commonwealth Scientific and Industrial Research Organisation (CSIRO)	ncWMS true colour support agreement	\$26,000.00	1-Aug-12	30-Sep-12	Limited Tender
G4123	Performance Improvement Pty Ltd	Mining for Development Activity Design Consultant	\$49,600.00	4-Oct-12	28-Feb-13	Open Tender
G4128	Commonwealth Scientific and Industrial Research Organisation (CSIRO)	1 second DEM support - Consulting Services Agreement	\$114,000.00	2-Dec-12	28-Jun-13	Open Tender
G4129	Commonwealth Scientific and Industrial Research Organisation (CSIRO)	Information Platform to support bioregional assessment of Australia's major coal basins	\$50,000.00	1-Oct-12	30-Jun-13	Open Tender
G3735DC	Enquest Pty Ltd	Environmental Plan for the Browse Basin Marine Environmental Survey 2013	\$19,835.00	29-Jan-13	30-Apr-13	Open Tender
		<b>TOTAL</b>	<b>\$1,254,125.18</b>			

The Commonwealth Procurement Rules (CPRs) provide three Procurement Methods regardless of the value (either above or below 80K). As such the Methods of Procurement for the consultancies should be read in alignment with these definitions.

## ATTACHMENT B

## Geoscience Australia - Contractors 2012/13 Financial Year

Contractor	Subject Matter	2012/13 Expenditure (GST exclusive)	State Date	End Date
Addecco Australia Pty Ltd	Short Term Personnel - Software Management Analyst	\$180,560.00	1-Jul-12	28-Jun-13
Addecco Australia Pty Ltd	Short Term Personnel - GIS Support Officer	\$180,270.00	1-Jul-12	28-Jun-13
Addecco Australia Pty Ltd	Short Term Personnel - Java Web Developer	\$200,640.00	1-Jul-12	28-Feb-13
Aurec Pty Ltd	Short Term Personnel - Web Support	\$68,250.00	1-Jul-12	30-Jun-13
Aurec Pty Ltd	Short Term Personnel - Senior Project Manager	\$151,200.00	1-Jul-12	21-Dec-12
Aurec Pty Ltd	Short Term Personnel - Software Tester	\$196,560.00	1-Jul-12	30-Jun-13
Clarius Group Limited	Short Term Personnel - Software Engineer	\$167,586.00	1-Jul-12	30-Jun-13
Clarius Group Limited	Short Term Personnel - Software Developer	\$183,358.63	1-Jul-12	30-Jun-13
Clarius Group Limited	Short Term Personnel - ICT Tester and Business Analyst	\$154,154.00	1-Jul-12	28-Jun-13
Clarius Group Limited	Short Term Personnel - Project Manager	\$155,232.00	1-Jul-12	31-Dec-12
Clarius Group Limited	Short Term Personnel - Solution Architect	\$138,366.00	1-Jul-12	31-Dec-12
Clarius Group Limited	Short Term Personnel - Software Developer	\$189,776.00	1-Jul-12	31-Mar-13
Clarius Group Limited	Short Term Personnel - GIS Officer	\$70,000.00	1-Jul-12	24-Dec-12
Clarius Group Limited	Short Term Personnel - Technical Business Analyst	\$200,000.00	1-Jul-12	30-Jun-13
Clicks IT Recruitment Pty Ltd	Short Term Personnel - Python Developer	\$162,500.00	1-Jul-12	28-Jun-13
Clicks IT Recruitment Pty Ltd	Short Term Personnel - Lead Software Tester	\$181,056.00	1-Jul-12	30-Jun-13
Clicks IT Recruitment Pty Ltd	Short Term Personnel - Project Manager - Migration to Windows 7	\$181,104.00	1-Jul-12	31-Jan-13
Clicks IT Recruitment Pty Ltd	Short Term Personnel - Software Packager and Tester	\$29,322.00	1-Jul-12	24-Aug-12
Finite IT Recruitment Solutions	Short Term Personnel - Java Developer	\$111,000.00	1-Jul-12	29-Mar-13
Finite IT Recruitment Solutions	Short Term Personnel - Business Analyst	\$156,257.50	1-Jul-12	31-Mar-13
Finite IT Recruitment Solutions	Short Term Personnel - Software Developer	\$43,875.00	1-Jul-12	30-Aug-12
Finite IT Recruitment Solutions	Short Term Personnel - Software Engineer	\$32,940.00	1-Jul-12	15-Mar-13
Frontier Group Australia	Short Term Personnel - Project Manager/Business Analyst	\$194,800.00	1-Jul-12	30-Jun-13
Greythorn Pty Ltd	Short Term Personnel - ICT, Senior Business Analyst	\$101,200.00	1-Jul-12	31-Dec-12
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Information Management	\$9,824.64	1-Jul-12	31-Jul-13

Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Finance Officer	\$8,217.60	1-Jul-12	31-Jul-12
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Photogrammetric and Mapping Support	\$30,000.00	1-Jul-12	30-Sep-12
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Records Management	\$90,609.28	1-Jul-12	30-Jun-13
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Windows Server/Windows 7 Design Engineer	\$241,120.00	1-Jul-12	30-Jun-13
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Microsoft Windows Server Administrator	\$212,624.00	1-Jul-12	30-Jun-13
Keenyear Pty Ltd	Short Term Personnel - Data Entry	\$44,587.51	1-Jul-12	30-Jun-13
Keenyear Pty Ltd	Short Term Personnel - Project Officer	\$42,000.00	1-Jul-12	24-Dec-12
Keenyear Pty Ltd	Short Term Personnel - Data Entry Person	\$37,302.88	1-Jul-12	30-Jun-13
Keenyear Pty Ltd	Short Term Personnel - Data Entry, graphics and geospatial	\$39,195.63	1-Jul-12	30-Jun-13
Keenyear Pty Ltd	Short Term Personnel - GIS Services	\$18,000.00	1-Jul-12	31-Jul-12
Keenyear Pty Ltd	Short Term Personnel - GIS Analyst - Amanda Spalding	\$16,214.40	1-Jul-12	31-Aug-12
Kelly Services	Short Term Personnel - Business Analyst	\$210,209.10	1-Jul-12	30-Jun-13
Mosaic Recruitment Pty Ltd	Short Term Personnel - Designer/Typesetter	\$121,600.00	1-Jul-12	3-May-13
Mosaic Recruitment Pty Ltd	Short Term Personnel - Web accessibility business analyst	\$99,216.00	1-Jul-12	24-Dec-12
Peoplebank Australia Limited	Short Term Personnel - Web Content Manager	\$112,454.54	1-Jul-12	3-May-13
Peoplebank Australia Limited	Short Term Personnel - Robotics Data Systems Support	\$160,050.00	1-Jul-12	30-Jun-13
Peoplebank Australia Limited	Short Term Personnel - Linux/Unix	\$122,189.00	1-Jul-12	31-Jan-13
Ross Human Directions Limited	Short Term Personnel - Business Analyst	\$115,500.00	1-Jul-12	28-Jan-13
Talent International (Holdings) Pty Ltd	Short Term Personnel - Software Engineer	\$129,680.00	1-Jul-12	31-Mar-13
Talent International (Holdings) Pty Ltd	Short Term Personnel - Python Developer	\$182,080.00	1-Jul-12	21-Jun-13
Frontier Group Australia	Short Term Personnel - Lead Strategic Business Analyst	\$150,000.00	16-Jul-12	30-Jun-13
Finite IT Recruitment Solutions	Short Term Personnel - Microsoft Windows Packager	\$143,850.00	26-Jul-12	7-Dec-12
Aurec Pty Ltd	Short Term Personnel - Business Analyst	\$201,600.00	30-Jul-12	30-Jun-13
Southern Cross Computing Pty Ltd	Short Term Personnel - Business Analyst	\$145,080.00	6-Aug-12	28-Jun-13
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Senior Unix Consultant/Technical Team Lead	\$180,360.00	20-Aug-12	17-Feb-13
Peoplebank Australia Limited	Short Term Personnel - Project Analyst	\$56,640.00	23-Aug-12	22-Feb-13
Talent International (Holdings) Pty Ltd	Short Term Personnel - Windows and Migration Engineer	\$165,900.00	3-Sep-12	30-Jun-13
Clicks IT Recruitment Pty Ltd	Short Term Personnel - Software Packager and Tester	\$100,224.00	12-Sep-12	31-Dec-12

Addeco Australia Pty Ltd	Short Term Personnel - Senior VMWare Implementation and Design Engineer	\$113,500.00	2-Oct-12	1-Apr-13
Aurec Pty Ltd	Short Term Personnel - Storage Architect / Senior Storage Implementation Engineer	\$113,516.00	15-Oct-12	14-Apr-13
Adecco Australia Pty Ltd	Short Term Personnel - Solution Architect	\$159,040.00	26-Nov-12	30-Jun-13
Frontier Group Australia	Short Term Personnel - Linux Administrator/Solution Design	\$135,018.00	26-Nov-12	28-Jun-13
Acumen Contracting and Recruitment	Short Term Personnel - Solution Architect	\$157,000.00	3-Dec-12	30-Jun-13
Keenyear Pty Ltd	Short Term Personnel - Specialist GIS Analyst	\$12,000.00	4-Dec-12	31-Dec-12
Aurec Pty Ltd	Short Term Personnel - Network Administrator	\$95,000.00	5-Feb-13	28-Jun-13
Aurec Pty Ltd	Short Term Personnel - Python/Java Developer	\$84,800.00	25-Feb-13	30-Jun-13
Clarius Group Limited	Short Term Personnel - Python/Java Developer	\$72,720.00	25-Feb-13	30-Jun-13
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel - Snr Unix Consultant/Technical Team Lead	\$67,980.00	27-Feb-13	28-Jun-13
Aurec Pty Ltd	Short Term Personnel - Python/Java Developer	\$80,560.00	1-Mar-13	30-Jun-13
Greythorn Pty Ltd	Short Term Personnel - Python/Java Developer	\$81,700.00	1-Mar-13	30-Jun-13
	<b>TOTAL</b>	<b>\$7,789,169.71</b>		

**ATTACHMENT C**

**Current Journal/Magazine Subscriptions**

Aapg Bulletin  
Abstracts With Programs / Geological Society Of America  
Acta Geologica Sinica  
American Journal Of Science  
American Mineralogist  
Antarctic Science  
Appea Journal  
Applied Earth Science  
Applied Geochemistry  
Asian Oil & Gas  
Astronomy & Geophysics  
Ausimm Bulletin  
Australasian Science  
Australian Geographer  
Australian Geographic  
Australian Journal Of Earth Sciences  
Australian Maritime Digest  
Australian Mining  
Australian Personal Computer Journal  
Australian Pipeliner  
Australias Mining Monthly  
Basin Research  
Bollettino Della Societa Paleonologica Italiana  
Boreas  
Bulletin De La Societe Geologique De France  
Bulletin Of Canadian Petroleum Geology  
Bulletin Of The New Zealand Society For Earthquake Engineering  
Bulletin Of The Seismological Society Of America  
Bulletin Of Volcanology  
Canadian Journal Of Earth Sciences  
The Canadian Mineralogist  
Carbonates And Evaporites  
Catena  
Chemical Geology  
Clay Minerals  
Clays And Clay Minerals  
Climatic Change  
Computational Geosciences  
Computers & Geosciences  
Continental Shelf Research  
Contributions To Mineralogy & Petrology  
Cretaceous Research  
Drilling Report  
Earth

Earth And Planetary Science Letters  
Earth & Environmental Science Transactions Of The Royal Society Of Edinburgh  
Earth-Science Reviews  
Earth Surface Processes And Landforms  
Earthquake Science  
Earthquake Spectra  
Ecohydrology  
Economic Geology And Bulletin Of The Society Of Economic Geologists  
The Economist  
Elements  
Energy\_News\_Premium.Net  
Engineering Geology  
Environmental Earth Sciences  
Environmental & Engineering Geoscience  
Environmental Geosciences  
Environmental Science & Technology  
Eos  
Episodes : International Geoscience Newsmagazine  
Estuaries And Coasts  
Estuarine Coastal And Shelf Science  
Exploration And Mining Geology  
Exploration Geophysics  
Facies  
First Break  
Geo-Marine Letters  
Geocarto International  
Geochemistry : Exploration Environment Analysis  
Geochemistry, Geophysics, Geosystems  
Geochemistry International  
Geochimica Et Cosmochimica Acta  
Geofluids  
Geographical Research  
Geological Journal  
Geological Magazine  
Geological Society Engineering Geology Special Publication  
Geological Society Memoir  
Geological Society Of America Bulletin  
Geological Society Special Publication  
Geology  
Geology Today  
Geomorphology  
Geophysical Journal International  
Geophysical Prospecting  
Geophysical Research Letters  
Geophysics  
Geoscience Canada Magazine  
Geoscientist



Geosphere  
Geostandards And Geoanalytical Research  
Geotectonics  
Geothermics  
Gff  
Gis Newsletter  
Global And Planetary Change  
Globe - Australia  
Gold And Minerals Gazette  
Gondwana Research  
Ground Water  
Gsa Bulletin  
Gsa Today  
Harts E&P  
Helictite  
Holocene  
Hydrological Processes  
Hydrological Sciences Journal  
Ieee Transactions On Geoscience & Remote Sensing  
International Journal Of Applied Earth Observation And Geoinformation  
International Journal Of Coal Geology  
International Journal Of Critical Infrastructure Protection  
International Journal Of Earth Sciences  
International Journal Of Geographical Information Science  
International Journal Of Greenhouse Gas Control  
International Journal Of Remote Sensing  
Island Arc  
Journal Of African Earth Sciences  
Journal Of Applied Geophysics  
Journal Of Asian Earth Sciences  
Journal Of Coastal Research  
Journal Of Earthquake And Tsunami  
Journal Of Environmental & Engineering Geophysics  
Journal Of Flood Risk Management  
Journal Of Foraminiferal Research  
Journal Of Geochemical Exploration  
Journal Of Geodesy  
Journal Of Geodynamics  
Journal Of Geological Society Of India  
Journal Of Geology  
Journal Of Geophysical Research. B: Solid Earth  
Journal Of Health, Safety And Environment  
Journal Of Hydrology  
Journal Of Infrastructure Systems  
Journal Of Metamorphic Geology  
Journal Of Micropalaeontology  
Journal Of Nannoplankton Research

Journal Of Occupational Health & Safety Australia And New Zealand  
Journal Of Paleontology  
Journal Of Petroleum Geology  
Journal Of Petroleum Science & Engineering  
Journal Of Petrology  
Journal Of Quaternary Science  
Journal Of Sedimentary Research  
Journal Of Seismology  
Journal Of South American Earth Sciences  
Journal Of Structural Geology  
Journal Of The Geological Society  
Journal Of The Royal Society Of Western Australia  
Journal Of The Virtual Explorer  
Journal Of Volcanology And Geothermal Research  
Journal & Proceedings Of The Royal Society Of Nsw  
Landslides  
Law Of The Sea Bulletin  
The Leading Edge  
Lethaia  
Limnology & Oceanography  
Limnology & Oceanography Bulletin  
Lithos  
Lithosphere  
Lyell Collection Complete  
Marine And Petroleum Geology  
Marine Chemistry  
Marine & Freshwater Research  
Marine Geodesy  
Marine Geology  
Marine Micropaleontology  
Marine Pollution Bulletin  
Mathematical Geosciences  
Micropaleontology  
Mineralium Deposita  
Mineralogical Magazine  
Mineralogy And Petrology  
Mining Journal  
Mining\_News\_Premium.Net  
Natural Hazards  
Natural Hazards Review  
Natural Resources Research  
Nature  
Nature Climate Change  
Nature Geoscience  
New Scientist  
New Zealand Journal Of Geology And Geophysics  
Newsletter Of Micropalaeontology

Offshore  
Offshore Engineer  
Oil & Gas Australia  
Oil & Gas Gazette  
Oil & Gas Journal  
Oil & Gas Radar  
Oilfield Review  
Ore Geology Reviews  
Organic Geochemistry  
Outback (Rm Williams)  
Palaeogeography Palaeoclimatology Palaeoecology  
Palaeontology  
Palaeoworld  
Palaios  
Palaontologische Zeitschrift  
Paleobiology  
Paleoceanography  
Paleontological Research  
Palynology  
Pangea  
Paydirt  
Petroleum Economist  
Petroleum Geology Conference Series  
Petroleum Geoscience  
Petroleum Review  
Petrophysics  
Photogrammetric Engineering & Remote Sensing  
Physics And Chemistry Of The Earth  
Physics Of The Earth & Planetary Interiors  
Polar Record  
Position Magazine  
Ppo Monthly  
Precambrian Research  
Preview (Australian Society Of Exploration Geophysicists)  
Proceedings Of The Yorkshire Geological Society  
Progress In Physical Geography  
Public Sector Governance  
Quarterly Journal Of Engineering Geology And Hydrogeology  
Quarterly Journal Of The Geological Society Of London  
Quaternary International  
Quaternary Research  
Quaternary Science Reviews  
Records Of The Australian Museum  
Register Of Australian Mining  
Remote Sensing Letters  
Remote Sensing Of Environment  
Resources Policy

Review Of Palaeobotany & Palynology  
Reviews In Mineralogy And Geochemistry  
Reviews Of Geophysics  
Revista Espanola De Micropaleontologica  
Revue De Micropaleontologie  
Rocky Mountain Geology  
Russian Geology And Geophysics (English Version)  
Science  
Scientific American  
Scottish Journal Of Geology  
Sedimentary Geology  
Sedimentology  
Seg Digital Library  
Seismological Research Letters  
Sky & Telescope  
Soil Research  
South African Journal Of Geology  
Spe Reservoir Evaluation & Engineering  
Surveys In Geophysics  
Teaching Earth Sciences  
Tectonics  
Tectonophysics  
Terra Antarctica  
Terra Nova  
Transactions Of The Geological Society Of London  
Transactions Of The Royal Society Of South Australia  
Upstream  
Vadose Zone Journal  
Water Resources Research  
Whos Drilling  
World Oil

**ATTACHMENT D**

## Study Assistance Guidelines

### Introduction

The GA Study Assistance Program seeks to:

- Develop skills and knowledge to increase GA's capacity to achieve its corporate goals, manage change and extend organisational competence;
- form an integral part of GA's commitment to learning and development;
- provide trained staff for specific current and future workforce requirements;
- assist staff members with their career development, adaptability and mobility within GA and across the APS; and
- improve current and future job performance.

Applicants do not have an automatic entitlement to approval as an Approved Student, or to leave or financial assistance. Assistance is granted at the discretion of the Delegate.

### Definitions

1. The term **Study Assistance** is used in these guidelines to describe the overall program.
2. The **Delegate** for the purpose of approving study assistance in GA is an applicant's Section Head or Project Leader.
3. An **Approved Student** is a person who has had their application to undertake a relevant course of study approved by the Delegate.
4. The term **Studybank** is used to describe a particular element of the Study Assistance Program. It refers to the provision that allows the accumulation of a "bank" of study leave credits.

### Eligibility for Study Assistance

All employees covered by the [GA Union Collective Agreement \(2009-2011\)](#) are eligible to apply for the Study Assistance program.

Short-term employees who are engaged for specific tasks or projects for less than 12 months would not normally be granted access to Study Assistance although Delegates should balance the person's development needs with the financial resources and operational needs of the project.

### Post Graduate Study Guidelines

The Study Assistance Guidelines, as mandated in the [GA Union Collective Agreement \(Clause 66.8\)](#), provides the parameters which apply where staff wish to undertake study with the support of GA. These guidelines are available to all staff and are published on the Intranet.

The general Studies Assistance Guidelines are primarily intended to assist staff undertaking under-graduate degrees and graduate diplomas in areas that are of direct use to GA and the Australian Public Service more generally.

These conditions allow the payment of: -

- compulsory fees
- HECS costs
- time off to attend lectures, tutorials, practical work; and
- travel to and from work to university.
- In the case of higher degrees (primarily PhDs), there are three factors in assessing applications. The determinant factor for higher degrees is the relationship to outputs in the GA Work Plan.
- The prime deciding factors are:
  - whether the research topic directly contributes to a GA output;
  - whether the chief considers this the best way to achieve the output; and
  - whether the staff member is capable of completing it successfully;
- In cases where a higher degree is being undertaken, and the topic being researched is directly relevant to the production of a GA output in our work plan, the Executive Board will consider whether it is appropriate to support the staff member to complete the research project:
  - as an approved student and/or;
  - on full pay and/or;
  - full entitlements and/or;
  - course costs
- (Until now, these decisions have been made by individual divisional chiefs with the same purpose in mind.)
- All other applications are to be considered under the Studies Assistance Guidelines.

## Levels of Assistance

There are two levels of assistance once study is approved (approved student status): -

- **Sponsored Study Assistance** - where an approved student is undertaking studies considered being highly relevant to their current and future career in GA. Sponsored students are granted study leave and financial assistance. All paid leave approved under Study Assistance is covered by Workers' Compensation.
- **Un-sponsored Study Assistance** - where an Approved Student is undertaking studies considered to be relevant to their current and future career but not relevant to GA. Un-sponsored students are granted study leave only. All paid leave approved under Study Assistance is covered by Workers' Compensation.

## Types of Study

- **On-campus**
- **External studies (in Australia and overseas)**
- Study may include courses taken at pre-tertiary, undergraduate and post graduate levels.
- Study activities may include:
  - formal tuition - eg face-to-face lectures, tutorials, practical and field work, and residential segments of external courses; and/or
  - other study related activities - eg essay, thesis or examination preparation, and research.
- **Short Courses**
- Non-award courses such as two or three-day workshops in areas such as computing or supervisory skills or residential management programs of four to six weeks duration; are catered for within other GA programs rather than under Study Assistance.

## Study Leave

Only Approved Students are eligible for study leave, but the status of Approved Student does not automatically entitle the student to this leave.

- Study leave may not be taken prior to formal approval being granted and leave cannot be granted retrospectively due to compensation considerations.
- Leave taken prior to this approval must be flex, recreation or some other form and such leave is not covered by workers compensation provisions.

## Full Time Study

GA may approve application for leave for Approved Students on full-time study as either:

- leave with full or part salary; or
- leave without pay.

Leave with full or part salary is usually granted in the form of a GA study award or scholarship and will count as service for all purposes. Such awards are covered in more detail under [Approval of Financial Assistance](#).

Leave without pay for full-time study will count for long service leave purposes. This is covered in more details under [Leave Without Pay \(LWOP\) for Study Purposes](#).

Approved Students on leave without pay have no workers' compensation coverage.

## Part-Time Study

Part-time study may involve:

- on-campus study: attendance at formal tuition on a regular basis; or
- external study (correspondence or distance education): attendance at classes, residential, summer schools etc, on an occasional or irregular basis; or
- PhD and Masters students: no formal tuition attendance requirements.

## On-Campus Students

Paid study leave of up to 5 hours per week may be granted to Approved Students for approved study activities during standard hours, being 8.30am to 4.51pm with a one hour lunch break, normally between 12.30pm and 1.30pm, unless specified by the employee's nominated manager. Delegates have the discretion to approve this time, based on:

- the number of face-to-face hours of tuition required;
- the time required for attendance at other formal tuition activities;
- the time required to participate in any other study activities approved by the Delegate;
- the day-to-day operations of the work area;
- in addition to the leave granted above, the Delegate may grant additional paid study leave if the student is required to take more than 5 hours of leave each week. This additional leave is only

available for the student's attendance at compulsory study activities that are essential to the successful completion of the scheme of study;

- Students must provide documentary evidence in support of any applications for additional paid study leave;
- Any additional paid study leave granted and if subsequently not used, will not be credited to the student's "bank" of study leave credits.
- Students undertaking classes outside standard working hours are entitled to [Studybank provisions](#).

Additional leave of up to 3 hours per week for travel can be granted to staff undertaking a scheme of study:

- which has been identified as essential;
- when travel time between the work place and the institution is excessive; or
- when an employee, because of personal circumstances, warrants special assistance.

The amount of time allowed for travel between GA and the study centre will be set by the Delegate. In Canberra, usually 1/2 hour is acceptable for travelling to and from the study institution. Travel time is not approved for travel outside of ordinary working hours.

Where circumstances warrant, and the amount of leave granted for both study and travel is in total less than 8 hours a week, the standard five hours paid study leave per week may be extended so as to provide for 8 hours in total. When approving students under this provision, Delegates will have regard to the following criteria:

- the relevance of the study to the student's current or likely future duties;
- whether the student has a heavy study load;
- the student's intention to continue employment with the Commonwealth;
- whether study meets GA's or APS's high priority, continuing or emerging skill needs, at any level of job classification.

## External Students, PhD and Masters Students

In the case of external students it is recognised that special provisions should be made. External students may access study leave as follows:

- paid study leave of up to 3 hours per week may be granted for any other approved study activities;
- this approved leave may be used within the semester on a weekly basis, or in any other way approved by the Delegate, at a time agreed between the students and their managers;
- in addition to the leave granted above, paid study leave may be granted travelling to and from, and to attend compulsory residential courses, or any other study activities which are essential to the successful completion of the scheme of study.

All PhD applications taken to the Executive Board must be endorsed by the Division Chief.

## Aboriginal and Torres Strait Islander (ATSI) Students

For ATSI employees, up to 10 hours of paid study leave per week is available in line with Government policy as directed by APSC and DEWR. In addition, an Approved Student may be granted up to 3 hours each week to travel to undertake study activities.

## Leave Without Pay (LWOP) for Study Purposes

LWOP may be granted to Approved Students for up to three consecutive years to undertake full-time study but should be reviewed annually. Any extension beyond three years is at the discretion of the Delegate.

Except in extenuating circumstances- eg personal circumstances (illness, injury or bereavement) or pressure of work - leave is granted on the basis that each year of study is successfully completed and proof of results are provided. For study undertaken in Australia, students are expected to return to work between academic years.

LWOP for full-time study counts as service for all purposes other than:

- accrual of recreation leave; and
- 1.25 days are deducted from sick leave entitlements for every 12 weeks' LWOP

Students on LWOP for more than 12 weeks may elect not to pay superannuation, but must do so in writing to Personnel, HR Services section. Students on LWOP do not have workers' compensation coverage.

An employee may be unattached from their position when undertaking full-time study on LWOP where the period of leave is not less than one academic year.

## Examination Leave

An Approved Student is also entitled to paid examination leave.

Applications for examination leave should be made through ESS, selecting Miscellaneous Leave With Pay and then selecting the reason for leave as "Exam for Approved Student". You should provide a copy of the examination schedule to your nominated manager.

## Leave Provisions while Undertaking Field and Sea Duties

For staff who are required to participate in field and sea duties, credits will accrue at the rate of 3 hours per week for the time they are away from Canberra in lieu of usual accrual rate.

## Part Time Workers

Part-time employees are eligible for Study Assistance, with the amount of study leave which may be granted based on a pro rata basis

In exceptional circumstances a Delegate may approve paid study leave in excess of the 3, 5, 8 or 13 hours, or pro rata equivalents, per week accessible under Study Assistance for the different categories of students.

## Studybank

In cases where the normal maximum approved study leave for a student is less than 5 hours per week the difference may be credited to a "bank" of study leave credits for each period of approval (semester or academic year) at the discretion of the Delegate. Travel time does not accrue in this manner.

## Approval of Financial Assistance

Approval for and payment of financial assistance will only be made to sponsored students.

GA will:

- pay up-front for fees that the student will incur during the course of study. A schedule of the costs needs to be provided before any payment can be made.
- reimburse students for fees they have paid.
- Approved Students will:
- repay GA either in instalments or in full, all the costs paid by GA if the course is not completed by reason of failure or withdrawal. This is acknowledged in the form.
- not include payment of any fees incurred by the student for late payments, unless it can be proven that "late payment" was due to administrative error.
- identify the level of financial assistance to be provided at the time that Approved Student status is granted.
- discuss future study with their supervisors in time for costs to be included in the budgetary process.

Depending on the type of study and the institution, a variety of fees and charges may be involved. These include for example:

- registration and administration fees;
- tuition fees (especially relevant to postgraduate studies);
- course fees;
- examination fees;
- Sports Fees;
- General Services Fee;
- Books and materials compulsory for the course of study (where GA pays for such books/materials, they will become the property of the GA Library).

The Delegate has the discretion to decide whether Higher Education Contribution Scheme (HECS) will be paid either in full or part. The full HECS payment will be an amount equivalent to that which would have been paid in an up-front payment (eg 75% of the deferred figure).

In a claim for reimbursement, a student must produce proof:

- of the amount and type of fees and costs; and
- that the study has been successfully completed.

The claim for reimbursement on a tax invoice associated with the study should be made within one month of the receipt of results for the Semester.

In order to claim for reimbursement, a Study Expenses Claim Form: ([study completed](#) or [prior to completion of study](#)) needs to be completed.

## Completing a Course or Unit of Study

Satisfactory evidence of successful completion of the course or unit is to be provided eg a transcript.

## Failure or Withdrawal

Paid study leave to repeat a type of study or subject which has not been successfully completed due to failure or withdrawal will be granted at the discretion of the Delegate only in cases where personal circumstances (eg illness, injury, bereavement), pressure of work or other extenuating circumstances apply.



## Study Assistance for Employees who Change Agencies

An employee who gains approval for financial assistance for a prescribed period, but moves to another agency should be aware that:

- GA's policy may not provide for reimbursement/payment under these circumstances;
- any costs already paid for may need to be repaid by the student either in instalments or in full; and
- such assistance may not automatically be provided for that period by the new agency.

Employees taking up a position with GA, who have previously been granted financial assistance by their former agency, should be careful not to presume that GA will offer the same level of assistance. The employee should provide details of their course of study, progress and previous assistance to the Delegate as soon as possible.

## How to Apply for Study Assistance

Approval for study assistance must be granted prior to commencing study. Applications must be made on the appropriate form:

[Study Assistance Form \(External Students\)](#)

[Study Assistance Form \(On-Campus Students\)](#)

## Review of Study Assistance Decisions

This will be in accordance with Clause 13 of the [Enterprise Agreement 2011-2014](#)

## ATTACHMENT E

## Education Expenses this financial year to date

## In house supervisory program:

Total cost	Cost per participant	Classification	Study Leave (Hours/wk)	Reason
\$25,410.00	\$1,411.67	2 x EL2 8 x EL1 7 x APS6 1 x APS5	No leave Course conducted as 10 days over 5 months	Enhancing GA's supervisory capability

## Tertiary Studies:

Type of course	Total cost	Classification	(Hours/wk)	Reason
Diploma	\$508.50	APS6	5	Business Administration - enhancing GA's corporate capability
Certificate	\$3,030.00	EL1	0	Petroleum Engineering - enhancing GA's science capability
Masters	\$5,617.50	EL1	5	Science majoring in geology - enhancing GA's science capability
Masters	\$3,317.75	APS6	5	Climate Change - enhancing GA's science capability
Master	\$6,480.00	EL2	0	Business and Technology - enhancing GA's technical capability
Honours	\$29,245.33	APS6	36.75	Geology - enhancing GA's science capability
Masters	\$2,520.00	EL1	0	Systems engineering - enhancing GA's technical capability
Masters	\$1,950.00	EL2	0	Project management - enhancing GA's technical capability
Diploma	\$2,374.07	EL2	5	Human Resources Management - enhancing GA's corporate capability
Honours	\$36,491.00	APS5	36.75	Sequence Stratigraphy - enhancing GA's science capability
Bachelor	\$2,479.10	APS6	5	Business Administration - enhancing GA's corporate capability
Bachelor	\$1,812.86	EL1	5	Science majoring in geology - enhancing GA's science capability
Masters	\$2,180.50	APS6	4	Business Administration - enhancing GA's corporate capability
Bachelor	\$905.40	APS6	5	Communication and management - enhancing GA's corporate capability
Masters	\$4,500.00	EL1	5	Natural Hazards and Disasters - enhancing GA's science capability
Diploma	\$369.90	APS5	0	Accounting - enhancing GA's corporate capability
Masters	\$2,876.25	APS6	5	Climate Change - enhancing GA's science capability
Bachelor	\$632.00	APS4	3	Information Studies - enhancing GA's corporate capability
Masters	\$6,122.25	EL1	5	Information Technology - technical capability
Diploma	\$0.00	APS5	5	Environmental and resource economics - enhancing GA's technical capability

Bachelor	\$0.00	APS5	5	Spatial Science Technology - enhancing GA's science capability
Masters	\$2,808.00	EL2	5	Information Technology - technical capability
Masters	\$2,198.00	APS6	3	Information Services - enhancing GA's corporate capability
PhD	\$68,756.80	EL1	36.75	Geoscience - enhancing GA's science capability
PhD	\$68,756.80	EL1	36.75	Geoscience - enhancing GA's science capability
PhD	\$68,756.80	EL1	36.75	Geoscience - enhancing GA's science capability

**ATTACHMENT F****Executive Coaching & Leadership Training Expenses this financial year to date**

<b>Service Provider</b>	<b>Name/Nature of Service</b>			<b>No. of Hours</b>	<b>Cost</b>		<b>Location</b>	<b>Location costs</b>
APSC	SES Band 1 Leadership Development Program	Group	2 x EL2	104	\$20,000	Package	Woden	Included in Package
APSC	Leading & Managing Small Teams	Group	1 x EL1	24	\$2,820	Package	Woden	Included in Package
APSC	Work it out: Mental fitness at work	Group	2 x EL1	6	\$230	Package	Woden	Included in Package
APSC	Work it out: Mental fitness at work	Group	1 x EL2	3	\$115	Package	Woden	Included in Package
APSC	SES Orientatin	Group	1 x EL2	35	\$3,180	Package	Woden	Included in Package
APSC	Stepping up to Challenging Conversations	Group	1 x EL2	4	\$295	Package	Woden	Included in Package
Chameleon Training	Conflict Training Course	Group	2 x EL1	8	\$400	Package	Geoscience Australia	N/A
Informa Corporate Learning	From Technical Professional to Manager & Leader	Group	1 x EL1	15	\$2,524	Package	Canberra	Included in Package
Joint Strategies P/L	"GeoPlus" Leadership Program	Group	10 x EL1	338	\$39,497	Package	Tuggeranong	Included in Package
		Group	5 x EL2	170	\$19,749	Package	Tuggeranong	Included in Package
Joint Strategies P/L	Executive Coaching	Individual	2 x EL2	3	\$900	Per Hour	Geoscience Australia	N/A
Liquid Learning	4th Annual Executive Officers Forum	Group	1 x EL2	14	\$2,145	Package	Canberra	Included in Package
Rapid Insights	Skills for Handling Difficult Work Colleagues, stakeholders, clients and Others	Group	1 x EL1	8	\$595	Package	Canberra City	Included in Package
	"	Group	1 x EL2	8	\$595	Package	Canberra City	Included in Package
Seven Seventeen P/L	Crucial Conversations	Group	1 x APS5	16	\$825	Package	Geoscience Australia	N/A
	Crucial Conversations	Group	1 x EL1	16	\$825	Package	Geoscience Australia	N/A

	Crucial Conversations	Group	2 x EL2	32	\$1,650	Package	Geoscience Australia	N/A
Women in Information & Communication	2012-2013 WIC Breakfast Seminar	Group	1 x APS6	2	\$41	Package	ANU	Included in Package
Yellow Edge P/L	Global Leadership Practices Program	Group	2 x EL2	160	\$30,000	Package	Shanghai	Included in Package
		<b>TOTALS</b>	<b>1 x APS5; 1 x APS6; 18 x EL1; 18 x EL2</b>	<b>966</b>	<b>\$126,386</b>			

No study leave was granted for executive coaching and leadership training.

## ATTACHMENT G

## Electronic Equipment

Make	Hardware Type	Model	Leased	Purchase Price (each)	On-going cost per month (each)	Staff Classification
Apple	iPad	A1396	No	\$879.00	\$39.00	Executive Level 1
Apple	iPad	A1396	No	\$879.00	\$39.00	Executive Level 2
Apple	iPad	A1396	No	\$879.00	\$39.00	Executive Level 2
Apple	iPad	A1396	No	\$879.00	\$39.00	Executive Level 2
Apple	iPad	A1396	No	\$879.00	\$39.00	Senior Executive Service Band 1
Apple	iPad	A1396	No	\$879.00	\$39.00	Senior Executive Service Band 2
Apple	iPad	A1396	No	\$879.00	\$39.00	Senior Executive Service Band 2
Apple	iPad	A1396	No	\$879.00	\$39.00	Senior Executive Service Band 2
Apple	iPad	A1396	No	\$879.00	\$39.00	Senior Executive Service Band 2
Apple	iPad	A1396	No	\$879.00	\$39.00	Senior Executive Service Band 3
Apple	iPad	A1430	No	\$775.10	\$0.00	APS Level 4
Apple	iPad	A1430	No	\$775.10	\$0.00	Executive Level 2
Apple	iPad	A1460	No	\$740.00	\$39.00	Not yet allocated
Apple	iPad	A1460	No	\$740.00	\$39.00	Not yet allocated
Apple	iPad	A1460	No	\$740.00	\$39.00	Not yet allocated
Apple	iPad	A1460	No	\$740.00	\$39.00	Not yet allocated
Apple	iPad	A1460	No	\$740.00	\$39.00	Not yet allocated
Apple	iPad	A1460	No	\$740.00	\$39.00	Not yet allocated
Apple	iPad	A1460	No	\$740.00	\$39.00	Not yet allocated
Apple	iPad	iPad	No	\$648.92	\$20.00	Executive Level 1
Apple	iPad	iPad	No	\$648.92	\$20.00	Executive Level 1
Apple	iPad	iPad	No	\$629.00	\$25.00	Executive Level 2
Optus	Modem	Business	No	\$181.82	\$25.00	Executive Level 1
Optus	Modem	Business	No	\$181.82	\$20.00	Executive Level 2
Optus	Modem	Business	No	\$181.82	\$17.00	Executive Level 2
Sierra Wireless	Modem	310U	No	\$181.82	\$20.00	APS Level 5
Sierra Wireless	Modem	Aircard 503	No	\$181.82	\$20.00	Executive Level 1
Sierra Wireless	Modem	Aircard 503	No	\$181.82	\$30.00	Executive Level 2
Telstra	Modem	4G	No	\$197.27	\$19.00	APS Level 6
Telstra	Modem	4G	No	\$197.27	\$19.00	Executive Level 1
Telstra	Modem	Elite	No	\$300.00	\$39.00	APS Level 5
Telstra	Modem	Elite	No	\$300.00	\$39.00	APS Level 6
Telstra	Modem	Elite	No	\$399.00	\$0.00	Executive Level 1
Telstra	Modem	Elite	No	\$399.00	\$0.00	Executive Level 1
Telstra	Modem	Elite	No	\$248.00	\$39.00	Executive Level 1
Telstra	Modem	Elite	No	\$248.00	\$39.00	Executive Level 1
Telstra	Modem	Elite	No	\$300.00	\$39.00	Executive Level 2
Telstra	Modem	Elite	No	\$300.00	\$39.00	Executive Level 2
Telstra	Modem	Elite	No	\$300.00	\$39.00	Executive Level 2
Telstra	Modem	Elite	No	\$248.00	\$49.00	Executive Level 2

Telstra	Modem	Elite	No	\$248.00	\$39.00	Executive Level 2
Telstra	Modem	Elite	No	\$248.00	\$39.00	Executive Level 2
Telstra	Modem	Elite	No	\$200.00	\$39.00	Executive Level 2
Telstra	Modem	Elite	No	\$200.00	\$20.00	Executive Level 2
Telstra	Modem	Next G	No	\$300.00	\$59.00	Executive Level 2
Telstra	Modem	Next G	No	\$200.00	\$59.00	Executive Level 2
Telstra	Modem	Next G	No	\$300.00	\$0.00	Loan Pool
Telstra	Modem	Seria Wireless 320U	No	\$197.27	\$29.00	APS Level 6
Telstra	Modem	Seria Wireless 320U	No	\$197.27	\$0.00	Executive Level 2
Telstra	Modem	Series 7	No	\$250.00	\$79.00	Executive Level 2
Telstra	Modem	Series 7	No	\$250.00	\$79.00	Executive Level 2
Telstra	Modem	Series 7	No	\$250.00	\$59.00	Senior Executive Service Band 2
Telstra	Modem	Sierra	No	\$197.27	\$29.00	Executive Level 1
Telstra	Modem	Turbo 21	No	\$499.00	\$19.00	Executive Level 1
Telstra	Modem	Turbo 21	No	\$0.00	\$19.00	Executive Level 2
Telstra	Modem	Turbo 21	No	\$0.00	\$0.00	Loan Pool
Telstra	Modem	Turbo 21	No	\$0.00	\$0.00	Loan Pool
Telstra	Modem	Turbo 7	No	\$250.00	\$29.00	Executive Level 1
Telstra	Modem	Turbo 7	No	\$250.00	\$19.00	Executive Level 1
Telstra	Modem	Turbo 7	No	\$250.00	\$39.00	Executive Level 2
Telstra	Modem	Turbo 7	No	\$250.00	\$0.00	Executive Level 2
Telstra	Modem	Turbo 7	No	\$250.00	\$0.00	Executive Level 2
Telstra	Modem	Turbo 7	No	\$250.00	\$10.00	Loan Pool
Telstra	Modem	Turbo 7	No	\$250.00	\$10.00	Loan Pool
Telstra	Modem	Turbo 7	No	\$250.00	\$0.00	Loan Pool
Telstra	Modem	Turbo 7 Plus	No	\$250.00	\$0.00	Loan Pool
Telstra	Modem	Turbo 7 Plus	No	\$250.00	\$39.00	Senior Executive Service Band 2
Telstra	Modem	Turbo 7+	No	\$250.00	\$29.00	Executive Level 2
Telstra	Modem	USB3-8521	No	\$300.00	\$0.00	APS Level 5
Telstra	Modem	USB3-8521	No	\$300.00	\$0.00	APS Level 5
Acer	PED-Laptop	Aspire One	No	\$568.16	N/A	APS Level 5
Acer	PED-Laptop	Aspire One	No	\$568.16	N/A	APS Level 6
Acer	PED-Laptop	Aspire One	No	\$568.16	N/A	APS Level 6
Acer	PED-Laptop	Aspire One	No	\$568.16	N/A	APS Level 6
Acer	PED-Laptop	Aspire One	No	\$568.16	N/A	Executive Level 2
Acer	PED-Laptop	Aspire One	No	\$568.16	N/A	Executive Level 2
Apple	PED-Laptop	Mac Book Pro	No	\$2,195.00	N/A	Executive Level 2
Apple	PED-Laptop	MacBook Pro	No	\$3,636.00	N/A	APS Level 5
Apple	PED-Laptop	MacBook Pro	No	\$3,455.00	N/A	Executive Level 1
Apple	PED-Laptop	MacBook Pro	No	\$2,420.00	N/A	Executive Level 1
Apple	PED-Laptop	X Serve	No	\$6,813.64	N/A	Executive Level 1
Apple	PED-Laptop	X Serve	No	\$6,263.00	N/A	Executive Level 2
Apple	PED-Laptop	X Serve	No	\$6,263.00	N/A	Executive Level 2
Apple	PED-Laptop	X Serve	No	\$3,965.00	N/A	Executive Level 2
Dell	PED-Laptop	D630 ATG	No	\$3,736.80	N/A	Executive Level 2
Dell	PED-Laptop	D630 ATG	No	\$2,059.00	N/A	Executive Level 2





Dell	PED-Laptop	Latitude D820	No	\$2,620.00	N/A	Executive Level 2
Dell	PED-Laptop	Latitude D820	No	\$2,493.90	N/A	Executive Level 2
Dell	PED-Laptop	Latitude D820	No	\$2,700.00	N/A	Executive Level 2
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	APS Level 4
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	APS Level 6
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 1
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 1
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 1
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 1
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 1
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 1
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 2
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 2
Dell	PED-Laptop	Latitude D830	No	\$1,700.00	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E4300	No	\$2,260.64	N/A	APS Level 5
Dell	PED-Laptop	Latitude E4300	No	\$2,424.17	N/A	APS Level 6
Dell	PED-Laptop	Latitude E4300	No	\$2,370.63	N/A	Executive Level 1
Dell	PED-Laptop	Latitude E4300	No	\$2,195.36	N/A	Executive Level 1
Dell	PED-Laptop	Latitude E4300	No	\$2,409.45	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E4300	No	\$2,402.08	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E4300	No	\$2,424.17	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E4300	No	\$2,195.36	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E4300	No	\$2,473.47	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E4300	No	\$2,291.57	N/A	Senior Executive Service Band 1
Dell	PED-Laptop	Latitude E4300	No	\$2,291.57	N/A	Senior Executive Service Band 2
Dell	PED-Laptop	Latitude E4300	No	\$2,424.17	N/A	Senior Executive Service Band 2
Dell	PED-Laptop	Latitude E4300	No	\$2,291.57	N/A	Senior Executive Service Band 2
Dell	PED-Laptop	Latitude E4310	No	\$2,164.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude E4310	No	\$2,164.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude E4310	No	\$2,164.00	N/A	APS Level 5
Dell	PED-Laptop	Latitude E4310	No	\$2,164.00	N/A	Executive Level 1
Dell	PED-Laptop	Latitude E4310	No	\$2,619.52	N/A	Executive Level 1
Dell	PED-Laptop	Latitude E4310	No	\$2,619.52	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E4310	No	\$2,164.00	N/A	Senior Executive Service Band 2
Dell	PED-Laptop	Latitude E6320	No	\$1,034.56	N/A	APS Level 5
Dell	PED-Laptop	Latitude E6320	No	\$1,034.56	N/A	APS Level 5
Dell	PED-Laptop	Latitude E6320	No	\$1,034.56	N/A	APS Level 5
Dell	PED-Laptop	Latitude E6320	No	\$1,034.56	N/A	Executive Level 2
Dell	PED-Laptop	Latitude E6320	No	\$995.00	N/A	Executive Level 2









Hewlett Packard	PED-Laptop	EliteBook 8460p	No	\$838.00	N/A	PC Refresh Pool - not yet allocated
Hewlett Packard	PED-Laptop	EliteBook 8460p	No	\$838.00	N/A	PC Refresh Pool - not yet allocated
Hewlett Packard	PED-Laptop	EliteBook 8460p	No	\$838.00	N/A	PC Refresh Pool - not yet allocated
Hewlett Packard	PED-Laptop	EliteBook 8460p	No	\$838.00	N/A	PC Refresh Pool - not yet allocated
Hewlett Packard	PED-Laptop	EliteBook 8460p	No	\$838.00	N/A	PC Refresh Pool - not yet allocated
Hewlett Packard	PED-Laptop	EliteBook 8460p	No	\$838.00	N/A	PC Refresh Pool - not yet allocated
Hewlett Packard	PED-Laptop	EliteBook 8460p	No	\$1,292.78	N/A	Senior Executive Service Band 2
IBM	PED-Laptop	ThinkPad T420s	No	\$974.14	N/A	Executive Level 2
IBM	PED-Laptop	ThinkPad x220	No	\$1,032.59	N/A	Executive Level 2
Lenovo	PED-Laptop	ThinkPad X220 Tablet	No	\$1,165.00	N/A	Executive Level 1
Lenovo	PED-Laptop	ThinkPad X220 Tablet	No	\$1,165.00	N/A	Executive Level 1
Lenovo	PED-Laptop	ThinkPad X220 Tablet	No	\$1,165.00	N/A	Executive Level 1
Lenovo	PED-Laptop	ThinkPad X220 Tablet	No	\$1,165.00	N/A	Executive Level 1
Lenovo	PED-Laptop	ThinkPad X220 Tablet	No	\$1,165.00	N/A	Executive Level 1
Panasonic	PED-Laptop	CF30	No	\$5,746.00	N/A	Executive Level 1
Panasonic	PED-Laptop	Toughbook	No	\$5,772.63	N/A	Executive Level 1
Panasonic	PED-Laptop	Toughbook	No	\$5,044.00	N/A	Executive Level 1
Panasonic	PED-Laptop	Toughbook	No	\$6,343.00	N/A	Executive Level 2
Panasonic	PED-Laptop	Toughbook	No	\$6,343.00	N/A	Executive Level 2
Panasonic	PED-Laptop	Toughbook	No	\$6,640.00	N/A	Executive Level 2
Panasonic	PED-Laptop	Toughbook - CF-30	No	\$5,990.00	N/A	Executive Level 2
Samsung	PED-Laptop	QX310	No	\$1,179.09	N/A	APS Level 6
Toshiba	PED-Laptop	Portege Z930	No	\$1,899.00	N/A	Executive Level 2
Toshiba	PED-Laptop	Satellite Pro 300	No	\$1,400.00	N/A	Executive Level 1
Toshiba	PED-Laptop	Satellite Pro 300	No	\$1,400.00	N/A	Executive Level 1
Toshiba	PED-Laptop	Satellite Pro 300	No	\$1,400.00	N/A	Executive Level 1
Apple	PED-Mobile Phone	iPhone	No	\$817.27	\$25.00	Executive Level 1
Apple	PED-Mobile Phone	iPhone	No	\$799.00	\$20.00	Executive Level 2
Apple	PED-Mobile Phone	iPhone 5	No	\$817.27	\$29.00	Executive Level 2
Apple	PED-Mobile Phone	iPhone 5	No	\$817.27	\$29.00	Senior Executive Service Band 1
Apple	PED-Mobile Phone	iPhone5	No	\$834.00	\$10.00	Executive Level 1
Apple	PED-Mobile Phone	iPhone5	No	\$834.00	\$29.95	Executive Level 1
Apple	PED-Mobile Phone	iPhone5	No	\$834.00	\$29.95	Senior Executive Service Band 1
Apple	PED-Mobile Phone	iPhone5	No	\$834.00	\$29.95	Senior Executive Service Band 2
Apple	PED-Mobile Phone	iPhone5	No	\$834.00	\$29.95	Senior Executive Service Band 2
Apple	PED-Mobile Phone	iPhone5	No	\$834.00	\$29.95	Senior Executive Service Band 3
HTC	PED-Mobile Phone	One	No	\$595.00	\$25.00	APS Level 6
HTC	PED-Mobile Phone	One	No	\$565.00	\$25.00	APS Level 6
LG	PED-Mobile Phone	TU500	No	\$150.00	\$10.00	Executive Level 2
Motorola	PED-Mobile Phone	MOTORAZR V9	No	\$615.45	\$0.00	Executive Level 2
Nokia	PED-Mobile	3120	No	\$208.18	\$0.00	APS Level 2

	Phone					
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	APS Level 6
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Executive Level 2
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Executive Level 2
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Executive Level 2
Nokia	PED-Mobile Phone	3120	No	\$217.27	\$0.00	Executive Level 2
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Loan Pool
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Loan Pool
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Loan Pool
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Loan Pool
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Loan Pool
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Senior Executive Service Band 3
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Unknown
Nokia	PED-Mobile Phone	3120	No	\$208.18	\$0.00	Unknown
Nokia	PED-Mobile Phone	6030	No	\$250.00	\$10.00	APS Level 2
Nokia	PED-Mobile Phone	6120	No	\$220.00	\$0.00	Loan Pool
Nokia	PED-Mobile Phone	6500	No	\$360.00	\$0.00	APS Level 5
Nokia	PED-Mobile Phone	6500	No	\$360.00	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	6500	No	\$360.00	\$0.00	Executive Level 2
Nokia	PED-Mobile Phone	6500	No	\$360.00	\$0.00	Executive Level 2
Nokia	PED-Mobile Phone	6500	No	\$360.00	\$0.00	Loan Pool
Nokia	PED-Mobile Phone	6720	No	\$388.00	\$10.00	Executive Level 2
Nokia	PED-Mobile Phone	Asha	No	\$191.00	\$0.00	APS Level 5
Nokia	PED-Mobile Phone	Asha	No	\$191.00	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	Asha	No	\$191.00	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	Asha	No	\$191.00	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	Asha	No	\$191.00	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	Asha	No	\$191.00	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	Ashia 300	No	\$210.00	\$10.00	Executive Level 1
Nokia	PED-Mobile Phone	C5	No	\$230.00	\$0.00	APS Level 5
Nokia	PED-Mobile Phone	C5	No	\$230.00	\$0.00	Executive Level 1
Nokia	PED-Mobile Phone	C5	No	\$230.00	\$0.00	Executive Level 1
Telstra	PED-Mobile Phone	T165i	No	\$220.00	\$0.00	Executive Level 1
Telstra	PED-Mobile Phone	T165i	No	\$220.00	\$0.00	Executive Level 1
Telstra	PED-Mobile Phone	T165i	No	\$220.00	\$0.00	Executive Level 1
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	APS Level 5
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	APS Level 6

Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	APS Level 6
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	APS Level 6
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Executive Level 1
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Executive Level 1
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$0.00	Executive Level 1
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$0.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T54	No	\$296.36	\$10.00	Loan Pool
Telstra	PED-Mobile Phone	T90	No	\$400.00	\$30.00	Executive Level 1
Telstra	PED-Mobile Phone	T90	No	\$400.00	\$30.00	Executive Level 1
Telstra	PED-Mobile Phone	T90	No	\$400.00	\$30.00	Executive Level 1
Telstra	PED-Mobile Phone	T90	No	\$400.00	\$30.00	Executive Level 1
Telstra	PED-Mobile Phone	T90	No	\$400.00	\$30.00	Executive Level 1
Telstra	PED-Mobile Phone	T90	No	\$400.00	\$19.00	Executive Level 1
Iriver	PED-Mp3 Player	H340	No	\$200.00	N/A	Executive Level 2
Blackberry	PED-PDA	9800	No	\$736.00	\$27.23	APS Level 6
Getac	PED-PDA	Nautiz X7	No	\$1,660.50	\$0.00	APS Level 6
Getac	PED-PDA	Nautiz X7	No	\$1,660.50	\$0.00	APS Level 6
Getac	PED-PDA	Nautiz X7	No	\$1,660.50	\$0.00	APS Level 6
Getac	PED-PDA	Nautiz X7	No	\$1,660.50	\$0.00	APS Level 6
Getac	PED-PDA	Nautiz X7	No	\$1,660.50	\$0.00	APS Level 6
Getac	PED-PDA	Nautiz X7	No	\$1,660.50	\$0.00	APS Level 6
Getac	PED-PDA	PS535F	No	\$1,581.82	\$0.00	APS Level 6
Getac	PED-PDA	PS535F	No	\$1,581.82	\$0.00	APS Level 6
Getac	PED-PDA	PS535F	No	\$1,581.82	\$0.00	APS Level 6
Getac	PED-PDA	PS535F	No	\$1,581.82	\$0.00	APS Level 6
Getac	PED-PDA	PS535F	No	\$1,581.82	\$0.00	APS Level 6
Getac	PED-PDA	PS535F	No	\$1,581.82	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$712.73	\$0.00	APS Level 5
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	APS Level 6



Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$1,400.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$1,400.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ	No	\$712.73	\$0.00	Executive Level 1
Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	Executive Level 1
Hewlett Packard	PED-PDA	iPAQ	No	\$712.73	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$712.73	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$760.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$650.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ	No	\$712.73	\$0.00	Loan Pool
Hewlett Packard	PED-PDA	iPAQ HX 4700	No	\$785.00	\$0.00	APS Level 6
Hewlett Packard	PED-PDA	iPAQ HX 4700	No	\$785.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ HX 4700	No	\$785.00	\$0.00	Executive Level 2
Hewlett Packard	PED-PDA	iPAQ HX 4700	No	\$785.00	\$0.00	Executive Level 2
PALM	PED-PDA	Life Drive	No	\$635.00	\$0.00	Executive Level 2
Samsung	PED-PDA	Q1EX	No	\$1,817.00	\$0.00	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$27.23	APS Level 5
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$27.23	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$59.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9700	No	\$535.50	\$29.95	Executive Level 2





Blackberry	PED-PDA - Mobile Phone	9800	No	\$736.00	\$0.00	Executive Level 1
Blackberry	PED-PDA - Mobile Phone	9800	No	\$736.00	\$27.23	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9800	No	\$736.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9800	No	\$736.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9860	No	\$669.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9860	No	\$669.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9860	No	\$669.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9860	No	\$669.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9860	No	\$669.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	9860	No	\$669.00	\$29.95	Senior Executive Service Band 1
Blackberry	PED-PDA - Mobile Phone	9860	No	\$669.00	\$29.95	Senior Executive Service Band 2
Blackberry	PED-PDA - Mobile Phone	9900	No	\$650.00	\$29.95	Executive Level 2
Blackberry	PED-PDA - Mobile Phone	-	No	\$610.00	\$59.00	Loan Pool
Blackberry	PED-PDA - Mobile Phone	-	No	\$610.00	\$59.00	Loan Pool
O2	PED-PDA - Mobile Phone	Xda Atom	No	\$1,041.81	\$0.00	Executive Level 2
O2	PED-PDA - Mobile Phone	Xda Atom	No	\$1,041.81	\$0.00	Executive Level 2
O2	PED-PDA - Mobile Phone	Xda Iii	No	\$1,128.18	\$0.00	Executive Level 2
Samsung	PED-PDA - Mobile Phone	Galaxy S11	No	\$654.50	\$20.00	Executive Level 2
Inmarsat	PED-Satellite Phone	IsatPhone Pro	No	\$571.82	\$36.00	Loan Pool
Inmarsat	PED-Satellite Phone	IsatPhone Pro	No	\$571.82	\$36.00	Loan Pool
Inmarsat	PED-Satellite Phone	IsatPhone Pro	No	\$571.82	\$36.00	Loan Pool
Inmarsat	PED-Satellite Phone	IsatPhone Pro	No	\$571.82	\$36.00	Loan Pool
Amicroe	PED-USB Memory Stick	2GB	No	\$9.00	N/A	Senior Executive Service Band 3
Amicroe	PED-USB Memory Stick	Data Flash 2GB	No	\$9.00	N/A	APS Level 6
Amicroe	PED-USB Memory Stick	Data Flash 2GB	No	\$9.00	N/A	Executive Level 1
Amicroe	PED-USB Memory Stick	Data Flash 2GB	No	\$9.00	N/A	Executive Level 2
Comsol	PED-USB Memory Stick	Flash IT 2 8GB	No	\$13.00	N/A	Executive Level 2
Dell	PED-USB Memory Stick	2GB	No	\$9.00	N/A	Executive Level 2
Imation	PED-USB Memory Stick	4GB	No	\$4.86	N/A	Executive Level 1
Imation	PED-USB Memory Stick	4GB	No	\$4.86	N/A	Executive Level 1
Imation	PED-USB Memory Stick	4GB	No	\$4.86	N/A	Executive Level 1
Ironkey	PED-USB Memory Stick	D200	No	\$138.61	N/A	Executive Level 2
Ironkey	PED-USB Memory Stick	D200	No	\$138.61	N/A	Executive Level 2



	Stick					
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Senior Executive Service Band 1
Kingston	PED-USB Memory Stick	Data Traveler 4GB	No	\$10.00	N/A	Senior Executive Service Band 2
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	APS Level 5
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	APS Level 5
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	APS Level 5
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	APS Level 5
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	APS Level 5
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	Executive Level 2
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	Loan Pool
Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	Loan Pool

Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	No	\$9.00	N/A	Loan Pool
Kingston	PED-USB Memory Stick	Data Traveller G2 8GB	No	\$10.00	N/A	Executive Level 1
Kingston	PED-USB Memory Stick	Data Traveller G2 8GB	No	\$10.00	N/A	Executive Level 2
Laser	PED-USB Memory Stick	4GB	No	\$10.00	N/A	Executive Level 2
N/A	PED-USB Memory Stick	160GB	No	\$40.00	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	-	No	\$30.00	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 4
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 4
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 4
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 4
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 5
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 5
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 5
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 5
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	APS Level 5
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer	No	\$30.00	N/A	Executive Level 2
Sandisk	PED-USB Memory Stick	Cruzer	No	\$32.04	N/A	Executive Level 2
Sandisk	PED-USB Memory Stick	Cruzer	No	\$32.04	N/A	Executive Level 2
Sandisk	PED-USB Memory Stick	Cruzer 16GB	No	\$25.00	N/A	APS Level 3
Sandisk	PED-USB Memory Stick	Cruzer 16GB	No	\$25.00	N/A	APS Level 4
Sandisk	PED-USB Memory Stick	Cruzer 16GB	No	\$25.00	N/A	APS Level 4
Sandisk	PED-USB Memory Stick	Cruzer 16GB	No	\$25.00	N/A	APS Level 5
Sandisk	PED-USB Memory Stick	Cruzer 16GB	No	\$25.00	N/A	APS Level 6
Sandisk	PED-USB Memory Stick	Cruzer 16GB	No	\$25.00	N/A	APS Level 6
Sandisk	PED-USB Memory	Cruzer 16GB	No	\$22.67	N/A	APS Level 6





Sandisk	PED-USB Memory Stick	Cruzer 4GB	No	\$10.00	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 4GB	No	\$10.00	N/A	Executive Level 2
Sandisk	PED-USB Memory Stick	Cruzer 4GB	No	\$10.00	N/A	Executive Level 2
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$11.99	N/A	APS Level 6
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$11.99	N/A	APS Level 6
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$11.99	N/A	APS Level 6
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$11.99	N/A	APS Level 6
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$11.99	N/A	APS Level 6
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sandisk	PED-USB Memory Stick	Cruzer 8GB	No	\$10.32	N/A	Executive Level 1
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	APS Level 5
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	APS Level 5
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	APS Level 6
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	Executive Level 1
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	Executive Level 2
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	Executive Level 2
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	Executive Level 2
Sony	PED-USB Memory Stick	Microvault 1GB	No	\$8.00	N/A	Executive Level 2
Sony	PED-USB Memory Stick	Microvault 2GB	No	\$9.00	N/A	APS Level 4
Sony	PED-USB Memory	Microvault 2GB	No	\$9.00	N/A	APS Level 4





	Stick					
Sony	PED-USB Memory Stick	Microvault 8GB	No	\$13.00	N/A	Executive Level 1
Sony	PED-USB Memory Stick	Microvault 8GB	No	\$13.00	N/A	Executive Level 2
Sony	PED-USB Memory Stick	Microvault 8GB	No	\$13.00	N/A	Executive Level 2
Sony	PED-USB Memory Stick	Microvault 8GB	No	\$13.00	N/A	Executive Level 2
Sony	PED-USB Memory Stick	Microvault 8GB	No	\$13.00	N/A	Executive Level 2
SuperUSB	PED-USB Memory Stick	4GB	No	\$10.00	N/A	Executive Level 2
TDK	PED-USB Memory Stick	8GB	No	\$10.00	N/A	Executive Level 1
Apple	Tablet	iPad	No	\$648.92	\$20.00	APS Level 5
Toshiba	Tablet	AT100	No	\$446.00	\$0.00	Executive Level 2
Algiz	Tablet Rugged	Algiz 7	No	\$2,850.00	N/A	Executive Level 2
Algiz	Tablet Rugged	Algiz 7	No	\$2,850.00	N/A	Executive Level 2
Algiz	Tablet Rugged	Algiz 7	No	\$2,850.00	N/A	Executive Level 2
Algiz	Tablet Rugged	Algiz 7	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
Getac	Tablet Rugged	E110	No	\$2,850.00	N/A	Executive Level 2
RSA	Tokens	SID701	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID702	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID704	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID705	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID706	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID707	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID708	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID709	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID710	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID711	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID712	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID713	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID714	No	\$90.00	\$5.00	Executive Level 1

RSA	Tokens	SID715	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID716	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID717	No	\$90.00	\$5.00	APS Level 4
RSA	Tokens	SID718	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID719	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID720	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID721	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID722	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID723	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID724	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID725	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID726	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID727	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID728	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID729	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID730	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID731	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID733	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID734	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID735	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID736	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID737	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID738	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID739	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID740	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID741	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID742	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID743	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID744	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID745	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID746	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID747	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID748	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID749	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID750	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID752	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID753	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID754	No	\$90.00	\$5.00	Senior Executive Service Band 1
RSA	Tokens	SID755	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID756	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID757	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID758	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID759	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID760	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID761	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID762	No	\$90.00	\$5.00	Executive Level 2

RSA	Tokens	SID763	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID765	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID766	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID767	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID768	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID769	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID770	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID771	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID772	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID773	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID774	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID775	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID776	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID777	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID778	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID779	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID780	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID781	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID782	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID783	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID784	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID785	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID786	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID787	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID788	No	\$90.00	\$5.00	Senior Executive Service Band 2
RSA	Tokens	SID789	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID790	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID791	No	\$90.00	\$5.00	Senior Executive Service Band 2
RSA	Tokens	SID792	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID793	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID794	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID795	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID796	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID797	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID798	No	\$90.00	\$5.00	Senior Executive Service Band 3
RSA	Tokens	SID799	No	\$90.00	\$5.00	APS Level 4
RSA	Tokens	SID800	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID801	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID802	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID803	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID804	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID805	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID806	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID807	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID808	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID809	No	\$90.00	\$5.00	Executive Level 1

RSA	Tokens	SID810	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID811	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID812	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID813	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID814	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID815	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID816	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID817	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID818	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID819	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID820	No	\$90.00	\$5.00	APS Level 4
RSA	Tokens	SID821	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID822	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID823	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID824	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID825	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID826	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID827	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID828	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID829	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID830	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID831	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID832	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID833	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID834	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID835	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID836	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID837	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID838	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID839	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID840	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID841	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID842	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID843	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID844	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID845	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID846	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID847	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID848	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID849	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID850	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID851	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID852	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID853	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID854	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID855	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID856	No	\$90.00	\$5.00	Contractor

RSA	Tokens	SID857	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID858	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID859	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID860	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID862	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID863	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID864	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID866	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID867	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID868	No	\$90.00	\$5.00	Senior Executive Service Band 2
RSA	Tokens	SID869	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID870	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID871	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID872	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID873	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID874	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID875	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID876	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID877	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID878	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID879	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID880	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID881	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID882	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID883	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID884	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID885	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID886	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID887	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID888	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID889	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID890	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID891	No	\$90.00	\$5.00	Senior Executive Service Band 2
RSA	Tokens	SID892	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID893	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID894	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID896	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID897	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID898	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID899	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID900	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID901	No	\$90.00	\$5.00	APS Level 5
RSA	Tokens	SID902	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID903	No	\$90.00	\$5.00	APS Level 6
RSA	Tokens	SID904	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID905	No	\$90.00	\$5.00	Executive Level 2



RSA	Tokens	SID906	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID907	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID909	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID910	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID911	No	\$90.00	\$5.00	Executive Level 1
RSA	Tokens	SID912	No	\$90.00	\$5.00	Executive Level 2
RSA	Tokens	SID913	No	\$90.00	\$5.00	Contractor
RSA	Tokens	SID914	No	\$90.00	\$5.00	Executive Level 1