

**Senate Standing Committee on Economics**

**ANSWERS TO QUESTIONS ON NOTICE**

Resources, Energy and Tourism Portfolio

Budget Senate Estimates

31 May 2011

**Question:** BR24

**Topic:** Corporate – Department of Resources, Energy and Tourism (RET)

**Proof Hansard Page:** Written

**Senator Abetz asked:**

**1. Staffing**

- 1.1 How many permanent staff recruited this FYTD?
- 1.2 What classification are these staff?
- 1.3 How many temporary positions exist or have been created this FYTD?
- 1.4 This FYTD, how many employees have been employed on contract and what is the average length of their employment period?

**Answer:**

1.1. 85 permanent staff recruited in RET this FYTD.

1.2. Classifications are as follows:

APS3	1
APS4	4
APS5	11
APS6	23
EL1	23
EL2	11
Graduates	10
Cadets	1
SES	1

1.3. RET does not record how many temporary positions are created each year.

1.4. 49 employees on contract. Average duration is 6 months.

**2. Staffing-Efficiency Dividend/Budget Cuts**

Have staffing numbers been reduced as a result of the efficiency dividend and/or other budget cuts?

If so, where and at what classification?

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

What changes are underway or planned for graduate recruitment, cadetships or similar programs?

If reductions are envisaged please explain including reasons, target numbers etc.

**Answer:**

2. No staffing numbers have been reduced and reductions are not planned. There are also no planned changes to graduate recruitment, cadetships or similar programs.

### **3. Government Advertising**

What communications programs has the Department/Agency undertaken, or are planning to undertake? For each program, what is the total spend?

**Answer:**

3. No communications programs have been undertaken in the Department and there are no current plans for communications programs.

### **4. Hospitality and Entertainment**

What is the Department's hospitality spend FYTD? Please detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, please detail total hospitality spend FYTD.

Please detail date, location, purpose and cost of each event.

What is the Department's entertainment spend FYTD?

Please detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, please detail total entertainment spend FYTD.

Please detail date, location, purpose and cost of each event.

**Answer:**

4. Please see **Attachment A** for details. Please note, Minister Sherry had not incurred any hospitality expenditure in his capacity as the Minister Assisting on Tourism.

### **5. Board Appointments**

What is the gender ratio on each board and across the portfolio?

Please detail any board appointments for the FYTD.

**Answer:**

5. Please see **Attachment B** for details.

### **6. Freedom of Information**

6.1 Has the Department/agency received any advice on how to respond to FOI requests?

6.2 How many FOI requests has the Department received?

6.3 How many have been granted or denied?

6.4 How many conclusive certificates have been issued in relation to FOI requests?

**Answer:**

6.1 The Department has not received advice on how to respond to specific FOI requests. Senior staff in the Department were briefed, prior to the introduction of the legislation, by the Information Commissioner on the operation of the new rules.

6.2 The Department has received 40 FOI requests.

6.3 Granted (in part or full) – 22. Denied – 7.

6.4 No conclusive certificates have been issued in relation to FOI requests.

## **7. Community Cabinet**

7.1 What was the cost of Ministers' travel and expenses for the Community Cabinet meetings held this FYTD?

7.2 How many Ministerial Staff travelled with the Minister for the Cabinet meeting? What was the total cost of this travel?

7.3 How many Departmental officers travelled with the Minister for the Cabinet meeting? What was the total cost of this travel?

7.4 What was the total cost to the Department and the Ministers office?

**Answer:**

7 The Minister did not attend any Community Cabinet meetings in 2010-11. A staff member from Minister Ferguson's office attended the Fremantle Community Cabinet on 30 March 2011. Total cost of travel was \$1612.97, comprising airfares (\$1359.97) and travel allowance (\$253.00).

## **8. Reviews**

8.1 How many Reviews are currently being undertaken by all departments and agencies in each portfolio?

8.2 When will each of these reviews be concluded?

8.3 What reviews have been concluded FYTD?

8.4 Which of these reviews has been provided to Government?

8.5 When will the Government be responding to the respective reviews that have been completed?

8.6 What is the estimated cost of each of these Reviews?

8.7 What further reviews are planned for 2010-11 FY?

**Answer:**

<b>8.1</b>	<b>8.2</b>	<b>8.3</b>	<b>8.4</b>	<b>8.5</b>	<b>8.6</b>
Review of Australia's Offshore Petroleum Exploration Policy	September 2011	Nil – see reports section	N/A	N/A	\$200,000
NOPSA 2011 Operational Review	November 2011	Nil – see reports section	N/A	N/A	Not yet known
Mid Cycle Review – Energy Efficiency Opportunities (EEO) Program	March 2011	Review concluded	Report provided to the Minister	Government is not providing a direct response	The Department undertook a consultation process with industry aimed at improving the EEO regulations, guidelines and capacity building materials. The changes to the EEO regulations are expected by end July 2011, the guidelines by end September 2011 and the capacity building materials are ongoing. Total cost is \$79,450.

8.7 No further reviews are currently planned.

**9. Consultancies**

- 9.1 How many consultancies have been undertaken or are underway this FYTD? Please 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). Please also include total value for all consultancies.
- 9.2 Does each department and agency stand by its current tenders on the Austenders website? Have any changes or corrections been made for any tenders advertised on to Government Tenders website([www.tenders.gov.au](http://www.tenders.gov.au)) for tenders advertised this financial year? Explain. Are up to date with reporting requirements?
- 9.3 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:**

- 9.1 The Department has 102 consultancies undertaken or underway during the financial year to date over \$10,000 (GST inclusive). Details of these consultancies, including the name of the consultant, the subject matter of the consultancy, the duration, cost of the arrangement and the method of procurement can be found on the Austender website at [www.tenders.gov.au](http://www.tenders.gov.au) and in the Department's Annual Report. The Department considers that providing details on consultancies undertaken or are underway under \$10,000 (GST inclusive) would be an unreasonable diversion of resources.

- 9.2 The Department stands by the current tenders on the Austender website. The Department has posted addendums for tenders during the period of 1 July 2010 to 31 May 2011, when clarification is sought by tenderers or deemed appropriate by the Department to ensure the information is communicated in an accountable and transparent manner. The Department is up to date with the reporting requirements.
- 9.3 To date the Department has three consultancies planned for the calendar year. Of these consultancies, one was published in the 2010-11 Annual Procurement Plan and two are published in the 2011-12 Annual Procurement Plan. Details of these planned procurements are below:

Planned Procurements

<b>Subject Matter</b>	<b>Duration</b>	<b>Cost</b>	<b>Procurement Method</b>	<b>Consultant</b>
Renewable Energy and Low Emission Energy Technology Advice Panel	Unknown	Unknown	Open	Unknown
Consultancy Modelling for equitable cost sharing arrangements between shipping and petroleum industries	Unknown	Unknown	Open	Unknown
Scoping and Design of a liquid fuel data and information sharing system	Unknown	Unknown	Open	Unknown

**10. Media Monitoring**

- 10.1 What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office FYTD?
- 10.2 Which agency or agencies provided these services?
- 10.3 What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Department and its agencies in FYTD?
- 10.4 Which agency or agencies provided these services?

**Answer:**

- 10.1 The total cost of media monitoring services to Minister Ferguson's office FTYD is \$24,053.
- 10.2 Media Monitors provided these services.
- 10.3 The total cost media monitoring services provided to the Department in the FYTD is \$464,028. This amount also covers media clippings provided to Minister Sherry's office.
- 10.4 Media Monitors provides these services.

**11. Social Media**

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 2010? Please explain.

**Answer:**

11. There have been no changes to the Department's social media or protocols since October 2010.

**12. Contractors**

- 12.1 Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
- 12.2 Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
- 12.3 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.
- 12.4 Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
- 12.5 Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
- 12.6 Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
- 12.7 Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
- 12.8 Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
- 12.9 Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

**Answer:**

- 12.1 No.
- 12.2 No.
- 12.3 No.
- 12.4 No.
- 12.5 No.
- 12.6 No.
- 12.7 No.
- 12.8 The Department has employed the Boston Consulting Group to undertake work relating to the Clean Energy Initiative - Solar Flagship program development of market study and business model (contract period 20 July 2009 to 19 November 2009) - \$1.152m and expert assessment of round 2 Solar Flagships applications (contract period 15 December 2010 to 30 June 2011) - \$0.659m.
- 12.8 No.

### **13 Discretionary Grants**

- 13.1 Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants FYTD? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
- 13.2 Has the Department complied with interim requirements relating to the publication of discretionary grants?

#### **Answer:**

- 13.1 The Department has no discretionary grants for the financial year to date.
- 13.2 The Department has made a number of internal changes in order to improve its performance against the interim requirements relating to the publication of discretionary grants.

### **14. Commissioned Reports**

How many Reports have been commissioned by the Government in your portfolio FYTD? 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? How many departmental staff were involved in each report and at what level?

What is the current status of each report? When is the Government intending to respond to these reports?

#### **Answer:**

14. Please see **Attachment C** for details.

### **15. Cabinet and Sub-Cabinet Committee Meetings**

- 15.1 How much time is spent preparing papers/submissions for Cabinet and Sub-Cabinet Committee meetings?
- 15.2 How often must papers/submissions for Cabinet and Sub-Cabinet Committee Meetings be redrafted or resubmitted? Please provide example of why this would happen. (i.e. last minute policy changes or redate papers due to items not being discussed when initially scheduled).

#### **Answer:**

- 15.1 The Department has a Cabinet Liaison Officer (CLO) who is a permanent APS6. The CLO manages all Cabinet related matters including the preparation of papers/submissions for Cabinet and Sub-Cabinet Committee meetings for the Secretary and Deputy Secretary. The CLO also provides all briefing for Cabinet and Sub-Cabinet Committee meetings to the Ministers office.
- 15.2 Papers/submissions for Cabinet and Sub-Cabinet Committee meetings are at times required to be changed or updated. The key example of why this would happen is when additional information comes to hand that is critical to the issue and must be provided to ensure the information is as current as possible.

## **16. Government Payment of Accounts**

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

### **Answer:**

- 16.1 The Department has generally paid its accounts in accordance with Government policy. In total, 6% of payments have been made outside the standard payment term.
- 16.2 No interest has been paid on any late payments.
- 16.3 Not applicable.

## **17. Government Stationery Requirements**

- 17.1 What are the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. special type of paper, envelopes)?
- 17.2 What are the costs of these items?
- 17.3 Is the Department/portfolio agencies paying for these?

### **Answer:**

- 17.1 Envelopes are supplied to Minister Ferguson. No special paper is provided.
- 17.2 The cost for envelopes for the Minister's office for the FYTD was \$217.80 (GST incl).
- 17.3 The Department is paying for these costs.

## **18. Media Subscriptions**

- 18.1 Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)? If yes, please provide the reason why, the cost and what channels
- 18.2 Does your department or agencies within your portfolio subscribe to newspapers? If yes, please provide the reason why, the cost and what newspapers.
- 18.3 Does your department or agencies within your portfolio subscribe to magazines? If yes, please provide the reason why, the cost and what magazines.



**Answer:**

- 18.1 Yes. There is a Foxtel Subscription and it is \$810 per month for ten 'Business Value Subscriptions' with the following channels. This is a cost effective package that supplies news and information.
- a. Sky News
  - b. Sky News - Business Channel
  - c. CNN
  - d. The Weather Channel
  - e. The Lifestyle Channel
  - f. Fox Sports 1
  - g. Fox Sports 2
  - h. Fox Sports 3
  - i. Nickelodeon
  - j. CNBC
- 18.2 Yes, newspaper subscriptions - \$31,854.87.
- 18.3 Yes, magazine subscriptions - \$85,514.
- 18.4 Newspapers and magazines are required to monitor news, industry information and obtain associated happenings and events.

**19. Travel Costs**

- 19.1 For the FYTD, please detail all travel (itemised separately) undertaken by your portfolio Minister and Parliamentary Secretaries. Include what sum was spent on travel, accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
- 19.2 For the FYTD, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
- 19.3 For the FYTD, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.

**Answer:**

- 19.1 Costs of official travel by Ministers and Parliamentary Secretaries are paid for by the Department of Finance and Deregulation (Finance). Information about destinations and the cost of travel undertaken is tabled in the Parliament every six months in a report titled *Parliamentarians' Expenditure on Entitlements paid by the Department of Finance and Deregulation*. The report also includes car transport costs as advised by other Departments in respect of Ministers and Parliamentary Secretaries. The reports and supporting information are also published on the Finance website. It is not possible to individually report on all the separate items requested in the question. Costs for domestic accommodation, food and incidental expenses are met by individual travellers from domestic travelling allowances paid at a daily rate. Finance does not meet the cost of security, gifts or entertainment.

19.2 Costs of overseas travel by any accompanying staff employed under the *Members of Parliament (Staff) Act 1984* are also included in the report tabled in the Parliament every six months titled *Parliamentarians' Expenditure on Entitlements paid by the Department of Finance and Deregulation*. The reports and supporting information are also published on the Finance website. It is also not possible to individually report on all the separate items requested in the question as costs are met by individual travellers from domestic travelling allowances paid as a daily rate. Finance does not meet the cost of security, gifts or entertainment.

19.3 Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel include:

#### International Travel

No of Officers	Destination	Flights	Travel Allowance	Accom	Ground Transport	Other Expense	Total
1	UAE 3-11 April 2011	\$7,027.03	\$281.40	\$870.97	\$11.07	\$31.90	<b>\$8,222.37</b>
1	USA 13-15 April 2011	\$10,697.99	\$231.46	\$780.21	\$253.25	-	<b>\$11,962.91</b>

**Total cost for all Departmental International travel with the Minister: \$20,185.28**

#### Domestic Travel

No of officers	Destination/Date/ Reason	Flights	Accom	Ground Transport	Travel Allowance	Total
1	Sydney 21 - 22 October 2010 Tourism Minister Council Meeting	613.29	249.00	24.00	142.00	<b>1028.39</b>
1	Brisbane 9 - 10 December 2010 Ministers Council on Energy Meeting	1240.60	330.00	73.51	77.00	<b>1721.11</b>
1	Sydney 10 -11 February 2011 Meetings with Minister	708.48	365.00	136.73	180.00	<b>1390.21</b>
1	Melbourne 18 February 2011 Ministerial Council on Mineral and Petroleum Resources Meeting	942.54	-	141.11	-	<b>1083.65</b>
1	Melbourne 1 April 2011 Meeting with Minister	797.56	-	201.54	-	<b>999.10</b>
1	Darwin 14 - 15 April 2011 Tourism Ministers Council Meeting	2757.61	150.00	64.83	77.00	<b>3049.44</b>

No of officers	Destination/Date/ Reason	Flights	Accom	Ground Transport	Travel Allowance	Total
1	Sydney 14 Sept 2010 To attend TA- Oprah visit announcement	-	-	-	-	<b>Nil – no fees charged to Department</b>
1	Tasmania 17 February 2011 To attend LNG plant opening	-	-	-	-	<b>Nil – no fees charged to Department</b>
1	Brisbane 9-10 December 2010 To attend the Ministers Council on Energy Meeting and dinner	1436.46	323.00	286.86	4.57	<b>2050.89</b>
1	Sydney 11 February 2011 Meeting with Minister Kaieda Japanese Meti	171.50	-	33.30	-	<b>204.80</b>
1	Hunter Valley 25 March 2011 To attend the Energy Supply Association of Australia CEO forum	529.21	-	194.25	-	<b>723.46</b>
1	Melbourne 1 April 2011 To attend the National Clean Coal Council lunch	113.37	-	239.09	-	<b>352.46</b>

**Total estimated cost for all Departmental domestic travel with the Minister: \$12,603.51**

## **20. Legal Costs**

- 20.1 What sum did each portfolio department and agency spend on legal services FYTD within the department and agency? Please provide a list of each service and costs.
- 20.2 What sum did each portfolio department and agency spend on legal services FYTD from the Australian Government Solicitor? Please provide a list of each service and costs.
- 20.3 What sum did each portfolio department and agency spend on legal services FYTD from private firms? Please provide a list of each service and costs.
- 20.4 What sum did each portfolio department and agency spend on legal services FYTD from other sources? Please provide a list of each service and costs.

**Answer:**

20.1 Total spend on legal services: \$3,776,942. Services and costs: Advice in relation to:

- a) Funding programs - \$1,444,787
- b) Montara incident - \$377,778
- c) Administrative law - \$77,334
- d) Intellectual Property - \$31,782
- e) Debt recovery matters - \$6,507
- f) Legislation - \$167,734
- g) International Law - \$15,804
- h) Employment matters - \$162,575
- i) Probity - \$391,433
- j) ICT matters - \$7,791
- k) Secondment of lawyers - \$696,739
- l) Property matters - \$127,266
- m) Litigation - \$73,507
- n) Regulatory and governance issues - \$140,215
- o) Constitutional advice - \$55,690

20.2 Total legal spend to Australian Government Solicitor (AGS): \$1,353,379. Services and costs: Advice in relation to:

- a) Funding programs - \$127,670
- b) Montara incident - \$28,148
- c) Administrative law - \$46,933
- d) Intellectual Property - \$9,949
- e) Legislation - \$158,172
- f) International Law - \$10,955
- g) Employment matters - \$2,710
- h) Probity - \$1,037
- i) Secondment of lawyers - \$966,739
- j) Property matters - \$1,654
- k) Litigation - \$73,507
- l) Regulatory and governance issues - \$140,215
- m) Constitutional advice - \$55,690

20.3 Total legal spend to Clayton Utz - \$737,949. Services and costs. Advice in relation to:

- a) Funding programs - \$169,571
- b) Intellectual Property - \$11,627
- c) Employment matters - \$158,564
- d) Probity - \$390,395
- e) ICT issues - \$7,791

Total legal spend to Norton Rose – \$1,291,993

- a) Funding programs - \$942,363
- b) Montara Incident - \$349,630

Total legal spend to Minter Ellison: \$216,743. Services and costs. Advice in relation to:

- a) Funding programs - \$169,628
- b) Administrative law - \$30,401
- c) Intellectual property \$10,206
- d) Debt recovery - \$6,507

Total legal spend to Mallesons Stephen Jaques: \$161,167. Services and costs. Advice in relation to:

- a) Property matters - \$125,612
- b) Funding programs - \$35,555

20.4 Total legal spend to Attorney-General's Department: \$15,712. Services and costs. Advice in relation to:

- a) Legislation - \$9,562
- b) International law - \$4,849
- c) Employment matters - \$1,301

## 21. Education Costs

Please detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the cost and how many participants.

### Answer:

21. Performance Management costing \$21,015. Topics included:

- Developing useful performance agreements, 45 participants
- Exchanging feedback, 46 participants
- Managing performance, 21 participants

Four 'Bite sized' seminars costing \$8030 total. Topics included:

- Workplace Mental Health, 16 participants
- How to manage stress, 16 participants
- How to manage your boss, 16 participants
- How to delegate effectively, 16 participants

20 employees have received study assistance for tertiary courses. Total cost FYTD is \$16,191. Courses include:

Advanced Diploma of Accounting
Bachelor of Arts/ Bachelor of Law
Bachelor of Business
Bachelor of Business Administration
Bachelor of Commerce (Accounting)
CPA (Certified Practising Accountant)
Diploma of Human Resource Management
Graduate Diploma leading to Master of International Affairs
Graduate Diploma of Legal Studies
Juris Doctor
Master of Business Administration
Master of Diplomacy and Trade
Master of Environment
Master of Environmental Law
Master of Geographic Information Science
Master of International Law
Master of Public Policy
Masters of Applied Economics
Postgraduate Diploma in Applied Economics

## **22. Executive Coaching and Leadership Training**

- 22.1 In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information FYTD:
1. Total spending on these services
  2. The number of employees offered these services and their employment classification
  3. The number of employees who have utilised these services and their employment classification
  4. The names of all service providers engaged
- 22.2 For each service purchased from a provider listed under (4), please provide:
- a) The name and nature of the service purchased
  - b) Whether the service is one-on-one or group based
  - c) The number of employees who received the service and their employment classification
  - d) The total number of hours involved for all employees
  - e) The total amount spent on the service
  - f) A description of the fees charged (i.e. per hour, complete package)
- 22.3 Where a service was provided at any location other than the department or agency's own premises, please provide:
- i. The location used
  - ii. The number of employees who took part on each occasion
  - iii. The total number of hours involved for all employees who took part
  - iv. Any costs the department or agency's incurred to use the location

### **Answer:**

- 22.1 The Department provided two executive coaching services for Senior Executive Service Band 1 Officers and one Executive Level 2 officer this financial year. The total spend for this service was \$4151.67 with the provider being Rosetta Consulting Pty Ltd.
- 22.2 The services provided was individual executive coaching and the total number of hours was 7.55, charged on an hourly basis.
- 22.3 Service was provided in the agency's offices.

## **23. Paid Parental Leave**

- 23.1 Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
- 23.2 Please list which portfolio department and agencies are providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

### **Answer:**

- 23.1 All staff in RET can apply to receive payments. RET is unable to list how many staff are eligible to receive payments. Eligibility for payment is determined by Centrelink and is dependent on the individual's circumstances.
- 23.2 RET is currently paying one employee. A further six have applied to receive payments.

## 24. Workpoint Space

For each portfolio department and agency office please list the occupied workpoint space allocated per person.

Does this adhere to the Government's Commonwealth Property Management Guidelines (the Guidelines)? Explain. If yes, please explain if any refurbishment was required to meet the Guidelines and what the costs were.

a. What savings did each portfolio department and agency achieve by meeting the Guidelines? Please itemise each portfolio department and agency separately.

b. How much of these savings has each portfolio department and agency kept? Please itemise each portfolio department and agency separately. If no, please give details why it does not, including whether an exemption has been received by the Finance Minister.

a. What funding has been taken from each portfolio department and agency because they do not meet the Guidelines? Please itemise each portfolio department and agency separately.

b. Are there plans to meet the Guidelines? Please explain.

### Answer:

The occupied work point space allocation per person is 14.88. This figure adheres to the Government's Commonwealth Property Management Guidelines.

The Department is located across two buildings.

1. Industry House - this accommodation is provided on a fully fitted out basis by Department of Innovation, Industry, Science and Research. The area that our Department occupies has an occupied work point allocation per person of 15.4. The Department made adjustments to the fitout to accommodate an addition 36 work points.

2. 51 Allara Street - this accommodation is provided on a fully fitted out basis by the building owner. The area that we occupy has an occupied work point allocation per person of 14.4.

**ATTACHMENT A**

**Department of Resources, Energy and Tourism – Official Hospitality and/or Entertainment  
1 July 2010 - 31 May 2011**

Date of event	End of event	Amount Excl GST	GST	Amount Incl GST	Location	Purpose
02-Jul-10		148.84	12.11	160.95	Canberra	Welcome Deputy Secretary
08-Jul-10		121.65	7.85	129.50	Canberra	RET Tourism & UNWTO - Lunch
08-Jul-10		927.82	44.18	972.00	Canberra	RET Tourism & UNWTO - Dinner
09-Jul-10		148.91	14.89	163.80	Canberra	Offshore Resources Branch 2010-11 Planning Day
13-Jul-10		59.31	4.77	64.08	Canberra	Meeting to discuss Aboriginal Lifestyle Study @ Maralinga
16-Jul-10		485.45	48.55	534.00	Canberra	Full day workshop- review IPCC Special Report on Renewable Energy
21-Jul-10		460.91	46.09	507.00	Sydney	Energy Efficiency Working Group 39th meeting
26-Jul-10		872.55	87.25	959.80	Sydney	ACRE Board High level Consultative Round Table
27-Jul-10		148.36	14.84	163.20	Burnie, TAS	Working in Partnership North-West Tasmania follow up meeting with stakeholders
29-Jul-10		77.25	7.73	84.98	Canberra	Clean Energy Division's Planning Meeting
01-Aug-10	03-Aug-10	5,092.07	0.00	5,092.07	Japan	Hosted lunch for 33rd Australia-Japan High-level Group on Energy and Minerals consultation.
02-Aug-10	03-Aug-10	3,530.64	353.06	3,883.70	Melbourne	Retail Policy Working Group meeting - Stakeholders Info session on NECF
09-Aug-10		1,577.39	11.11	1,588.50	Brisbane	NMSF Steering Group Official Dinner
10-Aug-10		445.89	42.86	488.75	Brisbane	NMSF Steering Group meeting
11-Aug-10		1,011.57	8.43	1,020.00	Brisbane	NMSF Industry Competency Workshop
12-Aug-10		88.05	3.48	91.53	Canberra	Kitchen Supplies
12-Aug-10		139.16	13.92	153.08	Canberra	Supplies for ACRE Board Meeting
12-Aug-10		97.09	9.71	106.80	Canberra	Solar Flagship Initial Commercial negotiation meeting
18-Aug-10		43.36	4.34	47.70	Canberra	Mr Lizuka - Japanese Embassy - lunch to discuss Minister's attendance & participation in APEC & TMM in Japan
19-Aug-10		3,272.73	327.27	3,600.00	Canberra	All Staff Meeting - Secretary Awards
20-Aug-10		98.86	9.89	108.75	Canberra	Lunch for Lease discussion
24-Aug-10		635.73	63.57	699.30	Adelaide	Lunch for Retail Policy Working Group meeting
27-Aug-10		913.00	0.00	913.00	Brisbane	Standing Committee of Officials meeting - working lunches
31-Aug-10		1,746.48	0.00	1,746.48	Taiwan	Host lunch for 16th meeting of the Australian-Taiwan High Level Group.
03-Sep-10		113.53	7.31	120.84	Canberra	Official Morning tea
06-Sep-10		54.00	0.00	54.00	Tokyo	Coffee with Dept of Primary Industries VIC re meetings with Japanese Govt
07-Sep-10		56.00	0.00	56.00	Tokyo	Meeting with Australian Embassy, Japan
09-Sep-10	13-Sep-10	908.18	90.82	999.00	Canberra	Solar Flagship deed negotiations
10-Sep-10		208.50	20.85	229.35	Canberra	Energy Audit Standing Review Steering Group working lunch
13-Sep-10		187.91	18.09	206.00	Melbourne	Catering for Consumer Information Implementation Committee meeting
13-Sep-10		1,395.26	0.00	1,395.26	Canada	Co-Host dinner at the APP on Clean Development and Climate, Clean Fossil Energy Taskforce meeting.
15-Sep-10		277.67	0.00	277.67	New Delhi	Working lunch with Indian Ministry
16-Sep-10		174.55	17.45	192.00	Canberra	Australasian Joint Agencies Scanning Network meeting
17-Sep-10		19.95	1.99	21.94	Canberra	S, Currant - Chair Tourism Quality Council of Australia (TQCA) (get well gift)
17-Sep-10		81.82	8.18	90.00	Canberra	Montara IDC - catering
17-Sep-10		395.25	39.53	434.78	Sydney	NMSF Non-core legislation working group meeting
17-Sep-10		724.55	72.45	797.00	Canberra	All day catering for Land Access Working Group meeting
20-Sep-10		254.77	25.48	280.25	Melbourne	ACRE state and Territory consultation
21-Sep-10		1,057.73	105.77	1,163.50	Canberra	Dinner for PTG members
24-Sep-10		142.73	14.27	157.00	Canberra	NFEE Trade & Professions Training &



Date of event	End of event	Amount Excl GST	GST	Amount Incl GST	Location	Purpose
						Accreditation Group meeting
24-Sep-10		3,236.36	323.64	3,560.00	Perth	Policy Transition Group - Cocktail event Perth consultation
24-Sep-10		2,236.36	223.64	2,460.00	Perth	Policy Transition Group - Perth Consultation
28-Sep-10		131.91	13.19	145.10	Canberra	Official Lunch for CSD
28-Sep-10		792.27	79.23	871.50	Perth	NMSF Non-core Administration Group meeting
28-Sep-10		1,361.76	136.18	1,497.94	Melbourne	Retail Policy Working Group meeting lunch
30-Sep-10		218.18	21.82	240.00	Perth	NMSF Non-core 'metalliferous group' meeting
30-Sep-10		1,609.09	160.91	1,770.00	Adelaide	Standing Committee of Officials Dinner - first day
01-Oct-10		232.73	23.27	256.00	Canberra	"Walk to Work' event
07-Oct-10		320.55	0.00	320.55	Japan	JOGMEC seminar/presentation
07-Oct-10		404.46	7.04	411.50	Canberra	Australia-China Natural Gas Technology Partnership Fund - 2010 Australian Training Centre Trainees' lunch
09-Oct-10	10-Mar-11	4,261.36	426.14	4,687.50	Condobolin, NSW	Catering for Condobolin WIP workshop
11-Oct-10	13-Oct-10	62.68	6.27	68.95	Korea	Ji Eun Park - Korean Liaison Officer attending T20 meeting & Login Tourism Summit in Korea (customary exchange of gift)
14-Oct-10	15-Oct-10	45.45	4.55	50.00	Perth	Meetings with mining companies
14-Oct-10		126.18	12.62	138.80	Sydney	Tourism Forecasting Committee meeting
14-Oct-10		1,000.00	100.00	1,100.00	Sydney	NMSF Non-core Administration Group meeting
14-Oct-10		1,185.45	0.00	1,185.45	Brisbane	E2WG meeting
15-Oct-10		27.17	2.13	29.30	Canberra	Working Lunch - NT Government
15-Oct-10		1,081.82	108.18	1,190.00	Sydney	NMSF Non-core Administration Group meeting
20-Oct-10		22.49	2.25	24.74	Canberra	Senate Estimates catering
21-Oct-10		92.73	9.27	102.00	Canberra	Working lunch with Nippon Steel Engineering
26-Oct-10		399.55	39.95	439.50	Brisbane	Solar Flagships Deed negotiations
27-Oct-10		1,627.27	162.73	1,790.00	Sydney	Solar Flagship Finance Workshop
28-Oct-10		80.52	3.55	84.07	Canberra	Morning Tea - EL2 Network Meeting
28-Oct-10		272.73	27.27	300.00	Canberra	Lunch for Indonesian delegation
28-Oct-10	29-Oct-10	703.18	70.32	773.50	Melbourne	Out of Session ACRE board meeting
29-Oct-10		478.55	47.85	526.40	Canberra	Meeting with visiting Mongolian Government delegations (Working Lunch)
29-Oct-10		2,342.59	234.26	2,576.85	Melbourne	Standing Committee of Officials Pre-MCE Meeting
03-Nov-10		79.09	7.91	87.00	Canberra	Tourism Research Australia planning day
04-Nov-10	05-Nov-10	4,031.82	403.18	4,435.00	Melbourne	Retail Policy Working Group meeting - Stakeholders Info session on NECF
08-Nov-10		119.55	11.95	131.50	Canberra	In-house training course 'writing for the web' - catering
12-Nov-10		155.45	15.55	171.00	Canberra	Departmental Working Group for Clean Future for Power Stations commitment.
15-Nov-10		88.18	8.82	97.00	Canberra	In-house training course 'writing for the web' - catering
16-Nov-10		232.27	23.23	255.50	Canberra	MCE meeting catering
18-Nov-10		142.82	14.28	157.10	Canberra	Hosting Chinese delegation from the State Administration of Coal Mine Safety
18-Nov-10		2,616.36	261.64	2,878.00	Canberra	16th Energy Sector Group meeting
22-Nov-10	24-Nov-10	3,885.45	388.55	4,274.00	Hobart	National Mine Safety Framework Competency Working Group and Steering committee Meetings
23-Nov-10		2,772.48	53.02	2,825.50	Hobart	NMSF Steering Group - Official Dinner
25-Nov-10		193.64	19.36	213.00	Canberra	IEA World Energy Outlook 2010
25-Nov-10		401.36	40.14	441.50	Canberra	Lunch for IEA representative with Secretary and 4 officers
29-Nov-10		30.00	0.00	30.00	Sydney	Energy Supply Industry Safety Committee meeting
29-Nov-10		86.18	8.62	94.80	Canberra	Health & Safety Committee representatives Training - Morning Tea
29-Nov-10		266.18	26.62	292.80	Brisbane	Energy Efficiency Advisory Group all day meeting
29-Nov-10		312.73	31.27	344.00	Canberra	Host lunch for Margaret Jackson for her contributions to the 'Jackson Report'
30-Nov-10		868.00	86.80	954.80	Melbourne	National Low Emissions Coal Council meeting
01-Dec-10		53.08	53.10	58.39	Canberra	Farewell afternoon tea for grads
01-Dec-10		63.36	6.34	69.70	Canberra	Meeting for NOPSA and CSD staff

Date of event	End of event	Amount Excl GST	GST	Amount Incl GST	Location	Purpose
01-Dec-10		67.78	6.78	74.56	Canberra	Gift for Chinese delegates of Australia-China Natural Gas Technology Partnership Fund
02-Dec-10	03-Dec-10	1,544.00	148.70	1,692.70	Melbourne	Catering for East Melbourne Policy Transition Group meeting
03-Dec-10		507.50	0.00	507.50	Canberra	RET All Staff Meeting - deposit for hire
03-Dec-10		2,454.55	245.45	2,700.00	Canberra	RET All Staff Meeting - catering
08-Dec-10		19.36	1.94	21.30	Canberra	Working Lunch - CEO NOPSA
09-Dec-10		31.12	3.11	34.23	Canberra	Customary gift exchange with RET & Head of the China National Tourism Administration (CNTA) delegation
09-Dec-10		135.27	13.53	148.80	Canberra	NOPSA Quarterly Review meeting- Catering
09-Dec-10		193.18	19.32	212.50	Canberra	Solar Flagship briefing for assessment panel
09-Dec-10		409.09	40.91	450.00	Canberra	catering for EITI Pilot Study Workshop
13-Dec-10		203.18	20.32	223.50	Canberra	Consultation Meeting
14-Dec-10		711.20	71.12	782.32	Spring Hill, QLD	Catering - NMSF Non-core Legislation Working Group (LWG) meeting
14-Dec-10		1,377.27	137.73	1,515.00	Melbourne	Retail Policy Working Group meeting lunch
14-Dec-10		1,514.64	151.46	1,666.10	Brisbane	Official dinners for 29th Joint Commission meeting & 7th Sunrise Commission meeting between Australia and Timor-Leste
14-Dec-10		29.91	2.99	32.90	Canberra	Alternative Fuel Strategy Workshop
15-Dec-10		185.36	18.54	203.90	Canberra	Dinner for CSD Staff working overtime for the Resources Division move
15-Dec-10	16-Dec-10	395.00	39.50	434.50	Canberra	Host 2 day tender evaluation committee meeting including specialists and stakeholders to assess submissions for NMSF database tender
16-Dec-10		1,772.73	177.27	1,950.00	Brisbane	Resource Management regulations consultation meeting
20-Dec-10		44.09	4.41	48.50	Canberra	NMSF Database - Evaluation panel meeting (tender submissions). Unable to provide coffee/tea/water due to Divisional move
21-Dec-10		346.36	34.64	381.00	Canberra	Working Lunch for Geothermal Expert Panel
10-Jan-11		2,836.36	283.64	3,120.00	Canberra	APP Aluminium Taskforce final meeting- formal dinner
11-Jan-11		169.55	16.95	186.50	Canberra	Official Asia-Pacific Partnership lunch meeting
13-Jan-11		3,436.45	343.65	3,780.10	Canberra	SES Planning Conference
17-Jan-11		45.00	4.50	49.50	Canberra	Morning tea for Renewable Investments section to meet Implementation Readiness Assessment team
31-Jan-11		204.61	6.39	211.00	Perth	Working dinner with NCCS Council with Chair & WA Representatives
31-Jan-11		241.45	24.15	265.60	Canberra	NFEE Trade & Professions Training & Accreditation Group
31-Jan-11		362.42	34.78	397.40	Melbourne	Meeting of geothermal consultancy and expert panel - lunch and afternoon tea
02-Feb-11		349.09	34.91	384.00	Canberra	Extractive Industries Transparency Initiative domestic pilot implementation meeting
03-Feb-11		53.18	5.32	58.50	Canberra	Working Luncheon with industry
03-Feb-11		596.24	59.56	655.80	Sydney	Lunch for Retail Policy Working Group meeting
04-Feb-11		30.00	0.00	30.00	Canberra	Host lunch for Margaret Jackson for her contributions to the 'Jackson Report'
04-Feb-11		136.27	12.73	149.00	Canberra	Meeting between RET and experts and representatives of the National Generators forum to discuss technical aspects of Clean Future Power Stations proposed emissions standards
04-Feb-11		260.00	26.00	286.00	Sydney	Energy Supply Industry Safety Committee meeting
04-Feb-11		382.27	38.23	420.50	Canberra	ACRE Board meeting
07-Feb-11		72.73	7.27	80.00	Canberra	Gifts for visiting Taiwanese Delegation
07-Feb-11		465.73	46.57	512.30	Canberra	Graduate Induction Training
10-Feb-11		37.82	3.78	41.60	Canberra	Meeting with Brazilian Ambassador - morning tea
10-Feb-11		56.18	5.62	61.80	Canberra	Energy Australia meeting to discuss first operational report of Smart Grid
16-Feb-11		349.09	34.91	384.00	Canberra	Extractive Industries Transparency Initiative domestic pilot implementation meeting
16-Feb-11	17-Feb-11	1,096.92	109.69	2,097.61	Canberra	Portfolio Management Meeting with Secretary and Deputy Secretary
17-Feb-11		19.55	0.00	19.55	London	Coffee with UK, US & Canada Govts on CCUS Action Group

Date of event	End of event	Amount Excl GST	GST	Amount Incl GST	Location	Purpose
21-Feb-11		252.27	25.23	277.50	Sydney	Energy Audit Standing Steering Group working lunch
24-Feb-11		681.82	68.18	750.00	Canberra	Solar Flagship Council Meeting
28-Feb-11		615.44	0.00	615.44	Paris	Host delegation dinner EITI Conference
01-Mar-11		1,918.64	191.86	2,110.50	Canberra	Official dinner for the International Energy Agency In-depth Review
02-Mar-11	04-Mar-11	2,638.64	0.00	2,638.64	Canberra	Catering & Venue Hire for RET Meetings - Indigenous Tourism Working Group (ITWG) & Indigenous Tourism Government Forum (ITGF)
03-Mar-11	04-Mar-11	893.00	89.30	982.30	Perth	Catering - 2 day meeting 'National Mine Safety Framework' (NMSF) Non-core Legislation Working Group meeting
07-Mar-11		47.93	0.00	47.93	Paris	Interview for International Energy Advisor position, Paris
08-Mar-11		54.50	5.50	60.00	Canberra	Bite size training workshop - catering
09-Mar-11		298.91	29.89	328.80	Perth	Meeting with Kimberley Land Council representatives
09-Mar-11		888.00	88.80	976.80	Latrobe Valley, QLD	34th Australia-Japan High Level Group Meeting - Site visit's Morning, afternoon teas and lunch for 37
10-Mar-11		190.91	19.09	210.00	Canberra	Catering Quarterly Divisional Meeting
10-Mar-11		15,954.55	1,595.45	17,550.00	Melbourne	Official dinner for the 34th Australia-Japan High Level Group on Energy and Minerals Consultations
11-Mar-11		95.41	9.54	104.95	Canberra	Gift to an Iraqi delegation
16-Mar-11		54.50	5.50	60.00	Canberra	Bite size training workshop - catering
16-Mar-11		203.82	20.38	224.20	Canberra	CFO Portfolio Meeting
18-Mar-11		410.00	0.00	410.00	Sydney	SCO Meeting
23-Mar-11		54.55	5.45	60.00	Canberra	IDC Meeting (morning tea)
23-Mar-11		746.70	74.67	821.37	Canberra	Catering for staff attending National Energy Market course
24-Mar-11	25-Mar-11	324.10	32.41	356.51	Perth	NMSF Non-core Administrative meeting
24-Mar-11	25-Mar-11	5,080.00	508.00	5,588.00	Sydney	Joint Implementation Group - Retail Policy Working group Meeting
30-Mar-11		18.79	0.00	18.79	Timor	JDP Meeting (Coffee)
30-Mar-11		127.23	12.72	139.95	Sydney	morning tea and lunch for C&IIG & NFEE Meeting in Sydney
30-Mar-11		3,888.57	39.23	3,927.80	Melbourne	Workshop and Dinner, minister formally introduced to the National Carbon Capture and Storage Council
31-Mar-11		11,250.00	0.00	11,250.00	Sydney	Holding deposit
31-Mar-11		795.00	79.50	874.50	Melbourne	NCCS Council first meeting. Minister in attendance.
01-Apr-11		222.95	22.30	245.25	Canberra	Official hospitality for moving Tourism division from level 2 to level 6
01-Apr-11		1,012.55	101.25	1,113.80	Canberra	Alternative Fuels Strategic Issues Group *(AFSIG) meeting
04-Apr-11		970.98	97.09	1,068.07	Canberra	AFS Fuel Forum - Canberra
07-Apr-11		2,525.45	252.55	2,778.00	Sydney	AFS Fuel Forum
08-Apr-11		922.25	92.23	1,014.48	Brisbane	AFS Fuel Forum
11-Apr-11		24.91	2.49	27.40	Perth	Meeting with Kimberley Land Council
11-Apr-11		207.88	0.00	207.88	Adelaide	UPGS Dinner
11-Apr-11		721.36	72.14	793.50	Canberra	Solar Flagships Council dinner prior to final meeting
12-Apr-11		412.50	41.25	453.75	Melbourne	AFS Fuel Forum
13-Apr-11		540.00	0.00	540.00	Canberra	ACRE Board and ASI Board working lunch
19-Apr-11		199.17	19.91	219.08	Canberra	Catering for Maralinga Anthropological Review meeting
20-Apr-11		35.23	3.52	38.75	Canberra	Chief Economist Interviews
28-Apr-11	29-Apr-11	728.00	72.80	800.80	Sydney	NMSF non-core LWG 2 day meeting
05-May-11		297.09	29.71	326.80	Carlton, VIC	Energy Efficiency Advisory Group meeting
16-May-11		67.27	6.73	74.00	Adelaide	NMSF Steering Group meeting - catering
17-May-11		529.73	0.00	529.73	Sydney	AFS Fuel Forum
17-May-11		9,714.09	971.41	10,685.50	Sydney	RET hosted the 7th Australia-India Joint Working Group meeting on Energy and Minerals, including the official dinner
18-May-11	19-May-11	718.18	71.82	790.00	Adelaide	Catering - NMSF Administrative Group meeting

Date of event	End of event	Amount Excl GST	GST	Amount Incl GST	Location	Purpose
26-May-11		63.64	6.36	70.00	Canberra	HR Planning day lunch
31-May-11		700.00	0.00	700.00		<i>Details not yet available on this credit card purchase. Likely to be a deposit for a future event.</i>
<b>TOTAL</b>		<b>159,485.87</b>	<b>12265.36</b>	<b>173404.64</b>		

#### Note

The above figures include official hospitality, business catering and entertainment. These expenses are not separated within the Department.

Additionally, in some instances room and equipment hire related to the event.

The above report was generated on 16 June 2011 and may not reflect total cost where final payments occurred after 31 May 2011.

#### Acronyms

<b>NMSF</b>	National Mine Safety Framework	<b>CNTA</b>	China National Tourism Administration
<b>ACRE</b>	Australian Centre for Renewable Energy	<b>IEA</b>	International Energy Agency
<b>NFEE</b>	National Framework for Energy Efficiency	<b>EITI</b>	Extractive Industries Transparency Initiative
<b>TQCA</b>	Tourism Quality Council of Australia	<b>LWG</b>	Legislative Working Group
<b>IDC</b>	Inter-Departmental Committee	<b>APP</b>	Asia-Pacific Partnership
<b>PTG</b>	Policy Transition Group	<b>ITWG</b>	Indigenous Tourism Working Group
<b>WIP</b>	Working In Partnership	<b>ITGF</b>	Indigenous Tourism Government Forum
<b>E2WG</b>	Energy Efficiency working Group	<b>NCCS</b>	National Carbon Capture and Storage
<b>MCE</b>	Ministerial Council on Energy	<b>AFS</b>	Australian Fuel Strategy
<b>NOPSA</b>	National Offshore Petroleum Safety Authority	<b>JDP</b>	Joint Development Program

#### Official Hospitality for Minister Ferguson

Date of event	End of event	Amount Excl GST	GST	Amount Incl GST	Location	Purpose
30-Nov-10		57.27	5.73	63.00	Canberra	Gifts for NZ Mine Disaster visit
05-Apr-11		1,484.88	0.00	1,484.88	Dubai	Lunch meeting with UAE minister
10-May-11		96.82	9.68	106.50	Parliament House	Committees & Meetings Dinner
<b>TOTAL</b>		<b>1,638.97</b>	<b>15.41</b>	<b>1,654.38</b>		

**Note:** The above figures include official hospitality and any entertainment. These expenses are not separated within the Department.

**Department of Resources, Energy and Tourism - Board Appointments  
As at 31 May 2011**

BOARD DETAILS		2010-11 NEW APPOINTEE DETAILS				
Board	Gender ratio M:F	Appointee	Gender	Position	Start Date	End Date
National Offshore Petroleum Safety Authority Advisory Board	5:2	N/A	N/A	N/A	N/A	N/A
Tourism Australia	5:4	Brett Godfrey	M	Member	1-Jul-10	30-Jun-13
		Mark Stone	M	Member	1-Jul-10	30-Jun-13
		Didier Elzinga	M	Member	1-Jul-10	30-Jun-13
Australian Energy Market Commission	3:0	N/A	N/A	N/A	N/A	N/A
Australian Energy Market Operator	7:3	Patricia McKenzie	F	Independent Director	4-Nov-10	AGM of 2012/13
		Ian Fraser	M	Independent Director	4-Nov-10	AGM of 2012/13
		Michael Sargent AM	M	Independent Director	4-Nov-10	AGM of 2012/13
Australian Energy Regulator	2:1	N/A	N/A	N/A	N/A	N/A
Snowy Hydro Limited Board	6:1	Kathy Hirschfeld	F	Director	25-Feb-11	AGM of 2013/14
Solar Flagships Council	4:3	Betsy Donaghey	F	Member	27-Jul-10	17-Feb-13
National Carbon Capture and Storage Council	15:2	Beverley Ronalds	F	Member	3-Mar-11	31-Jan-13
		Michael Waite	M	Member	3-Mar-11	31-Jan-13
		Michael Hutchinson	M	Member	3-Mar-11	31-Jan-13
		Richard Aldous	M	Member	3-Mar-11	31-Jan-13
		Peter Cook	M	Member	3-Mar-11	31-Jan-13
		Peter Freyberg	M	Member	3-Mar-11	31-Jan-13
		Jimmy Wilson	M	Member	3-Mar-11	31-Jan-13
		Ian Nethercote	M	Member	3-Mar-11	31-Jan-13
		David Brown	M	Member	3-Mar-11	31-Jan-13
		Bill Champion	M	Member	3-Mar-11	31-Jan-13
		Brad Mullard	M	Member	3-Mar-11	31-Jan-13
		Dan Hunt	M	Member	3-Mar-11	31-Jan-13
		Dick Wells	M	Chairperson	1-Feb-11	31-Jan-13
		Roy Krzywosinski	M	Member	3-Mar-11	31-Jan-13
		Keith Spence	M	Member	3-Mar-11	31-Jan-13
Margaret Sewell	F	Member	3-Mar-11	31-Jan-13		
Dominique Van Gent	M	Member	3-Mar-11	31-Jan-13		

BOARD DETAILS		2010-11 NEW APPOINTEE DETAILS				
Australian Centre for Renewable Energy	4:4	Margaret Sewell - RET	F	CEO	Sept 2010	N/A
Australian Solar Institute	6:1	N/A	N/A	N/A	N/A	N/A
Australian Biofuels Research Institute Establishment Council	7:1	Mehrdad Baghai	M	Member	21-Apr-11	TBA
		Peter Broschofsky	M	Member	21-Apr-11	TBA
		Rocky De Nys	M	Member	21-Apr-11	TBA
		Dr Bruce Godfrey	M	Chair	21-Apr-11	TBA
		Tony Hayment	M	Member	21-Apr-11	TBA
		Martin Hoffman - RET	M	Member	21-Apr-11	TBA
		Thomas Maschmeyer	M	Member	21-Apr-11	TBA
Dr Susan Pond	F	Member	21-Apr-11	TBA		

**Department of Resources, Energy and Tourism - Reports  
As at 31 May 2011**

Final Government Response to the Report of the Montara Commission of Inquiry

<b>Date Commissioned</b>	13 July 2010
<b>Date Report handed to Government</b>	23 May 2011
<b>Date of Public Release</b>	25 May 2011
<b>Terms of Reference</b>	Available at: <a href="http://www.montarainquiry.gov.au/">http://www.montarainquiry.gov.au/</a>
<b>Committee Members</b>	Department of Sustainability, Environment, Water, Population and Communities, the Department of Prime Minister and Cabinet, Geoscience Australia, the National Offshore Petroleum Safety Authority, the Australian Maritime Safety Authority, the Department of Infrastructure and Transport, the Department of Finance and Deregulation, Treasury, the Attorney General's Department and the Department of Foreign Affairs and Trade.
<b>Cost of the Report</b>	\$18,000 (for printing)
<b>How many departmental staff involved and what level</b>	5 staff (APS 6, EL1, EL2, SES Band 1, SES Band 2)
<b>Current status of the Report</b>	The report was publicly released 25 May 2011. The Department is working towards implementing the outcomes contained in the Implementation Plan in the Report.
<b>Government Response</b>	<p>The Report puts forward the Government's final response to the 105 recommendations' to the <i>Report of the Montara Commission of Inquiry</i>. It refines the Government's draft response following from a three month public consultation period and identifies the recommendations that have already been implemented or are in the process of implementation. .</p> <p>The Report includes an Implementation Plan addressing further actions under the following themes of: Regulatory Regime; Regulator Operating Practices; Response Arrangements; Response Arrangements; Environmental Management; and the Review of PTTEP's Response to the Montara Blowout, including key timeframes for completion.</p> <p>The Department will complete 6-monthly reporting on the status of the work completed under the Implementation Plan.</p>

Noetic - Review of PTTEP Australasia's Response to the Montara Blowout

<b>Date Commissioned</b>	6 September 2010
<b>Date Report handed to Government</b>	4 February 2011
<b>Date of Public Release</b>	4 February 2011
<b>Terms of Reference</b>	None
<b>Committee Members</b>	None
<b>Cost of the Report</b>	\$243,150 (\$69,020 for the technical review of the PTTEP Australasia Action Plan + \$174,130 to undertake an audit of PTTEP Australasia Action and governance structure).

	The Department commissioned Noetic Solutions Pty Ltd to undertake this review.  \$8 668 ( for printing)
<b>How many departmental staff involved and what level</b>	Two (EL2 and APS6) Staff provided contract management.
<b>Current status of the Report</b>	The report was publicly released 4 February 2011.
<b>Government Response</b>	The Report tasks the Department with taking forward the nine recommendations with industry participation through the Australian Petroleum Production and Exploration Association (APPEA) and have been identified in the Government's final Response to the <i>Report of the Montara Commission of Inquiry</i> and elements of the recommendations will be considered at the high level International Offshore Petroleum Regulators and Operators Summit in August 2011.

#### Noetic – National Legislative Compliance Framework

<b>Date Commissioned</b>	18 April 2011
<b>Date Report handed to Government</b>	Report is due to be completed in July 2011.
<b>Date of Public Release</b>	N/A
<b>Terms of Reference</b>	Recent reviews have highlighted (among other issues) inconsistencies in the administration of offshore petroleum activities between Australian jurisdictions. In recognition of the need for improvements to the regulation of offshore petroleum activity, including improved consistency, the Upstream Petroleum and Geothermal Subcommittee (UPGS) agreed to the development of a NLCF. The NLCF is intended to ensure a consistent best practice approach by regulators of Australia's offshore petroleum industry in the areas of well operations, environment and integrity. The NLFC will detail the overarching principles that should be applied to demonstrate good regulatory practice and describe best practice approaches.
<b>Committee Members</b>	N/a
<b>Cost of the Report</b>	\$130,383.80 (GST inclusive)
<b>How many departmental staff involved and what level</b>	2 x EL2 (tender selection), part 1 x EL2, 1 x EL1 (ongoing contract management)
<b>Current status of the Report</b>	Report is in development and due to be completed
<b>Government Response</b>	Not applicable

#### Australia's Geothermal Industry: Pathways for Development by the Allen Consulting Group and Geothermal Expert Group Response - for the Australian Centre for Renewable Energy (ACRE)

<b>Date Initial Report Commissioned</b>	Contract signed by the Commonwealth on 2 December 2010.
<b>Date Report handed to Government</b>	9 April 2011.
<b>Date of Public Release</b>	Not released to public.
<b>Terms of Reference</b>	There were no formal terms of reference, a statement of



	<p>requirement for the study was outlined in the request for tender document. It outlined that:  “Reflecting the ACRE’s Board’s discussion around the identification of priorities for investment in renewable energy technology sectors, the proposed study aims to identify the potential for further investment in geothermal electricity production to support industry development and the mechanisms and appropriateness of government support.”</p> <p>A Geothermal Expert Group was formed to oversee the production of the study.</p>
<b>Geothermal Expert Group Committee Members</b>	<p>Prof Robin Batterham (Expert Group Chair), Barry Goldstein (South Australia), Susan Jeanes (Australian Geothermal Energy Association), Prof Frank Larkins (Victorian Department of Primary Industry), Dr Chris Pigram (Geoscience Australia), Prof Jefferson Tester (Massachusetts Institute of Technology), David McDonald (Australian Geothermal Energy Association), Prof Klaus Regenauer-Lieb (Western Australia Geothermal Centre of Excellence), Prof Mary O’Kane (Chair, Australian Centre for Renewable Energy)</p>
<b>Cost of the Report</b>	<p>Cost of initial report \$199,986.39.</p> <p>The Expert Group volunteered to participate on the response report. Travel and meal expenses were paid for by the Department. The total cost of this was \$6,097.74</p>
<b>How many departmental staff involved and what level</b>	<p>A total of four Departmental staff were involved with the report and the Expert Group at various times. These were at APS6, EL2 and SES Band 1 (two).</p>
<b>Current status of the Report</b>	<p>Both reports have been submitted to the ACRE Board for consideration.</p>
<b>Government Response</b>	<p>The Government will consider the reports following advice from the ACRE Board.</p>

Independent Review of Investment Activity in the Australian Electricity Generation Sector\*

<b>Date Commissioned</b>	December 2010. Undertaken by Deloitte
<b>Date Report handed to Government</b>	It was presented to the Department on 18 April 2011
<b>Date of Public Release</b>	The Hon Martin Ferguson AM MP released Deloitte’s report on 18 May 2011
<b>Terms of Reference</b>	The Terms of Reference are <b>Attachment D</b> .
<b>Committee Members</b>	No Committee
<b>Cost of the Report</b>	\$340,000
<b>How many departmental staff involved and what level</b>	Two RET staff were involved in the management of the consultancy.
<b>Current status of the Report</b>	Completed
<b>Government Response</b>	Not applicable

\* The Hon Martin Ferguson AM MP established the Investor Reference Group (IRG) in February 2011, a group of leading representatives from the electricity sector, to advise on energy sector investments and to assist with the development of the independent review of investment issues relating to the electricity generation sector. Deloitte was appointed as the consultant for this work.

The non-Commonwealth members of the IRG worked together to prepare a report expressing their views on the impact of carbon policy uncertainty on investments in the Australian energy industry, in particular on the electricity generation sector. Members were also guided by a Terms of Reference (ToR). The ToR for the IRG and its membership are at **Attachment D**.

The report was prepared at no cost to the Commonwealth. One RET official was involved in managing the progress of the report but was not involved in drafting. The Minister released the IRG's Report on 18 May 2011.

### **Tourism Reports**

The Department has commissioned a number of research reports under the auspices of the Tourism Ministers' Council (TMC). These are not reports that have been 'commissioned by the Government' as such; these reports have been commissioned on behalf of the National Long-Term Tourism Strategy Working Groups to progress the work program agreed by the TMC.

In addition, the Department engaged Deloitte Access Economics (contract signed 19 May 2011) to undertake a scoping study to investigate the viability of medical tourism in Australia. The scoping study is structured with two discrete stages:

- Stage 1 will investigate the potential demand for Australia as a medical tourism destination; and the capacity of Australia's medical tourism supply chain to cater for this demand; and
- Stage 2 will estimate the potential economic benefits of medical tourism in Australia; identify government initiatives to support the growth of medical tourism; identify all risks from growth in medical tourism; qualify the impact of the risks; provide options for government to manage risks; and complete a cost benefit analysis.

The final Stage 1 report is due to be completed by 19 October 2011 and will cost \$57,173. The decision to pursue Stage 2 will be at the Department's discretion (subject to the findings of Stage 1 and funding availability).

The scoping study does not represent a commitment by the Australian Government to pursue medical tourism.

**INDEPENDENT REVIEW OF INVESTMENT ACTIVITY IN THE AUSTRALIAN ELECTRICITY GENERATION SECTOR – TERMS OF REFERENCE**

The Department of Resources, Energy and Tourism (RET) has commissioned a consultant (Deloitte) to conduct an independent review of investment activity in the Australian electricity generation sector in the context of continuing uncertainty around the introduction of a carbon price, and the impacts that this could have on energy security.

The objective of this study is to examine whether an ongoing delay or uncertainty around the introduction of a carbon price is causing delay or economically sub-optimal outcomes in investment in electricity generating plant needed to meet anticipated demand.

The consultant will address the above objectives by specifically examining:

- i. Historical trends in electricity investment including generation and technology type, fuel type, and capacity to meet demand to date; and whether a 'shadow carbon price' is in operation.
- ii. The influence mandatory Government energy policies, such as the 20 per cent Renewable Energy Target, and changing load profiles in the market are having on investment choice.
- iii. Electricity sector scenarios that compare investments made assuming (i) investor uncertainty over the introduction of a carbon price, (ii) a shadow carbon price and (iii) a real carbon price in place holding other policy settings constant. The scenarios should:
  - a. Draw out differences between scenario assumptions for technology, fuel and capacity choices by location;
  - b. Show the cost implications and differences for future electricity prices between the scenarios; and
  - c. Ability of predicted investment to meet forecast demand under different scenarios.

**INDEPENDENT REVIEW OF INVESTMENT ACTIVITY IN THE AUSTRALIAN ELECTRICITY GENERATION SECTOR – INVESTMENT REFERENCE GROUP**

The Minister for Resources and Energy has appointed an Investment Reference Group (IRG) to advise on energy sector investments and to assist with the development of an independent review of investment issues relating to the electricity generation sector.

This independent review will assess investment activity in the Australian electricity generation sector in the context of continuing uncertainty around the introduction of a carbon price, and the impacts that this could have on energy security, reliability and electricity prices.

The IRG is chaired by the Secretary of the Department of Resources, Energy and Tourism and includes investors and operators of electricity generation assets, energy market bodies, project financiers and state government participants.

The IRG will report to the Minister for Resources and Energy in coming months.

Deloitte has been appointed as the consultant for the independent review.

The Terms of Reference for the Independent Review are listed at Appendix A.

### IRG Membership:

- Drew Clarke (Chair): Secretary – Department of Resources, Energy and Tourism
- Richard Bolt: Secretary – Victorian Department of Primary Industries
- Shirley In't Veld: Managing Director – Verve Energy
- Campbell Lobb: Managing Director and Head of Equity Capital Markets – Credit Suisse Australia
- Richard McIndoe: Managing Director - TRUenergy
- John Pierce: Chair – Australian Energy Market Commission
- Andrew Reeves: Chair – Australian Energy Regulator
- Ross Rolfe: Managing Director – Alinta Energy
- Nick Sankey: Head of Utilities, Energy & Renewable Solutions – Commonwealth Bank of Australia
- Matt Zema: Managing Director – Australian Energy Market Operator