

Senate Standing Committee on Economics
ANSWERS TO QUESTIONS ON NOTICE
 Resources, Energy and Tourism Portfolio
 Budget Estimates
 3 June 2013

Question: BR46
Topic: Corporate Questions - Geoscience Australia
Proof Hansard Page: Written

Senator Bushby asked:

1. Staffing – Recruitment

- a. How many ongoing staff have been recruited this financial year to date? What classification are 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. A total of 35 ongoing staff have been recruited as at 31 May 2013. There are currently 113 non-ongoing staff employed at Geoscience Australia. A total of 48 of these commenced their current engagement in the 2012-13 financial year. Classifications are:

Ongoing Staff Employed	
Classification	Number Employed
Graduate	7
APS1	1
APS3	1
APS4	3
APS5	4
APS6	4
EL1	10
EL2	5
Total:	35

Non-ongoing Staff Employed	
Classification	Number Employed
APS1	1
APS2	2
APS3	4
APS4	23
APS5	23
APS6	22
EL1	27
EL2	11
Total:	48

There are currently 113 non-ongoing staff employed at Geoscience Australia. A total of 48 of these commenced their current engagement in the 2012-13 financial year.

- c. A total of 74 employees have been employed on contract in the 2012-13 financial year. The average employment period is 33 weeks. This answer assumes the question is referring to contractors as opposed to staff employed directly by the agency.

2. Staffing – Departures

- a. How many ongoing staff left the department/agency this financial year to date? What classification were 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-b. There were 41 ongoing staff members and 24 non-ongoing staff members that left Geoscience Australia as at 31 May 2013:

Ongoing Staff Departures	
Classification	Number Employed
APS1	-
APS2	1
APS3	-
APS4	1
APS5	4
APS6	12
EL1	11
EL2	11
SES	1
Total:	41

Non-ongoing Staff Departures	
Classification	Number Employed
APS1	1
APS2	-
APS3	3
APS4	3
APS5	5
APS6	3
EL1	4
EL2	5
SES	-
Total:	24

- c. A total of 23 contractors ceased their contracts in the 2012-13 financial year, as at 31 May 2013. Contractors are paid an hourly rate based on capability and do not have a classification.

3. Staffing – Reductions

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

Answer:

- a. A total of 3 staff were made redundant in the 2012-13 financial year, as at 31 May 2013. All redundancies were the result of re-structures resulting in excess employees.
- b. These reductions were not involuntary.
- c. There are no plans for further staff reductions.
- d. Not applicable.
- e. There are no plans for involuntary redundancies.

4. Public Service Operational Efficiencies

- a. 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).
- b. 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:

- a. Geoscience Australia will continue to work towards reducing expenditure and finding operational efficiencies across the identified 'Public Service efficiencies'. Specific strategies are being considered as part of Geoscience Australia's internal 2013-14 budgeting process.
- b. There is no quantifiable estimate at this time. Geoscience Australia is currently reviewing workforce requirements in alignment with strategic business objectives and government priorities.

It is estimated that the revision of occupational density target is unlikely to provide additional savings over the forward estimates as Geoscience Australia has a long term lease in place that includes commercial offices within a special purpose facility.

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. There has been an overall reduction in business flights:

Number of flights in 2011-12		Number of flights in 2012-13 (as at 31 May 2013)	
Domestic	\$1,541	Domestic	\$1,209
International	\$291	International	\$262

It is difficult to quantify the estimated savings for each forward year. However, Geoscience Australia will continue to work towards reducing travel through the use of video-conferencing (where appropriate), as well as encouraging staff to consider flying economy class where possible.

- b. There has been a reduction in the use of contractors. There has been no significant impact on the agency due to the reductions.

\$ Expenditure on contractors	
2011/12 (full year)	\$8,008,272
2012/13 (as at 31 May 2013)	\$5,629,062

It is difficult to quantify the estimated savings for each forward year. However, Geoscience Australia will continue to actively recruit ongoing staff to fill vacancies, as opposed to relying on external contractors.

- c. Geoscience Australia's recruitment advertising has moved to electronic-only advertising. With the move to electronic-only advertising, Geoscience Australia does not expect further large savings across the forward estimates.
- d. Geoscience Australia' printing costs have not increased. The five per cent savings target has been achieved by publishing more reports as online only, with an estimated savings for each year over the forward estimates of \$5,000.

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:

- a. There have been 29 documents printed, with a total of 2195 copies.
- b. All printed documents were also 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. Geoscience Australia had spent a total of \$13,677 on 2014 graduate recruitment as at 31 May 2013. The cost includes airfares, travel allowances and taxi fares incurred through 16 promotional visits to Australian universities.
- b. Travel costs have been incurred, in relation to promotional university visits. The total spend to 31 May 2013 is \$13,677. The breakdown of costs include airfares at \$7,634, travel allowance costs at \$4,907 and taxi fares at \$1,136.

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:

- a. Geoscience Australia had spent \$42,427 on media advertising and marketing as at 31 May 2013.
- b. All advertising was non-campaign advertising.
 - \$25,427 related to recruitment for specific job vacancies through Adcorp Australia Ltd.
 - \$13,000 related to advertising the publication “Shaping a Nation: A Geology of Australia”. Advertisements were placed in specific science and geology magazines: New Scientist, The Australian Geologist, and Paydirt. The magazine publishers provided the service.
 - \$4,000 related to advertising the GA Open Day.
- c. No advice has been provided by the Department of Finance and Deregulation.
- d. Neither the Peer Review Group or the Independent Communications Committee have provided any advice.
- e. No advertising was undertaken that is applicable under the Guidelines on Information and Advertising Campaigns.
- f. Geoscience Australia is not currently involved in any specific communications programs.
- g. Geoscience Australia will continue to undertake advertising for recruitment and communication of the agency’s general products and services.

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. Total spend year to date 31 May 2013 is \$67,717.

Event	Purpose	Cost
34th International Geological Congress (IGC), Brisbane, 5-10 August 2012	The IGC provides an opportunity to present scientific results across the whole spectrum of the geosciences. GA is a member of the Australian Geoscience Council that hosted the conference. The congress attracted 6,012 delegates from 112 countries.	\$35,739
CIO Science Agency Forum, Canberra, 23 August 2012	The government science agency ICT conference provided an opportunity for government science agencies to share information about new approaches to the use of ICT to support science programs. The meeting was hosted by GA and included 39 guests from government agencies.	\$4,816
Permanent Committee on Geodesy (PCG), Canberra, 15-19 April 2013	The meeting and workshop provided an opportunity to discuss the completion of a new national standard for control surveys and national datum modernisation. It included 17 guests, with representatives from each state and territory, and international guests from New Zealand.	\$2,248
Carbon Capture and Storage workshop, Brisbane, 4 August 2012	The workshop provided an introduction to the geological storage of carbon dioxide component of CCS technology. It was hosted by GA as a precursor to the 34th IGC conference above.	\$1,175
Optical, Geospatial, Radar and Elevation (OGRE) Open Day, Canberra, 20 November 2012	The Open Day provided an operational update on the activities of the panel over the past two years. There were 22 attendees from federal and state agencies.	\$1,282
China National Offshore Oil Corporation (CNOOC) meeting, Canberra, 13 -14 March 2013	The meeting provided the opportunity to discuss current exploration opportunities in offshore Australia. Delegates from CNOOC included Vice President, General Manager, New Venture Manager International and 3 senior geologists.	\$422

The remaining \$22,034 was spent on a variety of smaller hospitality events (e.g. \$50 - \$200 per event) such as overseas representations, international visiting delegations, external meetings and events that promote GA more broadly.

- b. Not Applicable.
- c. Geoscience Australia's planned hospitality spend for financial year 2013-14 is \$22,550.

- d. Not Applicable.
- e. No specific entertainment expenditure is planned.
- f. Not Applicable.
- g. No such expenditure is planned.
- h. Not Applicable.
- i. Geoscience Australia is planning to reduce spending across these areas. Planned expenditure for 2013-14 is approximately \$45,000 less than the amount spent in financial year 2012-13 to 31 May 2013. It is difficult to quantify the savings across the forward estimates. However, Geoscience Australia will continue to work towards reducing expenditure in these areas.

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. Total spend year to date 31 May 2013 - \$27,452.

Key Meeting/event	Purpose	Cost
Geoscience Australia Annual General Meeting, Canberra, 14 December 2012	All staff meeting to enable board members to update agency staff on current and future agency objectives and results.	\$7,365
Geoscience Australia 2012 Open Day, Canberra, 23 August 2012	To showcase the work of our agency and raise awareness about geoscience.	\$1,506
Government Science Agency ICT Conference, Canberra, 23-24 August 2012	To share knowledge and expectations of other science agencies and to build better partnerships to further the collaborations with each agency.	\$2,860
Minerals & Natural Hazards Senior Leadership Team Workshop, Canberra, 8 February 2013	To develop the context and framing for 2013-2014 work plan, and to develop an outline of a 3-5 year programme.	\$1,43
Geoscience Australia Senior Leadership Team Strategic Planning Day, Canberra, 5 April 2013	To get a shared understanding of GA's changing operating environment and priorities and the communication strategy.	\$1,105
Basin Resources Group Planning Day, Canberra, 1 March 2013	Discuss and develop a 2013-14 work plan and strategic direction for the group beyond 2014.	\$1,147

The remaining \$12,039 was spent on a variety of smaller meetings as in-house training, planning meetings, external meetings and events that promote GA more broadly. (For details please refer to **Attachment A**)

- b. Not Applicable.
- c. Geoscience Australia's planned meeting spend for financial year 2013-14 is \$39,670. The purpose includes in-house training, planning meetings, external meetings and events that promote GA more broadly
- d. Not Applicable.

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:

Geoscience Australia has not launched or is planning to launch any programs.

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:

Geoscience Australia does not have any boards.

13. Freedom of Information

- a. Has the department/agency received any updated advice on how to respond to FOI requests?
- b. What is the total cost to the department/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. Geoscience Australia has received regular updated advice on how to respond to FOI requests. Geoscience Australia has received this advice through the receipt of standardised agency communications from the OAIC. This advice has included information on FOI governance and management within the department, as well as information on implementing relevant procedures and processes for responding to FOI requests. The responsible area within the department has also attended the FOI training program offered by the Australian Government Solicitor.
- b. Geoscience Australia has not incurred any costs in the 2012-13 financial year.
- c. Geoscience Australia has received 1 FOI request this financial year to date as at 31 May 2013. This request was subsequently withdrawn by the applicant.
- d. No FOI requests have been denied.
- e. Geoscience Australia has met the processing times.

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:

Geoscience Australia officers do not attend community cabinet meetings.

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:

Geoscience Australia has not undertaken any reviews in the 2012-13 financial year to date, nor are there any plans to do so in the future.

16. Consultancies

- a. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement and the method of procurement (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. Geoscience Australia had 12 consultancies undertaken in financial year 2012-13, as at 31 May 2013, including those continuing from previous financial years. The total value of these consultancies across the full period of the engagements is \$1,270,637. Full details are provided at **Attachment B**.
- b. There are 3 planned consultancies for 2013 calendar year. Only one consultancy is above the relevant procurement threshold that requires publication on the Annual Procurement Plan (APP) on the AusTender website. This consultancy will be included on the APP for GA to be published by 1 July 2013.

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. Not applicable.
- b. The total cost of media monitoring was \$47,187. iSentia provides this media monitoring service with an estimated budget of \$50,000 for the 2013-14 financial year

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. There have been no changes to, or introduction of, social media policies since February 2013.
- b. Geoscience Australia does not specifically monitor use of social media, however managers are responsible for ensuring staff use of the internet, including social media, is in accordance with relevant internal policies and code of conduct.

Existing protocols and policies are proving sufficient. There are currently no plans to monitor usage in future.

Geoscience Australia does not specifically monitor use of social media. Managers are responsible for ensuring staff use of the internet, including social media, is in accordance with relevant internal policies and code of conduct.

There has been no change to protocols. Existing protocols and policies are proving sufficient. There are currently no plans to monitor usage in future.

- c. There is no evidence to suggest social media use is impacting on employee productivity.

19. Internet

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

Answer:

Since 1 July 2012, Geoscience Australia has not had any internet problems with a material impact on agency business or Ministerial offices.

20. Staff Amenities

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

Answer:

Geoscience Australia provides the following amenities:

- Lactation room.
- Prayer room.
- Gym (staff funded and maintenance by fees for membership).
- Basic kitchen facilities are provided (but no consumables).
- Outdoor barbeque and shade area.

21. Coffee Machines

- a. Has the department/agency purchased coffee machines for staff 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?
- f. 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?
- g. What are the ongoing costs of the coffee machine, such as the cost of coffee?
- h. 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.
- i. Why are the coffee machines rented?
- j. 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?
- k. Where does the funding for the coffee machines come from?
- l. Who has access to the machines?
- m. 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?
- n. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

Geoscience Australia has not purchased any coffee machines.

22. Contractors

For this financial year to date:

- a. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
- b. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- c. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- d. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).

- e. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- f. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
- g. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- h. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- i. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- j. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer:

Geoscience Australia has not employed any of the contractors listed above nor are there specific plans to in the future. As at 31 May 2013, \$5,096,312 has been spent on contractors in the 2012-13 financial year. A list of contractors employed by Geoscience Australia is at **Attachment C**.

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. Geoscience Australia made one grant payment of \$22,000 (GST inclusive) in 2012-13. This grant is ongoing and is provided to the Australian UNESCO Committee for the International Geological Programme. It provides funding for the organisation and attendance by International Geological Correlation Program members at a variety of conferences, and seed funding to attract further support. Based on 2011-12 data, grants were distributed to Australian scientists to attend conferences in: China, Saudi Arabia, France, South Africa, Iran, India, Russia, Namibia, Canada, Australia and Nepal.
- b. Information on this grant is published on GA's website in accordance with the Commonwealth Grant Guidelines.

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:

Geoscience Australia has not been commissioned to undertake any reports.

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:

In the financial year to 31 May 2013, 14 invoices were paid more than 30 days after the invoice registration date. Quarterly reporting is performed to identify late payments and interest is calculated on paid invoices where applicable by using the rates published by the Australia Tax Office as advised in the Finance Circular 2008/10 (ceased 31 August 2012) & Finance Circular 2012/02 (came into effect 1 September 2012).

- a. The late payments were the result of either agency staff not certifying and approving invoices in a timely manner; or disputes as to the provision of the goods or service.

Geoscience Australia manages this process by:

- Registering all invoices to dedicated Finance Administrative Support Officers (ASOs);
 - Ensuring the Finance Operations Unit (FOU) send a weekly advice to each ASO listing all outstanding invoices in their name.
 - Requiring ASOs to notify FOU the reason for any delayed invoice for payment, with the reason noted in the FMIS.
- b. Interest payable to registered small businesses as at 30 April 2013 was \$0, due to the exemptions advised in the Finance Circular 2008/10 & Finance Circular 2012/02. The exemptions were due to the amount of accrued interest being under A\$10 and no correctly rendered invoice being received from the small business for the amount of interest due.
 - c. Interest is paid at the General Interest Charge (GIC) issued by the Australian Taxation Office on a quarterly basis.

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. Not applicable.
- b. Geoscience Australia had spent \$99,022 on stationery as at 31 May 2013.

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:

- a. Geoscience Australia provides:
 - News Channels to provide executive staff with access to current news;
 - Australian Parliamentary Services channels to provide access to live televised coverage of House of Representatives, Senate, Federation Chamber of the House of Representatives and selected Parliamentary Committee hearings, held in Parliament House, as well as audio coverage of other Parliamentary Committee hearings held both at Parliament House and other venues around Australia.

Geoscience Australia had spent \$2,287 on pay TV as at 31 May 2013.
- b. Subscriptions are maintained to ensure that Geoscience Australia personnel have access to the most current information when advising government, industry and other stakeholders. A full list is provided at **Attachment D**. Geoscience Australia had spent \$1,310 on newspaper subscriptions as at 31 May 2013.
- c. Subscriptions are maintained to ensure that Geoscience Australia personnel have access to the most current information when advising government, industry and other stakeholders. A full list is provided at **Attachment D**. Geoscience Australia had spent \$331,429 on magazine and journal subscriptions as at 31 May 2013.

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. No Geoscience Australia officers accompanied Ministers for travel.
- b. As at 31 May 2013, travel for officers has totalled \$3,795,098:

Airmfares	
– Domestic	\$575,383
– International	\$1,329,392
Allowances (includes accommodation)	
– Domestic	1,162,641
– International	\$633,893
Other Expenses (and incidentals)	\$93,789
Total	\$3,795,098

The totals for Domestic and International allowances (including accommodation) can be split into the following:

Domestic: Accommodation \$813,848 and Allowances \$348,793

International: Accommodation \$443,725 and Allowances \$190,168

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

- c. Travel planned for the rest of the financial year is \$342,607. All travel relates to stakeholder engagement, overseas representation, conferences and field visits.
- d. Travel planned for the rest of the calendar year is \$2,853,521. All travel relates to stakeholder engagement, overseas representation, conferences and field visits.
- e. **International:** Employees travelling internationally on Geoscience Australia business are entitled to Business Class travel where it is available as per the 2011-2014 Enterprise agreement.
Domestic: Geoscience Australia employees are not entitled to travel business for any flights along the east coast of Australia.
- f. Lounge memberships have been provided to employees at a total cost of \$1,617.
2 x SES, Qantas Club, \$695, as per employment agreement.
1 x SES, Virgin Australia The Lounge, \$226, as per employment agreement.
2 x APS6 to EL 2, Qantas Club, \$695, to provide a reduction of excess baggage costs for routine field trips, and as per employment agreement.
- g. No support or administrative staff accompany SES employees for travel.

- h. No, the option to offset emissions is not currently available through Geoscience Australia's travel provider.

29. Legal Costs

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

Answer:

- a. No sum was spent on legal costs within Geoscience Australia.
- b. Geoscience Australia spent \$25,871, broken down as follows:
 - Review of Collaboration Agreement - \$2,500
 - Review of GA Deed of Standing Officer - \$4,695
 - Facilities Management Procurement - \$13,584
 - Facilities Management Procurement - \$353
 - Symonston Premises Variation of Lease - \$2,676
 - Symonston Premises Variation of Lease – \$606
 - Professional Fees – indemnity - \$1,456
- c. GA spent \$23,535 broken down as follows:

Minter Ellison Lawyers –\$7,647

 - General issues - \$1,059
 - Review of Deed Panel - \$6587

Ashurst Australia – \$15,888

 - Professional Services - \$2,477
 - Professional Services - \$382
 - HR & Management issues - \$2,519
 - HR & Management issues - \$2,519
 - HR & Management issues - \$2,519
 - Professional Services - \$760
 - Professional Services - \$6,131
 - Professional Services - \$3,616
- d. Geoscience Australia did not spend money on legal services from other sources as at 31 May 2013

30. Education Expenses

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

Answer:

- a. Please refer to **Attachment E** for Geoscience Australia's study guidelines.
- b. Please refer to **Attachment F** for a full list of education expenses.

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-c. A total of \$155,217 was spent on executive coaching and leadership training as at 31 May 2013. All employees are able to request coaching and leadership training. Please refer to **Attachment G** for a list of employees who have utilised these services, including the names of the service providers.

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:

No media training was purchased as at 31 May 2013.

33. Paid Parental Leave

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

Answer:

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

- b. Paid Parental Leave payments currently provided:

Classification	Number of Positions:
EL1	4
APS6	4
APS5	2
TOTAL	10

- c. The Geoscience Australia *Enterprise Agreement 2011-14* provides the following arrangements for paid parental leave:

MATERNITY LEAVE

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

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

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

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

SUPPORTING PARTNER LEAVE

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

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

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

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

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

34. Training for Portfolio Minister and Parliamentary Secretaries

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

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

Answer:

Not applicable to Geoscience Australia.

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:

- Geoscience Australia leased 5 cars in financial year 2012-13 for business use by staff. All cars were used 100% for business purposes. One of the leases was not renewed.
- 4 cars are located in ACT, 1 car is located in NT.
- 3 cars are used for field work, 1 car for courier services (lease not renewed) and 1 car for logistics and support of Alice Springs Observatory Network.
- ZYB071 = \$4,659
 YEW96U = \$15,947
 926053 = \$7,029
 YGP31J = \$8,838
 ZYB036 = \$5,658
- ZYB071 = 6,219 kms
 YEW96U = 8,797 kms
 926053 = 11,616 kms
 YGP31J = 7,805 kms
 ZYB036 = 6,603 kms

36. Taxi Costs

- 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.
- What are the reasons for taxi costs?

Answer:

- Total as at 31 May 2013 is \$186,138.

Business Group	Costs
Energy Division	\$45,200
Minerals and Natural Hazards Division	\$54,154
Environmental Geoscience Division	\$55,295
Corporate	\$30,202
Executive	\$1,287
Total	\$186,138

- b. To commute to training courses offsite, meetings offsite, to and /from the airport, and for transport when travelling.

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. Total cost for hire cars as at 31 May 2013 is \$40,723.

Business Group	Costs (GST exclusive)
Energy Division	\$5,290
Minerals and Natural Hazards Division	\$22,436
Environmental Geoscience Division	\$12,400
Executive	\$252
Corporate	\$345
Total	\$40,723

- b. To attend meetings when interstate, field visits, and domestic 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. Below is a breakdown of each employee issued with a corporate credit card:

Classification	No. of Cards
EL2	8
EL1	16
APS6	17
APS5	20
APS4	3

- b. Where misuse occurs the Chief Financial Officer will recommend one or more of the following actions, depending on the circumstances: cancellation of card, cardholder to repay amounts involved, and disciplinary and/or legal action.

Cards are acquitted monthly, and transactions approved by the cardholder's manager. Random checking of transactions is undertaken, and frequent reminders regarding outstanding transactions are provided.

Where misuse is discovered the CFO will arrange for an investigation into the instance and surrounding circumstances.

There have been no reported or discovered instances of misuse in financial year 2012-13.

Cards are acquitted monthly, and transactions approved by the cardholder's manager. Random checking of transactions is undertaken, and frequent reminders regarding outstanding transactions are provided. Please also refer to ANAO Audit Report No.35 2012-13, Performance Audit - Control of Credit Card Use. Geoscience Australia was one of the audited agencies in this performance audit.

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-b. Not Applicable to Geoscience Australia.
- c. A full list of electronic equipment provided to staff is provided at **Attachment H**.
- d. Not Applicable to Geoscience Australia.

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. Contract details are:
The Supply of Electricity to Whole of Government (ACT) 1 July 2011 – 30 June 2015.
Provider ERM Power Retail Pty Ltd.
- b. Electricity costs as at 31 May 2013 is \$915,224.

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:

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

42. Shredders

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

Answer:

Geoscience Australia has not purchased any shredders as at 31 May 2013.

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:

Geoscience Australia is currently compliant with the mandatory requirements of the PSPF as follows:

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

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

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

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

44. Office Locations

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

- 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:

Geoscience Australia's office locations:

Location	Cnr Jerrabomberra Avenue and Hindmarsh Drive, Symonston, ACT	Satellite Data Acquisition Facility, Heath Road, Alice Springs
Agency	Geoscience Australia	Geoscience Australia
Leased or Owned	Leased	Land leased; Building owned
Size	29,580m2 net lettable area	420m2
Number of Staff at each location and classification	750 (2x APS1; 2xAPS2; 5xAPS3; 57xAPS4; 136xAPS5; 167xAPS6; 213xEL1; 161xEL2; 2xSES1; 4xSES2; 1xSES3), 46 contractors	2 (EL 1 & APS 5)
If rented, the amount and breakdown of rent per square metre	\$656/m2 per annum	N/A
If owned, the value of the building	N/A	\$295,700
Depreciation of buildings that are owned	N/A	\$8,000 for FY 2012-13
Type of functions and work undertaken	Scientific, Technical, Professional, Administrative, and Executive staff.	Technical

45. Communications Staff

- a. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:

By department or agency:

- 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:

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

Ongoing Communication Staff			
Class	Number	Type of work	Location
EL 2	1	Leadership and management of communication functions	Canberra
APS 6	3	Media management (including some event management)	Canberra
EL1	1	Science Communication (media studio)	Canberra
APS 6	1	Video production (media studio)	Canberra
APS 5	1	Video production (media studio)	Canberra
APS 5	1	Technical animation (media studio)	Canberra
EL 1	1	Geoscience education and events management	Canberra
APS 6	1	Geoscience education	Canberra
APS 5	1	Geoscience education	Canberra
APS 6	1	Event and delegation management	Canberra
EL 1	1	Graphic Design	Canberra
APS 6	1	Graphic Design	Canberra
APS 5	3	Graphic Design	Canberra
APS 4	1	Graphic Design	Canberra
EL 1	1.2	Online content management	Canberra
APS 6	1	Online content management	Canberra
APS 5	1	Online content management	Canberra
EL 1	1	Internal communication coordination (including some event management)	Canberra

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

Contracted Communication Staff			
Class	Number	Type of work	Location
N/A	1	Online content management	Canberra
N/A	0.25	Online content management	Canberra
N/A	1	Annual Report Coordination	Canberra

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

There are three media managers.

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

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

It was established in 1999. Two existing staff has their duties changed and were not backfilled, for the set-up, with an ongoing cost of \$450,000 including salaries. Four staff work in the media studio as outlined in the above table.

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:

Geoscience Australia 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 such appointments have been made.

ATTACHMENT A

Meeting Costs

Date	Description	Amount GST Exclusive
13-Jul-12	Acreage Release Debrief	599.25
13-Jul-12	Acreage Release Debrief	272.73
28-Nov-12	Bathymetry Planning Workshop	74.41
24-Apr-13	SLT workshop Energy Division - 14th March 2013	657.98
19-Sep-12	CIO meeting	115.36
4-Oct-12	CIO Meeting	16.36
10-Jan-13	Government CIO Forum in August 2012	356.36
14-Mar-13	Government Science Agency ICT Conference - follow up	26.64
1-May-13	International Women's Day networking event - 2013	498.57
1-Oct-12	Catering for SDCP walkthrough Sept 12	68.64
10-Jul-12	Catering Package for Geochronology Laboratory planning day	620.55
13-Mar-13	Govt Geoscience Info Committee Meeting	297.82
13-Mar-13	Governement Geoscience Information Committee Meeting 4-6 March 2013	610.23
4-Mar-13	Business Catering Senior Leadership Team Workshop	1350
4-Mar-13	Business Catering Senior Leadership Team Workshop	81.82
13-Mar-13	Discussion regarding future of ANSIR National Research Facility in Earth Sounding and a broader Community involvement	337.68
13-Mar-13	Discussion regarding future of ANSIR National Research Facility in Earth Sounding and a broader Community involvement	93.58
9-Oct-12	Executive Board Planning day	376.36
4-Dec-12	Delegate Package Catering	859.09
17-Dec-12	Catering - Lunch for Interview panel	49.09
12-Mar-13	GA-RET Executive Board Meeting	216.59
1-May-13	Catering - NGIG meeting	204.37
19-Nov-12	EGD Senior management planning day	361.36
17-Dec-12	EGD SMT meeting	153
1-May-13	Interview panel catering	32.73
1-Dec-12	Catering for TERSS Board Meeting	49.41
6-Dec-12	Catering - OGRE User Advisory Committee Meeting	162.95
26-Nov-12	Corporate services planning day	839.77
18-Apr-13	Launch of Burnt Books 60th anniversary exhibition.	42.07
2-Aug-12	Getting that Contract Right course	12.73
2-Aug-12	Getting that Contract Right course	12.56
3-Aug-12	After school hours workshop for primary school teachers	130.53
10-Dec-12	GA Breakfast Parl Hse - 11 Sep 2012	986.36
1-Apr-13	Business Catering - Visualisation and Science Promotion Team Planning Day	95.45
1-May-13	Online Presence Strategy Workshop	438.23
1-Sep-12	RET-GA Networking function	200.45
13-Feb-13	Graduates 2012 Graduation Ceremony Catering	288.87
15-Mar-13	Graduate networking event	201.14
9-Apr-13	Geostart 13.03.13	248.18
		12039.27

ATTACHMENT B

Consultancies

PARTNER	AGREEMENT TITLE	EXPENSE (Ex GST)	COMMENCEMENT DATE	EXPIRY DATE	PROCUREMENT METHOD
Stubbs, Judith Doris T/A Judith Stubbs & Associates	Geoscience Australia ncWMS true colour support - Agreement 2012072848	\$26,000.00	01-Aug-12	30-Sep-12	Limited Tender
CSIRO	1 second DEM support - Consulting Services Agreement	\$75,000.00	02-Dec-12	28-Jun-13	Limited Tender
CSIRO	1 second DEM support - Consulting Services Agreement - Additional services	\$39,000.00	29-Jan-13	28-Jun-13	Limited Tender
CSIRO	Consulting Services - Information Platform to support bioregional assessment of Australia's major coal basins	\$50,000.00	01-Oct-12	30-Jun-13	Limited Tender
Enquest Pty Ltd	Environmental Plan for the Browse Basin Marine Environmental Survey 2013	\$19,835.00	29-Jan-13	30-Apr-13	Open Tender
Joint Strategies Pty Ltd	Leadership Development Program (Geoplus)	\$492,502.00	1-Feb-09	31-Dec-12	Open Tender
J.L Johnson and R.W Johnson	Project Director, Rabaul Volcanological Observatory Twinning Program	\$324,150.00	28-Apr-10	30-Jun-13	Limited Tender
Performance Improvement Pty Ltd	Mining for Development Activity Design Consultant	\$49,600.00	04-Oct-12	28-Feb-13	Open Tender
Planit Test Management Solutions Pty Ltd	Performance testing and advice for GA Website and earthquakes application	\$40,900.00	16-Jul-12	31-Oct-12	Limited Tender
Rob Kirk Consultants Pty Ltd	Consultancy Services for the provision of Seismic and Stratigraphic Interpretation for the assessment of CO2 Storage Prospectivity	\$69,818.18	30-Apr-12	31-Aug-12	Open Tender
Stubbs, Judith Doris T/A Judith Stubbs & Associates	Facilitation and reporting of workshop outcomes for the CO2 Infrastructure Assessment Project (CIAP)	\$13,031.81	25-Mar-13	30-Apr-13	Open Tender
Total Facility Services Pty Ltd	Data Centre Facility Infrastructure Review Proposal	\$9,600.00	29-Apr-13	03-May-13	Open Tender
Workplace Research Associates Pty Ltd	Work Level and Capability Framework	\$61,200.00	10-May-12	17-Aug-12	Limited Tender
	Total	\$1,270,636.99			
PARTNER	AGREEMENT TITLE	COMMENCEMENT DATE	EXPIRY DATE	PROCUREMENT	
TBA	Well log interpretation and compilation of basin inventory data	TBA	TBA	TBA	
TBA	Well log interpretation and compilation of basin inventory data	TBA	TBA	TBA	
TBA	Onshore basin Inventory Project work	TBA	TBA	TBA	

ATTACHMENT C

Contractors

Contractor	Subject Matter	Role	Start Date	End Date	Left GA
Finite IT Recruitment Solutions	Short Term Personnel Hire	Software Developer	1/07/2012	30/08/2012	Yes
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Photogrammetric and Mapping Support	1/07/2012	30/09/2012	Yes
Clarius Group Limited	Short Term Personnel	Python/Java Developer	25/02/2013	30/06/2013	
Click IT Recruitment	Short term personnel	Software Packager and Tester	1/07/2012	24/08/2012	Yes
Clarius Group Limited	Short Term Personnel	Technical Business Analyst	1/07/2012	30/06/2013	
Frontier Group Australia	Short Term Personnel	Business & System Analyst Specialist for RDS	1/07/2012	28/06/2013	
Finite IT Recruitment Solutions	Short Term Personnel	Business Analyst	1/07/2012	31/03/2013	
Finite IT Recruitment Solutions	Short Term Personnel	Business Analyst	1/04/2013	28/06/2013	
Finite IT Recruitment Solutions	Short Term Personnel	Business Analyst	4/04/2013	10/04/2013	
Finite IT Recruitment Solutions	Short Term Personnel	Business Analyst	4/04/2013	10/04/2013	
Southern Cross Computing Pty Ltd	Short Term Personnel	Business Analyst	6/08/2012	5/02/2013	
Southern Cross Computing Pty Ltd	Short Term Personnel	Business Analyst	1/01/2013	28/06/2013	
Kelly Services (Australia) Limited	Short Term Personnel	Business Analyst	1/07/2012	24/12/2012	
Kelly Services (Australia) Limited	Short Term Personnel	Business Analyst	3/01/2013	30/06/2013	
Aurec Pty Ltd	Short Term Personnel	Business Analyst	30/07/2012	30/06/2013	
Clarius Group Limited	Short Term Personnel	Business Analyst	16/04/2013	28/06/2013	
Clarius Group Limited	Short Term Personnel	Business Analyst	16/04/2013	28/06/2013	
Hays Recruitment (Australia) Pty Ltd	Short Term Personnel	Contracts and Procurement Officer	14/05/2013	15/05/2014	
Keenyear Pty Ltd	Short Term Personnel	Data Entry - graphics and geospatial	1/07/2012	30/06/2013	
Keenyear Pty Ltd	Short Term Personnel	Data Entry	1/07/2012	30/06/2013	
Keenyear Pty Ltd	Short Term Personnel	Database Officer	1/07/2012	30/06/2013	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Finance Officer	1/07/2012	31/07/2012	Yes
Keenyear Pty Ltd	Short Term Personnel	GIS Analyst	1/07/2012	31/08/2012	Yes
Clarius Group Limited	Short Term Personnel	GIS Officer	1/07/2012	28/09/2012	
Clarius Group Limited	Short Term Personnel	GIS Officer	24/08/2012	30/10/2012	

Clarius Group Limited	Short Term Personnel	GIS Officer	31/10/2012	24/12/2012	Yes
Keenyear Pty Ltd	Short Term Personnel	GIS Services	1/07/2012	31/07/2012	Yes
Adecco Australia Pty Ltd	Short Term Personnel	GIS Support Officer	1/07/2012	31/12/2012	
Adecco Australia Pty Ltd	Short Term Personnel	GIS Support Officer	3/01/2013	28/06/2013	
Hays Specialist Recruitment	Short Term Personnel	Graphic Designer	10/05/2013	12/07/2013	
Hays Specialist Recruitment	Short Term Personnel	Graphic Designer	10/05/2013	12/07/2013	
Greythorn Pty Ltd	Short Term Personnel	ICT Business Analyst	1/07/2012	30/11/2012	
Greythorn Pty Ltd	Short Term Personnel	ICT Business Analyst	1/12/2012	31/12/2012	Yes
Peoplebank Australia Limited	Short Term Personnel	ICT contractor	10/12/2012	10/04/2013	
Peoplebank Australia Limited	Short Term Personnel	ICT contractor	11/04/2013	2/06/2013	
Clarius Group Limited	Short Term Personnel	ICT Tester and Business Analyst	1/07/2012	24/12/2012	
Clarius Group Limited	Short Term Personnel	ICT Tester and Business Analyst	3/01/2013	28/06/2013	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Information Management	3/07/2012	31/07/2012	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Information Management	31/07/2012	31/08/2012	Yes
Peoplebank Australia Limited	Short Term Personnel	Java Applications Developer	12/05/2013	28/06/2013	
Peoplebank Australia Limited	Short Term Personnel	Java Applications Developer	12/05/2013	28/06/2013	
Finite IT Recruitment Solutions	Short Term Personnel	Java Developer	1/07/2012	30/09/2012	
Finite IT Recruitment Solutions	Short Term Personnel	Java Developer	1/10/2012	29/03/2013	
Finite IT Recruitment Solutions	Short Term Personnel	Java Developer	30/03/2013	28/06/2013	
Adecco Australia Pty Ltd	Short Term Personnel	Java Web Developer	1/07/2012	31/01/2013	
Adecco Australia Pty Ltd	Short Term Personnel	Java Web Developer	1/02/2013	28/02/2013	
Adecco Australia Pty Ltd	Short Term Personnel	Java Web Developer	1/03/2013	28/06/2013	
Clicks IT Recruitment	Short Term Personnel	Lead Software Tester	1/07/2012	30/06/2013	
Frontier Group Australia	Short Term Personnel	Lead Strategic Business Analyst	16/07/2012	16/10/2012	
Frontier Group Australia	Short Term Personnel	Lead Strategic Business Analyst	17/10/2012	30/06/2013	
Frontier Group Australia	Short Term Personnel	Linux Administrator/Solution Design	26/11/2012	28/06/2013	
Peoplebank Australia Limited	Short Term Personnel	Linux/Unix	1/07/2012	31/01/2013	
Peoplebank Australia Limited	Short Term Personnel	Linux/Unix	3/01/2013	31/01/2013	Yes

Finite IT Recruitment Solutions	Short Term Personnel	Microsoft Windows Packager professional	26/07/2012	7/11/2012	
Finite IT Recruitment Solutions	Short Term Personnel	Microsoft Windows Packager professional	8/11/2012	7/12/2012	Yes
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Microsoft Windows Server Administrator	1/07/2012	31/01/2013	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Microsoft Windows Server Administrator	1/02/2013	30/06/2013	
Aurec Pty Ltd	Short Term Personnel	Network Administrator	21/01/2013	28/06/2013	
Aurec Pty Ltd	Short Term Personnel	Network Administrator	5/02/2013	28/06/2013	
Peoplebank Australia Limited	Short Term Personnel	Project Analyst	23/08/2012	22/02/2013	Yes
Clicks IT Recruitment	Short Term Personnel	Project Manager - GA's migration to Windows 7 for desktop PCs	1/07/2012	31/01/2013	
Clicks IT Recruitment	Short Term Personnel	Project Manager - GA's migration to Windows 7 for desktop PCs	1/02/2013	15/02/2013	Yes
Clarius Group Limited	Short Term Personnel	Project Manager, BC and DR Infrastructure Design Project	1/07/2012	31/12/2012	Yes
Frontier Group Australia	Short Term Personnel	Project Manager/Business Analyst	1/07/2012	31/01/2013	
Frontier Group Australia	Short Term Personnel	Project Manager/Business Analyst	1/02/2013	30/06/2013	
Keenyear Pty Ltd	Short Term Personnel	Project Officer	1/07/2012	31/10/2012	
Keenyear Pty Ltd	Short Term Personnel	Project Officer	1/11/2012	24/12/2012	Yes
Clicks IT Recruitment	Short Term Personnel	Python Developer	1/07/2012	31/12/2012	
Talent International (ACT) Pty Ltd	Short Term Personnel	Python Developer	1/07/2012	30/11/2012	
Talent International (ACT) Pty Ltd	Short Term Personnel	Python Developer	1/12/2012	21/12/2012	
Talent International (ACT) Pty Ltd	Short Term Personnel	Python Developer	21/12/2012	21/06/2013	
Aurec Pty Ltd	Short Term Personnel	Python/Java Developer	1/03/2013	30/06/2013	
Aurec Pty Ltd	Short Term Personnel	Python/Java Developer	25/02/2013	30/06/2013	
Greythorn Pty Ltd	Short Term Personnel	Python/Java Developer	1/03/2013	30/06/2013	
Hays Recruitment (Australia) Pty Ltd	Short Term Personnel	Python/Java Developer	1/03/2013	30/06/2013	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Records Management	1/07/2012	28/09/2012	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Records Management	28/09/2012	30/06/2013	
Peoplebank Australia Limited	Short Term Personnel	Robotics Data Systems Support	1/07/2012	30/06/2013	

Aurec Pty Ltd	Short Term Personnel	Senior Project Manager	1/07/2012	23/11/2012	
Aurec Pty Ltd	Short Term Personnel	Senior Project Manager	24/11/2012	21/12/2012	Yes
Addeco Australia Pty Ltd	Short Term Personnel	Senior VMWare Implementation & Design Engineer	2/10/2012	1/04/2013	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Snr Unix Consultant/Technical Team Lead	20/08/2012	17/02/2013	Yes
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Snr Unix Consultant/Technical Team Lead	27/02/2013	28/06/2013	
Clarius Group Limited	Short Term Personnel	Software Developer	2/07/2012	21/12/2012	
Clarius Group Limited	Short Term Personnel	Software Developer	21/12/2012	31/03/2013	
Clarius Group Limited	Short Term Personnel	Software Developer	1/04/2013	30/06/2013	
Clarius Group Limited	Short Term Personnel	Software Developer	1/07/2012	30/06/2013	
Clarius Group Limited	Short Term Personnel	Software Developer	24/05/2013	30/06/2013	
Keenyear Pty Ltd	Short Term Personnel	Software Developer	6/05/2013	30/06/2013	
Clarius Group Limited	Short Term Personnel	Software Engineer	1/07/2012	30/06/2013	
Clarius Group Limited	Short Term Personnel	Software Engineer	22/04/2013	28/06/2013	
Talent International (ACT) Pty Ltd	Short Term Personnel	Software Engineer	1/07/2012	31/12/2012	
Talent International (ACT) Pty Ltd	Short Term Personnel	Software Engineer	1/01/2013	31/03/2013	
Talent International (ACT) Pty Ltd	Short Term Personnel	Software Engineer	1/04/2013	30/06/2013	
Addeco Australia Pty Ltd	Short Term Personnel	Software Engineer	6/03/2013	30/05/2013	
Adecco Australia Pty Ltd	Short Term Personnel	Software management analyst	24/09/2012	21/12/2012	
Adecco Australia Pty Ltd	Short Term Personnel	Software management analyst	3/01/2013	28/02/2013	
Adecco Australia Pty Ltd	Short Term Personnel	Software management analyst	1/03/2013	28/06/2013	
Clicks IT Recruitment	Short Term Personnel	Software Packager and Tester	12/09/2012	31/12/2012	
Clicks IT Recruitment	Short Term Personnel	Software Packager and Tester	1/01/2013	31/03/2013	
Clicks IT Recruitment	Short Term Personnel	Software Packager and Tester	30/03/2013	28/06/2013	
Aurec Pty Ltd	Short Term Personnel	Software Tester	2/07/2012	30/06/2013	
Clarius Group Limited	Short Term Personnel	Solution Architect	1/07/2012	31/12/2012	Yes
Adecco Australia Pty Ltd	Short Term Personnel	Solution Architect	26/11/2012	30/06/2013	

Acumen Contracting and Recruitment	Short Term Personnel	Solution Architect	3/12/2012	30/06/2013	
Keenyear Pty Ltd	Short Term Personnel	Specialist GIS Analyst	4/12/2012	31/12/2012	
Aurec Pty Ltd	Short Term Personnel	Storage Architect / Senior Storage Implementation Engineer	15/10/2012	14/04/2013	
Aurec Pty Ltd	Short Term Personnel	Storage Architect / Senior Storage Implementation Engineer	15/04/2013	28/06/2013	
Peoplebank Australia Limited	Short Term Personnel	Web Content Manager	2/07/2012	28/09/2012	
Peoplebank Australia Limited	Short Term Personnel	Web Content Manager	28/09/2012	21/12/2012	
Peoplebank Australia Limited	Short Term Personnel	Web Content Manager	21/12/2012	3/05/2013	
Peoplebank Australia Limited	Short Term Personnel	Web Content Manager	3/05/2013	30/06/2013	
Aurec Pty Ltd	Short Term Personnel	Web Support	2/07/2012	30/06/2013	
Talent International (ACT) Pty Ltd	Short Term Personnel	Windows and Migration Engineer	3/09/2012	2/03/2013	
Talent International (ACT) Pty Ltd	Short Term Personnel	Windows and Migration Engineer	3/03/2013	30/06/2013	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Windows Server/Windows 7 Design Engineer	1/07/2012	31/01/2013	
Hays Specialist Recruitment (Australia) Pty Limited	Short Term Personnel	Windows Server/Windows 7 Design Engineer	1/02/2013	30/06/2013	
Finite IT Recruitment Solutions	Short Term Personnel Hire	Software Engineer	30/09/2012	24/12/2012	
Finite IT Recruitment Solutions	Short Term Personnel Hire	Software Engineer	24/12/2012	31/01/2013	
Finite IT Recruitment Solutions	Short Term Personnel Hire	Software Engineer	1/02/2013	28/02/2013	
Finite IT Recruitment Solutions	Short Term Personnel Hire	Software Engineer	15/03/2013	30/04/2013	
Finite IT Recruitment Solutions	Short Term Personnel Hire	Software Engineer	1/05/2013	30/06/2013	

ATTACHMENT D**Media Subscriptions****Current Newspaper Subscriptions**

- THE AUSTRALIAN
- AUSTRALIAN FINANCIAL REVIEW

Current Journal Subscriptions

- AAPG BULLETIN
- ABSTRACTS WITH PROGRAMS / GEOLOGICAL SOCIETY OF AMERICA
- ACTA GEOLOGICA SINICA
- AMERICAN JOURNAL OF SCIENCE
- AMERICAN MINERALOGIST
- ANTARCTIC SCIENCE
- APPEA JOURNAL
- APPLIED EARTH SCIENCE
- APPLIED GEOCHEMISTRY
- ASIAN OIL & GAS
- ASTRONOMY & GEOPHYSICS
- AUSIMM BULLETIN
- AUSTRALASIAN SCIENCE
- AUSTRALIAN GEOGRAPHER
- AUSTRALIAN GEOGRAPHIC
- AUSTRALIAN JOURNAL OF EARTH SCIENCES
- AUSTRALIAN MINING
- AUSTRALIAN PERSONAL COMPUTER JOURNAL
- AUSTRALIAN PIPELINER
- AUSTRALIA'S MINING MONTHLY
- BASIN RESEARCH
- BOLLETTINO DELLA SOCIETA PALEONOLOGICA ITALIANA
- BOREAS
- BULLETIN DE LA SOCIETE GEOLOGIQUE DE FRANCE
- BULLETIN OF CANADIAN PETROLEUM GEOLOGY
- BULLETIN OF THE NEW ZEALAND SOCIETY FOR EARTHQUAKE ENGINEERING
- BULLETIN OF THE SEISMOLOGICAL SOCIETY OF AMERICA
- BULLETIN OF VOLCANOLOGY
- CANADIAN JOURNAL OF EARTH SCIENCES
- THE CANADIAN MINERALOGIST
- CARBONATES AND EVAPORITES
- CATENA
- CHEMICAL GEOLOGY
- CLAY MINERALS
- CLAYS AND CLAY MINERALS
- CLIMATIC CHANGE
- COMPUTATIONAL GEOSCIENCES
- COMPUTERS & GEOSCIENCES
- CONTINENTAL SHELF RESEARCH
- CONTRIBUTIONS TO MINERALOGY AND PETROLOGY
- CRETACEOUS RESEARCH
- DRILLING REPORT
- EARTH
- EARTH AND ENVIRONMENTAL SCIENCE TRANSACTIONS OF THE ROYAL SOCIETY OF EDINBURGH
- EARTH AND PLANETARY SCIENCE LETTERS
- EARTH-SCIENCE REVIEWS
- EARTH SURFACE PROCESSES AND LANDFORMS
- EARTHQUAKE SCIENCE
- EARTHQUAKE SPECTRA
- ECOHYDROLOGY
- ECONOMIC GEOLOGY AND BULLETIN OF THE SOCIETY OF ECONOMIC GEOLOGISTS
- THE ECONOMIST
- ELEMENTS
- ENERGY_NEWS_PREMIUM.NET
- ENGINEERING GEOLOGY
- ENVIRONMENTAL AND ENGINEERING GEOSCIENCE
- ENVIRONMENTAL EARTH SCIENCES
- ENVIRONMENTAL GEOSCIENCES
- ENVIRONMENTAL SCIENCE & TECHNOLOGY
- EOS
- EPISODES : INTERNATIONAL GEOSCIENCE NEWSMAGAZINE
- ESTUARIES AND COASTS
- ESTUARINE COASTAL AND SHELF SCIENCE
- EXPLORATION AND MINING GEOLOGY
- EXPLORATION GEOPHYSICS
- FACIES
- FIRST BREAK
- GEO-MARINE LETTERS
- GEOCARTO INTERNATIONAL
- GEOCHEMISTRY : EXPLORATION ENVIRONMENT ANALYSIS
- GEOCHEMISTRY, GEOPHYSICS, GEOSYSTEMS
- GEOCHEMISTRY INTERNATIONAL
- GEOCHIMICA ET COSMOCHIMICA ACTA
- GEOFLUIDS
- GEOGRAPHICAL RESEARCH
- GEOLOGICAL JOURNAL
- GEOLOGICAL MAGAZINE
- GEOLOGICAL SOCIETY ENGINEERING GEOLOGY SPECIAL PUBLICATION
- GEOLOGICAL SOCIETY MEMOIR

- GEOLOGICAL SOCIETY OF AMERICA BULLETIN
- GEOLOGICAL SOCIETY SPECIAL PUBLICATION
- GEOLOGY
- GEOLOGY TODAY
- GEOMORPHOLOGY
- GEOPHYSICAL JOURNAL INTERNATIONAL
- GEOPHYSICAL PROSPECTING
- GEOPHYSICAL RESEARCH LETTERS
- GEOPHYSICS
- GEOSCIENCE CANADA MAGAZINE
- GEOSCIENTIST
- GEOSPHERE
- GEOSTANDARDS AND GEOANALYTICAL RESEARCH
- GEOTECTONICS
- GEOTHERMICS
- GFF
- GIS NEWSLETTER
- GLOBAL AND PLANETARY CHANGE
- GLOBE - AUSTRALIA
- GOLD AND MINERALS GAZETTE
- GONDWANA RESEARCH
- GROUND WATER
- GSA BULLETIN
- GSA TODAY
- HART'S E&P
- HELICTITE
- HOLOCENE
- HYDROLOGICAL PROCESSES
- HYDROLOGICAL SCIENCES JOURNAL
- IEEE TRANSACTIONS ON GEOSCIENCE & REMOTE SENSING
- INTERNATIONAL JOURNAL OF APPLIED EARTH OBSERVATION AND GEOINFORMATION
- INTERNATIONAL JOURNAL OF COAL GEOLOGY
- INTERNATIONAL JOURNAL OF CRITICAL INFRASTRUCTURE PROTECTION
- INTERNATIONAL JOURNAL OF EARTH SCIENCES
- INTERNATIONAL JOURNAL OF GEOGRAPHICAL INFORMATION SCIENCE
- INTERNATIONAL JOURNAL OF GREENHOUSE GAS CONTROL
- INTERNATIONAL JOURNAL OF REMOTE SENSING
- ISLAND ARC
- JOURNAL OF AFRICAN EARTH SCIENCES
- JOURNAL OF APPLIED GEOPHYSICS
- JOURNAL OF ASIAN EARTH SCIENCES
- JOURNAL OF COASTAL RESEARCH
- JOURNAL OF EARTHQUAKE AND TSUNAMI
- JOURNAL OF ENVIRONMENTAL & ENGINEERING GEOPHYSICS
- JOURNAL OF FLOOD RISK MANAGEMENT
- JOURNAL OF FORAMINIFERAL RESEARCH
- JOURNAL OF GEOCHEMICAL EXPLORATION
- JOURNAL OF GEODESY
- JOURNAL OF GEODYNAMICS
- JOURNAL OF GEOLOGY
- JOURNAL OF GEOPHYSICAL RESEARCH. B: SOLID EARTH
- JOURNAL OF HEALTH, SAFETY AND ENVIRONMENT
- JOURNAL OF HYDROLOGY
- JOURNAL OF INFRASTRUCTURE SYSTEMS
- JOURNAL OF METAMORPHIC GEOLOGY
- JOURNAL OF MICROPALAEONTOLOGY
- JOURNAL OF NANNOPLANKTON RESEARCH
- JOURNAL OF OCCUPATIONAL HEALTH & SAFETY AUSTRALIA AND NEW ZEALAND
- JOURNAL OF PALEONTOLOGY
- JOURNAL OF PETROLEUM GEOLOGY
- JOURNAL OF PETROLEUM SCIENCE AND ENGINEERING
- JOURNAL OF PETROLOGY
- JOURNAL OF QUATERNARY SCIENCE
- JOURNAL OF SEDIMENTARY RESEARCH
- JOURNAL OF SEISMOLOGY
- JOURNAL OF SOUTH AMERICAN EARTH SCIENCES
- JOURNAL OF STRUCTURAL GEOLOGY
- JOURNAL OF THE GEOLOGICAL SOCIETY
- JOURNAL OF THE GEOLOGICAL SOCIETY OF INDIA
- JOURNAL OF THE ROYAL SOCIETY OF WESTERN AUSTRALIA
- JOURNAL OF THE VIRTUAL EXPLORER
- JOURNAL OF VOLCANOLOGY AND GEOTHERMAL RESEARCH
- JOURNAL & PROCEEDINGS OF THE ROYAL SOCIETY OF NSW
- LANDSLIDES
- LAW OF THE SEA BULLETIN
- THE LEADING EDGE
- LETHAIA
- LIMNOLOGY AND OCEANOGRAPHY
- LIMNOLOGY AND OCEANOGRAPHY BULLETIN
- LITHOS
- LITHOSPHERE
- MARINE AND PETROLEUM GEOLOGY
- MARINE CHEMISTRY
- MARINE & FRESHWATER RESEARCH
- MARINE GEODESY
- MARINE GEOLOGY
- MARINE MICROPALAEONTOLOGY
- MARINE POLLUTION BULLETIN
- MATHEMATICAL GEOSCIENCES
- MICROPALAEONTOLOGY
- MINERALIUM DEPOSITA

- MINERALOGICAL MAGAZINE
- MINERALOGY AND PETROLOGY
- MINING JOURNAL
- MINING_NEWS_PREMIUM.NET
- NATURAL HAZARDS
- NATURAL HAZARDS REVIEW
- NATURAL RESOURCES RESEARCH
- NATURE
- NATURE CLIMATE CHANGE
- NATURE GEOSCIENCE
- NEW SCIENTIST
- NEW ZEALAND JOURNAL OF GEOLOGY AND GEOPHYSICS
- NEWSLETTER OF MICROPALAEONTOLOGY
- OFFSHORE
- OFFSHORE ENGINEER
- OIL & GAS AUSTRALIA
- OIL & GAS GAZETTE
- OIL & GAS JOURNAL
- OIL & GAS RADAR
- OILFIELD REVIEW
- ORE GEOLOGY REVIEWS
- ORGANIC GEOCHEMISTRY
- OUTBACK (RM WILLIAMS)
- PALAEOGEOGRAPHY
- PALAEOCLIMATOLOGY
- PALAEOECOLOGY
- PALAEOONTOLOGY
- PALAEOWORLD
- PALAIOS
- PALAONTOLOGISCHE ZEITSCHRIFT
- PALEOBIOLOGY
- PALEOCEANOGRAPHY
- PALEONTOLOGICAL RESEARCH
- PALYNOLOGY
- PANGEA
- PAYDIRT
- PETROLEUM ECONOMIST
- PETROLEUM GEOLOGY CONFERENCE SERIES
- PETROLEUM GEOSCIENCE
- PETROLEUM REVIEW
- PETROPHYSICS
- PHOTOGRAMMETRIC ENGINEERING & REMOTE SENSING
- PHYSICS AND CHEMISTRY OF THE EARTH
- PHYSICS OF THE EARTH AND PLANETARY INTERIORS
- POLAR RECORD
- POSITION MAGAZINE
- PPO MONTHLY
- PRECAMBRIAN RESEARCH
- PREVIEW (AUSTRALIAN SOCIETY OF EXPLORATION GEOPHYSICISTS)
- PROCEEDINGS OF THE YORKSHIRE GEOLOGICAL SOCIETY
- PROGRESS IN PHYSICAL GEOGRAPHY
- PUBLIC SECTOR GOVERNANCE
- QUARTERLY JOURNAL OF ENGINEERING GEOLOGY AND HYDROGEOLOGY
- QUARTERLY JOURNAL OF THE GEOLOGICAL SOCIETY OF LONDON
- QUATERNARY INTERNATIONAL
- QUATERNARY RESEARCH
- QUATERNARY SCIENCE REVIEWS
- RECORDS OF THE AUSTRALIAN MUSEUM
- REGISTER OF AUSTRALIAN MINING
- REMOTE SENSING LETTERS
- REMOTE SENSING OF ENVIRONMENT
- RESOURCES POLICY
- REVIEW OF PALAEOBOTANY AND PALYNOLOGY
- REVIEWS IN MINERALOGY AND GEOCHEMISTRY
- REVIEWS OF GEOPHYSICS
- REVISTA ESPANOLA DE MICROPALAEONTOLOGICA
- REVUE DE MICROPALAEONTOLOGIE
- ROCKY MOUNTAIN GEOLOGY
- RUSSIAN GEOLOGY AND GEOPHYSICS
- SCIENCE
- SCIENTIFIC AMERICAN
- SCOTTISH JOURNAL OF GEOLOGY
- SEDIMENTARY GEOLOGY
- SEDIMENTOLOGY
- SEG DIGITAL LIBRARY
- SEISMOLOGICAL RESEARCH LETTERS
- SKY & TELESCOPE
- SOIL RESEARCH
- SOUTH AFRICAN JOURNAL OF GEOLOGY
- SPE RESERVOIR EVALUATION & ENGINEERING
- SURVEYS IN GEOPHYSICS
- TEACHING EARTH SCIENCES
- TECTONICS
- TECTONOPHYSICS
- TERRA ANTARCTICA
- TERRA NOVA
- TRANSACTIONS OF THE GEOLOGICAL SOCIETY OF LONDON
- TRANSACTIONS OF THE ROYAL SOCIETY OF SOUTH AUSTRALIA
- UPSTREAM
- VADOSE ZONE JOURNAL
- WATER RESOURCES RESEARCH
- WHOS DRILLING WORLD OIL

Guidelines on Study



Geoscience Australia Study Assistance Guidelines

The Study Assistance Guidelines, as specified in the Geoscience Australia Enterprise Agreement 2011-2014 provide the parameters for staff seeking to undertake study with the support of Geoscience Australia. This support forms an integral part of GA's commitment to learning and development and may take the form of a scholarship, or leave for study activities and/or financial assistance.

The guidelines provide a framework for the appropriate use of Commonwealth funds with respect to Study Assistance for GA employees.

Access to Study Assistance shall be in accordance with these Guidelines, and under Clause 66 of the Geoscience Australia Enterprise Agreement 2011-2014 (the EA).

Objectives

GA Study Assistance seeks to:

- develop skills and knowledge to increase GA's capacity to achieve its organisational goals
- equip staff for specific current and future workforce requirements
- assist staff with their career development, adaptability and mobility within GA
- improve current and future job performance

Principles

Study Assistance will operate with the principles of transparency and consistency across the agency.

Eligibility for Study Assistance

All employees covered by the Geoscience Australia Enterprise Agreement 2011-2014 are eligible to apply for Study Assistance.

Non-ongoing employees engaged for less than 12 months will only be granted access to Study Assistance in exceptional circumstances. In making the decision the Delegate will need to balance the applicant's request with the financial resources and operational needs of the Group.

No payment/leave can be given for study undertaken prior to application approval.

Before exploring admission opportunities at educational institutions it is highly recommended that you first discuss your intent with your Nominated Manager and Group Leader/Director to ensure there is an alignment of your intended areas of study with GA priorities (including discussion regarding the nature of support that may be provided).

Eligible courses

Study Assistance applications can only be made for study activities provided by educational institutions. The courses should be directly relevant to the staff member's career at GA and should assist the staff member reach goals stated in their Performance Development Plan.

Applications can be made for tertiary level courses, including, but not limited to, diplomas, certificates, undergraduate and post-graduate qualifications. Study Assistance does not apply for short, non-award courses. These are accessed through GA's [L&D application process](#).

Categories of Study Assistance

There are two categories of Study Assistance for which a staff member can apply; Standard Study Assistance (capped at 5 hours pro rata leave per week and \$10,000 financial assistance per calendar year) and GA Study Scholarship (for higher support in exceptional circumstances).

Note: Staff members should consider working and/or studying part-time to meet their work and study commitments.

1. Standard Study Assistance

Standard Study Assistance is intended to assist staff undertaking study in areas that are of direct relevance to their career at GA. There are two tiers of support that the Delegate may approve and applications are to be made on a semester-by-semester basis (or equivalent study period).

Tier 1 – Study Leave with no financial assistance

For: Study that has direct relevance to the applicant's career at GA.

Includes access to: Up to 5 hours of paid leave per week for study purposes.

To become an Approved Student, a staff member must have their application to undertake a course of study approved by the Standard Study Assistance Delegate (an applicant's Group Leader in the divisions and Director in the enabling branches).

As part of their application, staff members can apply for Study Leave: paid leave to attend study activities during standard work hours, including travel time between work and the study activities. For a full-time staff member the maximum amount of Study Leave that may be approved under Standard Study Assistance is 5 hours per week. The Delegate will make a decision regarding the amount of Study Leave to approve after considering appropriate criteria (see Delegate's responsibilities). If approved, Study Leave is set at a particular number of hours per week of a study period.

In addition to Study Leave and in accordance with Clause 53.1 of the EA, a staff member can, with the approval of their Nominated Manager, take Exam Leave for examinations. This leave does not accrue and is to be used independently of Study Leave. It can be applied for on an ad hoc basis through Aurion ESS as "Miscellaneous Leave with Pay – Exams – approved students".

Managing Study Leave

With the approval of their Nominated Manager the staff member can manage Study Leave via a method termed StudyBank, allowing them to accrue unused Study Leave each week and use it to vary the number of hours they take per week or take their leave as a block to meet their study needs/circumstances. An agreement must be made with the Nominated Manager at the beginning of the study period as to how this will be tracked. StudyBank balances do not carry across application periods (usually semesters) and the amount of StudyBank that can be accrued is capped at 7 weeks worth of approved Study Leave.

Study Leave cannot be taken at the same time as other types of leave. For example, where Recreation Leave coincides with a time that would normally have been taken as Study Leave, the number of Study Leave hours that overlap with the Recreation Leave are deducted from the StudyBank balance. Similarly if an Approved Student has been notionally approved for Study Leave for a particular day and then takes Personal leave, they are also to apply for Personal Leave for their full working hours and the StudyBank balance is reduced by the overlap of Study Leave and Personal Leave. Where a Nominated Manager does not approve a request to manage Study Leave via StudyBank due to operational requirements making flexible use problematic, the weekly Study Leave amount is either taken per week as approved, or forfeited.

Study Leave for part-time staff may be granted on a pro rata equivalent. To calculate the maximum amount of Study Leave that can be applied for through Standard Study Assistance, the staff member should multiply the relevant full-time Study Leave amount by hours worked per week (as a decimal), then divide by 36.75.

Tier 2 – Study Leave with financial assistance

For: Study that has direct relevance to the applicant's career at GA and to GA's current key outcomes.

Includes access to: Up to 5 hours of paid leave per week for study purposes and up to \$10,000 financial assistance per calendar year.

In addition to the leave types available in Tier 1, staff members can apply for Financial Assistance for direct study costs including administration fees, examination fees, General Services Fees, and course fees, but not including payment of any fees incurred by the student for late payments (unless it can be proven that the late payment was due to an administrative error by GA). The Delegate has the discretion to decide whether all or part of the requested financial assistance is to be paid.

If the student enrolls as a Commonwealth supported student, GA will only pay the course fees to a maximum of the discounted HECS-HELP (Higher Education Contribution Scheme - Higher Education Loan Program) amount that applies for an upfront payment (usually 90% of the deferred amount).

To claim for payment/reimbursement, approved student must produce proof of the amount and type of fees and costs (i.e. a tax invoice) and submit them with a Study Assistance Claim Form to the appropriate Senior Resource Manager.

Whilst not usual, Financial Assistance can be provided without Study Leave. This may occur if contact hours for the course of study are low, and/or can be taken outside of standard work hours.

2. GA Study Scholarship

For higher level support for courses of study that strongly benefit GA by supporting the strategic direction and future of the agency, staff can apply for a GA Study Scholarship. The Scholarships will commence at the equivalent of Geoscience Australia APS 5.1 salary (or 50% of the applicant's salary, whichever is greater) gross per year for a maximum of 3 years, and will be awarded by the Executive Board through an annual competitive round. The scholarship is capped such that the scholarship amount does not to exceed the staff member's full-time gross substantive salary plus direct study costs. Multiple scholarships can be awarded and the EB may grant higher amounts at their discretion, according to the merit of the study. Given the significant benefit to the individual and the reduction in contribution to GA's operations, full salary equivalent will only be paid in very exceptional circumstances.

To assist with a transparent, consistent process the applicants must develop a business case for how the study will benefit GA, and detail required financial assistance including any fees and course costs, travel/relocation costs as well as backfilling costs. The Executive Board will consider all applications at one time each year and will focus on the merit of each application and the capacity of GA. For these reasons, these applications must cover the entire program of study (e.g. Degree) rather than one semester.

The delegate for the Scholarship is the CEO; however the application must also have the support of the staff member's Nominated Manager, Group/Director, and head of Division/Branch.

The major points of consideration will be:

- financial and operational constraints of the agency;
- whether the study topic will contribute significantly to a GA outcome;
- whether the study is the best way to achieve the outcome;
- whether the study assists with the priorities of GA as a whole;
- the likelihood of the staff member using their new knowledge to the benefit of GA in the future;
- who will own the IP of any work (if relevant); and
- whether the staff member is capable of completing the course of study successfully.

The Scholarships awarded by the EB are to be used to cover study costs (if any) and to assist with living expenses, and are to be taken with full-time Miscellaneous leave without pay for study purposes (or paid leave if available) in place of being 'on-duty'.

Recipients are encouraged to pursue supplementation with external scholarships where appropriate. If a recipient would like to supplement their Scholarship with part-time work at GA, they must be able to demonstrate that this can be done without impacting on the timely completion of their studies. However, any work being paid at normal salary is not to contribute to the study topic and the total salary plus scholarship amount is not to exceed the staff member's full-time gross substantive salary plus direct study costs.

Please note that staff taking miscellaneous leave without pay are not eligible for workers' compensation, however in accordance with Clause 53.18 of the Geoscience Australia Enterprise Agreement 2011-2014, full-time leave without pay taken for full-time study commitments of approved students will count for long service leave purposes.

The GA Study Scholarship will be paid fortnightly with tax deducted by GA. Please note that no superannuation will be paid for the GA Study Scholarship, and salary sacrificing cannot occur.

Any staff member applying for a GA Study Scholarship should understand that there is an expectation that they complete a minimum of three years service at after conclusion of the course of study.

Process and Procedures

When to apply

When applying for Standard Study Assistance, staff members are to consult Human Resources prior to submitting the application to the Delegate. Applications are to be for one semester (or equivalent study period) at a time, with the deadline of submission to the Delegate of four weeks prior to commencement. A

decision is to be made by the Delegate within 2 weeks. It is at the discretion of the Delegate to consider any applications made after the above deadlines.

Applications for GA Study Scholarships have an application deadline of 1 September for submission to Human Resources for studies commencing the following year. This is to allow time for Executive Board and CEO consideration.

How to apply

Application steps:

1. The staff member downloads and completes the appropriate Study Assistance Application Form from the intranet and fill in the form electronically up "Applicant's Declaration".
2. The staff member consults with Human Resources to allow tracking of all applications in accordance with GA's Parliamentary reporting requirements.
3. The staff member prints and submits the form to their Nominated Manager along with evidence of the class schedule (or contact hours) and associated costs.
4. The Nominated Manager either declines to support the application with an explanation, notifying HR, or recommends the approval of the application with or without amendment, after which the form should be submitted to the Group Leader/Director.
5. The Group Leader/Director can similarly decline to support the application with explanation, notifying HR, or approve the application with or without amendments. If the application is for Standard Study Assistance, the approval of the Group Leader finalises the application, and the staff member is now an Approved Student.

If the application is for a GA Study Scholarship, it is then submitted to HR by 1 September to be for consideration by the Chief of Division, then the Executive Board and CEO.

If approved:

6. A hard copy of all approved forms is to be provided to the appropriate Senior Resource Manager (SRM) and the originals should be provided to Human Resources.
7. A Study Assistance Expenses Claim Form can be downloaded from the intranet and provided to the SRM for approved expenses. This form can be submitted multiple times throughout the study period as necessary to pay invoices/cover reimbursements as appropriate. The SRM will certify that any expenditure is in accordance with the Study Assistance application as approved by the Delegate, that value for money provisions have been satisfied, and that funding is available.
8. Satisfactory evidence of successful completion of the course or unit is to be provided within a month of receiving the results. The evidence (i.e. an original transcript) is to be provided to Human Resources, who will retain a copy and return the original to the Approved Student.

Failure/Withdrawal and Leaving GA

Where a staff member fails or withdraws from their approved course of study, they will reimburse GA for the total amount of the Financial Assistance or Scholarship received for that study period, unless waived at the Delegate's discretion in cases where personal circumstances (i.e. illness, injury, or bereavement), work commitments or other extenuating circumstances apply.

Study Assistance to repeat studies which have not been successfully completed due to failure or withdrawal will be also be granted at the discretion of Delegate only in cases where personal circumstances (i.e. illness, injury, and bereavement), work commitments or other extenuating circumstances apply.

Where a staff member voluntarily separates from GA during their approved course of study, they will reimburse GA for the total amount of the Financial Assistance or Scholarship received for that study period, unless waived at the Delegate's discretion in cases where extenuating circumstances apply.

Review of decision

This will be in accordance with Clause 10 of the EA.

Roles and responsibilities

Delegate responsibilities:

- taking into consideration an applicant's work performance, capability, and Performance Development Plan;
- making a final decision regarding the level of support, if any, to approve;
- taking into account that a course load may be within the applicant's control over the study period and that this should be discussed when considering impact on operational requirements;
- making an effort to ensure transparency and consistency of approval across the Group/Section, or in the case of the GA Study Scholarship, across the agency;
- understanding the Study Assistance Guidelines; and

- utilising the following eligibility criteria:

Standard Study Assistance eligibility criteria:

Tier 1 – No Financial Assistance	<ul style="list-style-type: none"> ▪ The course of study must have immediate and/or long term relevance to the applicant's career at GA ▪ The amount of leave being approved must take into account the financial and operational constraints of the group/section ▪ The amount of Study Leave being approved must be necessary for the course of study to be completed
Tier 2- Financial Assistance	<ul style="list-style-type: none"> ▪ The course of study must have immediate and/or long term relevance to the applicant's career at GA and to GA's current key outcomes ▪ The amount of leave being approved (if any) must take into account the financial and operational constraints of the group/section ▪ The amount of financial assistance being approved must take into account the financial constraints of the group ▪ Any Study Leave being approved must be necessary for the course of study to be completed

GA Study Scholarship eligibility criteria:

<ul style="list-style-type: none"> ▪ The study must support the priorities and strategic direction of GA ▪ The provision of Scholarships must take into account the financial and operational constraints of the agency; ▪ The study topic should contribute significantly to a GA outcome; ▪ The study must be the best way to achieve the outcome; ▪ The IP of any work (if relevant) should be retained by GA; ▪ The staff member must be likely to use their new knowledge to the benefit of GA in the future; and ▪ The staff member should be capable of completing the course of study successfully.
--

Staff member responsibilities:

- ensuring they meet the criteria for Study Assistance and for submitting all relevant information and supporting materials;
- performing all administration for their studies;
- meeting all deadlines associated with their studies and Study Assistance;
- advising their Nominated Manager of any changes in circumstances that may impact on their studies or work, including failure or withdrawal;
- ensuring that HR is notified of the outcome of applications, whether approved or not;
- understanding the expectations and consequences for leaving GA during/after the period of study;
- being aware of the impact that Study Assistance related changes may have on entitlements or to personal circumstances; and
- regularly reporting progress to nominated managers when undertaking research and/or post graduate courses.

Nominated Manager responsibilities:

- sighting documents for Exam Leave and approving it through ESS;
- having a discussion with the staff member regarding which study activities are compulsory and which could be handled outside of work hours (eg. Recorded lectures);
- coming to an agreement with the staff member regarding whether or not there is operational capacity for them to manage Study Leave via StudyBank (where the Delegate has approved access to Study Leave);
- regularly requesting progress where the staff member is undertaking research and/or post graduate courses; and
- monitoring the use of StudyBank through the StudyBank Tracking Sheet (or similar).

Business Resource Manager responsibilities:

- keeping a record of every approved Study Assistance application, including all claims for financial assistance; and
- certifying that any expenditure is in accordance with the Study Assistance application as approved by the Delegate, that value for money provisions have been satisfied, and that funding is available.

Human Resources

- tracking and recording each application for reporting purposes;
- providing advice regarding Study Assistance; and
- receiving and recording satisfactory evidence of successful completion of the course within a month of results being released. A copy is to be taken and the original returned to the Approved Student.

Definitions

“Study Assistance” is used in these guidelines to describe the overall program.

The “Delegate” for the purpose of Standard Study Assistance is an applicant’s Group Leader in the divisions and Director in the enabling branches, and for the purpose of the GA Study Scholarship is the Chief Executive Officer (CEO).

An “Approved Student” is a person who has had their application to undertake a relevant course of study approved by the Delegate.

“Exam Leave” is a form of miscellaneous paid leave that can be sought for examinations.

“Study Leave” is a form of paid leave which may be approved by the Delegate on application. It may be used to attend compulsory study activities during standard work hours, including travel time between work and study activities.

“StudyBank” refers to the method of accruing unused Study Leave over a study period. It can provide flexibility for the Approved Student in balancing work and study and access to this method must be approved by the Approved Student’s Nominated Manager.

“Study period” refers to the time period covered by an approved Study Assistance application. This is usually one semester for Standard Study Assistance, and the whole course of study for GA Study Scholarships.

“Full-time study” refers to studying what an educational institution considers to be a full course load.

“Class-free” refers to time within the study period in which no classes are held. This includes a mid-semester break and exam period, but not breaks in which there is no ongoing assessment (i.e. between semesters) which are viewed as outside the study period.

“Direct Study Costs” refers to compulsory costs associated with undertaking the course of study, including fees and course costs. It does not include living or travel expenses.

“Standard Study Assistance” refers to support consisting of Study Leave and/or Financial Assistance subject to Delegate approval.

“GA Study Scholarship” is a higher level support for courses of study that strongly benefit GA by supporting the strategic direction and future of the agency. The Scholarships commence at the equivalent of Geoscience Australia APS 5.1 salary (or 50% of the applicant’s salary, whichever is greater) gross per year for a maximum of 3 years and are awarded by the Executive Board through an annual competitive round.

“Standard work hours” refers to Monday to Friday between 8:30am and 12:30pm, and 1:30pm and 4:51pm, unless otherwise specified.

TRIM Document Number	D2013-25108
Document Version	0.1
Policy Custodian	HR Director, Corporate Services
Responsible Officer	HR Consultant, Human Resources
Approved by (Executive Board or CEO)	on
Superseded Policies	N/A
Date Effective	April 2013
Next Review Date	
Contact for queries about the Policy	Sophie Roberts x5890

ATTACHMENT F

Education Expenses

In house supervisory program:

Total cost (\$):	Cost per participant	Classification	Study Leave (hours/wk)	Reason
25410.00	1411.67	2 x EL2 8 x EL1 7 x APS6 1 x APS5	No leave Course conducted as 10 days over 5 months	Enhancing GA's supervisory capability

Tertiary Studies:

Type of course	Total cost (\$)	Classification	Study Leave (hours/wk)	Reason
Diploma	508.50	APS6	5	Business Administration - enhancing GA's corporate capability
Certificate	3030.00	EL1	0	Petroleum Engineering - enhancing GA's science capability
Masters	5617.50	EL1	5	Science majoring in geology - enhancing GA's science capability
Masters	3317.75	APS6	5	Climate Change - enhancing GA's science capability
Master	6480.00	EL2	0	Business and Technology - enhancing GA's technical capability
Honours	29245.33	APS6	36.75	Geology - enhancing GA's science capability
Masters	2520.00	EL1	0	Systems engineering - enhancing GA's technical capability
Masters	1950.00	EL2	0	Project management - enhancing GA's technical capability
Diploma	2374.07	EL2	5	Human Resources Management - enhancing GA's corporate capability
Honours	36491.00	APS5	36.75	Sequence Stratigraphy - enhancing GA's science capability
Bachelor	2479.10	APS6	5	Business Administration - enhancing GA's corporate capability
Bachelor	1812.86	EL1	5	Science majoring in geology - enhancing GA's science capability

Masters	2180.50	APS6	4	Business Administration - enhancing GA's corporate capability
Bachelor	905.40	APS6	5	Communication and management - enhancing GA's corporate capability
Masters	4500.00	EL1	5	Natural Hazards and Disasters - enhancing GA's science capability
Diploma	369.90	APS5	0	Accounting - enhancing GA's corporate capability
Masters	2876.25	APS6	5	Climate Change - enhancing GA's science capability
Bachelor	632.00	APS4	3	Information Studies - enhancing GA's corporate capability
Masters	6122.25	EL1	5	Information Technology - technical capability
Diploma	0.00	APS5	5	Environmental and resource economics - enhancing GA's technical capability
Bachelor	0.00	APS5	5	Spatial Science Technology - enhancing GA's science capability
Masters	2808.00	EL2	5	Information Technology - technical capability
Masters	2198.00	APS6	3	Information Services - enhancing GA's corporate capability
PhD	68756.80	EL1	36.75	Geoscience - enhancing GA's science capability
PhD	68756.80	EL1	36.75	Geoscience - enhancing GA's science capability
PhD	68756.80	EL1	36.75	Geoscience - enhancing GA's science capability

ATTACHMENT G

Executive Coaching and Leadership Training

Service Provider	Name/Nature of Service			Hours	Cost		Location	Location costs
Joint Strategies P/L	GeoPlus Leadership Program	Group	10 x EL1	338	39,497	Package	Tuggeranong	0
		Group	5 x EL2	170	19,749	Package	Tuggeranong	0
Joint Strategies P/L	Executive Coaching	Individual	2 x EL2	8	2400	Per Hour	Geoscience Australia/Joint Strategies, ACT	0
Tempo Strategies	Executive Coaching	Individual	1 x SES eq	3	1500	Per Hour	Tempo Strategies Premises	0
Australian Public Service Commission	Leading successful projects	Individual	3xEL1	48	3622	Package	Canberra	20
Australian Public Service Commission	SES Orientation	Group	2 x SES level eq	65	6380	Package	Level 5 16 Furzer St Phillip	40
Yellow Edge	Global Leadership Practices Program	Group	1 x SES eq	56	15000	Package	Shanghai, China	20728
								0
HDAA	HDAA Workshop - Service Management Best Practices for Success	Group	1 x EL1	2	0	Package	Hotel Realm/Barton/Canberra	0
VitalSmarts	Crucial Conversations	Group	1 x EL1, 1 x EL2	30	0	Package	GA	0
Liquid Learning	4th Annual Executive Officers Forum	Individual	1 x EL2	14	2145	Package	Canberra	0
Consultants	Crucial Conversations - Tools for Talking When Stakes Are High	Group	1 x EL2	14	0	Package	GA	0
Rapid Insights	Skills for handling difficult work colleagues, stakeholders, clients and others	Individual	1 x EL1, 1 X EL2	16	1190	Package	Rydges Hotel Lakeside 1 London Circuit Canberra	0
Chameleon Training	Conflict Training Course	Group	3 x EL1	11	600	Package	Geoscience Australia	0
Tempo Strategies	Tempo Mentors Leadership Insight Group	Group	1 x SES equivalent	13	2500	Package	Tempo Venue, Canberra	0
PPC	Managing Change Seminar	Group	1 x EL1	1	0	Package	Geoscience Australia	0
Australian Public Service Commission	SES Band 1 Leadership Development Program	Group	3 x SES level eq	90	30000	Package	APSC Training Centre, Phillip	50
Australian Public Service Commission	Stepping up to challenging conversations	Individual	1 x EL2	4	295	Package	Woden	0

Informa corporate learning	from technical professional to manager and leader	Individual	1 x EL1	15	2524.5	Package	canberra	0
Australian Public Service Commission	Work it out: mental fitness at work	Group	2 x EL1, 1xEL2	8	345	Package	Hellenic Club Woden	0
Australian Public Service Commission	Leading and Managing Small Teams	Individual	1 x EL1	24	2820	Package	Old Parliament HouseParkes, ACT	0
Sue Willis	Presentation Skills Workshop	Group	1 x EL1	15	500	Package	Geoscience Australia	0
Australian Public Service Commission	Growing your own Grad - guide for supervisors/mentors and coaches	Group	6 x EL1, 4 x EL2	7	2350	Package	Geoscience Australia	0
Rapid Insights	"Communication Matters": Advanced Communication Skills	Individual	1 x EL1	8	600	Package	Rydges Hotel, Lakeside. 1 London Circuit, Canberra	0
TBC	Influencing Skills training	Group	1 x EL2	7	200	Package	Geoscience Australia	0
TBC	Strategic thinking	Group	1 x EL2	7	200	Package	Geoscience Australia	0
WIC	Women in Communication 2013 Leadership Workshop	Group	1 x EL2	3	750	Package	Canberra	30
Australian Public Service Commission	Leadership . . . beyond this world - talk by Nobel Laureate Brian Schmidt Leadership Conversation Series	Individual	1 x SES level eq	3	115	Package	Hotel Realm, Barton, ACT	0
Liquid Learning	The National Public Sector Women in Leadership Summit 2013	Group	1 x EL1, 4 x EL2	105	13346	Package	Boat House by the Lake, Canberra	0
ACS	WIC (Women in Information & Communication) Leadership Workshop [GA Group Booking ref L&D #1773]	Group	1 x EL1	3	0	Package	National Portrait Gallery	0
John Robinson Consulting	Influencing Skills training	Group	1 x EL1	8	0	Package	In-House	0
Mental Nutrition	Writing for Selection Criteria and Interview Skills APS6-EL2	Group	1 x EL1, 1 x EL2	15	0	Package	Geoscience Australia	0
WIC	Women in Information and Communication Annual Dinner and Debate	Group	1 x EL2	4	1000	Package	Canberra	0
Australian Public Service Commission	Executive Level Leadership Network, Annual Forum 2013	Individual	1 x EL2	9	590	Package	Southern Cross Club, Canberra	0
Akolade	Change Management in Government	Individual	1 x EL1, 1 x EL2	30	4998	Package	Canberra - Novatel	0
			37 x EL1	1154	155,217			
			28 x EL2					
			9 x SES eq					

ATTACHMENT H**Provision of Equipment**

Purchase Date	Barcode	Make	Hardware Type	Model	Purchase Price (each)	On-going cost per month (each)	Staff Classification
26/04/2012	63350	Acer	PED-Laptop	Aspire One	\$568.16	N/A	APS Level 5
26/04/2012	63347	Acer	PED-Laptop	Aspire One	\$568.16	N/A	APS Level 6
26/04/2012	63348	Acer	PED-Laptop	Aspire One	\$568.16	N/A	APS Level 6
26/04/2012	63349	Acer	PED-Laptop	Aspire One	\$568.16	N/A	APS Level 6
26/04/2012	63351	Acer	PED-Laptop	Aspire One	\$568.16	N/A	Executive Level 2
26/04/2012	63352	Acer	PED-Laptop	Aspire One	\$568.16	N/A	Executive Level 2
9/10/2012	63950	Algiz	Tablet Rugged	Algiz 7	\$2,850.00	N/A	Executive Level 2
9/10/2012	63951	Algiz	Tablet Rugged	Algiz 7	\$2,850.00	N/A	Executive Level 2
9/10/2012	63952	Algiz	Tablet Rugged	Algiz 7	\$2,850.00	N/A	Executive Level 2
9/10/2012	63953	Algiz	Tablet Rugged	Algiz 7	\$2,850.00	N/A	Executive Level 2
1/06/2009	60705	Amicroe	PED-USB Memory Stick	Data Flash 2GB	\$9.00	N/A	APS Level 6
1/06/2009	60704	Amicroe	PED-USB Memory Stick	Data Flash 2GB	\$9.00	N/A	Executive Level 1
1/06/2009	60707	Amicroe	PED-USB Memory Stick	Data Flash 2GB	\$9.00	N/A	Executive Level 2
24/06/2013	65308	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 2
7/01/2013	64365	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 2
7/01/2013	64367	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 2
13/05/2011	62754	Apple	iPad	A1396	\$879.00	\$39.00	Executive Level 1
29/03/2012	63301	Apple	iPad	iPad	\$648.92	\$20.00	Executive Level 1
29/03/2012	63302	Apple	iPad	iPad	\$648.92	\$20.00	Executive Level 1
7/01/2013	64362	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 1
7/01/2013	64363	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 1
17/12/2010	62417	Apple	iPad	iPad	\$629.00	\$25.00	Executive Level 2
13/05/2011	62752	Apple	iPad	A1396	\$879.00	\$39.00	Executive Level 2
13/05/2011	62753	Apple	iPad	A1396	\$879.00	\$39.00	Executive Level 2
13/05/2011	62755	Apple	iPad	A1396	\$879.00	\$39.00	Executive Level 2

8/05/2012	63605	Apple	iPad	A1430	\$775.10	\$0.00	Executive Level 2
19/06/2012	63617	Apple	iPad	A1430	\$775.10	\$0.00	Executive Level 2
7/01/2013	64361	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 2
7/01/2013	64364	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 2
7/01/2013	64366	Apple	iPad	A1460	\$740.00	\$39.00	Executive Level 2
30/05/2013	64806	Apple	iPad	A1455	\$740.00	\$39.00	Executive Level 2
30/05/2013	64801	Apple	iPad	A1458	\$740.00	\$0.00	Not yet allocated
30/05/2013	64802	Apple	iPad	A1458	\$740.00	\$0.00	Not yet allocated
30/05/2013	64803	Apple	iPad	A1458	\$740.00	\$0.00	Not yet allocated
30/05/2013	64804	Apple	iPad	A1458	\$740.00	\$0.00	Not yet allocated
24/06/2013	65300	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65301	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65302	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65303	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65304	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65305	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65306	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65307	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
24/06/2013	65309	Apple	iPad	A1460	\$740.00	\$0.00	Not yet allocated
13/05/2011	62756	Apple	iPad	A1396	\$879.00	\$39.00	Senior Executive Service Band 1
13/05/2011	62757	Apple	iPad	A1396	\$879.00	\$39.00	Senior Executive Service Band 2
13/05/2011	62758	Apple	iPad	A1396	\$879.00	\$39.00	Senior Executive Service Band 2
13/05/2011	62759	Apple	iPad	A1396	\$879.00	\$39.00	Senior Executive Service Band 2
13/05/2011	62760	Apple	iPad	A1396	\$879.00	\$39.00	Senior Executive Service Band 2
13/05/2011	62761	Apple	iPad	A1396	\$879.00	\$39.00	Senior Executive Service Band 3
4/05/2007	32125	Apple	PED-Laptop	MacBook Pro	\$3,636.00	N/A	APS Level 5
8/05/2012	63610	Apple	PED-Laptop	MacBook Pro	\$1,875.00	N/A	Executive Level 1
26/06/2007	32453	Apple	PED-Laptop	MacBook Pro	\$3,455.00	N/A	Executive Level 1
1/07/2010	62101	Apple	PED-Laptop	MacBook Pro	\$2,420.00	N/A	Executive Level 1
30/05/2001	26912	Apple	PED-Laptop	MacBook Pro	\$2,195.00	N/A	Executive Level 2
29/05/2003	28226	Apple	PED-Laptop	X Serve	\$6,263.00	N/A	Executive Level 2

29/05/2003	28227	Apple	PED-Laptop	X Serve	\$6,263.00	N/A	Executive Level 2
25/09/2004	29566	Apple	PED-Laptop	X Serve	\$3,965.00	N/A	Executive Level 2
18/06/2013	64817	Apple	PED-Mobile Phone	iPhone 5	\$726.36	\$15.00	Executive Level 1
18/06/2013	64816	Apple	PED-Mobile Phone	iPhone 5	\$726.36	\$15.00	Executive Level 1
18/06/2013	64818	Apple	PED-Mobile Phone	iPhone 5	\$726.36	\$15.00	Executive Level 2
29/04/2013	64450	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$19.00	Executive Level 2
14/06/2013	64814	Apple	PED-Mobile Phone	iPhone 5	\$726.36	\$29.95	Executive Level 2
30/07/2012	63818	Apple	PED-Mobile Phone	iPhone	\$817.27	\$25.00	Executive Level 1
11/12/2012	64329	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$10.00	Executive Level 1
27/02/2013	64386	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Executive Level 1
20/03/2013	64423	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Executive Level 1
29/04/2013	64453	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Executive Level 1
18/06/2013	64815	Apple	PED-Mobile Phone	iPhone 5	\$726.36	\$15.00	Executive Level 1
17/04/2012	63339	Apple	PED-Mobile Phone	iPhone	\$799.00	\$20.00	Executive Level 2
25/10/2012	64059	Apple	PED-Mobile Phone	iPhone 5	\$817.27	\$29.00	Executive Level 2
29/04/2013	64451	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Executive Level 2
29/04/2013	64452	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Executive Level 2
24/06/2013	64825	Apple	PED-Mobile Phone	iPhone 5	\$726.36	\$15.00	Executive Level 2
25/10/2012	64058	Apple	PED-Mobile Phone	iPhone 5	\$817.27	\$29.00	Senior Executive Service Band 1
6/11/2012	64225	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Senior Executive Service Band 1
13/11/2012	64308	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Senior Executive Service Band 2
27/02/2013	64384	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Senior Executive Service Band 2
5/02/2013	64375	Apple	PED-Mobile Phone	iPhone 5	\$834.00	\$29.95	Senior Executive Service Band 3
9/06/2011	62779	Blackberry	PED-PDA	9800	\$736.00	\$27.23	APS Level 6
29/06/2010	62100	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$27.23	APS Level 5
7/07/2011	62797	Blackberry	PED-PDA - Mobile Phone	9800	\$736.00	\$27.23	APS Level 5
2/11/2011	62980	Blackberry	PED-PDA - Mobile Phone	9780	\$736.00	\$29.95	Executive Level 1
19/05/2010	61484	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62117	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62136	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62146	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1

7/09/2010	62153	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62155	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62160	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62165	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62169	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
7/09/2010	62182	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 1
22/10/2010	60592	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$27.23	Executive Level 1
29/06/2011	62795	Blackberry	PED-PDA - Mobile Phone	9800	\$736.00	\$27.23	Executive Level 1
13/10/2011	62985	Blackberry	PED-PDA - Mobile Phone	9800	\$736.00	\$0.00	Executive Level 1
23/04/2010	61455	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$59.95	Executive Level 2
12/05/2010	61478	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
24/06/2010	62027	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
28/07/2010	62082	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
3/08/2010	62083	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.00	Executive Level 2
7/09/2010	62118	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62121	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62120	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62126	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62127	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62128	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62129	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62131	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62132	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62133	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62134	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62135	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62137	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62139	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62140	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62142	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
7/09/2010	62144	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2

21/09/2010	62223	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
29/03/2011	62648	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Executive Level 2
22/09/2011	62842	Blackberry	PED-PDA - Mobile Phone	9800	\$736.00	\$27.23	Executive Level 2
18/10/2011	62975	Blackberry	PED-PDA - Mobile Phone	9800	\$736.00	\$29.95	Executive Level 2
22/12/2011	62996	Blackberry	PED-PDA - Mobile Phone	9860	\$669.00	\$29.95	Executive Level 2
22/12/2011	62997	Blackberry	PED-PDA - Mobile Phone	9900	\$650.00	\$29.95	Executive Level 2
29/02/2012	63289	Blackberry	PED-PDA - Mobile Phone	9860	\$669.00	\$29.95	Executive Level 2
18/04/2012	63340	Blackberry	PED-PDA - Mobile Phone	9860	\$669.00	\$29.95	Executive Level 2
27/04/2012	62154	Blackberry	PED-PDA - Mobile Phone	9860	\$669.00	\$29.95	Executive Level 2
06/06/0011	62778	Blackberry	PED-PDA - Mobile Phone	9800	\$736.00	\$29.95	Executive Level 2
25/05/2010	61488	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62130	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62143	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62147	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62162	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62166	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62185	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62186	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
22/10/2010	62330	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$59.00	Loan Pool
22/10/2010	62331	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$59.00	Loan Pool
29/03/2011	62647	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$69.00	Loan Pool
29/03/2011	62649	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
29/03/2011	62650	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
29/03/2011	62651	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
29/03/2011	63445	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Loan Pool
7/09/2010	62148	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Senior Executive Service Band 1
16/04/2012	63318	Blackberry	PED-PDA - Mobile Phone	9860	\$669.00	\$29.95	Senior Executive Service Band 1
7/09/2010	62122	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Senior Executive Service Band 2
7/09/2010	62123	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Senior Executive Service Band 2
7/09/2010	62124	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Senior Executive Service Band 2
7/09/2010	62125	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Senior Executive Service Band 2

6/01/2012	62999	Blackberry	PED-PDA - Mobile Phone	9860	\$669.00	\$29.95	Senior Executive Service Band 2
7/09/2010	62119	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	Senior Executive Service Band 3
7/09/2010	62141	Blackberry	PED-PDA - Mobile Phone	9700	\$535.50	\$29.95	
10/04/2008	60260	CDCS	Modem	CDM882seu			Executive Level 1
4/05/2009	60878	CDCS	Modem	Turbo 7			Executive Level 1
21/02/2012	63273	Cybertec	Modem	2100			Executive Level 1
21/02/2012	63272	Cybertec	Modem	2100			Executive Level 1
21/02/2012	63271	Cybertec	Modem	2100			Executive Level 1
21/02/2012	63270	Cybertec	Modem	2100			Executive Level 1
6/04/2010	61416	Dell	PED-Laptop	Latitude E4300	\$2,291.57	N/A	Executive Level 2
3/11/2009	61702	Dell	PED-Laptop	Latitude D830	\$1,700.00	N/A	Executive Level 2
14/06/2012	63481	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
10/01/2008	50727	Dell	PED-Laptop	Latitude D830	\$1,700.00	N/A	APS Level 4
21/12/2009	60986	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	APS Level 4
18/11/2003	28366	Dell	PED-Laptop	Latitude D800	\$3,795.00	N/A	APS Level 5
30/04/2009	60631	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	APS Level 5
1/07/2009	60829	Dell	PED-Laptop	Inspiron Mini	\$734.00	N/A	APS Level 5
21/12/2009	60793	Dell	PED-Laptop	Latitude E4300	\$2,424.17	N/A	APS Level 5
25/05/2010	61348	Dell	PED-Laptop	Latitude E4300	\$2,195.36	N/A	APS Level 5
30/06/2010	62040	Dell	PED-Laptop	Latitude E4310	\$2,164.00	N/A	APS Level 5
30/06/2010	62042	Dell	PED-Laptop	Latitude E4310	\$2,164.00	N/A	APS Level 5
10/05/2011	62746	Dell	PED-Laptop	Precision M6500	\$4,304.52	N/A	APS Level 5
10/05/2011	62748	Dell	PED-Laptop	Precision M6500	\$4,304.52	N/A	APS Level 5
22/06/2012	63457	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5
22/06/2012	63459	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5
22/06/2012	63460	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5
22/06/2012	63462	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5
22/06/2012	63463	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5
22/06/2012	63465	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5
22/06/2012	63466	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5
22/06/2012	63467	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	APS Level 5

18/09/2006	31561	Dell	PED-Laptop	Latitude D820	\$2,493.90	N/A	APS Level 6
4/03/2008	60206	Dell	PED-Laptop	Precision M6300	\$4,983.30	N/A	APS Level 6
24/04/2009	60683	Dell	PED-Laptop	Precision M4400	\$5,219.00	N/A	APS Level 6
13/05/2010	61481	Dell	PED-Laptop	Latitude E6410	\$2,108.75	N/A	APS Level 6
30/06/2010	62047	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	APS Level 6
10/05/2011	62745	Dell	PED-Laptop	Precision M6500	\$4,304.52	N/A	APS Level 6
4/05/2006	31497	Dell	PED-Laptop	Latitude D820	\$2,620.00	N/A	APS Level 5
10/01/2008	50723	Dell	PED-Laptop	Latitude D830	\$1,700.00	N/A	APS Level 6
20/04/2009	60893	Dell	PED-Laptop	Precision M6400	\$2,440.56	N/A	Executive Level 1
13/10/2009	61853	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 1
21/12/2009	60976	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 1
25/05/2010	61347	Dell	PED-Laptop	Latitude E4300	\$2,473.47	N/A	Executive Level 1
19/06/2006	33135	Dell	PED-Laptop	Latitude D820	\$2,620.00	N/A	Executive Level 1
8/05/2007	31735	Dell	PED-Laptop	Latitude D820	\$2,700.00	N/A	Executive Level 1
21/12/2009	60995	Dell	PED-Laptop	Latitude E6500	\$2,150.04	N/A	Executive Level 1
18/02/2010	61279	Dell	PED-Laptop	Latitude E6500	\$2,236.00	N/A	Executive Level 1
21/12/2009	60993	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 1
17/12/2009	60973	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 1
21/12/2009	60992	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 1
5/06/2012	63587	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
21/12/2009	60983	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 2
14/06/2012	63482	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
14/06/2012	63484	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
20/01/2009	60777	Dell	PED-Laptop	Latitude E6500	\$2,315.90	N/A	Executive Level 2
21/12/2009	60989	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 2
20/06/2009	60847	Dell	PED-Laptop	Latitude E6400	\$2,078.09	N/A	Executive Level 2
8/05/2007	32119	Dell	PED-Laptop	Latitude D820	\$2,700.00	N/A	Executive Level 2
24/12/2007	50656	Dell	PED-Laptop	Latitude D830	\$1,700.00	N/A	Executive Level 2
22/06/2012	63458	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	Executive Level 2
20/01/2009	60778	Dell	PED-Laptop	Latitude E6500	\$1,844.99	N/A	Executive Level 2
14/06/2012	63479	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2

8/09/2005	30830	Dell	PED-Laptop	Latitude D810	\$2,440.00	N/A	Executive Level 1
10/10/2006	31589	Dell	PED-Laptop	Latitude D620	\$2,705.40	N/A	Executive Level 1
15/07/2007	32530	Dell	PED-Laptop	Latitude D820	\$2,499.00	N/A	Executive Level 1
15/07/2007	32529	Dell	PED-Laptop	Latitude D820	\$2,700.00	N/A	Executive Level 1
24/07/2007	32638	Dell	PED-Laptop	Latitude D630	\$2,138.40	N/A	Executive Level 1
2/09/2007	32703	Dell	PED-Laptop	Latitude D830	\$1,700.00	N/A	Executive Level 1
2/09/2007	32704	Dell	PED-Laptop	Latitude D830	\$1,700.00	N/A	Executive Level 1
2/09/2007	32702	Dell	PED-Laptop	Latitude D830	\$1,700.00	N/A	Executive Level 1
2/09/2007	32701	Dell	PED-Laptop	Latitude D630	\$1,975.50	N/A	Executive Level 1
7/09/2007	32696	Dell	PED-Laptop	Latitude D630	\$1,665.00	N/A	Executive Level 1
4/04/2008	60395	Dell	PED-Laptop	M6300-n	\$4,983.30	N/A	Executive Level 1
25/07/2008	61517	Dell	PED-Laptop	Precision M6300	\$4,983.30	N/A	Executive Level 1
24/04/2009	60681	Dell	PED-Laptop	Latitude E6500	\$2,315.90	N/A	Executive Level 1
27/06/2009	60639	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 1
30/06/2009	60822	Dell	PED-Laptop	Latitude E6400	\$1,908.78	N/A	Executive Level 1
14/10/2009	60780	Dell	PED-Laptop	Latitude E6500	\$2,600.65	N/A	Executive Level 1
14/10/2009	60782	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 1
30/06/2010	62039	Dell	PED-Laptop	Latitude E4310	\$2,164.00	N/A	Executive Level 1
30/06/2010	62049	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 1
30/06/2010	62051	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 1
30/06/2010	62052	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 1
19/07/2010	62098	Dell	PED-Laptop	Latitude E4310	\$2,619.52	N/A	Executive Level 1
10/05/2011	62747	Dell	PED-Laptop	Precision M6500	\$4,304.52	N/A	Executive Level 1
10/05/2011	62750	Dell	PED-Laptop	Precision M6500	\$4,304.52	N/A	Executive Level 1
14/06/2012	63478	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 1
17/08/2004	29745	Dell	PED-Laptop	Precision M60	\$4,000.00	N/A	Executive Level 2
7/03/2005	29946	Dell	PED-Laptop	Precision M70	\$6,513.69	N/A	Executive Level 2
19/04/2005	30072	Dell	PED-Laptop	Latitude D810	\$2,805.00	N/A	Executive Level 2
8/02/2006	30108	Dell	PED-Laptop	Precision M70	\$4,590.00	N/A	Executive Level 2
4/05/2006	61528	Dell	PED-Laptop	Latitude D820	\$2,620.00	N/A	Executive Level 2
21/11/2006	31666	Dell	PED-Laptop	Precision M65	\$2,495.00	N/A	Executive Level 2

22/05/2007	32198	Dell	PED-Laptop	Latitude D820	\$2,499.00	N/A	Executive Level 2
20/06/2007	32494	Dell	PED-Laptop	Latitude D420	\$3,057.00	N/A	Executive Level 2
24/08/2007	32559	Dell	PED-Laptop	Latitude D630 ATG	\$2,779.00	N/A	Executive Level 2
18/09/2007	32574	Dell	PED-Laptop	D630 ATG	\$2,059.00	N/A	Executive Level 2
29/02/2008	60202	Dell	PED-Laptop	Latitude D630	\$3,346.20	N/A	Executive Level 2
1/08/2008	61657	Dell	PED-Laptop	D830	\$1,925.87	N/A	Executive Level 2
20/01/2009	60776	Dell	PED-Laptop	Precision M6400	\$8,447.23	N/A	Executive Level 2
11/04/2009	60635	Dell	PED-Laptop	Latitude E6400	\$2,440.56	N/A	Executive Level 2
22/06/2009	60766	Dell	PED-Laptop	Latitude E6400 ATG	\$2,886.43	N/A	Executive Level 2
22/06/2009	60768	Dell	PED-Laptop	Latitude E6400	\$2,663.81	N/A	Executive Level 2
31/08/2009	60879	Dell	PED-Laptop	Latitude E4300	\$2,260.64	N/A	Executive Level 2
14/10/2009	60781	Dell	PED-Laptop	Latitude E6500	\$3,647.00	N/A	Executive Level 2
9/11/2009	60910	Dell	PED-Laptop	Latitude E6400	\$2,081.18	N/A	Executive Level 2
3/12/2009	60949	Dell	PED-Laptop	Latitude E4300	\$2,402.08	N/A	Executive Level 2
8/12/2009	60955	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 2
21/12/2009	60988	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 2
21/12/2009	60990	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 2
21/12/2009	60985	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 2
21/12/2009	60987	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Executive Level 2
21/12/2009	60794	Dell	PED-Laptop	Latitude E4300	\$2,424.17	N/A	Executive Level 2
6/04/2010	61415	Dell	PED-Laptop	Latitude E4300	\$2,195.36	N/A	Executive Level 2
4/05/2010	61325	Dell	PED-Laptop	Precision M6500	\$5,694.00	N/A	Executive Level 2
30/06/2010	62038	Dell	PED-Laptop	Latitude E4310	\$2,164.00	N/A	Executive Level 2
30/06/2010	62043	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 2
30/06/2010	62044	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 2
30/06/2010	62045	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 2
30/06/2010	62048	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 2
30/06/2010	62050	Dell	PED-Laptop	Latitude E6510	\$2,312.00	N/A	Executive Level 2
19/07/2010	62097	Dell	PED-Laptop	Latitude E4310	\$2,619.52	N/A	Executive Level 2
28/04/2011	62684	Dell	PED-Laptop	Latitude ATG E6420	\$2,257.67	N/A	Executive Level 2

10/05/2011	62749	Dell	PED-Laptop	Precision M6500	\$4,304.52	N/A	Executive Level 2
10/05/2011	62751	Dell	PED-Laptop	Precision M6500	\$4,304.52	N/A	Executive Level 2
5/06/2012	63586	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
5/06/2012	63588	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
5/06/2012	63589	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
14/06/2012	63480	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
14/06/2012	63485	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
14/06/2012	63487	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Executive Level 2
22/06/2012	63461	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	Executive Level 2
10/01/2007	31747	Dell	PED-Laptop	Latitude D820	\$2,493.90	N/A	Loan Pool
14/06/2012	63483	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	PC Refresh Pool - not yet allocated
22/06/2012	63464	Dell	PED-Laptop	Precision M6600	\$3,100.00	N/A	PC Refresh Pool - not yet allocated
3/12/2009	60950	Dell	PED-Laptop	Latitude E4300	\$2,424.17	N/A	Senior Executive Service Band 1
14/06/2012	63486	Dell	PED-Laptop	Latitude E6320	\$995.00	N/A	Senior Executive Service Band 2
21/12/2009	60991	Dell	PED-Laptop	Latitude E6500	\$2,251.30	N/A	Senior Executive Service Band 3
2/12/2008	61749	Dell	PED-USB Memory Stick	2GB	\$9.00	N/A	Executive Level 2
8/03/2010	61043	Digi	Modem	Edgeport			Executive Level 2
8/03/2010	61044	Digi	Modem	Edgeport			Executive Level 2
31/08/2007	32676	Fujitsu	PED-Laptop	LifeBook T4220S	\$3,389.00	N/A	Executive Level 1
24/09/2012	63899	Getac	PED-Laptop	B300			Executive Level 1
24/07/2009	60859	Getac	PED-PDA	PS535F	\$1,581.82	\$0.00	APS Level 6
7/09/2009	60885	Getac	PED-PDA	PS535F	\$1,581.82	\$0.00	APS Level 6
7/09/2009	60888	Getac	PED-PDA	PS535F	\$1,581.82	\$0.00	APS Level 6
7/09/2009	60889	Getac	PED-PDA	PS535F	\$1,581.82	\$0.00	APS Level 6
7/09/2009	60887	Getac	PED-PDA	PS535F	\$1,581.82	\$0.00	APS Level 6
7/09/2009	60886	Getac	PED-PDA	PS535F	\$1,581.82	\$0.00	APS Level 6
12/05/2010	61471	Getac	PED-PDA	Nautiz X7	\$1,660.50	\$0.00	APS Level 6
12/05/2010	61472	Getac	PED-PDA	Nautiz X7	\$1,660.50	\$0.00	APS Level 6
12/05/2010	61473	Getac	PED-PDA	Nautiz X7	\$1,660.50	\$0.00	APS Level 6
12/05/2010	61474	Getac	PED-PDA	Nautiz X7	\$1,660.50	\$0.00	APS Level 6
12/05/2010	61475	Getac	PED-PDA	Nautiz X7	\$1,660.50	\$0.00	APS Level 6

12/05/2010	61476	Getac	PED-PDA	Nautiz X7	\$1,660.50	\$0.00	APS Level 6
12/04/2012	63314	Getac	Tablet Rugged	E100	\$2,850.00	N/A	APS Level 6
12/04/2012	63315	Getac	Tablet Rugged	E100	\$2,850.00	N/A	Executive Level 2
12/04/2012	63316	Getac	Tablet Rugged	E100	\$2,850.00	N/A	Executive Level 2
29/10/2012	64077	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64078	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64079	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64080	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64081	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64082	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64083	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64084	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64085	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64086	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
29/10/2012	64087	Getac	Tablet Rugged	E110	\$2,850.00	N/A	Executive Level 2
16/03/2011	62631	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
16/03/2011	62640	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 5
16/03/2011	62638	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 5
16/03/2011	62628	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 5
22/06/2012	63469	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	APS Level 5
16/03/2011	62608	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 6
16/03/2011	62629	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 6
16/03/2011	62627	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 6
18/03/2011	62574	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	APS Level 6
18/03/2011	62564	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	APS Level 6
23/03/2011	62581	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	APS Level 6
16/03/2011	62635	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 6
16/03/2011	62645	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	APS Level 6
22/06/2012	63477	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 1
28/05/2012	63595	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$1,292.78	N/A	Executive Level 1
22/06/2012	63476	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 1

28/05/2012	63585	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$1,292.78	N/A	Executive Level 1
28/05/2012	63590	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$1,292.78	N/A	Executive Level 1
16/03/2011	62642	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
18/03/2011	62563	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 1
16/03/2011	62634	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
30/05/2012	63615	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$1,169.18	N/A	Executive Level 2
18/03/2011	62572	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
16/03/2011	62643	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
23/03/2011	62596	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
22/06/2012	63473	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 2
22/06/2012	63472	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 2
16/03/2011	62610	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
18/03/2011	62573	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
16/03/2011	62621	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
16/03/2011	62623	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
18/03/2011	62568	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
16/03/2011	62593	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 1
16/03/2011	62597	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 1
16/03/2011	62601	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
16/03/2011	62644	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
16/03/2011	62622	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
16/03/2011	62620	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
16/03/2011	62632	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 1
18/03/2011	62567	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 1
18/03/2011	62562	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 1
18/03/2011	62594	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 1
16/03/2011	62611	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
16/03/2011	62602	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
16/03/2011	62609	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
16/03/2011	62612	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
16/03/2011	62605	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2

16/03/2011	62637	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
16/03/2011	62630	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	Executive Level 2
18/03/2011	62575	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
18/03/2011	62566	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
18/03/2011	62570	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
18/03/2011	62565	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
23/03/2011	62580	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	Executive Level 2
28/05/2012	63580	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$1,292.78	N/A	Executive Level 2
22/06/2012	63468	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 2
22/06/2012	63470	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 2
22/06/2012	63471	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 2
22/06/2012	63475	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	Executive Level 2
16/03/2011	62646	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62639	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62619	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62633	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62624	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62641	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62636	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62618	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62617	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62616	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62615	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62613	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62614	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62604	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62603	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62607	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated

16/03/2011	62600	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62599	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
16/03/2011	62598	Hewlett Packard	PED-Laptop	EliteBook 8440p	\$912.90	N/A	PC Refresh Pool - not yet allocated
18/03/2011	62571	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
18/03/2011	62569	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
18/03/2011	62576	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62579	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62589	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62588	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62587	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62592	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62591	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62590	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62578	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62577	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62586	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62585	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62595	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62584	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62583	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
23/03/2011	62582	Hewlett Packard	PED-Laptop	EliteBook 2540p	\$1,075.08	N/A	PC Refresh Pool - not yet allocated
22/06/2012	63474	Hewlett Packard	PED-Laptop	EliteBook 8460p	\$838.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64835	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64836	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64837	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64838	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet

13/05/2013	64915	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64916	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64917	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64918	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64919	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64920	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64921	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64922	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64923	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
13/05/2013	64924	Hewlett Packard	PED-Laptop	EliteBook 8470p	\$751.00	N/A	PC Refresh Pool - not yet allocated
27/11/2004	29188	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	APS Level 6
27/11/2004	29190	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	APS Level 6
27/11/2004	29189	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	APS Level 6
27/11/2004	29191	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	APS Level 6
22/02/2006	30154	Hewlett Packard	PED-PDA	iPAQ HX 4700	\$785.00	\$0.00	APS Level 6
22/03/2006	30178	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	APS Level 6
8/08/2007	32649	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	APS Level 6
8/08/2007	32651	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	APS Level 6
8/08/2007	32650	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	APS Level 6
8/08/2007	32648	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	APS Level 6
19/06/2008	32914	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	APS Level 6
19/06/2008	32915	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	APS Level 6
19/07/2004	29361	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
9/06/2009	60739	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	Executive Level 1
5/12/2003	28375	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
5/12/2003	28376	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
23/02/2004	28462	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29136	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29139	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2

16/03/2004	29131	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29137	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29135	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29140	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29133	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29138	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
16/03/2004	29132	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
1/04/2004	29166	Hewlett Packard	PED-PDA	iPAQ	\$760.00	\$0.00	Executive Level 2
1/12/2004	29739	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	Executive Level 2
1/12/2004	29738	Hewlett Packard	PED-PDA	iPAQ	\$650.00	\$0.00	Executive Level 2
4/04/2006	32328	Hewlett Packard	PED-PDA	iPAQ HX 4700	\$785.00	\$0.00	Executive Level 2
4/04/2006	32330	Hewlett Packard	PED-PDA	iPAQ HX 4700	\$785.00	\$0.00	Executive Level 2
4/04/2006	32329	Hewlett Packard	PED-PDA	iPAQ HX 4700	\$785.00	\$0.00	Executive Level 2
30/07/2012	63819	HTC	PED-Mobile Phone	One	\$595.00	\$25.00	APS Level 6
12/12/2012	64330	HTC	PED-Mobile Phone	One	\$565.00	\$25.00	APS Level 6
20/04/2012	63341	IBM	PED-Laptop	ThinkPad x220	\$1,032.59	N/A	Executive Level 2
20/04/2012	63342	IBM	PED-Laptop	ThinkPad T420s	\$974.14	N/A	Executive Level 2
17/02/2011	62429	iinet	Modem	Huawei			Executive Level 2
16/07/2012	63647	Imation	PED-USB Memory Stick	4GB	\$4.86	N/A	Executive Level 1
16/07/2012	63648	Imation	PED-USB Memory Stick	4GB	\$4.86	N/A	Executive Level 1
16/07/2012	63649	Imation	PED-USB Memory Stick	4GB	\$4.86	N/A	Executive Level 1
		Inmarsat	PED-Satellite Phone	IsatPhone Pro	\$571.82	\$36.00	Loan Pool
		Inmarsat	PED-Satellite Phone	IsatPhone Pro	\$571.82	\$36.00	Loan Pool
		Inmarsat	PED-Satellite Phone	IsatPhone Pro	\$571.82	\$36.00	Loan Pool
		Inmarsat	PED-Satellite Phone	IsatPhone Pro	\$571.82	\$36.00	Loan Pool
		Iriver	PED-Mp3 Player	H340	\$200.00	N/A	Executive Level 2
28/06/2011	62455	Ironkey	PED-USB Memory Stick	D200	\$138.61	N/A	Executive Level 2
28/06/2011	62456	Ironkey	PED-USB Memory Stick	D200	\$138.61	N/A	Executive Level 2
28/06/2011	62457	Ironkey	PED-USB Memory Stick	D200	\$138.61	N/A	Executive Level 2
28/06/2011	62459	Ironkey	PED-USB Memory Stick	D200	\$138.61	N/A	Executive Level 2
28/06/2011	62458	Ironkey	PED-USB Memory Stick	D200	\$138.61	N/A	Loan Pool

27/10/2009	60923	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	APS Level 3
24/09/2009	61605	Kingston	PED-USB Memory Stick	Data Traveler 2GB	\$9.00	N/A	APS Level 5
24/03/2010	61364	Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	\$9.00	N/A	APS Level 5
24/03/2010	61366	Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	\$9.00	N/A	APS Level 5
24/03/2010	61367	Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	\$9.00	N/A	APS Level 5
24/03/2010	61371	Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	\$9.00	N/A	APS Level 5
24/03/2010	61373	Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	\$9.00	N/A	APS Level 5
27/05/2009	60702	Kingston	PED-USB Memory Stick	Data Traveler 100 4GB	\$10.00	N/A	APS Level 6
27/05/2009	60701	Kingston	PED-USB Memory Stick	Data Traveler 100 4GB	\$10.00	N/A	APS Level 6
25/06/2009	60814	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	APS Level 6
25/06/2009	60815	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	APS Level 6
25/06/2009	60817	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	APS Level 6
25/06/2009	60819	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	APS Level 6
30/06/2009	60827	Kingston	PED-USB Memory Stick	-	\$13.00	N/A	APS Level 6
27/10/2009	60924	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	APS Level 6
25/06/2009	60818	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 1
25/06/2009	60816	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 1
30/06/2009	60826	Kingston	PED-USB Memory Stick	Data Traveler 2GB	\$9.00	N/A	Executive Level 1
24/09/2009	61614	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 1
24/09/2009	61607	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 1
24/09/2009	61608	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 1
27/10/2009	60925	Kingston	PED-USB Memory Stick	Data Traveler 2GB	\$9.00	N/A	Executive Level 1
27/10/2009	60926	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 1
27/10/2009	60922	Kingston	PED-USB Memory Stick	-	\$13.00	N/A	Executive Level 1
16/03/2010	61357	Kingston	PED-USB Memory Stick	-	\$13.00	N/A	Executive Level 1
19/04/2010	61427	Kingston	PED-USB Memory Stick	Data Traveller G2 8GB	\$10.00	N/A	Executive Level 1
14/08/2009	60864	Kingston	PED-USB Memory Stick	Data Traveler 32GB	\$35.00	N/A	Executive Level 2
24/09/2009	61604	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
24/09/2009	61602	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2

24/09/2009	61601	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
24/09/2009	61613	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
24/09/2009	61612	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
24/09/2009	61611	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
24/09/2009	61600	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
27/10/2009	60928	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
27/10/2009	60927	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
27/10/2009	60914	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
27/10/2009	60918	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
27/10/2009	60916	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
27/10/2009	60921	Kingston	PED-USB Memory Stick	-	\$13.00	N/A	Executive Level 2
27/10/2009	60919	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
16/03/2010	61355	Kingston	PED-USB Memory Stick	Data Traveller G2 8GB	\$10.00	N/A	Executive Level 2
24/03/2010	61372	Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	\$9.00	N/A	Executive Level 2
12/05/2010	61480	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Executive Level 2
22/02/2013	64383	Kingston	PED-USB Memory Stick	Data Traveler	\$171.98	N/A	Executive Level 2
24/03/2010	61370	Kingston	PED-USB Memory Stick	Data Traveller G2 2GB	\$9.00	N/A	Loan Pool
27/10/2009	60915	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Senior Executive Service Band 1
12/05/2010	61479	Kingston	PED-USB Memory Stick	Data Traveler 4GB	\$10.00	N/A	Senior Executive Service Band 2
29/09/2009	60898	Laser	PED-USB Memory Stick	4GB	\$10.00	N/A	Executive Level 2
25/06/2012	63636	Lenovo	PED-Laptop	ThinkPad X220 Tablet	\$1,165.00	N/A	Executive Level 1
25/06/2012	63488	Lenovo	PED-Laptop	ThinkPad X220 Tablet	\$1,165.00	N/A	Executive Level 1
25/06/2012	63489	Lenovo	PED-Laptop	ThinkPad X220 Tablet	\$1,165.00	N/A	Executive Level 1
25/06/2012	63490	Lenovo	PED-Laptop	ThinkPad X220 Tablet	\$1,165.00	N/A	Executive Level 1
25/06/2012	63491	Lenovo	PED-Laptop	ThinkPad X220 Tablet	\$1,165.00	N/A	Executive Level 1
29/09/2012	64198	Lenovo	PED-Laptop	L430	\$875.00	N/A	Executive Level 1
29/09/2012	64201	Lenovo	PED-Laptop	L430	\$880.00	N/A	Executive Level 1
29/09/2012	64207	Lenovo	PED-Laptop	L430	\$886.00	N/A	Executive Level 1
29/09/2012	64218	Lenovo	PED-Laptop	L430	\$897.00	N/A	Executive Level 1

29/09/2012	64211	Lenovo	PED-Laptop	L430	\$890.00	N/A	Executive Level 2
29/09/2012	64192	Lenovo	PED-Laptop	L430	\$871.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64193	Lenovo	PED-Laptop	L430	\$872.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64194	Lenovo	PED-Laptop	L430	\$873.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64199	Lenovo	PED-Laptop	L430	\$874.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64197	Lenovo	PED-Laptop	L430	\$876.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64196	Lenovo	PED-Laptop	L430	\$877.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64195	Lenovo	PED-Laptop	L430	\$878.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64200	Lenovo	PED-Laptop	L430	\$879.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64202	Lenovo	PED-Laptop	L430	\$881.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64204	Lenovo	PED-Laptop	L430	\$882.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64203	Lenovo	PED-Laptop	L430	\$883.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64205	Lenovo	PED-Laptop	L430	\$884.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64206	Lenovo	PED-Laptop	L430	\$885.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64208	Lenovo	PED-Laptop	L430	\$887.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64209	Lenovo	PED-Laptop	L430	\$888.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64210	Lenovo	PED-Laptop	L430	\$889.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64212	Lenovo	PED-Laptop	L430	\$891.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64214	Lenovo	PED-Laptop	L430	\$892.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64213	Lenovo	PED-Laptop	L430	\$893.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64219	Lenovo	PED-Laptop	L430	\$894.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64215	Lenovo	PED-Laptop	L430	\$895.00	N/A	PC Refresh Pool - not yet allocated
29/09/2012	64216	Lenovo	PED-Laptop	L430	\$896.00	N/A	PC Refresh Pool - not yet allocated
1/10/2009	61620	Linksys	Modem	AG300			Executive Level 2
1/10/2009	61621	Linksys	Modem	AG300			Executive Level 2
1/10/2009	61619	Linksys	Modem	AG300			Executive Level 2

1/10/2009	61618	Linksys	Modem	AG300			Executive Level 2
20/07/2007	32640	Motorola	PED-Mobile Phone	MOTORAZR	\$615.45	\$0.00	Executive Level 2
20/03/2008	31883	N/A	PED-USB Memory Stick	160GB	\$40.00	N/A	Executive Level 1
8/05/2007	28865	Netcom	Modem	Roadster V.92			Executive Level 2
8/05/2007	28866	Netcom	Modem	Roadster V.92			Executive Level 2
8/12/2008	60527	Nokia	PED-Mobile Phone	6500	\$360.00	\$0.00	APS Level 5
28/09/2012	63910	Nokia	PED-Mobile Phone	Asha	\$191.00	\$0.00	APS Level 5
19/12/2005	31222	Nokia	PED-Mobile Phone	3120	\$208.18	\$0.00	Executive Level 1
22/04/2009	60540	Nokia	PED-Mobile Phone	6500	\$360.00	\$0.00	Executive Level 1
2/09/2011	62826	Nokia	PED-Mobile Phone	C5	\$230.00	\$0.00	Executive Level 1
8/02/2012	63267	Nokia	PED-Mobile Phone	C5	\$230.00	\$0.00	Executive Level 1
7/06/2012	63592	Nokia	PED-Mobile Phone	Asha	\$191.00	\$0.00	Executive Level 1
20/07/2012	63720	Nokia	PED-Mobile Phone	Asha	\$191.00	\$0.00	Executive Level 1
28/09/2012	63911	Nokia	PED-Mobile Phone	Asha	\$191.00	\$0.00	Executive Level 1
28/09/2012	63959	Nokia	PED-Mobile Phone	Asha	\$191.00	\$0.00	Executive Level 1
28/09/2012	63961	Nokia	PED-Mobile Phone	Asha	\$191.00	\$0.00	Executive Level 1
14/07/2008	61503	Nokia	PED-Mobile Phone	6500	\$360.00	\$0.00	Executive Level 2
2/12/2008	60526	Nokia	PED-Mobile Phone	6500	\$360.00	\$0.00	Executive Level 2
15/04/2009	60555	Nokia	PED-Mobile Phone	6500	\$360.00	\$0.00	Executive Level 2
11/08/2010	62089	Nokia	PED-Mobile Phone	6720	\$388.00	\$10.00	Executive Level 2
22/12/2005	31223	Nokia	PED-Mobile Phone	3120	\$208.18	\$0.00	Loan Pool
18/07/2007	32630	O2	PED-PDA	Xda Flame	\$1,128.18	\$0.00	Executive Level 2
21/12/2010	62418	Optus	Modem	Business	\$181.82	\$25.00	Executive Level 1
14/06/0011	62780	Optus	Modem	Business	\$181.82	\$20.00	Executive Level 2
24/05/0011	62775	Optus	Modem	Business	\$181.82	\$17.00	Executive Level 2
12/02/2007	28810	PALM	PED-PDA	Z 22	\$635.00	\$0.00	Executive Level 1
12/02/2007	28807	PALM	PED-PDA	Z 22	\$635.00	\$0.00	Executive Level 1
1/12/2005	31214	Panasonic	PED-Laptop	Toughbook	\$5,772.63	N/A	Executive Level 1
23/01/2006	31235	Panasonic	PED-Laptop	Toughbook	\$5,044.00	N/A	Executive Level 1
27/10/2008	61808	Panasonic	PED-Laptop	CF30	\$5,746.00	N/A	Executive Level 1
23/09/2003	28312	Panasonic	PED-Laptop	Toughbook	\$6,343.00	N/A	Executive Level 2

20/10/2003	28336	Panasonic	PED-Laptop	Toughbook	\$6,343.00	N/A	Executive Level 2
22/09/2005	30901	Panasonic	PED-Laptop	Toughbook	\$6,640.00	N/A	Executive Level 2
12/05/2008	32888	Panasonic	PED-Laptop	Toughbook - CF-30	\$5,990.00	N/A	Executive Level 2
		RSA	Tokens	SID717	\$90.00	\$5.00	APS Level 4
		RSA	Tokens	SID799	\$90.00	\$5.00	APS Level 4
		RSA	Tokens	SID820	\$90.00	\$5.00	APS Level 4
		RSA	Tokens	SID782	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID789	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID796	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID802	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID830	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID842	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID851	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID860	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID901	\$90.00	\$5.00	APS Level 5
		RSA	Tokens	SID707	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID746	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID756	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID757	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID763	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID765	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID770	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID777	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID792	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID804	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID807	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID808	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID841	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID862	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID866	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID886	\$90.00	\$5.00	APS Level 6

		RSA	Tokens	SID896	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID900	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID903	\$90.00	\$5.00	APS Level 6
		RSA	Tokens	SID701	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID702	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID713	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID731	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID734	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID739	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID741	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID755	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID766	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID776	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID815	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID816	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID817	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID827	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID828	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID829	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID840	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID850	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID852	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID856	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID857	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID872	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID879	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID913	\$90.00	\$5.00	Contractor
		RSA	Tokens	SID704	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID706	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID709	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID711	\$90.00	\$5.00	Executive Level 1

		RSA	Tokens	SID712	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID714	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID715	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID716	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID723	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID724	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID725	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID726	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID729	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID743	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID744	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID748	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID749	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID750	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID752	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID753	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID758	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID771	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID772	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID774	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID775	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID778	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID785	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID786	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID787	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID803	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID805	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID806	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID809	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID811	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID814	\$90.00	\$5.00	Executive Level 1

		RSA	Tokens	SID818	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID821	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID822	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID823	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID825	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID834	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID836	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID838	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID839	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID855	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID858	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID859	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID864	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID871	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID874	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID876	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID877	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID881	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID883	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID887	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID888	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID890	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID899	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID902	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID904	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID911	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID914	\$90.00	\$5.00	Executive Level 1
		RSA	Tokens	SID705	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID708	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID710	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID718	\$90.00	\$5.00	Executive Level 2

		RSA	Tokens	SID719	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID720	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID721	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID722	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID727	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID728	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID730	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID733	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID735	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID736	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID737	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID738	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID740	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID742	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID745	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID747	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID759	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID760	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID761	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID762	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID767	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID768	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID769	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID773	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID779	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID780	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID781	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID783	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID784	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID790	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID793	\$90.00	\$5.00	Executive Level 2

		RSA	Tokens	SID794	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID795	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID797	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID800	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID801	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID810	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID812	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID813	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID819	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID824	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID826	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID831	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID832	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID833	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID835	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID837	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID843	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID844	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID845	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID846	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID847	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID848	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID849	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID853	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID854	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID863	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID867	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID869	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID870	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID873	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID875	\$90.00	\$5.00	Executive Level 2

		RSA	Tokens	SID878	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID880	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID882	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID884	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID885	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID889	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID892	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID893	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID894	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID897	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID898	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID905	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID906	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID907	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID909	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID910	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID912	\$90.00	\$5.00	Executive Level 2
		RSA	Tokens	SID754	\$90.00	\$5.00	Senior Executive Service Band 1
		RSA	Tokens	SID788	\$90.00	\$5.00	Senior Executive Service Band 2
		RSA	Tokens	SID791	\$90.00	\$5.00	Senior Executive Service Band 2
		RSA	Tokens	SID868	\$90.00	\$5.00	Senior Executive Service Band 2
		RSA	Tokens	SID891	\$90.00	\$5.00	Senior Executive Service Band 2
		RSA	Tokens	SID798	\$90.00	\$5.00	Senior Executive Service Band 3
24/01/2011	62422	Samsung	PED-Laptop	QX310	\$1,179.09	N/A	APS Level 6
21/07/2009	60860	Samsung	PED-PDA	Q1EX	\$1,817.00	\$0.00	Executive Level 2
9/01/2012	63155	Samsung	PED-PDA - Mobile Phone	Galaxy S11	\$654.50	\$20.00	Executive Level 1
24/04/2013	64449	Samsung	Tablet	GT-P3100	\$391.30	N/A	APS Level 6
10/05/2011	62736	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 4
10/05/2011	62737	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 4
10/05/2011	62740	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 4
10/05/2011	62743	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 4

19/08/2011	62819	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	APS Level 4
19/08/2011	62823	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	APS Level 4
10/05/2011	62735	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 5
10/05/2011	62738	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 5
10/05/2011	62739	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 5
10/05/2011	62742	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	APS Level 5
21/07/2011	62807	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	APS Level 5
19/08/2011	62824	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	APS Level 6
30/08/2012	63859	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	APS Level 6
9/11/2012	64269	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$11.99	N/A	APS Level 6
9/11/2012	64270	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$11.99	N/A	APS Level 6
9/11/2012	64271	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$11.99	N/A	APS Level 6
9/11/2012	64272	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$11.99	N/A	APS Level 6
9/11/2012	64273	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$11.99	N/A	APS Level 6
8/01/2013	64331	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$22.67	N/A	APS Level 6
27/05/2009	60695	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
27/05/2009	60697	Sandisk	PED-USB Memory Stick	Cruzer 2GB	\$9.00	N/A	Executive Level 1
27/05/2009	60696	Sandisk	PED-USB Memory Stick	Cruzer 1GB	\$8.00	N/A	Executive Level 1
27/05/2009	60698	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
2/06/2009	60716	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
2/06/2009	60718	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
2/06/2009	60717	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
2/06/2009	60713	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
2/06/2009	60712	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
2/06/2009	60715	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
2/06/2009	60714	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
2/06/2009	60711	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 1
4/06/2009	60738	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
10/05/2011	62741	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	Executive Level 1
28/11/2011	62991	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	Executive Level 1
20/01/2012	63232	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	Executive Level 1

20/01/2012	63230	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	Executive Level 1
20/01/2012	63229	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	Executive Level 1
20/01/2012	63231	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	Executive Level 1
30/08/2012	63860	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$22.67	N/A	Executive Level 1
30/08/2012	63861	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$22.67	N/A	Executive Level 1
7/12/2012	64321	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
7/12/2012	64322	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
7/12/2012	64323	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
7/12/2012	64324	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
7/12/2012	64325	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
7/12/2012	64326	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
7/12/2012	64327	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
7/12/2012	64328	Sandisk	PED-USB Memory Stick	Cruzer 8GB	\$10.32	N/A	Executive Level 1
8/01/2013	64332	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$15.62	N/A	Executive Level 1
8/01/2013	64333	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$15.62	N/A	Executive Level 1
22/04/2013	64448	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$15.62	N/A	Executive Level 1
-	61652	Sandisk	PED-USB Memory Stick	-	\$30.00	N/A	Executive Level 1
28/11/0011	62992	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$15.62	N/A	Executive Level 1
29/05/2009	60700	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 2
29/05/2009	60699	Sandisk	PED-USB Memory Stick	Cruzer 4GB	\$10.00	N/A	Executive Level 2
10/05/2011	62744	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	Executive Level 2
18/11/2011	62984	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	Executive Level 2
21/11/2011	62990	Sandisk	PED-USB Memory Stick	Cruzer	\$30.00	N/A	Executive Level 2
20/01/2012	63228	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$25.00	N/A	Executive Level 2
30/08/2012	63960	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$22.67	N/A	Executive Level 2
17/10/2012	63963	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$22.67	N/A	Executive Level 2
8/01/2013	64368	Sandisk	PED-USB Memory Stick	Cruzer	\$32.04	N/A	Executive Level 2
8/01/2013	64369	Sandisk	PED-USB Memory Stick	Cruzer	\$32.04	N/A	Executive Level 2
17/10/2012	63962	Sandisk	PED-USB Memory Stick	Cruzer 16GB	\$22.67	N/A	Senior Executive Service Band 3
12/09/2011	62827	Sierra Wireless	Modem	Aircard 503	\$181.82	\$20.00	APS Level 5
13/09/0011	62828	Sierra Wireless	Modem	Aircard 503	\$181.82	\$30.00	Executive Level 1

27/10/0011	62979	Sierra Wireless	Modem	310U	\$181.82	\$20.00	Executive Level 2
28/03/2007	28828	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 1
16/08/2007	32660	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 2
1/02/2007	28795	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
19/02/2008	60235	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
28/03/2007	28827	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 3
12/02/2007	28806	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 5
15/02/2007	28812	Sony	PED-USB Memory Stick	Microvault 1GB	\$8.00	N/A	APS Level 5
28/08/2007	32675	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 5
31/10/2007	32602	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	APS Level 5
7/05/2008	50721	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 5
1/08/2008	61755	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	APS Level 5
22/04/2009	61722	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 5
1/10/2009	61775	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 5
1/06/2007	32415	Sony	PED-USB Memory Stick	Microvault 1GB	\$8.00	N/A	APS Level 6
1/08/2008	61829	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 6
10/12/2008	61830	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 6
10/12/2008	61831	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 6
1/11/2012	61828	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 6
1/11/2012	61827	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 6
1/11/2012	61832	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 6
25/02/2008	61806	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 3
15/05/2008	32893	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 5
22/04/2009	61721	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 5
28/03/2007	28830	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	APS Level 6
22/04/2009	61720	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
3/01/2008	50726	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 1
28/02/2008	60241	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
1/04/2008	60256	Sony	PED-USB Memory Stick	Microvault 1GB	\$8.00	N/A	Executive Level 1
01/04/0011	61820	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
16/08/2007	32663	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2

30/07/2007	32639	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 2
16/08/2007	32662	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
10/02/2008	60234	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 2
23/08/2007	32670	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
10/02/2001	60233	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
23/08/2007	32671	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
23/08/2007	32672	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
13/05/2009	60691	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
1/10/2010	61825	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 1
19/11/2006	32609	Sony	PED-USB Memory Stick	Microvault 8GB	\$13.00	N/A	Executive Level 2
4/05/2007	28855	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 2
16/08/2007	32661	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
20/09/2007	32575	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
24/09/2007	32695	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
1/04/2008	60257	Sony	PED-USB Memory Stick	Microvault 1GB	\$8.00	N/A	Executive Level 2
19/05/2008	60277	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 2
1/08/2008	61756	Sony	PED-USB Memory Stick	Microvault 2GB	\$9.00	N/A	Executive Level 2
13/05/2009	60690	Sony	PED-USB Memory Stick	Microvault 4GB	\$10.00	N/A	Executive Level 2
5/09/2007	32679	SuperUSB	PED-USB Memory Stick	4GB	\$10.00	N/A	Executive Level 2
16/07/2012	63646	TDK	PED-USB Memory Stick	8GB	\$10.00	N/A	Executive Level 1
2/02/2010	61025	Telstra	Modem	Elite	\$300.00	\$39.00	APS Level 5
24/03/2010	61363	Telstra	Modem	Elite	\$300.00	\$39.00	APS Level 6
03/08/0012	63820	Telstra	Modem	Seria Wireless 320U	\$197.27	\$29.00	APS Level 6
15/05/2008	60534	Telstra	Modem	Turbo 7	\$250.00	\$29.00	Executive Level 1
1/08/2008	60906	Telstra	Modem	Turbo 7	\$250.00	\$19.00	Executive Level 1
24/11/2009	60911	Telstra	Modem	Turbo 21	\$499.00	\$19.00	Executive Level 1
16/09/2010	62219	Telstra	Modem	Elite	\$399.00	\$0.00	Executive Level 1
10/02/2011	62424	Telstra	Modem	Elite	\$399.00	\$0.00	Executive Level 1
11/08/2011	62816	Telstra	Modem	Elite	\$248.00	\$39.00	Executive Level 1
9/11/2011	62983	Telstra	Modem	Elite	\$248.00	\$39.00	Executive Level 1
20/12/2011	62995	Telstra	Modem	Sierra	\$197.27	\$29.00	Executive Level 1

24/02/2012	63287	Telstra	Modem	4G	\$197.27	\$19.00	Executive Level 1
24/02/0012	63288	Telstra	Modem	4G	\$197.27	\$19.00	Executive Level 1
5/02/2008	60225	Telstra	Modem	Series 7	\$250.00	\$79.00	Executive Level 2
10/04/2008	60259	Telstra	Modem	Turbo 7	\$250.00	\$39.00	Executive Level 2
1/08/2008	32911	Telstra	Modem	Series 7	\$250.00	\$79.00	Executive Level 2
1/08/2008	60579	Telstra	Modem	Turbo 7	\$250.00	\$0.00	Executive Level 2
29/09/2008	61753	Telstra	Modem	Series 7	\$250.00	\$79.00	Executive Level 2
14/05/2009	60575	Telstra	Modem	Turbo 7	\$250.00	\$0.00	Executive Level 2
10/06/2009	60743	Telstra	Modem	Turbo 21	\$0.00	\$19.00	Executive Level 2
22/07/2009	60583	Telstra	Modem	Turbo 7+	\$250.00	\$29.00	Executive Level 2
2/02/2010	61024	Telstra	Modem	Elite	\$300.00	\$39.00	Executive Level 2
4/03/2010	61042	Telstra	Modem	Elite	\$300.00	\$39.00	Executive Level 2
8/06/2010	62006	Telstra	Modem	Elite	\$300.00	\$39.00	Executive Level 2
1/08/2010	61746	Telstra	Modem	Next G	\$300.00	\$59.00	Executive Level 2
1/09/2010	50547	Telstra	Modem	Turbo 7	\$250.00	\$0.00	Executive Level 2
10/02/2011	62425	Telstra	Modem	Elite	\$248.00	\$49.00	Executive Level 2
28/02/2011	62451	Telstra	Modem	Elite	\$248.00	\$39.00	Executive Level 2
19/09/2012	63863	Telstra	Modem	Seria Wireless 320U	\$197.27	\$0.00	Executive Level 2
01/12/0010	62413	Telstra	Modem	Elite	\$248.00	\$39.00	Executive Level 2
06/08/0010	62087	Telstra	Modem	Elite	\$200.00	\$39.00	Executive Level 2
06/08/0010	62086	Telstra	Modem	Elite	\$200.00	\$20.00	Executive Level 2
1/08/2008	61783	Telstra	Modem	Turbo 7 Plus	\$250.00	\$0.00	Loan Pool
1/08/2008	61769	Telstra	Modem	Turbo 7 Plus	\$250.00	\$0.00	Loan Pool
5/09/2008	61527	Telstra	Modem	Next G	\$300.00	\$0.00	Loan Pool
8/05/2009	60578	Telstra	Modem	Turbo 7	\$250.00	\$10.00	Loan Pool
14/05/2009	60576	Telstra	Modem	Turbo 7	\$250.00	\$10.00	Loan Pool
14/05/2009	60577	Telstra	Modem	Turbo 7	\$250.00	\$0.00	Loan Pool
10/06/2009	60742	Telstra	Modem	Turbo 21	\$0.00	\$0.00	Loan Pool
28/04/2008	60272	Telstra	Modem	Series 7	\$250.00	\$59.00	Senior Executive Service Band 2
29/06/2009	60582	Telstra	Modem	Turbo 7 Plus	\$250.00	\$39.00	Senior Executive Service Band 2
27/06/2011	62792	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	APS Level 5

8/07/2011	62798	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	APS Level 6
15/09/2011	62839	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	APS Level 6
15/09/2011	62841	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	APS Level 6
19/03/2012	63297	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	APS Level 6
20/07/2012	63718	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	APS Level 6
18/12/2008	60537	Telstra	PED-Mobile Phone	T165i	\$220.00	\$0.00	Executive Level 1
18/06/2010	62020	Telstra	PED-Mobile Phone	T90	\$400.00	\$30.00	Executive Level 1
18/06/2010	62021	Telstra	PED-Mobile Phone	T90	\$400.00	\$30.00	Executive Level 1
6/08/2010	62085	Telstra	PED-Mobile Phone	T90	\$400.00	\$30.00	Executive Level 1
6/09/2010	62116	Telstra	PED-Mobile Phone	T90	\$400.00	\$30.00	Executive Level 1
19/10/2010	62237	Telstra	PED-Mobile Phone	T90	\$400.00	\$30.00	Executive Level 1
8/07/2011	62799	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Executive Level 1
15/09/2011	62840	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Executive Level 1
25/10/2011	62976	Telstra	PED-Mobile Phone	T54	\$296.36	\$0.00	Executive Level 1
-	60543	Telstra	PED-Mobile Phone	T165i	\$220.00	\$0.00	Executive Level 1
-	60544	Telstra	PED-Mobile Phone	T165i	\$220.00	\$0.00	Executive Level 1
06/08/0010	62084	Telstra	PED-Mobile Phone	T90	\$400.00	\$19.00	Executive Level 1
27/06/2011	62781	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62782	Telstra	PED-Mobile Phone	T54	\$296.36	\$0.00	Loan Pool
27/06/2011	62783	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62784	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62786	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62787	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62788	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62789	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62790	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
27/06/2011	62791	Telstra	PED-Mobile Phone	T54	\$296.36	\$10.00	Loan Pool
26/06/2013	64826	Telstra	PED-Mobile Phone	Tough 3			Not yet allocated
8/08/2008	60752	Toshiba	PED-Laptop	Satellite Pro 300	\$1,400.00	N/A	Executive Level 1
1/06/2009	60751	Toshiba	PED-Laptop	Satellite Pro 300	\$1,400.00	N/A	Executive Level 1
12/11/2012	64310	Toshiba	PED-Laptop	Portege Z930	\$1,899.00	N/A	Executive Level 2

7/03/2013	64393	Toshiba	PED-Laptop	Portege Z930	\$1,899.00	N/A	Executive Level 2
11/06/2013	64812	Toshiba	PED-Laptop	Portege Z930	\$1,899.00	N/A	Executive Level 2
9/09/2003	28298	Toshiba	PED-PDA	e750			Executive Level 1
9/09/2003	28299	Toshiba	PED-PDA	e750			Executive Level 2
13/11/2003	28357	Toshiba	PED-PDA	e750			Executive Level 2
19/06/2012	63616	Toshiba	Tablet	AT100	\$446.00	\$0.00	Executive Level 2