

**Rural & Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2012

**Infrastructure and Transport**

**Question no.:** 01

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Travel Expenses

**Proof Hansard Page/s:** 4-5 (14/02/2012)

**Senator Williams asked:**

**Senator WILLIAMS:** That was Canberra-Sydney, Sydney-LA, LA-New York. Can you talk us through: you went Canberra-Sydney, Sydney—

**Mr Mrdak:** Sydney to New York via LA with the Qantas service that transfers through LAX. From recollection, on that trip we then travelled from New York to Washington by rail, from Washington to Sydney via LA, had some business commitments in LA and then travelled on to Sydney and Canberra.

**Senator WILLIAMS:** Why would you travel to Washington by rail from New York?

**Mr Mrdak:** It provides a very convenient service in terms of the hours available and it is a much more convenient way to travel to Washington, I have found, than flying.

**Senator WILLIAMS:** It would be a lot longer though, would it not, as far as time goes?

**Senator Carr:** It depends how long you get stuck at the airport.

**Mr Mrdak:** As the minister says, it does depend on how JFK is or how one of the other New York airports operating at that particular time is. One of the things we were looking at was some of the rail operations in the US at that time. We did have discussions, particularly on transport security, with some of the rail operators. It provided opportunity to do some business as well as travel by rail, which I think was a much more convenient way to travel between New York and Washington.

**Senator WILLIAMS:** Is the rail fare cheaper than the airfare?

**Mr Mrdak:** I think is it, but I am happy to check that.

**Senator WILLIAMS:** Could you break up the details of that fare—each leg—on notice. I would appreciate that. Similarly, could you do that in relation to a trip on 2 to 12 November 2010 on which Ms Lyn O'Connell accompanied the minister to London and Rome and for which airfares totalled \$15,808.02. That is almost \$16,000 to London and Rome. Can you provide some explanation for those high figures?

**Mr Mrdak:** Again, I think that reflects a business class airfare to Europe. I will ask Ms O'Connell, who accompanied the minister at that stage.

**Ms O'Connell:** I was accompanying the minister and that fare was from Canberra to Sydney and then to London. I cannot remember whether it was via Bangkok. We then had some business in London to attend to. We then flew from London to Rome and from Rome back to Sydney and then Canberra.

**Senator WILLIAMS:** That was business class?

**Ms O'Connell:** I will have to check.

**Answer:**

Due to the high variability of airfares between Washington and New York the Department is unable to provide a comparison of the cost of air travel versus rail travel on this sector.

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The itinerary for Mr Mrdak's 24 June – 4 July 2010 is:

Date	Travel From	Travel To	Class (a)	Cost (b)	Notes
26-Jun-10	Canberra	Sydney	Economy		CBR/SYD/LAX/NYC /LAX/SYD/CDR
27-Jun-10	Sydney	Los Angeles	First		CBR/SYD/LAX/NYC /LAX/SYD/CDR
	Los Angeles	New York	First Class American		CBR/SYD/LAX/NYC /LAX/SYD/CDR
1-Jul-10	Washington	Los Angeles	First Class American	\$3,227	WAS/LAX
2-Jul-10	Los Angeles	Sydney	First		CBR/SYD/LAX/NYC /LAX/SYD/CDR
4-Jul-10	Sydney	Canberra	Business	\$19,785	CBR/SYD/LAX/NYC /LAX/SYD/CDR

The itinerary for Ms O'Connell's 2-12 November 2011 trip is:

Date	Travel From	Travel To	Class (a)	Cost (b)	Notes
2-Nov-11	Canberra	Sydney	Economy	\$201	CBR/SYD
2 Nov-11	Sydney	Singapore	First		SYD/SIN/LON/ROM
	Singapore	London	First		SYD/SIN/LON/ROM
4-Nov-11	London	Rome	Business	\$11,135	SYD/SIN/LON/ROM
9-Nov-11	Rome	Dubai	First		ROM/DXB/SYD
10-Nov-11	Dubai	Sydney	First	\$4,588	ROM/DXB/SYD
11-Nov-11	Sydney	Canberra	Economy	\$201	SYD/CDR

\* The Department's travel provider is unable to provide pricing for individual sectors of a multi-sector journey when purchased as a single ticket.

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**Infrastructure and Transport**

**Question no.:** 02

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Travel Expenses

**Proof Hansard Page/s:** 5 (14/02/12)

**Senator Williams asked:**

**Senator WILLIAMS:** Finally, in relation to the trip of 25-27 May 2011, on which Ms O'Connell accompanied the parliamentary secretary to Germany for two days, can you provide some explanation for the high airfare figure?

**Ms O'Connell:** That reflects a trip on which I accompanied the parliamentary secretary to the international transport forum in Leipzig in late May.

**Senator WILLIAMS:** You flew from where?

**Ms O'Connell:** From Canberra; so it was Canberra to Sydney to Leipzig via Dusseldorf and at least one other location. I attended the International Transport Forum with the parliamentary secretary, but then I travelled separately in a visit to have a look at some ports. I went to Hamburg—I went via train from Leipzig to Hamburg—and then flew out of Hamburg to Rotterdam and went via train from Rotterdam to Paris to get a flight and then flew from Paris via Singapore—and I spend a day in Singapore visiting the Singapore port—back to Sydney and Canberra.

**Senator WILLIAMS:** Could you take on notice the details of that travel, please, and the costings of it. I do not have the costings of it. That would be fine.

**Ms O'Connell:** Yes.

**Answer:**

The itinerary for Ms O'Connell's 24 May – 2 June 2011 trip is:

Date	Travel From	Travel To	Class (a)	Cost (b)	Notes
24-May-11	Canberra	Sydney	Economy		
24 May-11	Sydney	Dubai	First		SYD/DXB/DUS
25-May-11	Dubai	Dusseldorf	First	\$9,403	SYD/DXB/DUS
25-May-11	Dusseldorf	Leipzig	Business	\$581	DUS/LPZ
27-May-11	Hamburg	Amsterdam	Business	\$712	HAM/AMS
31-May-11	Paris	Singapore	Business		PAR/SIN/SYD
1-Jun-11	Singapore	Sydney	Business	\$9,606	PAR/SIN/SYD
2-Jun-11	Sydney	Canberra	Business	\$592	CBR/SYD/CBR

\* The Department's travel provider is unable to provide pricing for individual sectors of a multi-sector journey when purchased as a single ticket.

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**Infrastructure and Transport**

**Question no.:** 03

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Government Stationery Requirements

**Proof Hansard Page/s:** Written

**Senator Edwards asked:**

Written QoN 26 from October Estimates states government stationery requirements for 2010-11 were \$36,438 and that the estimate for 2011-12 is \$13,000. Can the department explain the significant difference in stationery requirements?

**Answer:**

The main reason for the difference was as a result of the impact of machinery of government changes in late 2010.

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Transport**

**Question no.:** 04

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Staffing

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?
4. How many ongoing staff left in the year 2010-11? What classification were these staff?
5. How many non ongoing staff left in the year 2010-11? What classification were these staff?
6. Are there any plans for staff reduction? If so, please advise details i.e. reduction target, how this will be achieved, services/programs to be cut etc.
7. If there are plans for staff reductions, please give the reason why these are happening.

**Answer:**

1.

<b>Classification</b>	<b>Ongoing staff recruited 1 July 2011 – 31 January 2012</b>
GAPSAPS3	26
APS 4	11
APS 5	30
APS 6	23
EL 1	23
EL 2	6
SEB1	2
<b>Grand Total</b>	<b>121</b>

2.

<b>Classification</b>	<b>Number of non-ongoing positions that existed in the 2011/12 financial year to date*</b>
APS 1	10
APS 2	7
APS 3	3
APS 4	9

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APS 5	9
APS 6	11
EL 1	13
<b>Grand Total</b>	<b>62</b>

\* Period 1 July 2011 - 31 January 2012

3. Contract staff recruited 1 July 2011 – 31 January 2012 = 47

Average length of their employment = 48 days (excluding weekends and holidays up until 31 January 2012)

4.

<b>Classification</b>	<b>Number of ongoing staff that left in Financial Year 2010-11</b>
APS 3	4
APS 4	13
APS 5	24
APS 6	40
EL 1	38
EL 2	16
SEB1	1
SEB2	1
<b>Grand Total</b>	<b>137</b>

5.

<b>Classification</b>	<b>Number of non-ongoing staff that left in Financial Year 2010-11</b>
APS 1	1
APS 2	3
APS 3	1
APS 4	7
APS 5	3
APS 6	9
EL 1	6
EL 2	3
<b>Grand Total</b>	<b>33</b>

6. No.

7. N/A.

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**Infrastructure and Transport**

**Question no.:** 05

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Efficiency Dividend

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How will the efficiency dividend applied in the 2011-12 Mid-Year Economic and Fiscal Outlook be implemented in your agency/department?
2. What percentage of your budget must be cut?
3. Will any staff position be cut to meet the efficiency dividend? If yes, provide details of where the positions are located, the classification, whether the position is ongoing or not.
4. Please list where and what spending has been reduced to meet the efficiency dividend.

**Answer:**

1. Increased operational efficiency.
2. 2.5%.
3. No.
4. The efficiency dividend is being implemented through the prioritisation and careful management of business activities, staffing needs and supplier costs. No specific areas have been targeted for cuts.

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**Question no.:** 06

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Staffing - SES

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

Please list the SES positions have you in your department/agency in the years 2007-08, 2008-09, 2009-10, 2010-11 and financial year to date. Identify the different levels and how many are permanent positions.

**Answer:**

Staffing details for 2007-08, 2008-09, 2009-10 and 2010-11 are contained in the Department's Annual Report.

Staffing details for 1 July 2011 – 31 January 2012 are:

<b>Classification</b>	<b>1 July 2011-31 Jan 2012</b>	<b>Permanent (at 31 Jan 2012)</b>
SEB1	33	33
SEB2	10	10
SEB3	2	2
SEC	1	1
<b>Total</b>	<b>46</b>	<b>46</b>



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**Infrastructure and Transport**

**Question no.:** 07

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Graduate Staffing

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many graduates have been engaged this year?
2. Where have they been placed in the department/agency?
3. Were these empty positions or are they new positions?
4. List what training will be provided, the name of the provider and the cost.

**Answer:**

1. 29 graduates were engaged for the 2012 Graduate Development Program.
2. Graduates have been placed in the following divisions for the first rotation:

<b>Division</b>	<b>Number of graduates</b>
Corporate Services	4
Nation Building – Infrastructure Investment	5
Surface Transport Policy	5
Policy and Research	3
Major Cities Unit	1
Office of Transport Security	5
Aviation and Airports	6
<b>TOTAL</b>	<b>29</b>

3. 18 of the 29 Graduate positions were empty positions. The remaining 11 positions were created to accommodate the intake.

4.

<b>Training</b>	<b>Provider</b>	<b>Cost per person</b>	<b>Total cost</b>
Graduate Certificate in Public Administration	University of Canberra (ANZSOG Institute for Public Administration)	\$7,697	\$223,224
Working Smart with Microsoft Outlook	Priority Management	\$700	\$20,300
Writing Essentials in Infrastructure	Interaction Consulting Group	\$226	\$6,550
Working Ethically and Professionally in the APS	Interaction Consulting Group	\$146	\$4,230

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Working with Ministers and Members of Parliament	Interaction Consulting Group	\$226	\$6,550
Your Role in Regulation	Australian Government Solicitor	\$483	\$14,000
Develop your Project Management Expertise	Tempo Strategies	\$303	\$8,800
Know your Legislation	Australian Government Solicitor	\$345	\$10,001
Presentation skills	TBC	TBC	TBC
Diversity (Induction)	Interaction Consulting Group	\$9	\$274
Diversity	Interaction Consulting Group	\$108	\$3,133
<b>Total</b>		<b>\$10,244</b>	<b>\$297,062</b>

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**Infrastructure and Transport**

**Question no.:** 08

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Government Advertising

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. What was the total cost of all advertising for 2007-08, 2008-09, 2009-10 and 2010-11?
2. For each of those years, list whether the advertising is campaign or non-campaign and details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
4. 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.
5. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
6. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

**Answer:**

1. Please refer to the relevant financial year's Annual Reports, "Payments for advertising and market research".
2. Please refer to answer 1.
3. The Department has not undertaken any advertising campaigns in the financial years requested.
4. No advertising campaigns were undertaken.
5. No communications programs have been undertaken by external agencies.
6. The Department is not planning to undertake any campaign advertising or other communications programs at this time. Non-campaign advertising will include a Census White Pages listing for the Department and staff vacancy advertising as required.

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**Question no.:** 09

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Hospitality spend and Entertainment

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.
2. 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.
3. What is the Department's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.
4. 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.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.

**Answer:**

1. The Department's expenditure on official hospitality for the purposes of building and maintaining relationships with clients and stakeholders for the period 1 July 2011 to 31 January 2012 is \$53,991.31. The date, location and purpose and cost of all events is detailed in Attachment A.
2. Nil.
3. Nil - The Department does not pay for entertainment.
4. Nil.
5. The Department expects to spend roughly the same amount on hospitality as per previous years.
6. Nil.
7. Nil.
8. Nil.

**09 – Attachment A**

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**09 - ATTACHMENT A**

<b>DATE</b>	<b>LOCATION</b>	<b>PURPOSE</b>	<b>COST</b>
4/07/2011	Canberra	Airports Consultative Forum dinner to build better relationships with the aviation industry stakeholders	\$4,129.32
Aug-11	Canberra	Official hospitality for Dr Ann Graham (University of Westminster) world expert on airport management	\$347.64
Aug-11	Canberra	Official hospitality for Professor Julia King, UK Low Carbon Business Ambassador	\$1,066.36
25/08/2011	East Timor	Official hospitality for aviation security community to build relationships	\$758.07
29/08/2011	Canberra	Official hospitality for overseas delegate Mr Sinn Vutha, Endeavour Executive Award Recipient	\$126.45
8/09/2011	Canberra	Official hospitality for State and Territory government stakeholders to form a National Transport Reform	\$104.15
13/09/2011	Canberra	Official hospitality for maritime industry stakeholders	\$8,783.18
30/09/2011	Canberra	OTS Airport Front of House Security forum official hospitality for delegates	\$913.45
1/10/2011	Montréal	International Civil aviation Organisation official hospitality	\$64.84
7/10/2011	Canberra	Official hospitality dinner and drinks for Standing Council on Transport and Infrastructure	\$8,622.73
14/10/2011	Japan	Official hospitality lunch for Japan delegates during the Australia-Japan air services talk	\$1,371.94
14/10/2011	Canberra	Official hospitality for the Hong Kong Delegates	\$806.36
31/10/2011	Montreal	International Civil Aviation Organisation official hospitality	\$633.64
3/11/2011	Sydney	Official hospitality for the Vietnamese delegates	\$207.27
7/11/2011	Canberra	Australia-China Aviation Security Bilateral Forum official dinner	\$1,181.82
8/12/2011	Sydney	Official dinner for International Civil Aviation Organisation visitors	\$1,658.18
10/11/2011	Sydney	Official hospitality for delegates of Pilbara trip	\$1,363.64
21/11/2011	Brisbane	Official hospitality for Papua New Guinea transport officials to build better relationships	\$2,597.27
24/11/2011	Sydney	Welcome event for the International Civil Aviation Organisation panel	\$1,328.73
30/11/2011	Montreal	International Civil Aviation Organisation official hospitality	1777.84
30/11/2011	Sydney	Infrastructure Australia official hospitality	\$276.70
2/12/2011	Manila	Official hospitality for security agency stakeholders in Manila	\$113.85
5/12/2011	Thailand	Official hospitality for Thai delegates	\$517.92
7/12/2011	Canberra	Surface Transport Policy official hospitality for Transport Infrastructure Senior Officials' Committee	\$3,527.25
8/12/2011	Canberra	Official hospitality for the New Caledonia delegates	\$723.18
15/12/2011	Canberra	Network dinner provided for senior officials in Transport industry	\$2,350.00

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<b>DATE</b>	<b>LOCATION</b>	<b>PURPOSE</b>	<b>COST</b>
31/01/2012	Montreal	International Civil Aviation Organisation Official hospitality	\$4,958.85
12/01/2012	Canberra	Hospitality lunch for Chinese delegates	\$95.45
5/01/2012	Sydney	Dinner with key members of experts panel of cities reform issues	\$100.00
19/09/2011	Sydney	Infrastructure Australia official hospitality	132.96
6/09/2011	Sydney	Infrastructure Australia dinner with NOETIC company stakeholders	\$1,181.82
7/09/2011	Sydney	Infrastructure Australia lunch with two APEC officers	\$352.27
27/01/2012	Sydney	Infrastructure Australia official hospitality to build relationships with two industry representatives	\$454.54
10/11/2011	Sydney	Infrastructure Australia dinner with delegates of Pilbara trip	\$1,363.64
		<b>Total</b>	<b>\$53,991.31</b>

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**Question no.:** 10

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Board Appointments

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date.

**Answer:**

1. As at 27 February 2012:

<b>Board title</b>	<b>Members</b>	<b>Term</b>	<b>Tenure</b>
Airservices Australia	Mr David Anthony Forsyth	2 years Chair	03/06/2010 - 02/06/2012
	Dr Warren Mundy	3 years Deputy Chair	03/06/2011 - 02/06-14
	Ms Judith Munro	2 years Member	03/06/2010 - 02/06/2012
	Ms Liza Carver	3 years Member	01/06/2009 - 31/05/2012
	Air Chief Marshal Angus Houston AC AFC (Rtd)	6 months Member	06/12/2011 - 02/06-2012
	Mr Henk Meertens	2 years Member	03/06/2010 - 02/06-2012
	Mr Roxley McLennan AO, AVM (Rtd)	3 years Member	31/07-2009 - 31/05/2012
	Mr David Burden	3 years Member	01/06/2009 - 31/05-2012
	Mr Greg Russell	CEO Ex Officio Member	19/07/2005 - ongoing
Australian Maritime Safety Authority	Mr Leo Zussino	3 years Chair	22/11/2011 – 21/11/2014
	Mr Ross Brewer	3 years Deputy Chair	01/03/2011 – 28/02/2014
	Dr Russell Reichelt	3 years Member	09/08/2010- 09/08-2013
	Captain Frederick	6 months	22/11/2011 –

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	Ross	Member	21/11/2014
	Mr Graham Peachey	CEO Ex Officio Member	04/05/2010 - 03/05/2015
	Mr Andrew Wilson	Ex Officio Member	03/08/2009 - ongoing
	Two vacancies	Member	
Australian Rail Track Corporation	Mr John Caldon	3 years Chair	21/01/2010 – 20/01/2013
	Mr Lucio di Bartolomeo	3 years Director	30/06/2010 – 29/06/2013
	Ms Gillian Brown	3 years Director	30/06/2010 – 29/06/2013
	Ms Lynelle Briggs	3 years Director	10/11/2011 – 09/11/2014
	Ms Pamela Catty	2 years Director	18/03/2011 – 17/03/2013
	Mr Barry Cotter	2 years Director	18/03/2011 – 17/03/2013
	Mr John Fullerton	5 years CEO Ex Officio Director	01/02/2011 – 31/06-2016
Australian Transport Safety Bureau	Mr Martin Dolan	5 years Chief Commissioner	01/07/2009 – 30/06/2014
	Mr Noel Hart	3 years Commissioner	01/07/2009 – 30/06/2012
	Ms Carolyn Walsh	3 years Commissioner	08/03/2010 – 07/03/2013
Civil Aviation Safety Authority	Dr Allan Hawke AC	3 years Chair	01/07/2009 – 30/06-2012
	Mr David Gray	3 years Deputy Chair	01/07/2009 – 30/06-2012
	Mr Trevor Danos	3 years Member	01/07/2009 – 30/06-2012
	Ms Helen Gillies	3 years Member	01/07/2009 – 30/06-2012
	Mr John McCormick	5 years CEO and Director of Aviation Safety Ex Officio Member	01/03/2009 – 28/02/2014
International Air Services Commission	Dr Jill Walker	3 years Chairperson	09/02-2011 – 08/02-2014
	Mr Stephen Bartos	Member	01/07-2010 – 30/06/2013
	One vacancy	Member	
Infrastructure Australia	Sir Rod Eddington	3 years Chair	03/05/2011 – 02/05/2014
	Dr Ian Watt AO	3 years	21/05/2011 –



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		Member	20/05/2014
	Dr Martin Parkinson PSM	3 years Member	21/05/2011 – 20/05/2014
	Mr Jim Hallion	3 years Member	21/05/2011 – 20/05/2014
	Mr Anthony Kannis	3 years Member	21/05/2011 – 20/05/2014
	Dr Kerry Schott	3 years Member	21/05/2011 – 20/05/2014
	The Hon Mark Birrell	3 years Member	21/05/2011 – 20/05/2014
	Professor Peter Newman	3 years Member	21/05/2011 – 20/05/2014
	Ms Heather Ridout	3 years Member	21/05/2011 – 20/05/2014
	Mr Phil Hennessy	3 years Member	21/05/2011 – 20/05/2014
	Cr Nicole Lockwood	3 years Member	21/05/2011 – 20/05/2014
	Ms Elana Rubin	3 years Member	21/05/2011 – 20/05/2014
National Road Safety Council	Mr Roger Cook AM	3 years Chair	06/11/2009 – 05/11/2012
	Emeritus Professor Mary Ann Bin-Sallik	3 years Member	06/11/2009 – 05/11/2012
	Ms Ann Bunnell	3 years Member	06/11/2009 – 05/11/2012
	Ms Freda Crucitti	3 years Member	06/11/2009 – 05/11/2012
	Professor Ian Johnston AM	3 years Member	06/11/2009 – 05/11/2012
	Two vacancies	Member	
National Transport Commission	Mr Greg Martin PSM	2 years Chair/Commissioner	28/06/2011 – 30/06/2013
	Professor Ian Johnston AM	2 years Deputy Chair/Commissioner	28/06/2011 – 30/06/2013
	Ms Julie-Anne Schafer	2 years Commissioner	28/06/2011 – 30/06/2013
	Mr Bill Noonan OAM	2 years Commissioner	28/06/2011 – 30/06/2013
	Professor Frank Muller	2 years Commissioner	28/06/2011 – 30/06/2013
	Mr Nick Dimopoulos	3 years CEO Ex officio	03/10/2011 – 02/10/2014

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		Commissioner	
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2. As at 27 February 2012:

<b>Board</b>	<b>Members</b>	<b>Gender Ratio</b>
Airservices Australia	9	M = 7 (78%) F = 2 (22%)
Australian Maritime Safety Authority	8	M = 6 (75%) 2 Vacant (25%)
Australian Rail Track Corporation	7	M = 4 (57%) F = 3 (43%)
Australian Transport Safety Bureau	3	M = 2 (67%) F = 1 (33%)
Civil Aviation Safety Authority	5	M = 4 (80%) F = 1 (20%)
International Air Services Commission	3	M = 1 (33%) F = 1 (33%) 1 Vacant (34%)
Infrastructure Australia	12	M = 8 (67%) F = 4 (33%)
National Road Safety Council	7	M = 2 (29%) F = 3 (43%) 2 Vacant (28%)
National Transport Commission	6	M = 5 (83%) F = 1 (17%)
<b>Across the portfolio boards</b>	<b>60</b>	<b>M = 39 (65%)</b> <b>F = 16 (27%)</b> <b>5 Vacant (8%)</b>

3. Please refer to the response to Senate Order 13 tabled prior to each hearing.

**Rural & Regional Affairs and Transport Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Transport**

**Question no.:** 11

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Grants

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

Has the Department complied with interim requirements relating to the publication of discretionary grants?

**Answer:**

Yes.

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ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Transport**

**Question no.:** 12

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Freedom of Information

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. Has the Department/agency received any advice on how to respond to FOI requests?
2. What was the total cost to the department to process FOI requests for 2009-10 and 2010-11?
3. What is the total cost to the department to process FOI requests for this financial year to date?
4. How many FOI requests did the Department receive for the financial year 2009-10 and 2010-11? For each financial year, how many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
5. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
6. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

**Answer:**

1. Please refer to the April 2009 letter from then Cabinet Secretary, the October 2010 letter from then Minister for Privacy and Freedom of Information, guidelines issued by PM&C prior to November 2010 or issued subsequently by the OAIC, and FOI Guidance Notes issued by PM&C in July 2011
2. Please refer to the Freedom of Information Act 1982 Annual Report 2009-10 and the Office of the Australian Information Commissioner Freedom of Information Act 1982 Annual Report 2010-11.
3. \$125,681 (to 31 January 2012).
4. (a)(b)(c)(d) Please refer to the Freedom of Information Act 1982 Annual Report 2009-10 and the Office of the Australian Information Commissioner Freedom of Information Act 1982 Annual Report 2010-11.  
(e) No.
5. (a) 36.  
(b) 5 denied, 22 granted.  
(c) Yes.  
(d) 1.  
(e) No.
6. Nil, conclusive certificates were abolished on 7 October 2009.

**Rural & Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Transport**

**Question no.:** 13

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Community Cabinets

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?
2. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel?
3. 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.
4. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

**Answer:**

1. Ministerial travel costs are the responsibility of the Department of Finance and Deregulation.
2. Ministerial staff travel for Community Cabinet meetings is the responsibility of the Minister's Office. Ministerial staff travel costs are the responsibility of the Department of Finance and Deregulation.
3. Two departmental staff travelled with the Minister for Community Cabinet meetings for this financial year to date. Cost of this travel: \$3,747. Travel type, accommodation and other expenses are listed in **Attachment A**.
4. Total Department costs: \$3,747. Ministerial travel costs are the responsibility of the Department of Finance and Deregulation.

**13 – Attachment A**

**Rural & Regional Affairs and Transport Legislation Committee**  
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**13 - ATTACHMENT A**

<b>Community Cabinet Meeting Date</b>	<b>Location</b>	<b>Accompanying Departmental staff</b>	<b>Airfares</b>	<b>Booking Fee</b>	<b>Accommodation</b>	<b>Meals</b>	<b>Taxi Fares</b>	<b>Car Hire</b>	<b>Car Parking</b>	<b>Other</b>	<b>TOTAL</b>
1-September 2011	Brisbane, QLD	Roland Pittar General Manager, North West Roads (QLD, WA, SA, NT), Nation Building Infrastructure Investment Division	\$1,541	\$30	\$340	\$25		\$115	\$46		<b>\$2,097</b>
3 October 2011	Kingston, TAS	Nil Departmental Attendance									<b>\$0.00</b>
9-November 2011	Werribee, VIC	Andrew Jagers, Executive Director, Nation Building Infrastructure Investment Division	\$1,056	\$30	\$200	\$38	\$305		\$21		<b>\$1,650</b>
<b>TOTAL COSTS</b>											<b>\$3,747</b>

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**Question no.:** 14

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Reviews

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

For this financial year to date:

1. How many Reviews are being undertaken?
2. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?
3. Which of these reviews has been provided to Government?
4. When will the Government be responding to the respective reviews that have been completed?
5. What is the estimated cost of each of these Reviews?
6. What reviews are planned?
7. When will each of these reviews be concluded?

**Answer:**

1. 1.
2. Design and Construct (D&C) – Developing a National Approach to Traditional Contracting of Infrastructure Projects (concluded in November 2011).
3. Nil.
4. N/A.
5. Design and Construct (D&C) – Developing a National Approach to Traditional Contracting of Infrastructure Projects - \$100,000 (GST excl).
6. Nil.
7. N/A.

**Rural & Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Transport**

**Question no.:** 15

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Consultancies

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many consultancies were undertaken in 2007-08, 2008-09 and 2009-10?
2. 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 total value for all consultancies.
3. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

**Answer:**

1. A list of Consultancies valued at \$10,000 or more for the 2007-08, 2008-09 and 2009-10 financial years can be found on The Australian Government Tender System website ([www.tenders.gov.au](http://www.tenders.gov.au)).
2. A list of Consultancies for the financial year to date valued at \$10,000 or more can be found on The Australian Government Tender System website ([www.tenders.gov.au](http://www.tenders.gov.au)).
3. Planned consultancies for the 2012 calendar year are covered in the Departments Annual Procurement Plan (APP) list which can be found on The Australian Government Tender System website ([www.tenders.gov.au](http://www.tenders.gov.au)).



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**ANSWERS TO QUESTIONS ON NOTICE**

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**Question no.:** 16

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Media Monitoring

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2007-08, 2008-09, 2009-10 and 2010-11?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2007-08, 2008-09, 2009-10 and 2010-11?
3. 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?
  - (a) Which agency or agencies provided these services?
  - (b) What is the estimated budget to provide this same services for the year 2011-12?
  - (c) What has been spent providing these services this financial year to date?
4. 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?
  - (a) Which agency or agencies provided these services?
  - (b) What is the estimated budget to provide this same services for the year 2011-12?
  - (c) What has been spent providing these services this financial year to date?

**Answer:**

- 1-4. A list of all contracts is contained on the AusTender website.

**Rural & Regional Affairs and Transport Legislation Committee**

ANSWERS TO QUESTIONS ON NOTICE

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**Question no.:** 17

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Social Media

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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 issue. If no, please explain why not.

**Answer:**

The Department has updated its social media policy to reflect the Australian Public Service Commissioner's Circular 2012/1. Staff were advised of the update through an email from the Secretary of the Department, as below:

**Social Media Acceptable Use Policy**

The Department has released an updated [Social Media Acceptable Use Policy](#). Social media includes any website in which visitors are able to publish information to a larger group. Information shared may include (but is not limited to) personal information, opinions, research, commentary, or business information. Facebook, Twitter, YouTube, and LinkedIn, blogs, special interest forums, user communities are considered social media.

The Australian Public Service Commission has also released an updated [circular](#) on making public comment and participating in online forums. It is important that staff and Managers make themselves aware of the Policy and APSC circular.

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Question no.:** 18

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Contractors

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

For this financial year to date:

1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
2. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
3. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.
4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
8. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

**Answer:**

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Transport**

**Question no.:** 19

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Discretionary Grants

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. 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.
2. Has the Department complied with interim requirements relating to the publication of discretionary grants?

**Answer:**

1. Information on grants awarded by the Department are available on the website:  
<http://www.infrastructure.gov.au/department/grants/index.aspx>
2. Yes.

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Transport**

**Question no.:** 20

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Commissioned Reports

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many reports were commissioned by the government in your portfolio in 2007-08, 2008-09, 2009-10 and 2010-11?
2. How many Reports have been commissioned by the Government in your portfolio 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/or is estimated to cost?
  - (b) How many departmental staff were involved in each report and at what level?
  - (c) What is the current status of each report?
  - (d) When is the Government intending to respond to these reports?

**Answer:**

1. 2007-08 – Nil.  
2008-09 – Nil.  
2009-10 – 1.  
2010-11 – 2.
2. Nil.

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**Question no.:** 21

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Government Payments of Accounts

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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) If not, why not? and what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached.

1. 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?
2. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

The total number of invoices paid from 1 July 2011 to 29 February 2012 was 8,730. Of these, 2.7% was not paid within 30 days.

<b>Timeframe</b>	<b>Number of invoices</b>
Paid within 30 days	8,495
Paid within 31 to 60 days	183
Paid within 61 to 90 days	34
Paid within 91 to 120 days	11
Greater than 120 days	7

1. Yes, the interest paid for this financial year is \$6,862.45. No interest was paid in the previous financial year.
2. Interest was charged at 12% per annum calculated for each day after the due date.

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**Question no.: 22**

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Government Stationery Requirements

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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?

**Answer:**

\$450 as at 31 January 2012.

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**Question no.:** 23

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Media Subscriptions

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?
  - a) If yes, please provide the reason why, the cost and what channels.
  - b) What is the estimated cost for 2011-12?
  - c) What is the cost for this financial year to date?
2. Does your department or agencies within your portfolio subscribe to newspapers?
  - a) If yes, please provide the reason why, the cost and what newspapers.
  - b) What is the estimated cost for 2011-12?
  - c) What is the cost for this financial year to date?
3. Does your department or agencies within your portfolio subscribe to magazines?
  - a) If yes, please provide the reason why, the cost and what magazines.
  - b) What is the estimated cost for 2011-12?
  - c) What is the cost for this financial year to date?

**Answer:**

**1. Department of Infrastructure and Transport**

- a) Foxtel (Business Information package) and Parliamentary Broadcasting to obtain the latest National, International news and political information.
- b) \$21,661.
- c) \$12,636.

**Airservices Australia**

- a) Foxtel and Parliamentary TV channels to ensure to ensure the organisation keeps informed on news and relevant issues.
- b) \$45,000.
- c) \$28,000.

**CASA**

- a) Yes. There are seven Foxtel business value package pay TV subscriptions in CASA. These packages provide staff with a wider range of access to news and other channels, as included in the package.
- b) \$8,400.
- c) \$4,780.



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**AMSA**

- a) Foxtel. The subscription is for our 24 hour Emergency Response Centre (ERC) and enables the ERC to monitor the news for information regarding any incidents that the ERC may be involved in. The cost of this to AMSA is currently \$62 per month.
- b) \$684.
- c) \$409.

**ATSB**

- a) No.
- b) N/A.
- c) N/A.

**2. Department of Infrastructure and Transport**

- a) The following newspapers are subscribed to in order to keep up to date with National and International news. Financial Review, The Land, Canberra Times, Weekly Times, The Australian and the Sydney Morning Herald.
- b) \$31,145.
- c) \$18,168.

**Airservices Australia**

- a) Airservices newspaper subscriptions (The Daily Telegraph, The Sydney Morning Herald, Herald Sun, Financial Review, The Canberra Times, The Australian, The Age) ensure the organisation keeps informed on news and current events.
- b) \$14,000.
- c) \$13,000.

**CASA (Response to question 2 and 3)**

- a) CASA subscribes to newspapers and to aviation magazines to allow staff to be kept informed of news items and of aviation industry developments. For the purpose of efficiencies in purchasing, CASA does not track the titles of individual newspapers and magazines.
- b) \$40,000.
- c) \$23,135.

**AMSA (Response to question 2 and 3)**

- a) AMSA subscribes to all the major daily newspapers and select regional newspapers based on the location of our regional offices. These subscriptions enable AMSA to keep abreast of issues that may affect the business of AMSA. The cost of this is approximately \$796 per month.
- b) \$9,600.
- c) \$4,041.

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**ATSB**

- a) No.
- b) N/A.
- c) N/A.

**3. Department of Infrastructure and Transport**

- a) Annual subscriptions and one off purchases relevant to the departments industry and professional work.
- b) \$108,321.
- c) \$63,187.

**Airservices Australia**

- a) Airservices subscribes to a large number of online databases, paper and electronic journals to keep staff informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards. Examples of subscriptions are: Aviation Week Intelligence Network, SAI Global Australian Standards, Environment Essentials, Air Traffic Control Quarterly, Aviation Safety and Australia Aviation.
- b) \$308,000.
- c) \$236,000.

**CASA** (Refer to question 2).

**AMSA** (Refer to question 2).

**ATSB**

- a) To enable operational staff to maintain a contemporary knowledge in research and methodologies, including the developments and trends within the aviation, rail and maritime transport modes.
- b) \$2,085.
- c) \$2,085.

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**Question no.:** 24

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Travel costs

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
2. For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
3. For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
4. For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
5. Are employees taking the most direct route when travelling? If not, please explain why.
6. 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 cost per employee.
7. When SES employees travel, do any support or administrative staff (such as their 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.

**Answer:**

1. Departments do not have information about travel costs by ministers, parliamentary secretaries and MOP(S) Act staff as these arrangements are administered by the Department of Finance and Deregulation.
2. Departments do not have information about travel costs by ministers, parliamentary secretaries and MOP(S) Act staff as these arrangements are administered by the Department of Finance and Deregulation.
3. See **Attachment A**.

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4. The Department does not record travel data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
5. Yes.
6. No.
7. No.

**24 – Attachment A**

**Rural & Regional Affairs and Transport Legislation Committee**  
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24 – **Attachment A** - Departmental staff who accompanied the Minister and Parliamentary Secretary on travel and associated costs Financial Year to Date

Date	Purpose	Destination	Minister Attending	Accompanying Departmental staff	Airfares	Booking Fee	Allowances	Accommodation	Meals	Taxi Fares	Train Fares	Car Parking	Other	TOTAL
11-17 December 2011	High Speed Rail Discussions  Attendance at 9th Ministers Forum on Infrastructure Development in the Asia Pacific Region	China  Hong Kong	Minister Albanese	Lyn O'Connell	\$8,439	\$201		\$1,721	\$57	\$47	\$92		\$420	\$10,977
<b>TOTAL COSTS</b>														<b>\$ 10,977</b>

**Rural & Regional Affairs and Transport Legislation Committee**

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**Question no.:** 25

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Legal costs

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. 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.
2. 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.
3. 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.
4. 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:**

1. Department of Infrastructure and Transport - \$345,717  
Airservices Australia - \$1,720,000  
Australian Maritime Safety Authority - \$1,443,071  
Civil Aviation Safety Authority - \$1,558,458  
Australian Transport Safety Bureau – Expenditure on legal services was limited to employment of two internal counsel whose work is divided between legal and policy matters. Expenditure on maintaining these two personnel for legal matters is provided in response to question 4.
2. Department of Infrastructure and Transport - \$1,209,135  
Airservices Australia - Nil  
Australian Maritime Safety Authority - \$5,189  
Civil Aviation Safety Authority - \$160,859  
Australian Transport Safety Bureau - Nil
3. Department of Infrastructure and Transport - \$331,663  
Airservices Australia - \$2,012,923  
Australian Maritime Safety Authority - \$22,671  
Civil Aviation Safety Authority - \$29,506  
Australian Transport Safety Bureau - Nil
4. Department of Infrastructure and Transport - \$42,260  
Airservices Australia - \$131,561  
Australian Maritime Safety Authority - \$65,636  
Civil Aviation Safety Authority - \$110,417  
Australian Transport Safety Bureau - \$144,476

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ANSWERS TO QUESTIONS ON NOTICE

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**Question no.:** 26

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Education Expenses

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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, how many participants and the amount of study leave granted to each participant. Also include the reason for the study.

**Answer:**

Refer to **Attachment A** for details on in house courses and tertiary studies from 1 July 2011 to 31 January 2012 for the department and portfolio agencies.

**26 – Attachment A**

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**26 - Attachment A**

Department of Infrastructure and Transport

<b>Course type</b>	<b>Total Cost</b>	<b>Cost per Participant</b> (course only)	<b>No. Participants</b>	<b>Amount of study leave granted</b> (hours)	<b>Reason for study</b>
In house	\$503,523	Not cost effective to retrospectively collect this information	603	Not cost effective to retrospectively collect this information	To align the Department's actual workforce and its skills with the skills required to achieve the Department's outcomes
Tertiary	\$56,584	Not cost effective to retrospectively collect this information	46	1,537	To align the Department's actual workforce and its skills with the skills required to achieve the Department's outcomes

Airservices Australia

<b>Course type</b>	<b>Total Cost</b>	<b>Cost per Participant</b> (course only)	<b>No. Participants</b>	<b>Amount of study leave granted</b> (hours)	<b>Reason for study</b>
In house	\$23,239,311	Not cost effective to retrospectively collect this information	25,275	Not cost effective to retrospectively collect this information	To align the Departments actual workforce and its skills with the skills required to achieve the Department's outcomes
Tertiary	\$221,639	Not cost effective to retrospectively collect this information	48	870	To align the Departments actual workforce and its skills with the skills required to achieve the Department's outcomes



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CASA

<b>Course type</b>	<b>Total Cost</b>	<b>Cost per Participant</b> (course only)	<b>No. Participants</b>	<b>Amount of study leave granted</b> (hours)	<b>Reason for study</b>
In house	\$518,505	Not cost effective to retrospectively collect this information	1,701*	A total of 306.65 hours of paid study leave was recorded for the FYTD (for 9 participants).	The reasons for tertiary and in-house study are to develop and enhance the knowledge and skills of the relevant staff in respect of CASA's regulatory, safety, audit, legal, personnel and management responsibilities.
Tertiary	\$62,348	Not cost effective to retrospectively collect this information	22		

\* For CASA a number of employees have participated in multiple training courses.

\*\* Note that for FYTD 2011-12, CASA also expended a total of \$1,192,425 relating to flight training for staff to maintain currency. Costs include aircraft hire, associated fuel costs, simulator hire and other related facilitation costs.

AMSA

<b>Course type</b>	<b>Total Cost</b>	<b>Cost per Participant</b> (course only)	<b>No. Participants</b>	<b>Amount of study leave granted</b> (hours)	<b>Reason for study</b>
In house	\$30,257	\$1,243	105	Not offered	Professional Development
Tertiary	\$44,727	\$1,656	27	8.15	Professional Development

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ATSB

<b>Course type</b>	<b>Total Cost</b>	<b>Cost per Participant</b> (course only)	<b>No. Participants</b>	<b>Amount of study leave granted</b> (hours)	<b>Reason for study</b>
In house	\$31,899	Not cost effective to retrospectively collect this information	73	Not cost effective to retrospectively collect this information	Core investigator training
Tertiary	\$13,193	Not cost effective to retrospectively collect this information	5	Not cost effective to retrospectively collect this information	Professional Development

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**Infrastructure and Transport**

**Question no.:** 27

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Executive Coaching and Leadership Training

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. 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:
  - (a) Total spending on these services.
  - (b) The number of employees offered these services and their employment classification.
  - (c) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted.
  - (d) The names of all service providers engaged.
2. For each service purchased from a provider listed under (d), please provide:
  - (a) The name and nature of the service purchased.
  - (b) Whether the service is one-on-one or group based.
  - (c) The number of employees who received the service and their employment classification.
  - (d) The total number of hours involved for all employees.
  - (e) The total amount spent on the service.
  - (f) A description of the fees charged (i.e. per hour, complete package).
3. 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.
  - (d) Any costs the department or agency's incurred to use the location.

**Answer:**

A list of contracts can be found on the AusTender website.

Executive Coaching and Leadership Training is available to all Executive Level 1 to SES level employees.

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Transport**

**Question no.:** 28

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Media Training

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
  - (a) Total spending on these services.
  - (b) The number of employees offered these services and their employment classification.
  - (c) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted.
  - (d) The names of all service providers engaged.
2. For each service purchased from a provider listed under (d), please provide:
  - (a) The name and nature of the service purchased.
  - (b) Whether the service is one-on-one or group based.
  - (c) The number of employees who received the service and their employment classification.
  - (d) The total number of hours involved for all employees.
  - (e) The total amount spent on the service.
  - (f) A description of the fees charged (i.e. per hour, complete package).
3. 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.
  - (d) Any costs the department or agency's incurred to use the location.

**Answer:**

No media training services have been purchased in this financial year.

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**Question no.:** 29

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Paid Parental Leave

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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

**Answer:**

1. Unable to answer as the Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) upon receiving an application directly from the employee. Potentially, all females of child bearing age and all male employees of the Department are eligible.
2. Each portfolio department/agency has the following number of employees who received PPL from 1 July 2011 to 31 January 2012:
  - a. Department of Infrastructure and Transport = 13
  - b. Airservices Australia = 12
  - c. Australian Maritime Safety Authority = 1
  - d. Australian Transport Safety Bureau = Nil
  - e. Civil Aviation Safety Authority = 7

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**Question no.:** 30

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Training for Portfolio Minister and Parliamentary Secretaries

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. 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.
2. 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.
3. 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.

**Answer:**

1. Nil.
2. Nil.
3. The Department conducts a training course titled "Working with the Ministers and Members of Parliament". This generic course is designed for staff to develop a greater understanding of the work of ministers and their staff in a generic ministerial office. There has been one training course conducted this financial year at a cost of \$2,977. Eight staff attended this course (4xEL1, 2xAPS6 and 2xAPS4).

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**Infrastructure and Transport**

**Question no.:** 31

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Corporate Cars

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many cars are owned by each department and agency in your portfolio?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

**Answer:**

Department of Infrastructure and Transport

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

Airservices Australia

1. 12.
2. The cars are at operational sites with 2 vehicles located at each of the Hobart and Hamilton Island sites and 1 at each of the Sydney, Sunshine Coast, Townsville, Mornington Island, Broome, Perth, Darwin, and Canberra sites.
3. The vehicles are all used for operational activities including as forward command vehicles for incident control, for site inspection and maintenance tasks, and for general fire station operational duties.
4. Based on our high-level review the average cost per vehicle is around \$3,300 with a maximum cost across the vehicles of approximately \$10,000 and a minimum of approximately \$500.
5. It is estimated that 5 of the vehicles travelled less than 1000km. The average kilometres across all the vehicles was determined to be in the range 2,000 – 2,500 with a maximum distance travelled of almost 7,000 kilometres.

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**CASA**

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

**AMSA**

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

**ATSB**

1. 1.
2. Canberra.
3. Pool vehicle/Investigation field work.
4. \$2,689 (1 July 2011 to 29 February 2012).
5. \$10,552km (1 July 2011 to 29 February 2012).



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**Question no.:** 32

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Taxi costs

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How much did each department/agency spend on taxis in 2007-08, 2008-09, 2009-10 and 2010-11? Provide a breakdown of each business group in each department/agency.
2. 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.

**Answer:**

The Department does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

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**Question no.:** 33

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Credit Cards

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many staff in each department and agency have a corporate credit card? What is their classification?
2. What action is taken if the corporate credit card is misused?
3. How is corporate credit card use monitored?
4. What happens if misuse of a corporate credit card is discovered?
5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
6. What action is taken to prevent corporate credit card misuse?

**Answer:**

1. The Department provides credit cards and travel cards to eligible employees.
2. The action taken in relation to misuse will be dependent on the circumstances surrounding the misuse and will vary from advice to their manager to formal action under code of conduct provisions. If fraud is identified, the individual's manager, Executive Director and the Chief Financial Officer are informed and relevant action is taken according to departmental policy and the FMA Act around the handling of fraud.
3. Credit card holders are required to acquit the expenditure on their credit card, including provision of receipts and other supporting documentation. Credit card acquittals are reviewed and approved by the cardholder's supervisor. The Department's Financial Services Branch monitors the use of credit cards via various reporting mechanisms and spot-checking to ensure compliance with the Department's Chief Executive Instructions and internal policies and procedures.
4. See the response to Question 2, above.
5. No instances of deliberate misuse of the credit card were identified during the period 1 July 2011 to 29 February 2012.
6. The action taken to prevent misuse includes:
  - Mandatory cardholder training sessions prior to receiving a Departmental card
  - Freely accessible documentation, Chief Executive Instructions, Practical Guides, training material and other informational documents on the Intranet
  - Regular monitoring by the Financial Operations section on card use
  - Control and review of card limits by the Chief Financial Officer
  - Internal audits

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**Question no.:** 34

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Climate Change

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

Are there climate change sections or areas that work on climate change in your department/agency? If yes, list details.

**Answer:**

All areas of the Department incorporate climate change considerations into their work where relevant.

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**Question no.:** 35

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Printing of Documents

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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

**Answer:**

For the financial year 2011-12, the Department produced and printed the following reports and statements:

Item	Quantity	Cost GST (Exc.)	Distribute copies to:
Annual Report 2010/11	600	\$9,936	280 x Department, 184 x Parliament House (PM&C Tabling Officer), 100 x Parl paper series 36 x Library Deposit Distribution Service.
Portfolio Additional Estimate Statements 2011/12	400	\$2,140	175 x Parliament House 225 x Department
Portfolio Budget Statements 2011/12	870	\$5,225	175 x copies to Parliament House 695 x Department

All reports and statements are published on the Department's website. Small print runs are carried out on various other ad hoc reports.

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**Question no.:** 36

**Program:** n/a

**Division/Agency:** (CORP) Corporate Services

**Topic:** Provision of Equipment

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. 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.
2. What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment and the reason why.

**Answer:**

1. Yes. Equipment provided includes computers, mobile phones / blackberries, and printers. The cost is incorporated as part of the Departments IT contract.
2. Equipment provided to departmental staff includes computers, mobile phones / blackberries, and printers. The cost is incorporated as part of the Departments IT contract.