

**Senate Standing Committee on Economics****ANSWERS TO QUESTIONS ON NOTICE**

Resources, Energy and Tourism Portfolio

Budget Estimates

3 June 2013

**Question: BR45****Topic: Corporate Questions - Department of Resources, Energy and Tourism****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 these staff?
- b. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
- 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. The Department gained 216 ongoing and eight non-ongoing staff from the former Department of Climate Change and Energy Efficiency on 25 March 2013. The Department recruited the following ongoing and non-ongoing staff in the 2012-13 financial year:

<b>Ongoing Staff Employed</b>	
Classification	Number Employed
Graduate/Cadet	12
APS 1	-
APS 2	-
APS 3	1
APS 4	4
APS 5	6
APS 6	14
EL 1	8
EL 2	8
SES	4
<b>Total:</b>	<b>57</b>

<b>Non-ongoing Staff Employed</b>	
Classification	Number Employed
Graduate/Cadet	-
APS 1	2
APS 2	1
APS 3	5
APS 4	10
APS 5	8
APS 6	6
EL 1	22
EL 2	4
SES	-
<b>Total:</b>	<b>58</b>

- c. There were 58 employees engaged on non-ongoing contracts, with an average length of contract of 159 calendar days. 45 were still employed as at 14 June.

**2. Staffing – Departures**

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

**Answer:**

- a-c. The following ongoing and non-ongoing/contracted employees left the Department in the 2012-13 financial year:

Ongoing Staff Departures		Non-ongoing Staff Departures	
Classification	Number Employed	Classification	Number Employed
Graduate/Cadet	-	Graduate/Cadet	-
APS 1	-	APS 1	1
APS 2	-	APS 2	1
APS 3	1	APS 3	4
APS 4	4	APS 4	2
APS 5	10	APS 5	1
APS 6	19	APS 6	3
EL 1	28	EL 1	5
EL 2	20	EL 2	1
SES	6	SES	1
<b>Total:</b>	<b>88</b>	<b>Total:</b>	<b>19</b>

**3. Staffing – Reductions**

- How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?
- Were any of these reductions involuntary redundancies? If yes, provide details.
- Are there any plans for further staff reductions/voluntary redundancies? 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.
- If there are plans for staff reductions, please give the reason why these are happening.
- Are there any plans for involuntary redundancies? If yes, provide details.

**Answer:**

- 58 voluntary redundancies have occurred in the 2012-13 financial year. The Department experienced a \$27.5 million reduction in its departmental appropriation in the 2012-13 financial year. This represents a decrease of 25 per cent of the Department's current appropriation.
- All redundancies offered by RET and accepted have been voluntary.
- c-d. The Department is not currently planning any staff reductions.

**4. Public Service Operational Efficiencies**

- Please provide details of the amended operational efficiencies your agency will make as per the 2013-14 Budget Measure 'Public Service efficiencies' (see 2013-14 Budget Paper No. 2, page 108).
- In addition, please provide the following detail:
  - Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?
  - Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?

**Answer:**

Please refer to the Department of Finance's and Deregulations response to question F10 from Finance and Public Administration Committee.

**5. Public Service Efficiencies**

- a. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
- b. 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?
- c. 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?
- d. Has the department/agency reduced its printing costs? If not, 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, or if it will not be achieved, why not? What are the estimated savings for each year over the forward estimates?

**Answer:**

- a. Business flights are only available to staff on longer haul flights within Australia and for overseas travel. It is not possible to quantify at this time the estimated savings over the forward estimates.
- b. The use of external consultants and contractors will continue to be assessed on a case by case basis. It is not possible to quantify at this time the estimated savings over the forward estimates.
- c. The Department uses online advertising for its recruitment actions unless specifically approved and has been doing so for over two years. It is not possible to quantify at this time the estimated savings over the forward estimates.
- d. The need for printing documents will be assessed on a case by case basis as well as the quantity of items required to be printed. This need will be assessed against a range of criteria including level of demand for printed documents in the past, availability from other sources and the like. It is not possible to quantify at this time the estimated savings over the forward estimates.

**6. Printing Costs**

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

**Answer:**

There have been 12 publications printed this financial year to date, with a total of 9,850 copies printed. All the documents were published online.

**7. Graduate Recruitment**

- a. Provide an update on expenditure for 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. There has been \$245.17 spent on advertising for the 2014 Graduate intake. SEEK was used for this advertising.
- b. As at 14 June 2013, no travel costs were incurred for the 2014 Graduate Recruitment process.

**8. Advertising**

- a. What was 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 campaign, including the program 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 programs, including details of each 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:**

The total cost of advertising undertaken by the Department during the 2012-13 financial year is \$302,610.59.

This expenditure related to recruitment and consultation processes connected with the Department's policy and program responsibilities.

The Department has not undertaken any campaign related advertising and has no plans to do so.

The Department anticipates there will be continued expenditure to support recruitment activities and policy and program consultations, consistent with the Department's business as usual operations.

**9. Hospitality & Entertainment**

- a. What is the department/agency's hospitality spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.
- b. For each minister and parliamentary secretary office, please detail the total hospitality spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.
- c. What hospitality spend is the department/agency planning on spending? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.

- d. For each minister and parliamentary secretary office, what hospitality spend is currently being planned for? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.
- e. What is the department/agency's entertainment spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.
- f. For each minister and parliamentary secretary office, please detail the total entertainment spend for this financial year to date. Detail the date, location, purpose and cost of all events, including any catering and drinks costs.
- g. What entertainment spend is the department/agency planning on spending? Detail the 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 the 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 Department spent \$67,467.82 on Hospitality and Entertainment for the period as at 19 June 2013. Entertainment and hospitality expenditure cannot be disaggregated at an event level for the Department.
- b. As at 19 June 2013 the Department spend \$830.91 on a meeting attended by the Minister in Canberra.
- c. The Department spent \$67,467.82 on Hospitality and Entertainment as at 19 June 2013. Entertainment and hospitality expenditure cannot be disaggregated at an event level for the Department.
- d. The Hospitality and Entertainment spend for the Minister's Office as at 19 June 2013 is nil.
- e. There is no hospitality spend currently planned for by the Department.
- f. There is no hospitality spend currently planned for by the Minister's Office.
- g. There is no entertainment spend currently planned for by the Department.
- h. There is no entertainment spend currently planned for by the Minister's Office.
- i. The Department reviews its departmental expenditure regularly and endeavours to reduce costs where possible.

**10. Meeting Costs**

- a. What is the department/agency's meeting spend for this financial year to date? Detail the 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 the date, location, purpose and cost of each event, including any catering and drinks costs.
- c. What meeting spend is the department/agency planning on spending? Detail the 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 the date, location, purpose and cost of each event, including any catering and drinks costs.

**Answer:**

- a. The Department has expenditure of \$256,520.55 in venue hire for workshops and meetings for the year ended 30 June 2013. The Department has expenditure of \$49,871.70 in relation to in-house meetings for the year ended 30 June 2013. Detailed information is not captured for each meeting.
- b. The Department has expenditure of \$0.00 in venue hire for workshops and meetings for the Minister's Office. The Department has expenditure of \$0.00 in relation to in-house meetings for the Minister's Officer.
- c. The Department as part of its ongoing operations will incur ongoing expenditures for meetings across all program and business delivery areas. Planning and delivery are ongoing and it is not practical to aggregate the required data.
- d. There is no meeting spends currently planned for the Minister's Office.

## **11. Program Launch Costs**

- a. What is the department/agency's program launch spend for this financial year to date? Detail the date, location, purpose and cost of all events, including any catering and drinks costs.
- b. For each minister and parliamentary secretary office, please detail the total program launch spend for this financial year to date. Detail the 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 the 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 the date, location, purpose and cost of each event, including any catering and drinks costs.

**Answer:**

The Department and Minister's Office has not incurred any program launch expenditure for the period 1 July 2012 to 19 June 2013.

## **12. Board Appointments**

- a. Provide an update 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:**

Please refer to **Attachment A** for the portfolio's 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/agency to process FOI requests for this financial year to date?
- c. How many FOI requests has the department/agency received for this financial year to date?
- d. How many requests have been denied and how many have been granted?
- e. 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. No, the Department has not received any updated advice on how to respond to FOI requests. However, the Office of the Australian Information Commissioner (OAIC) has updated its Guidelines issued under s93A of the *Freedom of Information Act 1982 (Cth)* for 2013, which the Department refers to when responding to FOI requests.
- b. While the Department does not record the full or actual cost of processing FOI requests for this financial year, the Department has estimated that its base cost for processing FOI requests is approximately \$86,400 for the 2012-2013 financial year.

This figure takes into account the staff salary and overheads for one FOI Coordinator but does not take into account the time spent by other Departmental staff in searching for documents, or the decision making time of Senior Executive Service (SES) officers.

The Department does not outsource its FOI matters to external legal service providers.

- c. The Department has received a total of 28 FOI requests to date. The 28 FOI requests include the 4 FOI requests that transferred over to the Department from the former Department of Climate Change and Energy Efficiency (DCCEE).
- d. As at 30 June 2013, the Department received 28 new FOI requests (including the 4 FOI requests that transferred from DCCEE).

Of the 28 FOI requests received, the Department:

- denied access to 13 FOI requests
- granted access to 9 FOI requests (in part for 7 requests and in full for 2 requests)
- is currently processing 6 FOI requests.

Of the 13 requests to which access was denied, the reasons were:

- 6 requests - following voluntary withdrawals
- 4 requests - because no documents were in the possession of the Department
- 2 requests - because they were transferred to another agency
- 1 request - because disclosure would breach of a confidentiality provision.

- e. No, the Department has not had any deemed refusals to date.

**14. Community Cabinet Meetings**

- a. Provide an update of how many Community Cabinet meetings the Minister has attended this financial year to date? List dates and locations.
- 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, accommodation and any other expenses. Which Community Cabinet meetings did the departmental officers attend? List dates and locations.
- c. What is the total cost to the department and the Minister's office for the Community Cabinet meetings for this financial year to date?

**Answer:**

- a. The Minister attended two Community Cabinet meetings in the 2012-13 financial year to date. The first meeting was in Ipswich on 10 July 2012, the second was held in Launceston on 3 October 2012.
- b. This financial year to date, one Departmental officer attended the Community Cabinet meeting in Launceston on 3 October 2012. The components of travel the Departmental officer took were flights organised between Canberra and Launceston, accommodation in Melbourne and Launceston and the receipt of standard departmental allowances. The officer was in Tasmania for additional departmental activities that coincided with attendance at the Community Cabinet.
- c. This financial year to date, there have been no costs associated with Departmental officers attending Community Cabinet meetings. The Minister and his staff travel costs are paid for by the Department of Finance and Deregulation.

**15. Reviews**

For this financial year to date:

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

**Answer:**

The following reviews were undertaken during the 2012-13 financial year:

Review	Date Concluded	Provided to Government	Government Response	Estimated Cost
EEO Program Full-Cycle Evaluation	March 2013	26 April 2013	The response was released on 3 May 2013. No timeframe was set for the response	\$416,322
Energy Savings Initiative*	Ongoing – expected to conclude in July 2013	\$4.3 million was allocated over 2011-12 to 2012-13. The funding was split with \$2.6 million to the former DCCEE and \$1.7 million to RET		

\* This was previously reported by the former Department of Climate Change and Energy Efficiency in November 2012, however RET now has responsibility.

There are no other reviews planned at this point in time.

**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 (i.e. open tender, direct source etc.). Also include the 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. Details of all consultancy arrangements are published on AusTender at [www.tenders.gov.au](http://www.tenders.gov.au), including the contract value of consultancy arrangements.
- b. All planned consultancies are listed in the Department's Annual Procurement Plan (APP) on AusTender. This list is updated by the Department three times a year.

## 17. Media Monitoring

- a. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etc. 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 2013-14?
  - 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 etc. 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 2013-14?
  - What has been spent providing these services this financial year to date?

**Answer:**

- a. iSentia (previously known as Media Monitors) provides media monitoring services for the Minister's Office. The estimated budget to provide these services for the 2012-13 financial year is \$60,000, with a total of \$33,440.54 spent this financial year to date, as at 30 June 2013.
- b. iSentia (previously known as Media Monitors) provides media monitoring services for the department. The estimated budget to provide these services for the 2012-13 financial year is \$180,000, with a total of 176,097.45 spent this financial year to date, as at 30 June 2013.

## 18. Social Media

- a. Have there been any changes to department/agency social media protocols relating to staff access and usage of YouTube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since the February 2013 Additional 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. Does 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. As at 30 June 2013, there has been no change to the Department's social media protocols relating to staff access and usage of since the Department's previous response.
- b. As at 30 June 2013, the Department's ICT service provider (the Department of Industry, Innovation, Science, Research and Tertiary Education) does log internet usage but does not specifically report on the use of social media.

The ICT service provider (the Department of Industry, Innovation, Science, Research and Tertiary Education), determines monitoring of social media usage by the Department and there is no plan to implement active monitoring at this stage.

- c. The impact on employee productivity is not currently measured as the specific usage of social media is not reported on.

## **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:**

The Department of Resources Energy and Tourism received its desktop Internet services through its ICT support arrangements with the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education (DIICCSRTE) during Financial Year 2012/13. DIICCSRTE's separate response to Senator Bushby's question will address any Internet outages or slowness affecting the Department during the period specified.

RET hosts a number production websites providing information to the Australian community, including [www.ret.gov.au](http://www.ret.gov.au) and [minister.ret.gov.au](http://minister.ret.gov.au). During the past year the department has experienced at 99.97 per cent uptime on its production sites.

The Department has experienced related ICT issues in publishing content to both minister and [ret.gov.au](http://ret.gov.au) web sites during the reporting period. A total delay of six hours in achieving the publication of documents has affected both the Minister and the Department. All content was published on the expected day of release.

## **20. Staff Amenities**

What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity

**Answer:**

Amenities provided to staff include lunch rooms, showers/change rooms, bicycle storage facilities, lockers and subsidised child care centre. Car parking spaces are made available to senior staff.

## 21. Coffee Machines

- a. Has the department/agency purchased coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number purchased, and any ongoing costs, such as the purchase of coffee/coffee pods and when the machine was purchased.
- b. Why were the coffee machines purchased?
- c. Has there been a noticeable difference in staff productivity since the 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 has access to the machines? Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date? Provide 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 machine, such as the cost of coffee?
- g. Does the department/agency rent coffee machines for staff use? If yes, provide a list that includes the type of coffee machine, the cost, the number rented, and any ongoing costs such as purchase of coffee /coffee pods and when the machine was rented.
- h. Why are the 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 the coffee machines come from? Who has access to the machines?
- k. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date. Provide a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
- l. What are the ongoing costs of the coffee machine, such as the cost of coffee?

### Answer:

- a. Yes. Details of the Department's coffee machines and their maintenance are below:

<b>PURCHASING INFORMATION</b>				
Details	Purchase Date	Qty	Unit Price	Total
1 x Impressa X9 Auto Coffee Machine	11/11/2009	1	\$7,025.25	\$7,025.25
1 x Impressa X9 Auto Coffee Machine	21/12/2009	1	\$7,025.25	\$7,025.25
1 x Impressa X9 Auto Coffee Machine	29/06/2010	5	\$6,655.50	\$33,277.50
1 x Impressa X9 Auto Coffee Machine	27/07/2011	1	\$7,025.38	\$7,025.38
1 x Impressa X9 Auto Coffee Machine	17/09/2011	1	\$7,025.25	\$7,025.25
			<b>Grand Total</b>	<b>\$61,378.63</b>

\* It is not possible to provide these details for the coffee machines located in our Melbourne and Perth Offices.

<b>MAINTENANCE COSTS FOR MACHINES</b>				
Water Filter	10/08/2012	6	\$62.73	\$376.38
Jura Cleaning Tablets	4/09/2012	1	\$54.40	\$54.40
Jura Cleaning Tablets	4/09/2012	1	\$54.50	\$54.50
Water Filter	24/09/2012	1	\$62.73	\$62.73
Broken Steam Wand Pipe and Support	25/09/2012	1	\$284.38	\$284.38
Broken Steam Wand Pipe	21/11/2012	1	\$373.00	\$373.00
Removed and replaced drainage valve	29/11/2012	1	\$373.00	\$373.00
Replaced Steam Wand Pipe, Support and	19/12/2012	1	\$252.10	\$252.10

Discharge support				
Drip Tray Contacts Faulty, Also Replaced Steam Wand Support x 2	15/01/2013	1	\$373.00	\$373.00
Replaced Steam Wand Pipe	5/02/2013	1	\$373.00	\$373.00
Service brew Unit and Hopper	5/02/2013	1	\$226.45	\$226.45
Supply 2 x Water Filters	6/03/2013	2	\$62.73	\$125.46
Faulty Grinder and Drip Tray Contacts	7/03/2013	1	\$373.00	\$373.00
Service Grinder and Drip Tray Contacts	7/03/2013	1	\$373.00	\$373.00
Tray Contacts Dirty, Service	18/03/2013	1	\$373.00	\$373.00
Replaced Steam Wand Pipe	28/03/2013	1	\$182.20	\$182.20
Replaced Water Filter and Cool Touch	28/03/2013	1	\$226.45	\$226.45
Replace Water Filter and cool Touch	2/05/2013	1	\$242.00	\$242.00
Replace Steam Wand Pipe	2/05/2013	1	\$373.00	\$373.00
Clean and Service Brew Unit	1/06/2013	1	\$242.00	\$242.00
Fused Cable on Steam Boiler + Service	3/06/2013	1	\$373.00	\$373.00
			<b>Grand Total</b>	<b>\$5,686.05</b>

- b. The coffee machines were purchased to provide a facility for staff to use in line with facilities provided to staff prior to the inception of the Department through a Machinery of Government change in December 2007.
- c. The Department is not in the position to assess this.
- d. Funding for the coffee machines was provided from Departmental funds.
- e. All RET staff have unrestricted access to the coffee machines. The RET Property Team is responsible for authorising maintenance of the coffee machines. In the 2012/2013 financial year the Department has paid \$5,686.05 in maintenance costs, which were paid out of departmental funds. Funding for the maintenance of the coffee machines is provided out of Departmental funds. Additional information on purchasing of the coffee machines, servicing and purchase of consumables can be found above in the response to question a.
- f. The Department spent \$14,178.46 on coffee in the 2012-13 financial year.
- g. Not applicable.
- h. Not applicable.
- i. Not applicable.
- j. Not applicable.
- k. Not applicable.
- l. Not applicable.

## 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? If yes, provide details (including the work undertaken and the cost).

**Answer:**

The Department has not employed the services of any of the contractors mentioned in questions 1-9 for the 2012-13 financial year. All contractors with a value of greater than \$10,000 are reported on the AUStender website.

**23. Grants**

- a. Could the department/agency provide an update 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.

**Answer:**

- a. A list of all grant payments by the Department from 1 July 2012 to date is publicly available on the Department's website at: <http://www.ret.gov.au/Department/pub-and-rep/reporting/Pages/default.aspx>.
- b. Yes. The Department reports all grants in accordance with the Commonwealth Grant Guidelines, which require an agency to publish on its website information on individual grants, no later than seven working days after the funding agreement for the grant takes effect.

**24. Commissioned Reports**

How many reports have been commissioned by the Government in the 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.

- a. How much did each report cost/ is estimated to cost? How many departmental staff were involved in each report and at what level?
- b. 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 initiated by the Government within the Department for the 2012-13 financial year.

**25. Government Payments of Accounts**

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)?

- a. 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)
- b. 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?
- c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

During the 2012-13 financial year, the Department made 1,183 payments to small business and of these 1,107 (93.6 per cent) were paid within 30 days.

The Department is aware of the Government's policy on payments to Small business and strives to meet these terms where possible. The Department reviews its timeframes for all payments made on a monthly basis and reports the results to Executive Board. The Department has not paid penalty interest in the current financial year.

**26. Stationery Requirements**

- a. How much was spent by each department and agency on 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. The Department has spent \$5,869.31 on stationery costs for the Minister's Office for the 2012-13 financial year to 19 June 2013.
- b. The Department's stationery costs for the 2012-13 financial year to 19 June 2013 is \$125,307.75.

**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 the 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 the cost for this financial year to date?

**Answer:**

**Pay TV**

The department has a pay TV subscription with Foxtel. The subscription includes the purchase of the predetermined package of channels and cannot be tailored to the specific needs of the Department.

The annual cost of the subscription is \$5,600.

Channels include: Fox sports 1,2,3 & news, Euro Sports 1, 2, ESPN, Fuel TV, Speed, Sky News National, Sky News local, Sky News Business, Sky News Multi-view, BBC World, CNN, Weather Channel, Bloomberg, Fox News, CNBC, APAC, Discovery, Comedy, Disney.

Access to these channels allow staff to stay abreast of current events, emerging issues and the broader contextual factors that affect the department's policy work and their engagement with stakeholders.

**Newspapers**

The cost this financial year to date for newspaper subscriptions is \$15,072.61. Below is a list of the newspapers the department subscribes to:

- The Australian
- The Financial Review
- The Canberra Times
- Sydney Morning Herald
- The Age

Access to these publications allow staff to stay abreast of current events, emerging issues and the broader contextual factors that affect the Department's policy work and their engagement with stakeholders.

**Magazines**

The cost this financial year to date for magazine subscriptions is \$36,571.28. Below is a list of the magazines the department subscribes to:

- The Economist
- EBSCO
- CCH Parliament
- Tourism Economics
- Deloitte Access Economics – Business outlook
- Deloitte Access Economics – Investment Monitor
- Consensus Economics – Consensus Forecasts
- Foreign Exchange Consensus Forecasts
- Asia Pacific Consensus Forecasts
- IMF Statistics
- Business Review Weekly
- Etourismnz.com
- Travel Weekly

- 24 Hour News
- Carbon & Environment daily
- MiningNewsPremium.net + EnergyNewsPremium.net
- Elsevier Resources Policy Journal
- Elsevier Electricity Journal
- Elsevier Energy Journal
- Elsevier Energy Policy Journal
- Elsevier Energy Economics Journal
- ABS Trade Data Subscription
- Harbor Commodity Research SC
- NSW Coal Statistics
- Platts Steel Markets Daily
- Platts International Gas Market
- Platts Energy Economist
- Platts Power in Asia
- World Metal Statistics
- TEX Report
- McCloskey's coal report
- Energy Intel
- UxC - Uranium Market Outlook and Uranium Indicators
- Energy Quest
- GFMS - Gold Package
- GFMS - World Copper Survey
- GFMS - World Silver Survey
- Argus Media Ltd - Gas & Power Asia
- Argus Media Ltd - Global LNG

Subscription to these magazines supports the research, program and policy work undertaken by the department.

## **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. What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?
- f. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.



- g. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.
- h. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

- a-b. Breakdown of total travel costs for all departmental officers for 2012-13 financial year as at 20 June 2013:

Expense	Cost
Airfares	\$1,631,357
Accommodation	\$387,818
Meals	\$161,013
Other	\$190,948
<b>Total*</b>	<b>\$2,371,136</b>

\* Of this total approximately \$68,538 relates to travel undertaken by departmental officers travelling with the Minister. The Department is unable to break this amount down any further.

**Breakdown of airfare type**

Domestic	
Airfare Class	Percentage Use
Dom A	6.9%
Dom B	4.3%
Dom C	45.4%
Dom D	19.4%
Dom E	24%
Other	0

International	
Airfare Class	Percentage Use
Economy	13.6%
Premium Economy	0.6%
Business	83.3%
First	2.5%

- c-d. Travel is planned for the rest of the financial year, however the Department is unable to confirm this information until final approvals have been provided.
- e. All officers that travel on behalf of the Department are required to follow the Lowest Practical Fare policy. Business class flights have reduced since the Department revised its travel policy for domestic travel. The Department is able to monitor this through its Travel Management Company.
- f. The Department provides lounge memberships in limited circumstances:
- The Department provides Qantas and Virgin Blue lounge memberships. A delegate may approve lounge membership for a staff member where it is anticipated that the officer will be undertaking eight or more trips within a twelve month period.
  - The Department provided the following number of employees with lounge memberships in the period 01 July 2012 to 20 June 2013.

Employment Classification	Number
SES1	2
EL2	5
EL1	10
APS6	1
<b>Total</b>	<b>18</b>

- Total cost of memberships in 2012-13 is \$6,766.00 as at 20 June 2013.
- g. No.
- h. No.

## 29. Legal Costs

- 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.
- 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.
- 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.
- 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:

- The Department's total legal spend on internal services was \$786,137 for current financial year to 30 June 2013.

Salaries	\$604,721
Overhead (30% of salaries)	\$181,416
Total salaries and overhead	\$786,137

*Note: Secondments are reported under AGS legal fees.*

- The Department spent \$1,078,357 on legal services from the Australian Government Solicitor to 25 June 2013. This consisted of the following services and categories of advice:

Firm/Service	\$ Amount
<b>AGS</b>	<b>1,078,357</b>
Administrative Law	11,989
Constitutional	46,678
Contracts & MOUs	4,050
Indigenous Legal Issues	21,630
Investigations, Inquiries and Inquests	93,234
Intellectual Property	27,914
International Law	4,596
Legislation	50,001
Litigation & Disputes	66,508
Misc Advice	21,378
Policy	44,261
Regulatory & Governance Issues	130,572
Secondments	551,674
Statutory Interpretation	4,317
Prior Year Accruals	-442

- The Department spent \$1,088,363 on legal services from private firms to 25 June 2013.

Firm/Service	\$ Amount
<b>Baker &amp; McKenzie</b>	<b>103,521</b>
Grants & Funding Agreements	957
Regulatory & Governance Issues	102,564
<b>Clayton Utz</b>	<b>118,928</b>
Administrative Law	6,600
Employment	45,591
Litigation & Disputes	59,576
Probity	239
Property	6,921
<b>Deloitte</b>	<b>-2,200</b>
Prior Year Accruals	-2,200

<b>DLA Piper</b>	<b>27,602</b>
Probity	27,602
<b>King &amp; Wood Mallesons</b>	<b>21,970</b>
Prior Year Accruals	-15,604
Property	33,074
Regulatory & Governance Issues	4,500
<b>Minter Ellison</b>	<b>238,679</b>
Debt Recovery	359
Grants & Funding Agreements	26,368
Intellectual Property	610
Litigation & Disputes	211,342
<b>Norton Rose Fulbright</b>	<b>357,201</b>
Contracts & MOUs	20,776
Grants & Funding Agreements	231,378
Intellectual Property	8,220
Litigation & Disputes	33,572
Policy	15,000
Regulatory & Governance Issues	48,255
<b>Sparke Helmore</b>	<b>64,540</b>
Probity	32,080
Misc Advice	31,416
Statutory Interpretation	1,044
<b>Contributions to other Departments for shared matters</b>	
<b>FaHCSIA</b>	<b>1,729</b>
Indigenous Legal Issues	1,729
<b>Contribution to families for legal costs of inquiry</b>	<b>249,570</b>
Legal costs	249,570
<b>Contributions from other Departments to shared matters</b>	
Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education	-45,725
Department of Regional Australia	-45,725
<b>TOTAL</b>	<b>1,088,363</b>

- d. The Department had no legal spend on other services, but carried over a small accrual from the last financial year.

<b>Attorney General's Department</b>	<b>-1,727</b>
Prior Year Accruals	-1,727

### 30. Education Expenses

- What are the department/agency's guidelines on study?
- 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:

- The Department is committed to providing an environment in which employees are supported in addressing career and professional development needs relevant to their employment. The principles of the RET Studies Assistance Policy are:
  - Support is provided for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to their employment with RET.
  - All ongoing employees are eligible to apply for studies assistance. Non-ongoing employees will not normally be granted access to studies assistance.

- Studies assistance approval is on a strictly discretionary basis and must be negotiated within the work unit before study commitments are undertaken.
  - Approved students are eligible for study leave and financial assistance in the form of a bursary and study materials, and are entitled to paid examination leave.
- b. As at 14 June 2013 the Department's total education spend was \$134,623. **Attachment B** provides a breakdown of classification, costs, the type of study undertaken and study leave in hours.

### 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:
- i. Total spending on these services
  - ii. The number of employees offered these services and their employment classification
  - iii. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
  - iv. The names of all service providers engaged
- b. For each service purchased from a provider listed under (iv), please provide:
- i. The name and nature of the service purchased
  - ii. Whether the service was one-on-one or group based
  - iii. The number of employees who received the service and their employment classification
  - iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  - v. The total amount spent on the service
  - vi. A description of the fees charged (i.e. per hour, complete package)
- c. 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 (provide a breakdown for each employment classification)
  - iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  - v. Any costs the department/agency incurred to use the location

#### Answer:

- a. As at 14 June 2013 the total spend on these services for 2012-13 was \$117,560.00. **Attachment C** provides a breakdown of each service provider, including the name and nature of the service, costs, participants and their classification, total hours of participation, and the delivery method.

The number of employees in each classification offered these services included:

- 38 SES employee
- 120 EL2 employees
- 1 APS 6 employee

The number of employees who have used these services, their classifications and amount of study leave granted were:

Number of employees	Classification	Amount of study leave*
2	SES Band 2	0
6	SES Band 1	0
5	EL 2	0
1	APS 6	0

\*Participants did not use study leave to access this development.

The names of all service providers engaged are:

1. Melbourne Business School
2. Yellow Edge Pty Ltd
3. APS Commission
4. Centre for Public Management
5. Jeff Whalan Learning Groups

b. The name of the and nature of the services purchased from each provider are:

Service Provider	Name of the Service (training course)	Nature of the Service
Melbourne Business School	Leading for org impact staff training	Leadership Development
	Strategic Thinking and Action Program	Leadership Development
Yellow Edge Pty Ltd	Global Leadership Practises China	Leadership Development
	Executive coaching	Coaching
APS Commission	Career Development Assessment Centre	Leadership Orientation
	SES orientation	Leadership Assessment
Centre for Public Management	Influencing Skills in Leadership: how to change minds	Leadership Development
Jeff Whalan Learning Groups	Executive coaching	Coaching

The services have been a mixture of one on one training and group based. A breakdown of the services can be found at **Attachment C**.

The total numbers of hours involved for all employees by classification are:

Number of employees	Classification	Amount of participation hours
2	SES Band 2	56
6	SES Band 1	177
5	EL2	224
1	APS6	16

The total amount spent on the services is \$117,560.00. A description of the fees charged, for each complete course is:

Service Provider	Name of the Service (training course)	Total fee per course
Melbourne Business School	Leading for organisational impact staff training	\$9,860.00
	Strategic Thinking and Action Program	\$7,880.00
Yellow Edge Pty Ltd	Global Leadership Practises China	\$16,500.00
	Coaching	\$605 per hour
APS Commission	Career Development Assessment Centre	\$12,925.00
	SES orientation	\$3,200.00
Centre for Public Management	Influencing Skills in Leadership: how to change minds	\$1,570.00
Jeff Whalan Learning Groups	Executive Coaching for SES Band 2	\$11,400
	Executive Coaching for SES Band 1	\$8,445

- c. The location for each service and the number of employees who took part and their classification (location costs were included in course fees):

Name of the Service (training course)	Location	Classification of employees who took part
Leading for organisational impact staff training	Mt Eliza	SES Band 2
Leadership Development Program	Mt Eliza	Paid but not yet attended
Strategic Thinking and Action Program	Mt Eliza	Paid but not yet attended
Global Leadership Practises China	Canberra and China	EL2
Career Development Assessment Centre	Tuggeranong/ Canberra	EL2
SES Orientation	Woden/ Canberra	SES Band 1
Influencing Skills in Leadership: how to change minds	Macquarie/ Canberra	APS 6
Jeff Whalan Learning Groups	Various locations in Australian capital cities	SES Band 2 and SES Band 1
Coaching	Canberra	SES Band 1

### 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:
- i. Total spending on these services
  - ii. The number of employees offered these services and their employment classification
  - iii. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
  - iv. The names of all service providers engaged
- b. For each service purchased from a provider listed under (iv), please provide:
- i. The name and nature of the service purchased
  - ii. Whether the service was one-on-one or group based
  - iii. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
  - iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  - v. The total amount spent on the service
  - vi. A description of the fees charged (i.e. per hour, complete package)
- c. 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 (provide a breakdown for each employment classification)
  - iv. Any costs the department or agency's incurred to use the location

#### Answer:

The department has not purchased media training services this financial year to date.

### 33. Paid Parental Leave

- Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
- 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 their classification are in receipt of these payments.
- 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:

- 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.
- Paid Parental Leave payments were provided by RET. Details below:

Classification	Number of positions
APS 5	1
APS 6	4
EL 1	5
EL 2	8
<b>Total:</b>	<b>18</b>

- RET does not offer an alternative scheme. RET provides eligible employees with payments under the Government's Paid Parental Leave Scheme. Details below:

Classification	Number of positions
APS 5	1
APS 6	4
EL 1	5
EL 2	8
<b>Total:</b>	<b>18</b>

### 34. Training for Portfolio Minister and Parliamentary Secretaries

- How many cars are owned by each department/agency?
- Where are the cars located?
- What are the cars used for?
- What is the cost of each car for this financial year to date?
- How far has each car travelled this financial year to date?

#### Answer:

For this financial year to date, there has been no money spent by the Department on training for the Minister, his staff or on training designed to better suit the needs of the Minister.

### 35. Corporate Cars

- How many cars are owned by each department/agency?
- Where are the cars located?
- What are the cars used for?
- What is the cost of each car for this financial year to date?
- How far has each car travelled this financial year to date?

**Answer:**

The Department 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 Department spent \$173,037.55 on taxi costs for the 2012-13 financial year as at 19 June 2013:

<b>DIVISION</b>	<b>Amount Spent</b>
Energy security	2,583.86
Bureau of Resources & Energy Economics	6,201.91
Corporate Services	24,676.18
Office of Spacial Policy	6,841.43
Energy and Environment	18,778.71
Clean Energy	33,091.41
Energy Efficiency	434.33
Resources	43,242.70
Tourism	23,415.70
ARENA Support	13,082.82
Energy White Paper	611.35
Energy Special Account	77.15
<b>Total</b>	<b>\$ 173,037.55</b>

- b. The main reasons for taxi costs incurred by the Department are:
  - Travel to and from meetings, conferences, training and the like.
  - Travel home for staff required to work back late.
  - Delivery of official documents in person.
  - Taxi fares when undertaking domestic and international travel.

**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 Department spent \$11,058.64 on hire cars for the 2012-13 financial year as at 19 June 2013:

<b>DIVISION</b>	<b>Amount Spent</b>
Energy security	250.05
Bureau of Resources & Energy Economics	441.97
Corporate Services	13.60
Office of Spacial Policy	787.58
Energy and Environment	972.43
Clean Energy	2,704.53
Resources	3,169.28
Tourism	1,568.20
ARENA Support	1,151.00
<b>Total</b>	<b>\$ 11,058.64</b>

- b. The main reason for hire car costs incurred by the Department is when undertaking domestic and international travel.



### 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 have been discovered? List staff classification and what the misuse was, and the action taken.
  - What action is taken to prevent corporate credit card misuse?

#### Answer:

- a. The Department has issued physical credit cards for the following employee classifications:

Employment Classification	Number
SEC	1
SES3	1
SES2	7
SES1	20
EL2	93
EL1	122
APS6	62
APS5	40
APS4	9
APS3	2
APS2	1
<b>Total</b>	<b>358</b>

- b. A staff member misusing a corporate credit card may be subject to action under the APS Code of Conduct and may be subject to prosecution. Cardholders are responsible for reporting any inappropriate expenditure on their corporate credit card, including expenditure of a private nature, to the:
  - Chief Internal Auditor;
  - Chief Financial Officer;
  - Agency Security Advisor; and
  - cardholders manager .

Any such report must be made in writing and immediately following the identification of the inappropriate expenditure. Cardholders must also report the incident to the appropriate Business Manager in each Division, who will arrange for repayment of the inappropriate expenditure.

Each Division's Executive Assistants and Finance Officers are responsible for performing monthly reconciliations for their cardholders. After completing the reconciliation they are required to enter the transactions into the Financial Management System.

Cardholders are responsible for reporting any inappropriate expenditure utilising their corporate credit card.

There has been one instance of corporate credit card misuse – a Commonwealth credit card mistakenly used for private use. The appropriate officials were notified. The CFO issued an official warning and a tax invoice. The money was recovered.

Officials are required to read the Department's Chief Executive instructions (CEI) in relation to the use of Commonwealth Credit Cards and associated Credit Card Manual.

They are required to sign an agreement form stating that they have read the document and understood the requirements. In the instance that the policies do not provide guidance on a particular topic, staff are advised to follow the Government's fundamental policy of efficient, effective, economical and ethical use of Commonwealth resources and not inconsistent with policies of the Commonwealth (Section 44 of the *Financial Management and Accountability Act 1997*). Training is also provided to new staff starting with the Department, to new card holders and as required for current card holders.

### 39. Provision of Equipment

- a. 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 costs?
- b. 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?
- c. Is electronic equipment (such as iPads, laptops, wireless cards, vasco tokens, Blackberries, mobile phones (list type if relevant), thumb drives) 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.
- d. 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:

- a. The Department provided Blackberry and iPhone 5 handsets to the Minister and his staff. These items have been sourced from the Telecommunications Commodities, Carriage and Associated Services Panel, Apple Pty Ltd and Teledesign Australia Pty Ltd.

The device costs and associated plans are listed below:

Device	Handset Cost	Plan Cost
Blackberry Bold 9780	\$572	\$45 per month + Calls
iPhone 5	\$799	\$20 per month + Calls

- b. The ongoing costs for 2012-13 are:

**Desktop File and Print Services:** \$78,000 (approx \$6000 per user)

**Carrier Charges:** \$44,741.39

**Hardware Purchases:** \$24,140.95

**Total: \$146,882.34**

- c. Electronic equipment that is considered outside a standard workstation setup (Desktop PC, Phone, Monitor and Peripherals) is provided on a requirement basis to Departmental staff. The Department has a one machine per person policy for all staff (except senior executive staff).

Outlined below is a breakdown of ICT equipment available to particular classifications of staff, and also the costs associated with this equipment.

Classification	Services and Devices
Minister	Land Line Services, Bigpond Account, IPAD, iPhone 5, Blackberry, , Mobile Phone, WiFi 4G, USB Modem, Laptop, PC
MO Staff	Pool IPADs, iPhone 5, Blackberry, Mobile Phone, WiFi 4G, USB Modem, Laptop, PC
SES	Land Line Services where appropriate, IPAD (2 only), iPhone 5, Blackberry, Mobile Phone, WiFi 4G, USB Modem, Laptop, PC
EL2	Blackberry, Mobile Phone, WiFi 4G, USB Modem, Laptop
EL1	PC, Mobile Phone if required
APS 1-6	PC, Mobile Phone if required

Device/Service	Cost
Land Line Services	\$41.95 per month or \$69.95 per month
IPAD	\$544 - IPAD & \$69/8GB per month
iPhone 5	\$799 – iPhone 5: \$15/1GB data & \$5 Voice Plan per month
Blackberry	\$572 - Blackberry Bold 9780 & \$39.96 per month (12 month WoG)
Mobile	\$110 - Nokia C2-01 & \$5 Voice Plan per month
WiFi 4G	\$170 - & \$39/1GB or \$49/4GB
USB Modem	\$249 - Telstra 4G & \$39/1GB or \$49/4GB
Laptop	\$1164 - Dell Latitude E6320
PC	\$943 – Optiplex 990 (includes monitor, mouse & keyboard)

- d. Below is a breakdown of electronic equipment provided to the Minister's Office as per each staffing level.

Name	Devices
Chief of Staff	PC, Laptop, iPhone 5, USB Modem
Departmental Liaison Officer	Laptop, Blackberry, USB Modem
Minister's Office Canberra	IPAD
The Minister	PC, Laptop, iPhone 5, Mobile, USB Modem
Assistant Adviser	PC, Laptop, iPhone 5, USB Modem
Media Adviser	PC, Laptop, iPhone 5, USB Modem, IPAD
Adviser	PC, Laptop, iPhone 5, USB Modem
Minister's Office Melbourne	IPAD
Assistant Adviser	PC, iPhone 5
Executive Assistant	PC, iPhone 5
Administrative Assistant	PC, iPhone 5
Departmental Liaison Officer	PC, iPhone 5
Senior Adviser - Energy	PC, Laptop, iPhone 5, USB Modem
Deputy Chief of Staff	
Principal Adviser - Resources	PC, Laptop, iPhone 5, WiFi 4G
Tourism Adviser	PC, Laptop, iPhone 5, USB Modem

**Device and associated service costs are:**

Device	Handset Cost	Plan Cost
Blackberry Bold 9780	\$572	\$45 per month + Calls
iPhone 5	\$799	\$20 per month + Calls
IPAD	\$544.00	\$69/8GB
WiFi 4G	\$170.00	\$39/1GB, \$49/4GB
Telstra 4G Modem	\$249.00	\$39/1GB, \$49/4GB
Desktop	\$943	N/A
Laptop	\$1164	N/A

#### **40. Electricity Purchasing**

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

**Answer:**

- a. Department currently purchases electricity directly from ERM Power Retail Pty Ltd and Energy Australia.
- b. \$126,667.66\* GST Inclusive.

\*This amount does not include any costs associated with the Nishi Building.

#### **41. Briefings 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:
  - i. How are briefings requests commissioned?
  - ii. What briefings have been undertaken? Provide details and a copy of each briefing.
  - iii. Provide details of what information has been provided and a copy of the information.
  - iv. Have any briefing requests been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.
  - v. 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:
  - i. How are briefings requests commissioned?
  - ii. What briefings have been undertaken? Provide details and a copy of each briefing.
  - iii. Provide details of what information has been provided and a copy of the information.
  - iv. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why they could not proceed.
  - v. 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.
  - vi. Which Independents have requested briefings and/or information?

**Answer:**

No briefing or information has been provided to the Australian Greens or the Independents for the 2012-13 financial year.

#### **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:**

The Department has not purchased any shredders in the 2012-13 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 Department notes that the first compliance report to the Portfolio Minister is not due until August 2013 and is working towards being compliant with the Protective Security Policy Framework (PSPF) by that date

A compliance audit has been undertaken to accurately measure the Department's compliance with the PSPF, and the results are being collated before presentation to the Department's Risk Management Committee.

An initial assessment of this audit indicates the Department is either compliant or at least partially compliant with thirty out of the thirty three mandatory PSPF requirements. Action is planned to address the remaining three.

Action has been taken to update all of the Department's security policies, procedures and guidelines so that they reflect PSPF requirements. These documents include :

- RET's Security Framework;
- Protective Security Procedural Rule;
- Sensitive Communications Procedural Rule;
- Carriage of (or transporting) Security Classified Information; and
- Security Classifications, Dissemination Limiting Markers and Classifying Documents.

The Department's Security Control Plan 2011 – 2013 is scheduled to be redeveloped later this year and will be based on a departmental wide security risk assessment.

**44. Office Locations**

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

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

**Answer:**

- a. Department of Resources, Energy and Tourism.
- b. Please refer to the below table.
- c. The Department leases all of its accommodation.
- d. Please refer to the below table.

- e. Please refer to the below table.
- f. Please refer to the below table.
- g. Not applicable.
- h. Not applicable.
- i. The Department of Resources, Energy and Tourism provides advice and policy support to the Australian Government regarding Australia's resources, energy and tourism sectors. The Department develops and delivers policies to increase Australia's international competitiveness, consistent with the principles of environmental responsibility and sustainable development.

Address	Canberra – 51 Allara Street, Civic	Canberra – 25 Constitution Avenue, Civic	Melbourne – 451 Little Bourke Street	Perth – 58 Mounts Bay Road	Newcastle – 10 Murray Dwyer Circuit
Size of Premises per square metre	8,021	710	455	793	101
Cost per square metre in AUD	\$384	\$366	\$468	\$751	\$603
SES	34	-	-	1	-
Executive Level	249	9	14	1	-
APS6	102	3	4	-	-
APS5	66	1	3	2	-
APS4	31	-	2	-	-
APS3	3	-	-	1	-
APS2	1	-	-	-	-
APS1	1	-	-	-	-
Graduate	11	-	-	-	-
<b>Total</b>	<b>498</b>	<b>13</b>	<b>24</b>	<b>4</b>	

\* As sub-leasing arrangement with the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education have not yet been finalised for the Nishi Building, details of this office location are not shown.

#### 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:

- i. How many ongoing staff, the classification, the type of work they undertake and their location.
  - ii. How many non-ongoing staff, their classification, type of work they undertake and their location
  - iii. How many contractors, their classification, type of work they undertake and their location
  - iv. How many are graphic designers?
  - v. How many are media managers?
  - vi. How many organise events?
- b. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

#### Answer:

As at 31 May 2013 the Department has the following public relations, communications and media staff:

<b>Classification</b>	<b>Nature of Work</b>
<b>RET</b>	
SES B1	GM Communications
EL2	Manager, Media Team
EL1	Content Development (eg media releases, web content, fact sheets)
EL1	Content Development (eg media releases, web content, fact sheets)
APS6	Media Monitoring
APS6	Graphic Designer
APS6	Graphic Designer & Copy Editor
APS6	Content Development (eg web content, fact sheets, secretariat support)
APS6	Corporate Communications
APS5	Corporate Communications & Event support for the Department
Contractor	Speechwriter
Contractor	Content Development (eg media releases, web content)
<b>ARENA</b>	
SES B1	GM Communications & Knowledge Management
EL1	Content Development (eg media releases, media management)
EL1	Content Development (eg media releases, media management)
APS5	Content Development (eg web content, fact sheets)

All staff members are located in Canberra. The Department does not have a media studio.

#### **46. Alternative Policy Costings**

Has the department undertaken any alternative policy costings or advice? If yes, provide details of what these costings or advice were, including provision of costings or advice documents and assumptions used, and who made the request and when.

**Answer:**

The Department has not undertaken any alternative policy costings or advice.

#### **47. Pre-election Appointment**

Provide a list of any appointments made in your portfolio that will commence after the announced election date of 14 September 2013. Provide details of the appointment including position and length.

**Answer:**

No pre-election appointments have been made in this portfolio scheduled to commence after the election date of 14 September 2013.

## ATTACHMENT A

## RET Portfolio Boards' Composition as at 25 June 2013.

Portfolio Board Name	Gender Balance F:M	Person (first name, Family name)	Gender	Start date	End date	2012-13 Appointments Details
<b>National Carbon Capture and Storage (NCCS) Council</b>	2:14	Dick Wells	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Brad Mullard	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Dan Hunt	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Tom Hatton	Male	7 Jan 2013	31 Jan 2014	New appointment
		Reinoud Blok	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Roy Krzywosinski	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Michael Hutchinson	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Keith Spence	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Sandra Denis	Female	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Richard Aldous	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Dominique Van Gent	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Peter Freyberg	Male	31 Jan 2013	31 Jan 2014	Reappointed as from 31 January 2013
		Ross Williams	Male	15 Apr 2013	31 Jan 2014	New appointment
		Margaret Sewell	Female	02 Mar 2011	2 Mar 2013	
		Greg Everett	Male	07 Jan 2013	31 Jan 2014	New appointment
Darren Yeates	Male	10 May 2013	31 Jan 2014	New appointment		
<b>National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) Advisory Board</b>	2:5	Keith Spence	Male	18 Mar 2013	17 Mar 2016	Reappointed as from 17 March 2013
		Kym Bills	Male	15 Mar 2013	14 Mar 2016	Reappointed as from 14 December 2012
		Dr Lynne Chester	Female	11 Mar 2012	10 Mar 2015	
		Dr Jan Hayes	Female	18 Mar 2013	17 Mar 2016	
		Dr Michael Ollis	Male	11 Mar 2012	10 Mar 2015	
		Anthony Pooley	Male	11 Mar 2012	10 Mar 2014	
		Gerard Early	Male	01 Jan 2012	31 Dec 2013	



<b>Tourism Australia</b>	4:4	Geoff Dixon	Male	01 July 2012	30 June 2015	
		Kate Lamont	Female	01 July 2012	30 June 2015	
		Terri Janke	Female	01 July 2011	30 June 2014	
		Sandra McPhee	Female	01 July 2012	30 June 2015	
		Janet Whiting	Female	01 July 2011	30 June 2014	
		Brett Godfrey	Male	01 July 2010	30 June 2016	
		Mark Stone	Male	01 July 2010	30 June 2016	
		Didier Elzinga	Male	01 July 2010	30 June 2016	
<b>Tourism Quality Council of Australia</b>	2:8	Simon Carrant	Male	02 Nov 2012	31 Oct 2013	
		Rolf Duelsks	Male	02 Nov 2012	31 Oct 2013	
		Lynne Hocking	Female	02 Nov 2012	30 June 2014	
		John Hart	Male	02 May 2013	30 June 2014	
		Nicholas Hunt	Male	02 Nov 2012	30 June 2014	
		Chris Stamford	Male	29 Apr 2013		Ex-officio member
		Leigh Sorensen	Male	01 Jan 2011		Ex-officio member
		Tony Mayell	Male	01 Feb 2013	01 Feb 2015	
		Andrew Gavrielatos	Male	01 Feb 2012	01 Feb 2014	
		Robyn Hendry	Female	02 May 2013	30 June 2014	
<b>Australian Renewable Energy Agency (ARENA) Board</b>	3:4	Greg Bourne	Male	9 May 2009	16 Jul 2014	
		Elizabeth (Betsy) Donaghey	Female	14 Jul 2012	16 Jul 2014	
		Brian Spalding	Male	9 May 2012	9 May 2014	
		Jane Sargison	Female	14 Jul 2012	16 Jul 2014	
		Judith Smith	Female	14 Jul 2012	16 Jul 2014	
		Mark Twidell	Male	14 Jul 2012	16 Jul 2014	
		Blair Comley	Male	11 Mar 2013	11 Mar 2015	
<b>Tourism Research Advisory Board</b>	3:6	Subho Banerjee	Male	01 Mar 2013		Ex-officio member
		Brent Ritchie	Male	01 Dec 2010		Ex-officio member
		Nell Anderson	Female	01 Sept 2011		Ex-officio member
		Leo Jago	Male	01 May 2012		Ex-officio member
		Ian Ewing	Male	01 Mar 2012		Ex-officio member
		Ian Hill	Male	04 Feb 2013	01 Feb 2015	
		Leigh Harry	Male	04 Feb 2013	01 Feb 2015	
		Felicia Mariani	Female	01 Nov 2012	01 Nov 2014	
		Adele Labine-Romain	Female	01 May 2013	01 Nov 2013	

## ATTACHMENT B

## Assistance for Tertiary Study and In-House Training

Type of assistance	Employee classification	Total number of participants	Type of Study undertaken (course name)	Amount of study leave granted per semester in hrs	Reasons the course is beneficial to the development
Staff Development Award	APS4	3	- Chartered Accountants Program	138	Fields of study directly relevant to the role and function of the Department and its portfolio responsibilities.  Individual study undertaken is for continued professional development, such as Continuing Legal Practice or CPA.
	APS5	3	- Certificate IV in Business Administration - Master of Energy Change	144	
	EL1	5	- Graduate Diploma in International Affairs, - Graduate Certificate in International and Development Economics - Master of Energy Studies - Master of Environmental Law - Chartered Accountants Program	235	
	EL2	3	- Grad Dip International Affairs - Master of Laws	219	
Studies Assistance - Bursary	APS4	1	Chartered Accountants Program	66	Applications are assessed and approved based on operational requirements, resources and relevancy to the position and role. All permanent RET employees are able to apply for the Study Assistance and the Staff Development Award in accordance to the RET Studies Assistance Policy.
	APS5	4	- P5 Business Analysis, - Bachelor of Politics and International Relations - Master of Biotechnology and - Bachelor of Business Administration	288	
	APS6	2	- Bachelor of Accounting, and - Juris Doctorate	144	
	EL1	7	- Master of Environmental Law, - Master of Energy Change, - Master of International Relations, - Graduate Diploma of International Affairs, - Graduate Certificate in Environmental Science, - Graduate Certificate in International and Development Economics, and - Chartered Accountants Program	504	
Total for Study Assistance and Staff Development Award	\$54,673.00		Average cost per participant	\$1822.43	
Project Management Training (In-House) - 7 training days - 50 Participants	\$75,000.00		Average cost per participant	\$1,500.00	
Writing Skills Training (in house) - 1.5 days - 22 Participants	\$4,950.00		Average cost per participant	\$225.00	

## ATTACHMENT C

## External coaching and leadership development

Provider	Total cost	Cost per participant	Employee classification	Total number of participants	Hours of participation per employee	Number of Employees offered the service	Name of Service	Nature of the service	Delivery method	Reason the course or study is beneficial to the Department
Melbourne Business School	\$9,860.00	\$9,860.00	SES Band 2	1	40	38	Leading for org impact staff training (For SES staff)	Leadership	Group based	Opportunity to enhance and development necessary skills for effective leadership.
	\$7,880.00	\$7,880.00	SES Band 1	1	40	158	Strategic Thinking and Action Program (For SES & EL2 staff)	Leadership	Group based	
Yellow Edge	\$16,500.00	\$16,500.00	EL2	1	64	120	Global Leadership Practises China (For EL2 staff)	Leadership	Group based	
	\$51,700.00	\$12,925.00	EL2	4	40	120	Career Development Assessment Centre (For EL2 staff)	Leadership	Group based	
APS Commission	\$9,600.00	\$3,200.00	SES Band 1	3	40	3	SES Orientation	Leadership	Group based	
Centre for Public Management	\$1,570.00	\$1,570.00	APS6	1	16	1	Influencing Skills in Leadership: how to change minds	Leadership	Group based	
Jeff Whalan Learning Groups	\$8,445	\$8,445	SES Band 1	1	16	38	Executive coaching (For SES staff)	Coaching	Group based	

Provider	Total cost	Cost per participant	Employee classification	Total number of participants	Hours of participation per employee	Number of Employees offered the service	Name of Service	Nature of the service	Delivery method	Reason the course or study is beneficial to the Department
	\$11,400	\$11,400	SES Band 2	1	16	38	Executive coaching (For SES staff)	Coaching	Group based	
Yellow Edge Pty Ltd	\$605	\$605	SES Band 1	1	1	38	Executive coaching (For SES staff)	Coaching	One on one	
<b>Total</b>	<b>\$117,560</b>			14						