

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.1

Outcome 1, Output 1

Topic: Administered Programme Details

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Could you please provide a list of all administered programmes in the CSS Board, including:

- A description of the programme;
- Number of people directly receiving funds/assistance under the programme;
- A breakdown on those receiving funds/assistance under the programme by electorate;
- The policy objective of the programme;
- Whether the programme is ongoing;
- The Funding in each financial year of the forward estimates for the programme (with a breakdown of administered and departmental expenses), including:
 - How much funding was allocated for the programme;
 - How much is committed to the programme;
 - How much is unspent.

- Indication of whether an evaluation of the programme effectiveness has been conducted:
 - If so, when that evaluation occurred; and
 - If so, the conclusion of that evaluation.

Answer:

The CSS Board is not responsible for any administered programmes.

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Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 -- 17 February 2004

Question: F40.2

Outcome 1, Output 1

Topic: Senior Executive Officer Numbers

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many Senior Executive Officers (or equivalent) were employed in the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board employs staff under contract, jointly with the PSS Board. Staff of the PSS and CSS Boards are not employed under the Public Service Act. The number of equivalent Executives employed by the PSS and CSS Boards are as follows:

2002-03	6
2003-04	8

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Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.3

Outcome 1, Output 1

Topic: Senior Base/Top Wages for APS Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the base and top (including performance pay) wages of APS 1, 2, 3, 4, 5, 6 (or equivalent), Executive Level 1 and 2 (or equivalent), and SES Band 1, Band 2 and Band 3 (or equivalent) in the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board employs staff under contract, jointly with the PSS Board. Staff of the PSS and CSS Boards are not employed under the Public Service Act and the Boards, being only a small organisations, do not have an equivalent structure. Remuneration levels for Board staff are based on the skill levels and responsibilities required for each position.

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.4

Outcome 1, Output 1

Topic: Average SES Salaries

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the average salary for an SES (or equivalent) in the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board employs staff under contract, jointly with the PSS Board. Staff of the PSS and CSS Boards are not employed under the Public Service Act. The CSS Board's share of the average salary (including superannuation components and accruing entitlements) of equivalent Executives employed by the is as follows:

2002-03: \$98,743

2003-04: \$97,433

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Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.5

Outcome 1, Output 1

Topic: Mobile Phones Issued to Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many staff had mobile phones issued by the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date?

Answer:

The CSS Board does not issue mobile phones to staff. Rather, the Board's policy is to reimburse staff for the business usage of their personal mobile phones, where business usage may be calculated on an actual or percentage basis.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.6

Outcome 1, Output 1

Topic: Mobile Phones Bills

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total mobile phone bill for the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date?

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. As previously advised, the CSS Board does not issue mobile phones to staff. Rather, the Board's policy is to reimburse staff for the business usage of their personal mobile phones, where business usage may be calculated on an actual or percentage basis. The total amount reimbursed to staff for mobile phone usage was as follows:

2002-03:	\$650
2003-04:	\$878

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

Department of Finance and Administration

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.7

Outcome 1, Output 1

Topic: SES Cars

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many SES (or equivalent) were issued with cars in the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04?

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The total number of Executives issued with cars was as follows:

2002-03:	Nil
2003-04:	Nil

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.8

Outcome 1, Output 1

Topic: Management Retreats/Training

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Could you please list all 'management retreats/training' conducted by the CSS Board which were attended by employees in 2000-01, 2001-02, 2002-03, 2003-04 to date. For such meetings held off-site (from the CSS Board) could you please indicate:

- where (location and hotel) and when they were held;
- how much was spent in total;
- how much was spent on accommodation;
- how much was spent on food;
- how much was spent on alcohol/drinks; and
- how much was spent on transport.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board, in conjunction with the PSS Board, has held one management retreat which was attended by all staff. Details of that management retreat are as follows:

- (a) Berida Manor, Bowral NSW on 19 and 20 June 2003.
- (b) CSS Board's share of total cost was \$7,158.
- (c) CSS Board's share of accommodation costs was \$1,731
- (d) CSS Board's share of food costs was \$1,655.
- (e) CSS Board's share of alcohol/drinks costs was \$267.
- (f) CSS Board's share of transport costs was \$663.

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.9

Outcome 1, Output 1

Topic: Overseas Travel - Employees

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many overseas trips were taken by employees in the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board employs staff under contract, jointly with the PSS Board. Overseas trips undertaken by employees of the PSS and CSS Boards were as follows:

2002-03:	5
2003-04:	7

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Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.10

Outcome 1, Output 1

Topic: Overseas Travel - Employees

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What were the destinations of each of these overseas trips (F31.9).

Answer:

The destinations in respect of overseas trips undertaken by employees and members of the PSS and CSS Boards were as follows:

2002-03:	USA – 2 trips, USA, UK & Ireland – 2 trips, UK & Europe – 1 trip.
2003-04:	USA – 2 trips, USA & UK – 2 trips, UK & Europe – 1 trip, Japan – 2 trips.

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.11

Outcome 1, Output 1

Topic: Overseas Travel - Employees

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of overseas trips of staff for by the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

- With a breakdown on the cost of accommodation allowances, food allowances and airflights.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board's share of the cost of overseas trips undertaken by employees and members of the PSS and CSS Boards were as follows:

	2002-03	2003-04
Accommodation	\$11,585	\$10,167
Meal & Incidentals Allowance	\$8,682	\$11,265
Airfares	\$21,967	\$31,936
Total Cost	\$42,234	\$53,368

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.12

Outcome 1, Output 1

Topic: Domestic Travel

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of domestic trips of staff for by the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

- With a breakdown on the cost of accommodation allowances, food allowances and airflights.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board's share of the cost of domestic trips undertaken by employees and members of the PSS and CSS Boards were as follows:

	2002-03	2003-04
Accommodation	\$25,164	\$18,207
Meal & Incidentals Allowance	\$10,614	\$9,275
Airfares	\$82,969	\$67,413
Total Cost	\$118,747	\$94,895

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.13

Outcome 1, Output 1

Topic: Overseas Travel – Ministerial Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How many overseas trips of Ministerial Staff were paid for by the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board has not paid for any overseas trips of Ministerial Staff over the periods 2002-03 and 2003-04.

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.14

Outcome 1, Output 1

Topic: Cost of Overseas Travel – Ministerial Staff

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What was the total cost of overseas trips of Ministerial Staff were paid for by the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board has not paid for any overseas trips of Ministerial Staff over the periods 2002-03 and 2003-04.

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.15

Outcome 1, Output 1

Topic: Advertising

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How much was spent on advertising by the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board has not paid for any advertising over the periods 2002-03 and 2003-04.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.16

Outcome 1, Output 1

Topic: Publications Re Electoral Breakdown Spend

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Did the CSS Board produce publications that provided electorate breakdowns on spending on government programmes in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board has not produced any publications during this period that provide electorate breakdowns on spending on government programmes during the periods 1996-97 to 2003-04.

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ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.17

Outcome 1, Output 1

Topic: Advertising Re Electoral Breakdown Spend

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How much was spent on advertising which provided electorate breakdowns on spending on government programmes within the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board has not undertaken any advertising during this period that provides electorate breakdowns on spending on government programmes during the periods 1996-97 to 2003-04. The amount spent by the CSS Board is therefore nil.

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Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.18

Outcome 1, Output 1

Topic: Consultancies

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

How much was spent on consultancies by the CSS Board in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board generally enters into arrangements with consultants in conjunction with the PSS Board. The CSS Board's share of the cost of consultancies are as follows:

2002-03:	\$857,941
2003-04:	\$332,917

Senate Finance and Public Administration Legislation Committee

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Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.19

Outcome 1, Output 1

Topic: Attitudinal Survey on Programmes and Results

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

Did the CSS Board conduct any surveys of attitudes towards programmes run by their department in 1996-97, 1997-98, 1998-99, 1999-00, 2000-01, 2001-02, 2002-03, 2003-04 to date.

Answer:

The CSS Board became a prescribed agency under the *Financial Management and Accountability Act 1997* on 1 July 2002. The CSS Board is responsible for the administration of the Commonwealth Superannuation Scheme (CSS). During 2002-03 and 2003-04, the CSS Board, in conjunction with the PSS Board and ComSuper, has conducted surveys of members of the CSS in respect of their satisfaction with communications and services.

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Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.20

Outcome 1, Output 1

Topic: Which Programmes Surveyed

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

On what programmes administered by the CSS Board were surveys conducted.

Answer:

Refer to question F31.19. Surveys have been conducted in respect of CSS members satisfaction with communications and services provided by the CSS Board and ComSuper.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Finance and Administration Portfolio

PSS/CSS Boards

February Estimates Hearings 2003-04 – 17 February 2004

Question: F40.21

Outcome 1, Output 1

Topic: Findings of Surveys

Hansard page: N/A

Written Question on Notice: 17 February 2004

Senator Conroy asked:

What were the findings of these surveys.

Answer:

The CSS Board has conducted two separate surveys during 2002-03 and 2003-04 in respect of CSS member satisfaction with communications and services provided by the Board and ComSuper.

Results from the survey undertaken in 2002-03 can be found on the CSS website at the following address:

http://www.css.gov.au/css/news/ar_research.doc

In an additional survey undertaken at the end of January 2003, ORIMA Research Pty Ltd conducted cognitive testing interviews with 5 PSS and 5 CSS members to test the ease of navigating the 2002-2003 Annual Reports for Members.

Overall, participants were satisfied with the 'navigability' of their annual report pack. The main issue remains: getting members to read the reports. All participants indicated they did not have enough time and only read material that caught their attention and suggested they must know that information. The information also needs to be brief and easily accessible. Most participants preferred more personalised information, which is more likely to get their attention.

Almost all participants at least glanced at their Member Statement. Longer term members with larger stakes in their fund showed more interest in their statements.

100% of participants were able to navigate the report to find most of the important information with ease. Most were surprised by the relevance of a lot of the information they were asked to find. Some difficulties were experienced locating information that either did not have sub headings in the contents or the headings were not intuitive for those participants.