

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 1

Topic: Staffing Numbers for Outcome 1.2

Asked By: Senator JOYCE

Type of Question: RRA&T 88

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Ms Beauchamp: I could give you some numbers that cover the regional strategy and coordination area, plus the local government and the regional programs area. We have 226. That is just a head count....

Senator JOYCE: Does that 226 also include local government or is local government apart from that?

Ms Beauchamp: Yes, that includes local government.

Senator JOYCE: Is it possible to get a breakdown within that 226 of how many are in local government?

Ms Beauchamp: I could take that on notice, yes.

Answer:

Information on staffing levels is available in the Annual Report.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 2

Topic: Program Expenditure

Asked By: Senator JOYCE

Type of Question: RRA&T 90

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Senator JOYCE: I just want to go through a couple of areas. I was trying to get a list of expenditure under each of the following programs. You can probably take these on notice for financial years beginning 2007-08 including the most up-to-date spending for the current financial year. I would also like, if I could, to try to get a forecast in the areas of the Clean Energy Future, the Regional Structural Adjustment package, the Community Infrastructure Grants, the Northern Australia Sustainable Futures, the Regional and Rural Research Development Grants, the RDA committees and the Regional Development Australia Fund, if you could take those on notice.

Answer:

Information on program funding is available on the Department's website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 3

Topic: Types of Claim Cases under Comcare Arrangements

Asked By: Senator JOYCE

Type of Question: RRA&T 91

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Senator JOYCE: Are there any exceptional cases of long-term leave for physical injury or psychological impairment?

Mr Clout: We have a small handful of cases of long-term sick leave or compensable leave under the Comcare arrangements.

Senator JOYCE: When we talk about physical injury, what type of injuries do these people have?

Mr Clout: I am afraid the information I have with me only tells me about the type of claim for the new cases in the month of the report that I have with me. I do not have that information for all of our current cases. I would have to take that one on notice.

Answer:

The physical injury cases are soft tissue damage, occupational overuse, epicondylitis (elbow), neck injury and shoulder injury

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 4

Topic: Length of Long term Leave / Compensable Leave

Asked By: Senator JOYCE

Type of Question: RRA&T 91

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Senator JOYCE: Are there any exceptional cases of long-term leave for physical injury or psychological impairment?

Mr Clout: We have a small handful of cases of long-term sick leave or compensable leave under the Comcare arrangements.....

Senator JOYCE: What is the longest leave that somebody has had?

Mr Clout: That is another one; I am afraid I do not have that information with me so. I would have to come back to you.

Answer:

The longest period of leave associated with a compensable claim is 12 months.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 5

Topic: Active Compensation Cases

Asked By: Senator JOYCE

Type of Question: RRA&T 92

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Senator JOYCE: Do you have any record of substantial workers compensation claims over the course of the year?

Mr Clout: At the moment we have 10 active compensation cases....

Senator JOYCE: How many are physical and how many are psychological?

Mr Clout: I would have to take the split on notice. I do not have that information.

Answer:

The Department is currently managing six open compensable cases. Five of those are physical injuries and one is a claim for physiological injury.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 6

Topic: Duration of Compensation Cases

Asked By: Senator JOYCE

Type of Question: RRA&T 92

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Senator JOYCE: Do you have any record of substantial workers compensation claims over the course of the year?

Mr Clout: At the moment we have 10 active compensation cases....

Senator JOYCE: What is the average duration of those cases?

Mr Clout: Again, I will have to take that on notice.

Answer:

The average duration of the 10 active compensation cases is 4.2 years.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 7

Topic: Co-location of Darwin offices

Asked By: Senator MACDONALD

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

In answer to Question on Notice 117 from Supplementary Estimates in October, the Department indicated that it utilises two office locations in Darwin.

These locations are at the Department of Infrastructure and Transport offices, and at the Department of Families, Housing, Community Services and Indigenous Affairs offices.

The Department also indicated in its answer that arrangements are currently in place to rationalise this situation and bring all staff 'together at the FaHCSIA location.

- a. What will be the total cost of re-locating staff from the DoIT location to the FaHCSIA location?
- b. What increase/impacts in staff costs will be caused by the relocation?
- c. What increase/impacts in staff numbers will be caused by the relocation?
- d. What is the cost per square metre including outgoings of the DoIT space?
- e. What is the cost per square metre including outgoings of the FaHCSIA space?
- f. Is this move of all staff to the FaHCSIA space the only feasible option for bringing staff under one roof – or is it the only option being considered?
- g. Is the move facilitated by a lease-break at the DoIT building?
- h. What will now happen to that space at the DoIT building? Who will pay for it?

Answer:

- a. There is no relocation cost associated with moving into the FaHCSIA office. Under the MoU with FaHCSIA all business requirements are provided by FaHCSIA.
- b. Nil.
- c. There is no increase or impact in staffing numbers caused by the relocation.

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- d. The Department occupied one (1) work point at the DoIT office in Darwin at a total cost of \$11,663 per annum.
- e. The total cost of having the (1) additional staff member at FaHCSIA is \$20,247 per annum.
- f. The FaHCSIA co-location option was the most appropriate option to bring the department's Darwin based staff into one location when considering:
 - the impact of staff moves (1 staff member located at DoIT; 5 staff members located at FaHCSIA);
 - available access to business systems; and
 - additional infrastructure and security costs that would have been incurred if the 5 staff at the FaHCSIA location were to be moved to the DoIT location.
- g. The Department did not occupy the workpoint in the DoIT building under a lease arrangement. The Department's agreed a cost sharing under a Memorandum of Understanding.
- h. The work point in the DIT building is available to be redeployed by DoIT.

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Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 8

Topic: Breakdown of Staffing Numbers

Asked By: Senator JOYCE

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Can you please provide a breakdown on how many staff are currently working in the regional development component of the portfolio?
2. Can you also provide a breakdown on how many staff are currently working in the local government component of the portfolio?
3. Is the overall staffing level of the Department expected to increase or decrease between now and the end of this financial year? Please provide details?
4. How many staff have been recruited since the beginning of the 2012-13 financial year? How many of these staff have been allocated to the Regional Development and Local Government components of the Department?
5. How many staff within the Department have been made redundant since the beginning of the 2012-13 financial year? What were the reasons for these redundancies? What were the classifications of these staff?
6. At present, how many staff does the Department have working on climate change issues? What are the classifications of these staff? What specifically are they working on?

Answer:

Refer to answer to question 1.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 9

Topic: Program Expenditure and Forecasts

Asked By: Senator JOYCE

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Can the Department please provide a list of expenditure under each of the following programs for all financial years beginning 2007-08, and include the most up to date spending for the current financial year. Can the Department also provide forecast or projected for these programs over the forward estimates?

- a. Clean Energy Future – Regional Structural Assistance Package
- b. Community Infrastructure Grants
- c. Northern Australia Sustainable Futures
- d. Regional and Rural Research and Development Grants
- e. RDA Committees
- f. Regional Development Australia Fund
- g. Better Regions
- h. Supplementary Funding to South Australian Councils for Roads Funding
- i. Financial Assistance Grants

Answer:

Refer to question 2.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 10

Topic: Commonwealth Government Funding for Arts, Sport and Collecting Institutions

Asked By: Senator BRANDIS

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Please provide the Commonwealth Government funding (or projected funding) for each of the financial years from 2004-05 to 2015-16 for all agencies and programs of the Department relating to:

- a. The Arts (including national collecting institutions and the Australia Council)
- b. National Collecting Institutions
- c. Sport

Answer:

Please refer to answer provided to question 2.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 11

Topic: Portfolio Resources 2012-13 - Breakdown for Arts and Sport

Asked By: Senator BRANDIS

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Table 1 on page 13 of the Portfolio Budget Statement 2012-13, "Portfolio Resources 2012-13" indicates portfolio resources for the Department of \$1,806,445,000.

Of this figure, what amount relates to:

- a. The Arts
- b. Sport

Answer:

Please refer to answer provided to question 2.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 12

Topic: Breakdown of funding in Budget Paper One 2012-13

Asked By: Senator BRANDIS

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Table 11, Budget Paper One 2012-13, Statement 6, uses a subheading “Arts and cultural heritage”.

- a. Please provide a breakdown of all agencies and programs which constitute this subheading, and by which Department they are currently administered.
- b. Please provide a table showing a comparable figure for the financial years 2004-5 to 2015-16.

Answer:

Please refer to answer provided to question 2.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 13

Topic: Staffing - Recruitment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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?

Answer:

Please refer to answer provided to question 1.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 14

Topic: Staffing – Separations FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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

Answer:

Please refer to answer provided to question 1.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 15

Topic: Staffing Reductions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Are there any plans for staff reductions? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
2. If there are plans for staff reductions, please give the reason why these are happening.

Answer:

1. As reported in the 2012-13 Budget papers, the Department's average staffing level (ASL) reduces by 106, from 673, from 2011-12 to 2012-13.
2. These reductions will primarily occur as a result of programs concluding.

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Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 16

Topic: Efficiencies in the Public Service

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Please provide an update of the savings achieved through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 (http://www.financeminister.gov.au/media/2012/mr_1982012.html)).
2. In addition, please provide the following detail:
 - i. Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?
 - ii. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
 - iii. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
 - iv. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
 - v. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

Answer:

The Department of Regional Australia, Local Government, Arts and Sport continues to pursue efficiencies in its operation through a combination of initiatives.

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Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 17

Topic: Printing Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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

Answer:

A list of Departmental publications is available on the Department's website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 18

Topic: Graduate Recruitment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

Answer:

Information on staff recruitment and retention is in the Annual Report.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 19

Topic: Graduate Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.

Answer:

Please refer to answer provided to question 18.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 20

Topic: Government Advertising

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. What was the total cost of all advertising for the financial year to date?
2. 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.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. 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.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

Information on Departmental advertising is available in the Annual Report.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 21

Topic: Hospitality and Entertainment

Asked By: Heffernan

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

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

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9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

Answer:

1-8 Information concerning Departmental expenses is contained in the Annual Report.

9. Efficiencies targeting budget savings of at least four per cent are being sought across all items of expenditure including hospitality. Applications for approval for hospitality are considered on a case by case basis and can only be approved at a senior executive level.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Question: 22

Topic: Meeting Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

Information concerning Departmental expenses is contained in the Annual Report.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 23

Topic: Program Launch Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.
5. What is the Department/Agency's program launch spend for 2011-12? Detail date, location, purpose and cost of each event including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2011-12. Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

1- 6 Nil.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Question: 24

Topic: Board Appointments

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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:

The Department reports on all board appointments made by Government across the portfolio through Senate Order 13.

Gender ratios are published in the Women on Australian Government Boards Report.

Available on-line at: www.fahcsia.gov.au/our-responsibilities/women/publications-articles/gender-balance-on-australian-government-boards-report-2011-2012

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Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 25

Topic: Freedom of Information

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department to process FOI requests for this financial year to date?
3. 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 and why? Do any of these requests remain outstanding? If so, how many and why?

Answer:

- 1-3. Information on Freedom of Information requests is available in the Department's Annual Report.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Question: 26

Topic: Community Cabinet Meetings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer:

Number of pages: 1

1. How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
2. 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.
3. 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. Mr Crean attended two Community Cabinet meetings:
 - Ipswich Community Cabinet – 10 July 2012
 - Launceston Community Cabinet – 3 October 2012Minister Lundy has not attended any Community Cabinet meetings.
2. One departmental officer travelled with Mr Crean to each meeting. The total cost was \$2667 (rounded figure); \$2051.19 airfares, \$261.00 accommodation and \$354.41 meals and incidentals, which includes taxi fares and parking.
3. The total cost to the Department was \$2667. The Department of Finance and Deregulation is responsible for the Ministers' expenses.

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Question: 27

Topic: Reviews FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer:

Number of pages: 2

For this financial year to date:

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

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Answer:

Questions 1(a) – (f)

As at 22 February 2013, there were three reviews being undertaken for the 2012-13 financial year. Details for reviews were provided in answers to Supplementary Budget Estimates Question 154 current to 05 November 2012. The following table provides information for all 2012-13 reviews that have had a change in status.

Name of Review	Concluded? Yes or No	If no, date review will be concluded	Date provided to Government	Date of Government response	Estimated Cost
Cycling Australia Review	Yes	n/a	11 Jan 2013	1 Feb 2013	Approx \$112,000

Question 1 (g) – (h)

As at 22 February 2013, there were two reviews planned. Details are provided in the table below:

Name of Review	Date review is expected to be concluded
Review of the National Arts and Disability Strategy	July 2013
Review of the Australian Government International Exhibitions Insurance Program	Mid 2013

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Question: 28

Topic: Consultancies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. 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.
2. 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 all consultancies valued at \$10,000 or more can be found on the AusTender website.
2. Consultancies are planned on a financial rather than calendar year basis. In addition to the consultancies entered into up to 31 January 2013, a further 25 consultancies are planned for the remainder of this financial year which are predominantly independent film assessments to assess applications for certification for film tax offsets and reviews of disaster reconstruction projects to support the Disaster Inspectorate function. None of these consultancies have been included in the Annual Procurement Plan as they do not satisfy the criteria for inclusion. Further details of these consultancies will be published on the AusTender website as contract notices as they become available.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Additional Estimates 12 February 2013

Question: 29

Topic: Media Monitoring

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. What is 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 these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?
2. 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 these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?

Answer:

1 and 2.

The Department pays a flat rate fee per month which includes provision of capped monitoring services to both the Department and Minister's office. A list of all contracts valued at \$10,000 or above is on the website.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 30

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.
2. Does the department/agency monitor usage of social media?
 - a. If yes, provide details of the useage (for example details could include average hours per employee, hours when useage peaks).
 - b. Has there been a change to the department/agency protocols due to staff useage?
 - c. If no, why not? Will the department/agency monitor usage in the future?
3. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)

Answer:

1 – 3 No.

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Question: 31

Topic: Internet Issues

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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

Answer:

The Department has not experienced any significant internet outages.

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Question: 32

Topic: Amenities for Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

What amenities are provided to staff? Provide a list.

Answer:

Amenities provided are as follows:

- Toilets;
- Meeting Rooms;
- Mothers Room;
- Carers Room;
- First Aid Room;
- Kitchenettes;
- Showers;
- Change Rooms;
- Bike Cage; and
- Parking for some staff.

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Question: 33

Topic: Coffee Machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. Has the department/agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
2. Why were coffee machines purchased?
3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
4. Where did the funding for the coffee machines come from?
5. Who has access?
6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?
8. Does the department/agency rent coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
9. Why are coffee machines rented?

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10. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?
11. Where does the funding for the coffee machines come from?
12. Who has access?
13. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
14. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

The Department has not purchased, nor does it rent any coffee machines.

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Question: 34

Topic: Contractors

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

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 (including the work undertaken and the cost).
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 (including the work undertaken and the cost).
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 (including the work undertaken and the cost).
4. 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).
5. 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).
6. 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).
7. 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).

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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 (including the work undertaken and the cost).
9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
10. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer:

- 1-10. The Department has not employed nor is consideration being given to employing any of the above mentioned suppliers.

Information on contracts entered into by the Department is available on the AusTender website: www.tenders.gov.au.

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Question: 35

Topic: Grants FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.
3. Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012 (see http://www.financeminister.gov.au/media/2012/mr_2102012.html). How much was funding reduced for grant?

Answer:

1-3 All grants are listed on the Department's website.

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Question: 36

Topic: Commissioned Reports

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. How many Reports have been commissioned by the Government in your department/agency this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

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Answer:

As at 22 February 2013, three commissioned reports are in progress for the 2012-13 financial year. Details for these reports were provided in answers to Supplementary Budget Estimates Question 64 current to 5 November 2012.

The following table provides information for one 2012-13 commissioned report that has had a change in status between 6 November 2012 and 22 February 2013.

Commissioned Report Title	Start Date	Completion Date	Cost	Staff Involved	Date provided to Government	Date of Public Release	Terms of Reference	Committee Members	Date of Government Response
Port Infrastructure Norfolk Island	24/9/2012	30/11/2012	\$20,150 (GST inclusive)	1x EL2 1 x EL1	16 November 2012	Report provided to Norfolk Island Administration and not scheduled for public release.	A preliminary study outlining key issues and an order of cost estimate relating to transfer of passengers/cargo between ship and shore on Norfolk Island	Not applicable	Not applicable

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 37

Topic: Government Payments of Accounts

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?
 - a. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
 - b. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
 - c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

The Department has met the target.

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Question: 38

Topic: Stationery Requirements

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. 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?
2. What are the department/agency's stationery costs for the financial year to date?

Answer:

1. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 172 at the Supplementary Budget Estimates. The Department's stationery spend for Ministers and Parliamentary Secretaries for the period 1 October 2012 to 31 January 2013 was \$3,106.74.
2. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 172 at the Supplementary Budget Estimates. The Department's stationery spend for the period 1 October 2012 to 31 January 2013 was \$73,452.31.

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Question: 39

Topic: Media Subscriptions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 4 April 2013

Number of pages: 3

1. What pay TV subscriptions does your department/agency have?
 - a. Please provide a list of what channels and the reason for each channel.
 - b. What is the cost for this financial year to date?
2. What newspaper subscriptions does your department/agency have?
 - a. Please provide a list of newspaper subscriptions and the reason for each.
 - b. What is the cost for this financial year to date?
3. What magazine subscriptions does your department/agency have?
 - a. Please provide a list of magazine subscriptions and the reason for each.
 - b. What is the cost for this financial year to date?

Answer:

- 1a. The Department has Pay TV subscriptions through Foxtel. It subscribes to the Business Premium Package which includes a variety of news and sports channels to keep abreast of news throughout Australia.
- 1b. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 174 at the Supplementary Budget Estimates. The cost for Pay TV from 1 October 2012 to 31 January 2013 is \$1,200.
- 2a. To reduce costs the department has reduced all newspaper subscriptions so that only one hard copy of the following papers is received;
 - The Australian;
 - The Sydney Morning Herald;

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- The Canberra Times;
 - The Financial Review;
 - The Telegraph;
 - The Age; and
 - The Sun Herald.
- 2b. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 174 at the Supplementary Budget Estimates. The cost for newspaper subscriptions from 1 October 2013 to 31 January 2013 is \$986.00
- 3a. The department subscribes to a number of magazine to enable staff to keep up to date with issues impacting both the work and management of the department.
- Workplace Express – for IR/HR Practitioners;
 - The Australian Local Government Guide;
 - The Economist;
 - Inside Out;
 - Vogue Living;
 - Arts Hub;
 - Art Australia;
 - The Australian Art Collector;
 - Frieze;
 - Art Monthly;
 - Art Almanac;
 - Runway;
 - Artist Profile;
 - Eyeline;
 - Artlink;

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- Museums of Australia;
 - Art Guide;
 - Incite Magazine;
 - Australian Media Guide;
 - Margaret McGee Online;
 - Harvard Business Review; and
 - Art and Australia.
- 3b. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 174 at the Supplementary Budget Estimates. There have been no new subscriptions or renewals for the period 1 October 2012 to 31 January 2013.

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Question: 40

Topic: Travel Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 4

1. 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).
2. 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). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel(Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel(Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, 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 total costs of the lounge memberships.
7. 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.
8. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

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Answer:

1. The airfares in the following table are a range of economy class and business class airfares, depending on the classification of the staff and the duration of the flights, as per the Department's travel guidelines. In some cases the staff members travelled on the VIP charter. Accommodation, meal and other travel expenses are also treated differently in different types of travel, and as such these expenses are aggregated in the table below.

Date	Reason for Travel	Destination	Airfares	Accommodation, meal and other travel expenses
3 October 2012	Community Cabinet	Launceston	\$546.35	\$88.75
4 – 10 October 2012	Attend Norske Skog Funding Announcement meeting with the Minister	New Norfolk	Nil	Nil
24 – 25 October 2012	Attending the Chairs/CEO Portfolio Meeting and Dinner with Minister on 24 Oct	Sydney	\$993.65	\$1276.59
3 -12 November 2012	To accompany the Minister on his official visit to India and Singapore	India and Singapore and overnight in Melbourne on 11 Nov as unable to return to Canberra	\$8,900.48	\$3,644.46
19 - 23 November 2012	Attend meetings with the Minister in	Darwin and Kununurra	\$2,739.94	\$2,388.33

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	Darwin with NT Govt officials and attend various site visits and NAMF in Kununurra			
8 - 16 December 2012	To accompany the Minister on his official visit to China	China	\$6,368.08	\$3,097.59
17-18 December 2012	Opening St Giles Paediatric Regional Centre of Excellence, Tour of Antarctic Division facilities and Sense- T Advisory Board Meeting	Hobart	\$1,261.96	\$320.50
18 December 2012	Attend RDAF project opening, Antarctic Division meeting and Sense- T meeting with Minister	Hobart and Kingston	Nil	\$53.83
21 December 2012	Attend meetings with the Minister in Sydney including National Cultural policy Reference Group Meeting	Sydney	\$300.01	\$73.72
16 – 17 January 2013	Attend 2013 Australian Youth Olympic Festival with Minister Lundy	Sydney	\$550.66	\$276.40

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2. The Department does not record travel expenditure in a way that would allow answers to be provided to these questions without an unreasonable diversion of departmental resources.

The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from question 175 at Supplementary Budget Estimates. A summary of expenses by travel category is provided below and is for the period 1 October 2012 – 31 January 2013.

Travel - 1 October 2012 – 31 January 2013	
Airfares	\$299,923.36
Accommodation	\$30,126.52
Meals	\$4,887.00
Other	\$12,557.13
Total	\$347,494.01

3. The Department is planning travel for the remainder of 2012-13 financial year to support business functions of the Department.
4. The Department is planning travel for the remainder of 2013 calendar year to support business functions of the Department.
5. The Department is following Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11). Adherence to these policies is also a requirement for our travel and service provider, HRG Australia.
6. Airline lounge memberships are made available to SES and other staff who travel frequently for work. The corporate rate includes joining fee and 1 year membership. The cost of membership with Qantas is \$485 and with Virgin Australia is \$448.
7. No administrative staff accompanied SES members on their travels for the reporting period.
8. No.

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Question: 41

Topic: Legal Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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 – 4 The amount spent on legal services is contained in the annual report.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 42

Topic: Education Expenses

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 6

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

Answer:

1. The Department's Study Assistance Policy is provided at [Attachment A](#).
2. The Department's education activities are detailed in the Annual Report.

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Attachment A - Study Assistance Policy

1. About this policy

- Study assistance is intended to support employees by partially offsetting the leave requirement and/or financial costs involved in undertaking a recognised course of study. The purpose of study assistance is not to meet the entire costs or leave requirements of the study program.
- This policy supports clause 10.10 of the Department of Regional Australia, Regional Development and Local Government Enterprise Agreement 2011 (the Agreement) and relates to the provision of study assistance (leave and/or financial assistance).

2. Key points

General

- Under the terms of the Agreement (clause 10.10), the delegate may grant study assistance to an employee “for the purpose of study relevant to employment in the Department”. Study assistance can be in the form of leave of absence for study and/or financial assistance.
- Study leave and/or financial assistance is at the discretion of the delegate and subject to consideration of Departmental needs, priorities and budget constraints.

Coverage

- Study leave and financial assistance under this policy may be granted to ongoing employees only.
- Non-ongoing employees may seek approval for existing courses at the time of commencement with the department.
- Employees on probation, graduate and cadet programs may be asked to complete those programs before any additional grant of study leave and/or financial assistance will be made.

Types and availability of assistance

- Study leave and/or financial assistance may be approved for programs of study conducted or arranged by Australian universities, institutes of technical and further education and their overseas equivalents. The programs of study that may be approved include on-campus, online and distance study and courses taken at pre-tertiary, undergraduate and postgraduate levels.

Study leave

- A maximum of 65 hours of paid study leave (including travelling time) may be approved per semester.
- The granting of study leave is subject to operational requirements.

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- Study leave may be approved:
 - to attend scheduled formal tuition at an educational institution that is not available outside of normal working hours;
 - for pre-planned study activity such as field trips or placements;
 - for attendance at exams that cannot reasonably be accommodated in the employee's own time;
 - to attend residential course components; and/or
 - to undertake course work for students studying by distance education.
- An additional five hours per week of study leave may be approved for employees with disability and Aboriginal and Torres Strait Islander employees, recognising their particular needs.
- For distance education programs involving residential components, leave granted should not exceed that which would otherwise be available on a maximum five hour per week basis for a comparable, locally run course of study involving face-to-face contact. However, with the delegate's approval this leave may be taken in blocks of time.
- Total hours which are approved, but not accessed during the semester may be used for assignment and exam preparation periods. However, it is not intended that employees bank study leave for use at a later time. It cannot be used in relation to non-study related time. Unused study leave does not carry over from semester to semester.
- Any applications requiring study leave beyond the limits defined in this policy must be referred to the delegate to be determined on a case-by-case basis.

Recording study leave

- As a leave entitlement, approved study leave must be recorded using myWorkplace and on flex sheets.

Financial assistance

- In cases where the approved course of study is deemed relevant to Departmental objectives, full or partial financial assistance may be approved by the delegate to assist with meeting the cost of course fees and charges. The cost of text books, tutoring and stationery will be the responsibility of the employee.
- Financial assistance can be claimed for successful completion of approved units/courses of study.
- Financial assistance is on the basis of actual cost incurred. Where the employee has paid fees upfront, financial assistance will be on the basis of the actual fees paid. Where an employee has accessed HECS/FEE HELP and deferred the cost of their course, financial assistance will relate to the HECS/FEE HELP debt incurred for the approved course.

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- Study assistance is provided on a reimbursement basis. Upfront payment of study assistance will only be considered in exceptional circumstances.
- In the event that financial assistance has been paid upfront, and the employee leaves the Department during the semester or course of study, the employee may be required to reimburse the Department any financial assistance. This will be at the discretion of the delegate.

Approvals

- Applications for study leave and/or financial assistance must be submitted for approval to the appropriate delegate prior to the commencement of the teaching period, which may be on a semester or annual basis.
- Study leave will only be available from the date of approval. Any absence from the workplace or costs incurred prior to the date of approval will not be considered under this policy.
- Applications for study leave and/or financial assistance must be made on the Studies Assistance Application Form and approved in accordance with the delegations set out in Table 1.

Study Leave: Approve <u>leave</u> for study purposes	SES 3 SES 2 SES 1	Maximum 65 hours study leave per Semester Delegate must be applicant's manager
Financial Assistance: Approve <u>financial assistance</u> for studies	COO SES 1 HR EL 2 HR	Subject to Professional Development Reserve budget consideration by HR

Table 1. Delegations for study leave and financial assistance

- In assessing an application for approval, the delegate will consider the following factors:

Departmental factors

- whether corporate development programs or alternatives are generally available to staff that offer similar learning and/or development outcomes;
- the relevance of the proposed course of study to employment in the Department;
- the strategic and operational needs of the Department;
- capabilities and skills required for current and future jobs in the Department;
- in relation to distance education, whether there is a satisfactory local alternative option which would be more cost and/or time effective;

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- the funding remaining for study assistance for the budgetary year and operational priorities; and
- any other factor considered relevant.

Employee factors

- the career and personal development needs of the applicant;
 - the employee's performance and contribution in the workplace;
 - the personal and work capacity of the employee to successfully complete the course;
 - the individual's study history and what assistance has been provided to them in the past (if any); and
 - any other factor considered relevant.
- Employees must submit results of any approved courses of study to the delegate and a copy to the HR team at the end of each course of study (annually or by semester according to the structure of the course).

Changes to an approved course of study

- Proposed changes to study arrangements, such as adding to or withdrawing from a unit must be notified to the delegate as soon as reasonably practicable. Where an employee notifies a change, the level of assistance will be reviewed and a new approval will be considered.

Requests for reimbursement

- Requests for reimbursement will need to be made in writing to the delegate and accompanied by originals of:
 - relevant receipts, HECS-HELP liability and/or proof of payment; and
 - evidence of successful completion of the study unit.
- Employees in receipt of approved financial assistance may be required to complete a self education declaration with each request for reimbursement so the Department can comply with Fringe Benefits Tax requirements.

3. Responsibilities

All staff are responsible for:

- familiarising themselves with the terms of this policy;
- discussing their intention to undertake study with their supervisor;

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- completing and submitting a studies assistance application to the relevant delegate through their supervisor (if the supervisor is not a delegate);
- recording any leave through MyWorkplace and flex forms as appropriate;
- advising their supervisor of any changes to their approved study as soon as practicable, and submitting an application for approval of changes; and
- submitting requests for reimbursement with the required documentation.

Supervisors and Delegates will:

- identify and record learning and development needs on an employee's individual development plan. This includes proposed courses of study and any leave and assistance that may be required;
- consider an application for study leave and provide comments as required on the application form (for example, stating the relevance of the study to the employee's duties) before submitting the application to the delegate with a recommendation. Approved applications must be submitted to the HR team;
- monitor the use of approved leave; and
- forward applications for financial assistance for study to the HR team after having provided comments as required on the application form with a recommendation for approval.

Human Resources Team will:

- will coordinate approval of applications for financial assistance for study and assist the relevant delegate to assess and prioritise applications against the learning and development budget;
- notify employees of the outcome of their application in writing, including reasoning where the employee does not receive the level of assistance requested;
- use information provided in the employee's application for study leave and/or financial assistance as required to measure, review and evaluate the Department's investment in learning and development.

Processing Reimbursement

- Requests for reimbursement are processed by the HR Strategies team on receipt of the required documentation and subject to the financial delegate's approval.

Review procedure

- An employee seeking a review of a decision in relation to approval of study leave and/or financial assistance should follow the Review of Actions procedure which can be found on the People Policies page of the intranet.

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Question: 43

Topic: Executive Coaching and Leadership Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

In relation to executive coaching and/or other leadership training services purchased by the department/agency, please provide the following information for this financial year to date:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
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)
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), 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
5. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - a. The total amount spent on the service
 - b. A description of the fees charged (i.e. per hour, complete package)

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

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

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Answer:

The Department's executive coaching and leadership development activities are detailed in the Annual Report.

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Question: 44

Topic: Media Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

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
2. The number of employees offered these services and their employment classification
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)
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), 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 (provide a breakdown for each 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)

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

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

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Answer:

The Department has not purchased any media training services.

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Question: 45

Topic: Paid Parental Leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Please list how many staff in the department/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 and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date?

Answer:

1. The Department currently has 13 employees registered for the Paid Parental Leave scheme.
2. The Department provides its employees with payments under the Government's Paid Parental Leave scheme. For the 2012-2013 financial year to date, 15 staff have received payments under the Paid Parental Leave scheme, broken down by the following classifications:
 - APS4 x 1
 - APS5 x 2
 - APS6 x 3
 - EL1 x 6
 - EL2 x 3
3. The Paid Parental Leave scheme offered is per the Paid Parental Leave Act 2010. Please refer to question 2 for staff who have accessed the scheme.

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Question: 46

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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. to 3. Nil for the Minister for Sport, Senator the Hon Kate Lundy, and the former Minister for Regional Australia, Regional Development and Local Government and former Minister for the Arts, the Hon Simon Crean MP and their staff.

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Question: 47

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. How cars are owned by each department/agency?
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:

1. The department does not own any cars, it does however administer a number of vehicles including ambulances, fire vehicles and utility vehicles in the Territories under Portfolio Budget Statement Outcome 2.
2. See 1.
3. See 1.
4. Not applicable.
5. Not applicable.

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Question: 48

Topic: Taxi Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. How much did each department/agency spend on taxis this financial year to date?
Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer:

1. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 176 at the Supplementary Budget Estimates. The department has spent \$23,621.33 on taxis in the period 1 October 2012 to 31 January 2013.

A breakdown by business group is as follows:

Business Group	Expense \$
Executive	\$963.43
Corporate Services, Arts and Sport	\$14,473.54
Regional Strategy and Coordination	\$5,845.65
Local Government, Territories & Regional Programs	\$2,338.71
Total	\$23,621.33

2. Taxi costs are incurred by APS employees in the course of carrying out their official duties.

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Question: 49

Topic: Hire Cars FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for hire car costs?

Answer:

1. The Department had spent \$12,140.98 on hire cars in the period 1 July 2012 to 31 January 2013.

A breakdown by business group is as follows:

Business Group	Expense \$
Executive	\$224.40
Corporate Services	\$685.74
Office for the Arts	-
Office for Sport	\$138.70
Regional Strategy & Coordination	\$9,588.29
Local Government, Territories & Regional Programs	\$1,503.85
Total	\$12,140.98

2. Hire car costs are incurred by Departmental staff travel for operational purposes directly supporting the business functions of the Department.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 50

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - a. What action is taken if the corporate credit card is misused?
 - b. How is corporate credit card use monitored?
 - c. What happens if misuse of a corporate credit card is discovered?
 - d. Have any instances of corporate credit card misuse have been discovered?
List staff classification and what the misuse was, and the action taken.
 - e. What action is taken to prevent corporate credit card misuse?

Answer:

1. The breakdown for each employment classification that has a corporate credit card:

Departmental Corporate Credit Cards

Employment Classification	No. Of CC Holders
APS3	3
APS4	13
APS5	24
APS6	44
EL1	77
EL2	53
SES	26
Grand Total	240

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Administered Corporate Credit Cards for Indian Ocean Territories

Employment Classification	No. Of CC Holders
APS2	1
APS3	1
APS6	8
EL1	13
EL2	10
SES	7
Grand Total	40

2. a) to e) Details were provided in the answer from Question 123 at the Supplementary Budget Estimates.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 51

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. 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?
2. 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?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) 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.
4. 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.

Answer:

The Department provides electronic equipment that includes computers, mobile phones, printers and iPads. The cost is incorporated as part of the Department's IT contract.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Question: 52

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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

Answer:

1. The Department purchases the bulk of its electricity through the whole of government contract for the supply of electricity to Whole of Government (ACT) with ERM Power Pty Ltd. Regional offices access local suppliers for electricity requirements.
2. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 197 at the Supplementary Budget Estimates. The department's electricity costs for the period 1 October 2012 to 31 January 2013 is \$77,523.37.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 53

Topic: Briefings for the Australian Greens and Independents

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. Have any briefings and/or provision of information s been provided to the Australian Greens?
If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Provide details of what information has been provided and a copy of the information.
 - d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
 - e. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Provide details of what information has been provided and a copy of the information.
 - d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
 - e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
 - f. Which Independents have requested briefings and/or information?

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Answer:

The Department of Regional Australia, Local Government, Arts and Sport (the Department) does not receive any direct requests for information and/or undertake any requests from either the Australian Greens or the Independents.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 54

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

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

Answer:

The Department has not purchased any shredders this financial year.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 55

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.

Answer:

See response to Question 199 from the Supplementary Budget Estimates.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 56

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. Please provide a list of all office locations for all departments and agencies within the portfolio by:
 - a. Department/Agency;
 - b. Location;
 - c. Leased or Owned;
 - d. Size;
 - e. Number of Staff at each location and classification;
 - f. If rented, the amount and breakdown of rent per square metre;
 - g. If owned, the value of the building;
 - h. Depreciation of buildings that are owned;
 - i. Type of functions and work undertaken

Answer:

Answers were provided in the response to Question 200 from the Additional Estimates hearing in February 2013. Since then, the Department has relinquished the location at Mitchell St, Darwin.

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Question: 57

Topic: Communications Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
 - a. By Department or agency:
 - i. How many ongoing staff, the classification, the type of work they undertake and their location.
 - ii. How many non-ongoing staff, their classification, type of work they undertake and their location
 - iii. undertake and their location
 - iv. How many contractors, their classification, type of work they undertake and their location
 - v. How many are graphic designers?
 - vi. How many are media managers?
 - vii. How many organise events?
2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

Answer:

Information concerning staffing is contained in the Annual Report.