

**Senate Foreign Affairs Defence and Trade Committee: Written Questions on Notice
Budget Estimates 2012**

Defence Housing Australia

Senate Foreign Affairs, Defence and Trade Legislation Committee

**Questions on notice from Senator Eggleston for the Defence portfolio, and
Veterans' Affairs portfolio**

Staffing

1.

- a. How many ongoing staff recruited this financial year to date? What classification are these staff?**

Defence Housing Australia recruited 38 ongoing staff in the 2011/2012 financial year. Defence Housing Australia employed these staff members at the following classifications:

Classification	Number of Employees
DHAJR (Junior)	1
DHAL2 (APS2 equivalent)	1
DHAL3 (APS3 equivalent)	25
DHAL4 (APS4 equivalent)	4
DHAL5 (APS5 equivalent)	3
DHAL6 (APS 6 equivalent)	2
EXECL1	2

- b. How many non ongoing positions exist or have been created this financial year to date? What classification are these staff?**

Defence Housing Australia created four non-ongoing positions in the 2011-12 financial year. Two of these positions were created at DHA3 Level one at the DHA5 Level and one at DHA6 Level.

- c. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?**

In the 2011-12 financial year, Defence Housing Australia engaged 102 employees on Non-Ongoing Contracts. The average length of their employment period is 9.966 months.

- 2. Provide details of what staffing changes have occurred in each department/agency from the 2012-13 Budget. Provide a list of additional and/or redundant positions, the classification and the program those positions are part of or have been taken from.**

Nil.

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- 3. Please list the SES positions have you in your department/agency (sic) in the years this financial year to date.(sic) Identify the different levels and how many are permanent positions.**

DHA had the following SES positions in the 2011/12 financial year:

Chief Operating Officer	SES Band 3
General Manager Property Provisioning	SES Band 2
General Manager Property and Tenancy Services	SES Band 2
Chief Financial Officer	SES Band 2
General Manager Corporate Affairs	SES Band 2
General Manager Sales and Marketing and portfolio Management	SES Band 2
National Manager Provisioning	SES Band 1
General Manager Provisioning External Relations	SES Band 1
Chief Information Officer & General Manager Business Solutions & Technology	SES Band 1
National Manager Investment Management and Risk	SES Band 1
Liaison Officer	SES Band 1

All positions are ongoing.

- 4. Will there be any training after the 2012 Calendar year for 2012 Graduates? If yes, please details including costs and what the training is.**

DHA does not currently run a graduate program.

- 5. What was the cost for recruiting 2012 Graduates? Please itemise and detail costs.**

Not Applicable.

Government Advertising

6.

- a. What was the total cost of all advertising for the financial year to date?**

In the 2011-12 financial year, DHA spent \$4, 371, 936.39, in media costs (magazine, newspaper, radio and internet advertising) for the sale and leaseback business.

- b. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.**

The advertising is non-campaign, DHA undertakes a consistent advertising program to generate demand from prospective investors for its Sale and Leaseback (SLB) program (where DHA properties are sold to private investors under a leaseback arrangement).

- c. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.**

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As an agency which operates under the *Commonwealth Authorities and Companies Act 1997*, DHA is not required to have its advertising reviewed by the Department of Finance and Deregulation, seek advice from the Peer Review Group and/or Independent Communications Committee, or comply with the Guidelines on Information and Advertising Campaigns by Australian Departments and Agencies.

- 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.**

As an agency which operates under the *Commonwealth Authorities and Companies Act 1997*, DHA is not required to have its advertising reviewed by the Department of Finance and Deregulation; seek advice from the Peer Review Group and/or Independent Communications Committee; or comply with the Guidelines on Information and Advertising Campaigns by Australian Departments and Agencies.

- 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.**

As an agency which operates under the *Commonwealth Authorities and Companies Act 1997*, DHA is not required to have its advertising reviewed by the Department of Finance and Deregulation; seek advice from the Peer Review Group and/or Independent Communications Committee; or comply with the Guidelines on Information and Advertising Campaigns by Australian Departments and Agencies.

- f. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.**

Not applicable.

- g. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?**

DHA undertakes a consistent advertising program to generate demand from prospective investors for its Sale and Leaseback (SLB) program (where DHA properties are sold to private investors under a leaseback arrangement).

Hospitality and Entertainment

7.

- a. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.**

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Spend for the 2011-12 financial year was \$ 42,890.24. Please refer to Table 1 for further details.

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Table 1 – Hospitality Report.

For Accounting Period From 1 Jul 2011 to 30 June 2012

Group: DHA							
Form GHS 5							
Register for Hospitality Provided to the Private or Public Sector and Special Events							
Date Hospitality Provided	Location of Hospitality	Purpose of Hospitality	Value of Hospitality excl GST	No. of Internal Attendees	No. of External Attendees	Total No. of Attendees	Accounting Period
30/06/11	Melbourne office	Briefing contractors on tender application process	637.79	8	85	93	2012/001
20/07/11	Head Office Canberra	Meeting with external party for purchase of bulk land	816.00	2	6	8	2012/001
22/07/11	Yallambie Melbourne	Property upgrade open show inspection	3,411.24	10	20	30	2012/001
30/06/11	Adelaide Office	Briefing contractors on tender application process	412.08	8	30	38	2012/002
19/07/11	Sydney Office	Contractor briefing for development project	255.00	8	26	34	2012/002
10/08/11	Tindal Office	Tenant briefing for upgrade project	444.94	10	156	166	2012/002
25/08/11	Head Office Canberra	Development project meeting	40.73	6	4	10	2012/002
26/08/11	Head Office Canberra	Meeting with developer for construction MOU	557.27	3	5	8	2012/002
12/08/11	Puckapunyal Melbourne	Property upgrade open show inspection	275.90	10	20	30	2012/002
29/08/11	Head Office Canberra	Provisioning schedule meeting	55.92	2	4	6	2012/003
11/09/11	Head Office Canberra	Strategic discussion meeting	48.10	1	1	2	2012/003
19/09/11	Melbourne Office	Housing forum	650.20	5	10	15	2012/003
25/08/11	HMAS Creswell Jervis Bay	Property upgrade open show inspection	645.47	20	15	35	2012/003
14/09/11	McDowall Queensland	Property upgrade open show inspection	8,297.08	20	80	100	2012/003
17/06/11	Darwin Office	Contractor briefing	35.42	1	1	2	2012/004
24/06/11	Canberra Office	Contractor tender discussions	520.00	16	40	56	2012/004
7/07/11	Head Office Canberra	Meeting with development company	30.36	1	2	3	2012/004
7/07/11	Darwin Office	Contractor briefing	159.49	2	14	16	2012/004
17/10/11	Head Office Canberra	Joint venture meeting	24.55	2	2	4	2012/004
11/10/11	Sydney Office	Strata workshop	336.14	26	4	30	2012/004
31/10/11	McDowall Queensland	Property upgrade open show inspection	7,141.60	20	80	100	2012/004
15/07/11	Head Office Canberra	Land development meeting	412.86	5	7	12	2012/005
12/07/11	Head Office Canberra	Meeting with construction housing company	225.91	5	3	8	2012/005
29/11/11	Head Office Canberra	Provisioning schedule meeting	81.97	3	4	7	2012/005
17/11/11	Enoggera Brisbane	Property upgrade event	815.13	5	5	10	2012/005
25/11/11	Blackburn Melbourne	Property upgrade event	363.49	5	5	10	2012/005
16/08/11	Victoria Barracks Sydney	Peak posting information session	469.20	4	46	50	2012/006
16/08/11	Perth Office	R&M contractor tender	117.86	13	35	48	2012/006
31/08/11	Townsville Office	Development project meeting	104.58	3	3	6	2012/006
31/08/11	Adelaide Office	R&M contractor briefing	26.45	15	40	55	2012/006
23/09/11	Adelaide Office	Land purchase discussions	150.00	1	1	2	2012/006
29/09/11	Head Office Canberra	Land purchase meeting	798.85	6	2	8	2012/006
7/11/11	Head Office Canberra	Land development meeting	282.72	3	4	7	2012/006
5/12/11	Head Office Canberra	Land development meeting	55.92	2	4	6	2012/006
4/01/12	Head Office Canberra	Project meeting	21.73	1	1	2	2012/007
5/01/12	Head Office Canberra	Project meeting	51.46	1	2	3	2012/007
6/01/12	Head Office Canberra	Strategic discussions meeting	176.88	1	3	4	2012/007
6/01/12	Melbourne Office	Quarterly forum	720.91	6	9	15	2012/007
23/01/12	Head Office Canberra	Property development meeting	32.45	1	1	2	2012/007
30/01/12	Head Office Canberra	Property development meeting	162.36	1	4	5	2012/007
13/07/11	Head Office Canberra	Housing focus group meeting	201.96	6	40	46	2012/008
11/10/11	Hunter Valley Office	R&M contractor briefing	464.02	8	60	68	2012/008
13/10/11	Sydney Office	Property development meeting	483.64	4	10	14	2012/008
14/10/11	Adelaide Office	Property construction meeting	136.36	2	6	8	2012/008
14/10/11	Adelaide Office	Property management meeting	87.73	2	2	4	2012/008
21/10/11	Darwin Office	Land purchase meeting	56.29	1	1	2	2012/008
4/11/11	Gordon Olive Brisbane	Property estate opening	82.11	1	16	17	2012/008
27/02/12	Head Office Canberra	Provisioning schedule meeting	69.54	3	3	6	2012/008
20/10/11	Canberra Office	Peak posting meeting	222.90	15	12	27	2012/009
11/11/11	Brisbane Office	Relation management meeting	325.47	4	5	9	2012/009
15/11/11	Head Office Canberra	Project meeting	26.36	1	1	2	2012/009
22/11/11	Head Office Canberra	Meeting with construction housing company	175.91	3	3	6	2012/009
22/11/11	Townsville Office	Vacant land meeting	70.01	1	2	3	2012/009
28/11/11	Head Office Canberra	Property development meeting	84.36	3	1	4	2012/009
6/12/11	Head Office Canberra	Property development meeting	47.09	1	1	2	2012/009
8/12/11	Wodonga Office	Briefing contractors on tender application process	184.68	2	6	8	2012/009
27/02/12	Melbourne Office	Housing forum	530.69	6	17	23	2012/009
12/03/12	Head Office Canberra	Housing provision meeting	180.00	3	1	4	2012/009
15/03/12	Head Office Canberra	Project development meeting	122.96	2	1	3	2012/009
29/03/12	Head Office Canberra	Property development meeting	62.13	2	4	6	2012/010
3/04/12	Head Office Canberra	Housing forum	73.81	3	3	6	2012/010
4/04/12	Darwin Office	Property development meeting	113.13	1	4	5	2012/010
11/04/12	Head Office Canberra	Business consulting meeting	426.54	2	3	5	2012/010
23/03/12	Tindal	Property upgrade open show inspection	234.14	5	5	10	2012/010
15/12/11	Melbourne Office	Contractor briefing RMS Tender	21.37	4	35	39	2012/011
25/05/12	Melbourne Office	Quarterly forum	395.94	6	13	19	2012/011
21/12/11	Adelaide Office	Annual contractor night	330.09	15	40	55	2012/011
8/02/12	Brisbane Office	Unit housing meeting	244.29	2	12	14	2012/011
17/02/12	Townsville Office	Contractor function	612.76	15	50	65	2012/011
7/02/12	Darwin Office	Contractor function	704.82	15	40	55	2012/011
4/01/12	Head Office	Housing provision meeting	21.79	3	2	5	2012/011
4/01/12	Head Office	Client Meeting	76.96	2	2	4	2012/011
11/02/12	Darwin Office	Property development meeting	365.00	3	2	5	2012/011
20/01/12	Head Office	Property development meeting	65.82	1	1	2	2012/011
14/02/12	Head Office	Property development meeting	312.73	1	1	2	2012/011
28/02/12	Head Office	Property development meeting	38.18	1	1	2	2012/011
28/02/12	Head Office	MOU discussions	63.82	2	1	3	2012/011
15/12/11	Head Office	VIP lessors lunch	159.77	2	2	4	2012/011
9/05/12	Puckapunyal Victoria	Upgrade milestone event	98.29	20	15	35	2012/011
18/05/12	Cerberus Victoria	Tenant briefing	255.00	5	25	30	2012/011
24/05/12	Enoggera Queensland	Redevelopment Public information session	170.57	3	5	8	2012/011
10/01/12	Head Office	Property development meeting	63.70	1	1	2	2012/011
1/02/12	Head Office	Property development meeting	60.74	1	1	2	2012/011
9/02/12	Head Office	Tender update meeting	79.47	2	1	3	2012/011
24/02/12	Melbourne Office	Property development meeting	111.27	1	2	3	2012/011
31/03/12	Head Office	Property development meeting	35.45	1	3	4	2012/011
21/12/11	Wagga Wagga	Contractor update meeting	211.91	4	10	14	2012/011
8/03/12	Head Office	Development meeting	149.29	2	2	4	2012/012
14/03/12	Head Office	Housing provision meeting	26.06	2	3	5	2012/012
28/03/12	Head Office	Upgrade project dinner meeting	181.05	4	2	6	2012/012
29/03/12	Hunter Valley Office	Development meeting	58.51	1	2	3	2012/012
3/04/12	Brisbane Office	Unit housing officers meeting	35.10	3	9	12	2012/012
5/04/12	Head Office	Development meeting	71.45	1	1	2	2012/012
11/04/12	Melbourne Office	Upgrade housing project meeting	21.51	2	2	4	2012/012
12/04/12	Brisbane Office	Development managers meeting	98.48	2	13	15	2012/012
13/04/12	Head Office	Development meeting	134.92	1	2	3	2012/012
18/04/12	Townsville Office	Development meeting	56.92	4	2	6	2012/012
20/04/12	Head Office	Unit housing meeting	44.14	1	7	8	2012/012
20/04/12	Adelaide Office	Acquisitions legal panel dinner	70.42	1	1	2	2012/012
21/04/12	Head Office	VIP lessors dinner	282.82	2	2	4	2012/012
1/05/12	Townsville Office	Land development meeting	20.86	4	2	6	2012/012
2/05/12	Brisbane Office	Unit housing officers meeting	200.96	3	18	21	2012/012
9/05/12	Townsville Office	Housing provision meeting	41.22	14	2	16	2012/012
3/06/12	Head Office	Provisioning schedule meeting	66.77	2	4	6	2012/012
3/06/12	Head Office	Policy meeting	51.82	1	1	2	2012/012
12/06/12	Head Office	Land development meeting	183.60	3	3	6	2012/012
20/06/12	Head Office	Development project working committee meeting	859.16	3	6	9	2012/012
25/06/12	Melbourne Office	Housing centre opening	1,407.60	35	35	70	2012/012
Total			42,890.24				

Note: For Hospitality that has an event date prior to the reporting period, the expense was paid for in the reporting period.
Report is sorted by Accounting period then date of hospitality provided

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- b. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.**

Not applicable.

- c. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.**

Not applicable.

- d. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.**

Not applicable.

- e. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.**

DHA has no specific events planned at this time.

- f. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.**

Not applicable.

- g. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.**

DHA has no specific events planned at this time.

- h. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.**

Not applicable.

- i. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?**

DHA is conscious of hospitality expenditure and endeavours where possible to engage the best value for money supplier and to only incur hospitality expenditure where there is a business benefit to DHA.

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Board Appointments

- 8.
- a. **List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.**

The Board of Defence Housing Australia is the only Board within this agency.

The terms of appointment to the Board are detailed in Section 14 of the *Defence Housing Australia Act 1987* as below:

14 Appointment of members

- (1) *The Chairperson and the other appointed members, other than the appointed member referred to in paragraph 12(1)(d), are to be appointed by the Minister by written instrument.*
- (1A) *The appointed member referred to in paragraph 12(1)(d) is to be appointed by the Finance Minister by written instrument.*
- (2) *A person is not eligible for appointment as a member referred to in paragraph 12(1)(f) unless the person appears to the Minister to be suitably qualified for appointment by virtue of expertise in one or more of the following fields:*
- (a) housing operations;*
 - (b) property development or management;*
 - (c) business management;*
 - (d) real estate management;*
 - (e) finance;*
 - (f) building or construction management;*
 - (g) social planning.*
- (4) *The appointment of a person as an appointed member is not invalid because of a defect or irregularity in connection with the person's appointment.*

Section 15 of the *Defence Housing Australia Act 1987* details the terms of office of appointed members as below:

15 Term of office of appointed members

- (1) *An appointed member:*
- (a) shall be appointed with effect from the day specified in the instrument of appointment; and*
 - (b) holds office, subject to this Act, for such term (not exceeding 3 years) as is specified in the instrument of appointment, but is eligible for re-appointment.*
- (2) *If the member ceases to hold office before the end of the term of appointment, another person may, in accordance with this Act, be appointed in the member's place until the end of the term.*

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Section 12 of the Defence Housing Australia Act 1987 details the membership of the Board as below:

12 Membership of the Board

(1) The Board consists of the following members:

- (a) the Chairperson;*
- (b) a current or former APS employee or Agency Head (within the meaning of the Public Service Act 1999), with a background in Defence, nominated by the Secretary of the Department;*
- (c) a current or former member of the Defence Force nominated by the Chief of the Defence Force;*
- (d) a person nominated by the Secretary of the Department administering the Financial Management and Accountability Act 1997;*
- (e) the Managing Director;*
- (f) 4 commercial members.*

The current members of the Board and tenure of appointments are in the table below:

Director	Position on Board	Tenure of appointment	Date of expiry of current term
Mr Derek Volker AO	Chairman	Last appointed 13/10/11	13/10/14
Mr Michael Del Gigante	Managing Director of DHA; ex officio Director	Last appointed 03/08/11	03/02/13
AVM Gary Beck AO (Rtd)	Director – nominee of the Chief of the Defence Force	Last appointed 24/11/11	23/11/13
The Hon Arch Bevis	Director – Commercial	Last appointed 13/10/11	13/10/14
Ms Carol Holley	Director – Commercial	Last appointed 23/11/09	23/11/12
The Hon Sandy Macdonald	Director – Commercial	Last appointed 13/10/11	13/10/13
Mr Gary Potts	Director – nominee of the Secretary of the Department of Finance and Deregulation	Last appointed 23/11/09	22/11/12
Mr Peter Sharp	Director – nominee of the Secretary of the Department of Defence	Last appointed 27/11/11	23/11/13
Ms Margaret Walker	Director – Commercial	Last appointed 15/07/09	15/07/12

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

As at 30 June 2012, DHA's Board comprised nine members; two females and seven males.

c. Please detail any board appointments for this financial year to date.

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Directors appointed in the 2011-12 financial year were:

- the Hon Arch Bevis (initial appointment)
- Mr Derek Volker AO (reappointed)
- Mr Michael Del Gigante (reappointed)
- AVM Gary Beck AO (Rtd) (reappointed)
- the Hon Sandy Macdonald (reappointed)
- Mr Peter Sharp (reappointed)

Freedom of information

9.

- a. Has the Department/agency received any updated advice on how to respond to FOI requests?**

DHA makes use of publicly available guidance of Freedom of Information (FOI) processes from the Office of the Australian Information Commissioner (OAIC). The OAIC regularly updates the guidance on its website. DHA's Company Secretary is also subscribed to the OAICnet news email list.

DHA has access to legal service providers should a specific Freedom of Information request necessitate advice of a more specialised nature. DHA did not request legal advice on any requests in the 2011-12 financial year. Additionally, some DHA officers attend briefings from legal service providers on changes to the FOI legislation.

- b. What is the total cost to the department to process FOI requests for this financial year to date?**

DHA notified applicants of a liability to pay charges to the value of \$1540.00 in the 2011-12 financial year in accordance with section 29 of the *Freedom of Information Act 1982*. None of the applicants subsequently paid a charge.

DHA estimates it has cost approximately \$11,300 of officer time to process requests for the 2011-12 financial year.

- c. How many FOI requests has the Department received for this financial year to date?**

DHA received eleven FOI requests for the 2011-12 financial year.

How many requests have been denied and how many have been granted?

One request was transferred to another agency. One request was withdrawn by the applicant.

Of the remaining nine:

Applicant 1 - all documents were released in full;

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Applicant 2 – all documents were released with redactions under sections 11A (5) and 47F (2) of the FOI Act;

Applicant 3 - all documents were released in full except one which was not released under section 47(1)(b) of the FOI Act;

Applicant 4 – all documents were released in full except those which did not exist under section 24A(1) of the FOI Act;

Applicant 5 - some documents were released in full. Some documents were not released under section 47(1)(b) of the FOI Act;

Applicant 6 - some documents were released in full except those which did not exist under section 24A(1) of the FOI Act;

Applicant 7 – all documents were released in full except one which was released with redactions under section 22(1)(c) of the FOI Act;

Applicant 8 – some documents were released in full. Some documents were released with redactions under section 22(1)(c). One document was not released under section 22(1)(c);

Applicant 9 – this application was pending a decision at the end of the 2011-12 financial year.

Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why?

No.

Do any of these requests remain outstanding? If so, how many and why?

At the end of the 2011-12 financial year, one application was pending a decision.

d. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

None.

Community Cabinet Meetings

10.

a. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?

Not applicable.

b. How many Community Cabinet meetings has the Minister attended? List date and location.

Not applicable.

c. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was

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the total cost of this travel? Which Community Cabinet meetings did the Ministerial Staff attend? List date and location.

Not applicable.

- d. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.**

Nil.

- e. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?**

Nil.

Reviews

11. For this financial year to date:

- How many Reviews are being undertaken?**

DHA is not aware of any reviews affecting DHA which were undertaken in the 2011-12 financial year.

- What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded**

DHA is not aware of any reviews affecting DHA which were concluded in the 2011-12 financial year or which are still ongoing.

- Which of these reviews has been provided to Government?**

Not applicable.

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

Not applicable.

- What is the estimated cost of each of these Reviews?**

Not applicable.

- What reviews are planned?**

DHA is not aware of any reviews affecting DHA which are planned.

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- **When will each of these reviews be concluded?**

Not applicable.

Consultancies

12.

- a. **How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.**

DHA commissioned a total of 21 different consultants in the 2011-12 financial year with total expenditure of \$735,466. The consultants were used for a wide range of issues including;

- Property development related matters such as design and planning constructions and developments to specific development issues such as drainage and environmental plans.
- Accounting policy advice on impairment, taxation and other accounting related issues
- Property market conditions and portfolio advice; and
- Customer service charters and benchmarking

Please see Table 2, below, for the full list of consultants and expenditure.

All consultants have been procured within the framework of DHA's procurement guidelines.

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Table 2.

Professional Fees Comparison		
	July 2011 - June 2012	Subject Matter
Consultants		
12 BELOW	\$ 23,868	Business Analysis
ADMININTELLIGENCE P/L	\$ 17,213	Business Analysis
BIS SHRAPNEL P/L	\$ 10,583	Property Market Analysis
BURNSBRIDGE SWEET	\$ 35,912	Property Portfolio analysis
CHANGE PM	\$ 41,272	Development project services
COLMAR BRUNTON	\$ 31,220	Development project services
CUSTOMER SERVICE INSTITUTE OF AUS	\$ 10,200	Customer Service Certification
ERNST & YOUNG	\$ 63,778	Accounting Advice
GRANT SAMUEL PROPERTY	\$ 39,951	Property sale services and advice
KPMG	\$ 40,130	Accounting Advice
NOEL ARNOLD & ASSOCIATES	\$ 6,204	Development project services
NOETIC SOLUTIONS P/L	\$ 22,440	QS services
OAKTON CONSULTING	\$ 128,070	Finance System analysis
PEP WORLDWIDE	\$ 8,303	Executive Coaching
PRICE WATERHOUSE COOPERS	\$ 119,667	Accounting Advice
QUALITY MANAGEMENT SERVICES	\$ 16,210	Development project services
RISMARK INTERNATIONAL	\$ 5,500	Property Market Analysis
ROGER POWELL & ASSOCIATES P/L	\$ 50,598	Executive Coaching and advice
STANDARD AND POOR'S AUSTRALIA	\$ 47,183	Analytical services
SUE J ADAMS	\$ 1,925	Executive Coaching
URBIS PTY LTD	\$ 15,240	Development project services
Total Consultants	\$ 735,466	

- 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.**

No specific new consultancies are currently planned. As a CAC Act agency not listed in Schedule 1 of the *Commonwealth Authorities and Companies Regulations 1997*, DHA is not required to publish an APP.

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Media Monitoring

13.

- a. **What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?**

No media monitoring services were provided by Defence Housing Australia to the Minister's office in the 2011-12 financial year.

- i. **Which agency or agencies provided these services?**

Not applicable.

- ii. **What is the estimated budget to provide these same services for the year 2011-12?**

Not applicable.

- iii. **What has been spent providing these services this financial year to date?**

Not applicable.

- b. **What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?**

For the 2011-12 financial year, \$49, 045 was spent on media monitoring services.

- i. **Which agency or agencies provided these services?**

Australian Associated Press Newscentre.

- ii. **What is the estimated budget to provide these same services for the year 2011-12?**

The budget for the 2011-12 financial year was \$42,000.

- iii. **What has been spent providing these services this financial year to date?**

For the 2011-12 financial year, \$49, 045 was spent on media monitoring services.

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Social Media

14. Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issued. If no, please explain why not.

DHA has not made changes to social media or protocols as the existing policies were considered appropriate in meeting the requirements of this guidance.

Contractors

15. 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).

No.

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).

No.

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).

No.

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).

No.

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).

No.

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- 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).**

No.

- 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).**

No.

- 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)**

No.

- i. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.**

No.

- j. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).**

Contractors have been employed by DHA in four areas.

Valuation Services: the provision of independent market valuations on specific properties and developments. Thirty eight contractors, with a total spend of \$2,978,107.15.

Repair and Maintenance: provision of repairs and maintenance of properties including clams under warranty and capital items. 2,249 contractors, with a total spend of \$69,380,528.22.

Staff working on a contract basis: staff working at DHA who are or were working under contract arrangements. Thirty two contractors, with a total spend of \$479,758.89.

Sales contractors: qualified sale consultants working as individual contractors selling DHA's sale and Leaseback properties. Thirteen contractors, with a total spend of \$2,048,205.14

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Discretionary Grants

16.

- a. **Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.**

DHA has not approved any discretionary grants.

- b. **Has the Department complied with interim requirements relating to the publication of discretionary grants?**

Not applicable.

Commissioned Reports

17. **How many Reports have been commissioned by the Government in your portfolio this financial year to date?**

None of which DHA is aware.

Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.

Not applicable.

- **How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?**

Not applicable.

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

Not applicable.

Government Payments of Accounts

18. **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)?**

DHA is a CAC Act agency and as such is not subject to the procurement 30 Day Payment Policy for Small Business. Nonetheless DHA's policy is to pay correctly tendered and agreed invoices within 30 days of receipt. During the financial year to date for contractors and consultants DHA has not paid any correct and undisputed

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invoice outside of these timeframes. DHA has attracted no penalty fees or interest charges on any consultant or contractor invoices.

- **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).**

Not applicable.

- **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?**

Not applicable.

- **Where interest is being paid, what rate of interest is being paid and how is this rate determined?**

Not applicable.

Stationery Requirements

19.

- a. **How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?**

DHA has incurred no stationery costs in relation to any Minister or Parliamentary Secretary office.

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

DHA's stationery costs for 2011-12 financial year were \$272,826.23

- c. **What was the department/agency's stationery costs for 2009-10 and 2010-11?**

DHA's stationery costs for 2010-11 were \$287,433.30
DHA's stationery costs for 2009-10 were \$366,119.26

Government payments of accounts

20. Media Subscriptions

- a. **Has there been any change to your pay TV subscription since the 2011-12 Additional Estimates (February 2012)?**
 - **If yes, please provide the reason why, the cost and what channels.**

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- **What is the cost for this financial year to date?**

DHA does not have a pay TV subscription.

- b. **Has there been any change to your newspaper subscriptions since the 2011-12 Additional Estimates (February 2012)?**
- **If yes, please provide the reason why, the cost and what newspapers.**
- **What is the cost for this financial year to date?**

There have been no changes to DHA subscriptions since February 2012. The total newspaper and magazine spend for 2011-12 financial year was \$10,671. Due to some publishers billing both services on single invoices, no breakup is available.

- c. **Has there been any change to your magazine subscriptions since the 2011-12 Additional Estimates (February 2012)?**
- **If yes, please provide the reason why, the cost and what magazines.**
- **What is the cost for this financial year to date?**

As above.

Travel Costs

21.

- 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 include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).**

Not applicable.

- b. **For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).**

The precise detail requested in the question is not readily available and I am not prepared to authorise the commitment of resources required to provide a detailed response.

- c. **Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel**

DHA's travel policy is consistent with the Government's Lowest Practical Fare travel policy for Domestic Air Travel. It requires staff to book the lowest fare where the fare meets the practical business needs of the traveller.

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d. (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel

DHA's travel policy is consistent with Finance Circular No. 2012/04 (which replaced Finance Circular No. 2009/10). DHA's travel policy requires staff to book the lowest fare where the fare meets the practical business needs of the traveller.

e. (Finance Circular No. 2009/11) guidelines being followed? How is this monitored? If the guidelines are not being followed, please explain why.

DHA's travel policy is consistent with the guidelines contained in Finance Circular No. 2009/11. DHA reviews travel expenditure on a regular basis to monitor adherence to its travel policy.

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.

DHA's travel policy states that staff who travel more than six times per year are eligible for a DHA-funded Qantas Club membership. There are currently 50 staff holding Qantas Club memberships through DHA. Membership by classification is shown in the table below.

DHA Staff Classification	Number of Qantas Club Memberships
SES	4
EL2	29
EL1	9
DHA 6	5
DHA 5	2
DHA 4	1
Total	50

The total cost of Qantas Club memberships for DHA staff in the 2011-12 financial year, including renewals and new memberships, was \$11,140.

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.

In the 2011-12 financial year, when DHA's SES employees travelled, they did not have any support or administrative staff travel with them.

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Legal costs

22.

- 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.**

DHA employs one part-time legal counsel.

- 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.**

DHA is unable to easily determine how much was spent on legal fees alone as AGS provide Australia-wide conveyance services to DHA. The precise detail requested in the question is not readily available and I am not prepared to authorise the commitment of resources required to provide a detailed response.

- 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.**

Legal Fees	Service	\$ (GST Inc)
DLA Phillips Fox	Legal Advice on outstanding debtor	6,800.92
Meyer Vandenberg Lawyers	Legal Advice on minor works contract	1,346.00
Minter Ellison Lawyers	Legal Advice on MCA Tenancy Agreement, legal advice on ATM Services, Lease Registration, legal advice on sale of leased properties, management services for Customs, legal advice on NSW Residential Tenancy Agreement, drafting of leases, sub-lease and Under lease.	115,835.62
Norton Rose Australia	Legal advice on Leased properties, Review of Marketing Materials	5,571.65
Robert Cook & Associates	Workplace Relations, Legal advice re new Enterprise Agreement, Legal advice re Conflict of Interest and FOI, preparation and attendance at FWA hearing.	44,553.17
Total – Legal Fees		\$174,107.36

In addition to the above costs DHA's expenditure in relation conveyance costs for the acquisition and disposal of properties are not captured separately and therefore not readily available.

The precise detail requested in the question is not readily available and I am not prepared to authorise the commitment of resources required to provide a detailed response.

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- 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.**

Not applicable.

Education Expenses

23.

- a. What are the department/agency's guidelines on study? Please provide details.**

DHA supports and encourages staff members to undertake formal study in areas which are relevant to their professional development and DHA's organisational objectives. The support provided to staff includes:

- Studies Assistance
- External Training
- National Accreditation Program

Assistance for study takes the form of study leave and/or financial assistance for attendance at external training as well as the provision of internal training and development opportunities.

Individual and group study requirements are informed by DHA's Performance Development Process, formal Training Needs Analyses and consultation between a staff member, their manager and DHA's HR team.

- 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.**

For the 2011-2012 financial year DHA had approximately 640 participants in a Learning and Development program. These include a range of internal and external short courses and qualifications.

The total expenditure was \$404,117.82, and the cost incurred per participant ranged from \$83.65 to \$9,365. The employment classification of each participant ranged from DHA Level 3 to SES Band 2. The precise detail requested in the question is not readily available and I am not prepared to authorise the commitment of resources required to provide a detailed response.

The reason for study for each participant was a balance between operational need and professional development. Benefits to DHA, as a result of the training provided, were: flexibility to use existing resources across business

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areas; deepening of skills to assist with succession planning; and providing additional benefits to employees to contribute to engagement and retention.

Executive Coaching and Leadership Training

24. 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:

1. Total spending on these services

DHA's total spending on executive coaching and leadership training services for the 2011/12 financial year is \$142,079.00.

2. The number of employees offered these services and their employment classification.

These services were offered to all DHA staff members:

SES3:	1	DHA6:	104
SES2:	5	DHA5:	108
SES1:	7	DHA4:	156
EL2:	53	DHA3:	260
EL1:	91	DHA2:	9

3. 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).

Number of employees who have utilised these services:

SES3:	0	DHA6:	8
SES2:	3	DHA5:	11
SES1:	2	DHA4:	7
EL2:	11	DHA3:	4
EL1:	10	DHA2:	0

Details on the leave provided can be found in table 1.

4. The names of all service providers engaged.

Names of all service providers engaged for these services:

- Australian Institute of Management (NSW & ACT)
- OTEN
- Charles Darwin University
- Australian Public Service Commission
- Wisdom Learning
- Executive Leadership Australia

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- 5. For each service purchased from a provider listed under (4), please provide:**

Please refer to Table 3.

- a. The name and nature of the service purchased**
 - b. Whether the service is one-on-one or group based**
 - c. The number of employees who received the service and their employment classification**
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)**
 - e. The total amount spent on the service**
 - f. A description of the fees charged (i.e. per hour, complete package)**
- 6. Where a service was provided at any location other than the department or agency's own premises, please provide:**

Please refer to table 4.

- a. The location used**
- b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)**
- c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)**
- d. Any costs the department or agency's incurred to use the location**

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Table 3.

Provider	Name/Nature of Service	Is the Service One-on-One or Group Based	# of Recipients & Classification	# of Hours for all employees	Total amount spent on the service	Description of Fees
Executive Leadership Australia	Executive Leadership Program	One-on-One and Group Based	SES2 - 3; SES1 - 2; EL2 - 10	55hrs	\$79,400	Complete Package
Talent2	Diploma of Management	One-on-One and self-paced	EL1 - 3; DHA6 - 5; DHA5 - 9; DHA4 - 6; DHA3 - 4	EL1 - 6hrs; DHA6 - 23hrs; DHA5 - 41hrs; DHA4 - 94hrs; DHA3 - 84hrs	\$47,500	Commencement payment only
OTEN	Diploma of Management	One-on-One and self-paced	EL1 - 1	0hrs	\$1,684	Complete Package
Australian Institute of Management NSW & ACT	Manage People Effectively Training	Group Based	EL 2 - 1; EL1 - 4; DHA6 - 1; DHA5 - 1; DHA4 - 1	EL 2 - 15hrs; EL1 - 60hrs; DHA6 - 15hrs; DHA5 - 15hrs; DHA4 - 15hrs	\$7,288	Complete Package
	The New Supervisor Training	Group Based	DHA5 - 1	DHA5 - 15hrs	\$1,525	Complete Package
	Managing, Leading & Developing People	Group Based	EL1 - 1	EL1 - 8hrs	\$1,940	Complete Package
Charles Darwin University	Bachelor of Governance and Public Sector Management	Group Based	DHA6 - 1	DHA6 - 180hrs	\$1,557	Complete Package
APSC	EL1 Transition	Group Based	EL1 - 1	EL1 - 7.5hrs	\$635	Complete Package
Wisdom Learning	Supervision Skills	Group Based	DHA6 - 1	DHA6 - 7hrs	\$550	Complete Package
		TOTAL	EL 2 - 1; EL1 - 10; DHA6 - 8; DHA5 - 11; DHA4 - 7; DHA3 - 4	EL 2 - 15hrs; EL1 - 88.5hrs; DHA6 - 225.5hrs; DHA5 - 71hrs; DHA4 - 109hrs	\$142,079	

Table 4.

Provider	Name/Nature of Service	Location Where Services Provided When Not at DHA	# of Employees Taking Part Off-Site	Total # of Hours For All Employees Off-Site	Costs Incurred for Off-Site Venue
Executive Leadership Australia	Executive Leadership Program	Commonwealth Club	SES2 - 3; SES1 - 2; EL2 - 10	55hrs	No Cost Incurred
Talent2	Diploma of Management	Distance Learning	EL1 - 3; DHA6 - 5; DHA5 - 9; DHA4 - 6; DHA3 - 4	Not Recorded	No Cost Incurred
OTEN	Diploma of Management	Distance Learning	EL1 - 1	Not Recorded	No Cost Incurred
Australian Institute of Management NSW & ACT	Manage People Effectively Training	AIM North Sydney	DHA4 - 1	DHA4 - 15 hrs	No Cost Incurred
	The New Supervisor Training	AIM Canberra	DHA5 - 1	DHA5 - 15hrs	No Cost Incurred
	Managing, Leading & Developing People	AIM Canberra	EL1 - 1	EL1 - 8hrs	No Cost Incurred
Charles Darwin University	Bachelor of Governance and Public Sector Management	Charles Darwin University	DHA6 - 1	DHA6 - 180hrs	No Cost Incurred
APSC	EL1 Transition	APSC Woden	EL1 - 1	EL1 - 7.5hrs	No Cost Incurred
Wisdom Learning	Supervision Skills	Wisdom Canberra	DHA6 - 1	DHA6 - 7hrs	No Cost Incurred

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Media Training

25. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:

1. Total spending on these services.

In 2011-12 financial year, Defence Housing Australia has spent \$1,980 on media training services.

2. The number of employees offered these services and their employment classification.

One Defence Housing Australia (DHA) officer was trained in 2011-12 financial. The officer is classified as EL2.

3. 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)

Please refer to the above answer. No study leave was granted for that officer.

4. The names of all service providers engaged.

The training was provided by Talkforce Media and Communications.

5. For each service purchased from a provider listed under (4), please provide:

a. The name and nature of the service purchased.

Media training. Training in managing media enquiries.

b. Whether the service is one-on-one or group based.

One-on-one.

c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification).

One – EL2.

d. The total number of hours involved for all employees (provide a breakdown for each employment classification)

Approximately three hours.

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e. The total amount spent on the service

The total cost of these services was \$1,980.

f. A description of the fees charged (i.e. per hour, complete package).

Complete package.

6. Where a service was provided at any location other than the department or agency's own premises, please provide:

a. The location used

b. The number of employees who took part on each occasion

c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)

d. Any costs the department or agency's incurred to use the location

Not applicable.

Paid Parental Leave

26.

a. Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?

As at 30 June 2012 DHA makes payment to 10 employees who are eligible to receive the payments as determined by Centrelink.

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.

DHA is providing its employees with payments under the Government's Paid Parental Leave scheme.

During the 2011-12 financial year, DHA made Paid Parental Leave payments to 22 employees as follows:

Paid Parental Leave	DHAL3 (APS3 equivalent)	DHAL4 (APS4 equivalent)	DHAL5 (APS5 equivalent)	DHAL6 APS6 equivalent)	EXECL1	Total
Financial year 2011-12	8	5	2	3	4	22

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As at 30 June 2012 DHA makes Paid Parental Leave payments to 10 employees as follows:

Paid Parental Leave	DHAL3 (APS3 equivalent)	DHAL4 (APS4 equivalent)	DHAL5 (APS5 equivalent)	EXECL1	Total
Financial year 2011-12	3	4	1	2	10

Training for Portfolio Minister and Parliamentary Secretaries

27.

- 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.

Not applicable.

- 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.

Not applicable.

- c. For this financial year to date, how much has been spent on training for 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.

Not applicable.

Corporate Cars

28. Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):

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

Not applicable.

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Taxi Costs

29.

- a. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.**

Business Area	Taxi Spend
Property and Tenancy Services	\$ 28,555.19
Property Provisioning	\$ 86,649.18
Portfolio Management	\$ 23,887.75
Corporate	\$ 11,427.86
Total	\$ 150,519.98

- b. What are the reasons for taxi costs?**

The taxi costs are a result of the geographical diversity of DHA operations and the planning and commencement a number of major property development and construction activities being undertaken by DHA.

Credit Card

- 30. Provide a breakdown for each employment classification that has a corporate credit card.**

20 APS level staff;
18 Executive level staff;
9 Senior Executive level Staff.

Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):

- **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?**

There have been no changes to DHA policies or procedures in relation to the management of credit cards since February 2012.

Printing of Documents

- 31. Does the department/agency print any hard copies of reports/statements/papers they produce? If yes, please list how many copies, where they are delivered and the cost.**

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Defence Housing Australia (DHA) prints hard copies of the Annual Report each year. Seven hundred and fifty copies of the 2010-11 report were printed at a cost of \$8,991.40. These were delivered to DHA's head office premises in Barton, ACT.

Provisioning of Equipment

32.

- 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 the costs.**

Not applicable.

- 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? What were the running costs for 2009-10 and 2010-11?**

Not applicable.

- c. **Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive (not an inclusive list) 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.**

Mobile Phones

DHA currently has 268 mobile phones allocated with the majority (254) being Nokia E63 model phones issued to field staff roles. These roles include Regional Managers, Local Office management positions, Property Managers, Development and construction staff, Sales staff and local administration roles. DHA also allocated 5 phones to locations for after-hours support to be used by a roster of staff. Townsville, Northern Territory and Perth offices have been issued with Satellite phone for use in remote areas where neither Optus nor Telstra work.

11 iPhones have been issued to the executive team, which includes the Managing Director, Chief Operation Officer, Chief Information Officer, General Manager Property and Provision and General Manager Sales and Marketing, with 2 in the IT department for testing and support.

There are also approximately 19 staff who use their own handset.

- Optus Cost for 2011-12 financial year was \$157, 957 Going forward the month cost is approx. \$6000 (new plan so this is an estimate)
- DHA has 298 user at \$20 per month access fee - \$5960 p/month

Telstra Cost for the 2011-12 financial year was \$5,674

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- Going forward approx. \$500 per month
- DHA has 14 mobile phone services, 12 in NT, 1 in WA and 1 in Canberra. DHA is on a Telstra Mobile Pricing Panel – Option 1, with the data (for email etc) \$10 for 1GB per month. Calls are charged at \$0.07 with \$5.00 worth of included calls.

Satellite Phone Cost for 2011-12 financial year - \$2,427

- Going forward the monthly cost will be - \$163 per month
- 4 phones with Telstra-\$30 per month plan inclusive of \$10 calls
- 1 with TC Communications - \$43 per month plan no calls are included. The call costs are \$1.10 per minute gst excluded for calls within Australia.

Average Purchase Prices

IPhones average Purchase cost - \$999.00

Nokia E63 average Purchase cost - \$198.00

Satellite Phones - \$1,620.00

Data Sims

Telstra

Data Sims are used for staff who travel. Seven of these Sims are allocated to local areas to use when travelling to remote area where the only service is provided by Telstra. The other 3 are issued to staff who either live or work in areas where Optus coverage is not available is not available.

2011-12 financial year cost - \$22,202 with the reduction of these cards are expected running cost is approx. \$401 per month

- 8 users x \$39 per month for 1g - \$273
- 1 user x \$49 per month for 4g - \$ 49

Optus

Optus Data Sim cards are issued to all staff with a Laptop and/or iPad and also for mobile data with issued phones. DHA currently has 50 issued with 39 used for iPads and 10 for Laptops. DHA also has one in the training room of the Canberra office for outside internet connection used in training.

11/12 Cost - \$31, 499

The plan will be 300 user - \$3,750 per month

- With the Optus account is it 300 users x \$3750 per month(\$12.50per/user) fixed plan
- 217 using data on Mobile Phones
- 39 using data on iPads
- 10 using data on Laptops
- 1 Canberra Office

PC (Personal Computers)

There are 116 personal computers within the network. Most (95) are located in Head Office due to specific software and licencing requirements and majority

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being Business Solutions and Technology and Finance. The remainder (21) are in the local offices and are used for running the security system and/or Meeting and training rooms.

Average Purchase cost - \$1500

iPads

ipads have been issued to the following groups within the organisations as part of an appropriate trial

1. Board – 8
2. Executives – 12
3. HMC Manager – 4
4. Operations Head Office Team – 3
5. Property and Provision Group – 23

Average purchase cost - \$841

Laptops

Laptops are issued to both individuals and offices. Staff who are issued with a laptop are generally managers who travel to various locations, Executives and system staff.

1. Executive - 5
2. HMC – 15
3. Property and Provision Group – 5
4. HMC Managers – 5
5. Business Solutions and Technology – 8
6. Other roles – 7

Apple Macbook average purchase cost - \$8708

- MacBook Pro - \$3184

- MacBook Air - \$1849

Laptop Average purchase cost - \$2040

Digital Cameras

Digital cameras are used by field staff to capture property photos to be used for house selection as well as defects. These are issued to many positions across the organisation:

1. Acquisitions – 4
2. Business Support Managers – 1
3. Lessor Relations – 5
4. Property & Tenancy coordinator – 2
5. Property & Tenancy Managers – 7
6. Property Manager - 103
7. Sale and Leaseback – 7
8. Sales and Marketing – 5
9. Property & Tenancy Technical Officers – 13

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- 10. Property and Provision Group – 7
- 11. Head Office Operations – 1

Average Purchase cost - \$248

- d. **Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):**
 - i. **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 who it is provided.**

Not applicable.

Electricity Purchasing

33.

- a. **Provide an update of the department/agency electricity purchasing agreement. Provide details of when this was entered into and the length of the agreement.**

DHA in Canberra has an electricity purchasing agreement with ERM Power. The agreement came into effect in July 2011 and is due to expire in June 2014.

State and regional based DHA offices source their electricity from a range of local providers.

- b. **What were the department/agency electricity costs for 2009-10 and 2010-11?**

Electricity costs for DHA nationally were \$380,577 in 2009-10, and \$424,662 in 2010-11.

- c. **What are the department/agency electricity costs for this financial year to date?**

Electricity costs for DHA nationally for the financial year 2011-12 was \$407,947.

Information for the Australian Greens and Independents

34.

- a. **Does the department/agency provide any information and/or undertake any requests for the Australian Greens? If yes, please provide the following information:**

No.

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i. How is such work and/or information requests commissioned?

Not applicable.

ii. What work/information requests have been undertaken? Provide details and a copy of each work produced.

Not applicable.

iii. Has any such work and/or information requests been unable to proceed? If yes, provide details including what the work and/or information requests were and why it could not be undertaken.

Not applicable.

iv. How long is spent undertaking work and/or information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

Not applicable.

b. Does the department/agency provide any information and/or undertake any requests for the Independents? If yes, please provide the following information:

No.

i. How is such work and/or information requests commissioned?

Not applicable.

ii. What work/information requests have been undertaken? Provide details, including who the work/information was for and a copy of each work produced.

Not applicable.

iii. Has any such work and/or information requests been unable to proceed? If yes, provide details including what the work and/or information requests were, who they were from, who they were for and why it could not be undertaken.

Not applicable.

iv. How long is spent undertaken work and/or information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

Not applicable.

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Shredders

35. Has the department/agencies purchased any shredders in the last 12 months? 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.

DHA has not purchased any shredders in the last 12 months.

ANSWER TO SENATOR LUDLAM'S QUESTION TAKEN ON NOTICE BY DHA ON 29 MAY 2012

- The heritage listed Gunners' Cottages occupy a site located at the corner of Burt and Queen Victoria Streets, Fremantle. The site, of approximately 6,065 sqm, comprises a single dwelling at 2 Burt Street and three housing blocks of three dwellings each, from 97 to 113 Queen Victoria Street, totalling 10 X 2 bedroom dwellings.
- The dwellings were constructed in 1913 and have been unoccupied for many years and require substantial upgrade, repair, conservation and adaptation to bring them up to compliant Service Residence (SR) standard for members of Defence and their families.
- Photographs of the cottages are enclosed.

Property Disposal Process

- In order for DHA to obtain property from the Department of Defence (Defence), the property must first be declared surplus to requirements by Defence and then offered to DHA as a 'Priority Sale'. Currently, this transfer of land must also be considered under the Commonwealth Property Disposals Policy (CPDP).
- DHA received a detailed valuation of the site in May 2012. Pending approval under the CPDP for a priority sale to DHA, DHA and Defence are in negotiations based on this valuation.

DHA Consideration

- Successful development approval relies on the demonstration of compliance with the statement of significance for the site under the Commonwealth and State heritage listings. DHA has taken advice from a heritage architect.
- The cottages will probably be popular with members as the location is only 10 minutes from Swanbourne and will provide variety in the DHA SR offering.

Work Required

- The cottages are in a state of disrepair, having been vacant for over a decade and occupied, at various times, by squatters. The existing cottages will be upgraded to provide:
 - three bedrooms (with added ensuite);
 - new kitchens and living areas in a new extension to the rear of each dwelling;
 - new or refurbished existing bathroom;
 - removal of asbestos which appears to exist in non-heritage add-on structures;
 - general refurbishment and upgrade; and
 - new garages and fences.

Options to Proceed

- The site is currently owned by Defence. The proposed DHA development aims to provide compliant dwellings for Defence families whilst protecting heritage values as required by *Environment Protection and Biodiversity Conservation Act 1999 (Cth.)* and relevant State legislation.
- Should DHA take ownership, it will progress the redevelopment through the Parliamentary Standing Committee on Public Works (PWC) as a Medium Works project.
- The timeframe for completion of the process is subject to many external factors. However, DHA intends to progress this redevelopment as expediently as possible.





12/02/2012

