

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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:

1. Between 1 October 2012 and 31 January 2013, two ongoing employees were recruited. The numbers by classification are:
 - 1 x APS Level 3; and
 - 1 x APS Level 6.
2. Between 1 October 2012 and 31 January 2013, five non-ongoing positions were created. The numbers by classification are:
 - 2 x APS Level 2;
 - 1 x APS Level 5; and
 - 2 x Executive Level 1.
3. As at 31 January 2013, the NCA has five employees engaged for a fixed-term. The average term of these five fixed-term engagements is 9.4 months.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Additional Estimates 12 February 2013

Question: 14

Topic: Staffing – Separations

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:

During 2012-13 financial year, as at 31 January 2013, the National Capital Authority had:

1. One APS Level 3 ongoing employee cease employment
2. Five non-ongoing employees cease employment

The numbers by classification were:

- 3 x APS Level 2; and
 - 2 x APS Level 6.
3. Ten contract staff cease employment. The individuals were engaged under a “labour hire” arrangement with a private sector firm to provide temporary services as a receptionist. The individuals do not have a classification as they are not employed under the *Public Service Act 1999*. The engagements were for short periods of between 3 - 7.5 hours on each occasion.

Senate Rural and Regional Affairs and Transport Legislation Committee

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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

Are there any plans for staff reduction? 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.

If there are plans for staff reductions, please give the reason why these are happening.

Answer:

No.

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National Capital Authority

Additional Estimates 12 February 2013

Question: 16

Topic: Making the Public Service More Efficient

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. 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).

In addition, please provide the following detail:

2. Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?
3. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
4. 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?
5. 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?
6. 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?

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Answer:

1. The National Capital Authority (NCA) makes only small expenditures for air travel and has minimal saving opportunities. Recruitment advertising is already carried out online. The most significant savings will be made by reducing reliance on external consultants for policy, contract and legal advice.
2. Nil. The NCA's air travel expenditure over recent years has been less than \$25,000.
3. NCA staff only use economy class fares. Saving opportunities are nil.
4. The NCA will seek to employ staff with qualifications and experience to carry out internally the work that has been outsourced to consultants in the past years. Estimated annual saving is \$50,000.
5. Positions are advertised on the NCA's website and online with the Gazette at www.apsjobs.gov.au/. Advertising will be online except with the Chief Executive's express permission. Estimated annual saving is \$8,000.
6. Yes. The annual report is the NCA's largest printing commitment. Externally printed copies will be reduced to minimum mandatory requirements. Documents that were printed in the past will be moved online and to mobile devices. Other printing, where possible, will be carried out in-house on existing printing devices. An annual saving of \$10,000 is forecast over the forward estimates. The NCA will achieve the five per cent savings target.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question: 17

Topic: Printing 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. 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:

1. The National Capital Authority (NCA) publishes online and in print a number of corporate documents each year (e.g. Annual Reports, Consultation Reports and Development Control Plans). During 1 October 2012 to 31 January 2013, the NCA spent approximately \$14,000 on printing costs.
2. The majority of the NCA's publications are published online, as PDF, mobile websites or IOS applications.

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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:

Nil.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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

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

Answer:

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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: 2

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:

1. Between 1 October 2012 and 31 January 2013, the total cost of advertising was \$36,000.
2. All advertising is ‘non-campaign’ advertising. The main purpose is public notification of matters such as road and/or Lake Burley Griffin closures.
3. No.
4. No.

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5. Yes.
6. Not applicable.
7. Routine recruitment and public notices.

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Question: 21

Topic: Hospitality and Entertainment 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: 2

1. What is the Department/Agency's hospitality 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 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 spend 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 spend 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 spend 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. The hospitality expense for the period 1 October 2012 to 31 January 2013 is \$1,600. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) events such as public consultation. Given the relatively low value of the hospitality, a detailed list of events has not been provided.
2. Not applicable.
3. Nil.
4. Not applicable.
5. \$7,000. This represents the total available hospitality budget. The majority of this is reserved for the NCA Public Forum, an open community engagement event, held annually in Canberra.
6. Not applicable.
7. \$2,000. This represents the total available entertainment budget. No specific events are currently planned.
8. Not applicable.
9. The NCA's expenditure on hospitality and entertainment is minimal. Events attracting this type of expenditure are normally formal engagements. Little scope is available for savings.

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ANSWERS TO QUESTIONS ON NOTICE

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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:

1. The year to date expenditure on meeting costs is approximately \$3,000. The NCA holds a small number of meetings in the process of its routine business. Given the relatively low value of the meeting costs, a detailed list of events has not been provided.
2. Not applicable.
3. \$20,000. This represents the total available meeting cost budget. Around \$15,000 of this is allocated to the NCA annual public forum.
4. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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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. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 12 February 2013

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:

Refer to DRALGAS' response to this question for all appointments across the Portfolio.

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ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 12 February 2013

Question: 25

Topic: Freedom of Information Requests

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?
4. How many requests have been denied and how many have been granted?
5. 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. The National Capital Authority follows the guidelines and advice issued by the Office of the Australian Information Commissioner (OAIC) when processing FOI requests. OAIC last updated their guidelines for agencies in January 2013.
2. As management of the FOI function is part of the National Capital Authority's day-to-day business, costs are not identified separately.
3. Between 1 October 2012 and 31 January 2013, the National Capital Authority received four requests.
4. The National Capital Authority's decisions on these requests are:
 - One granted in full
 - Three granted in part
 - One in progress being considered by the delegate.
5. As at 31 January 2013, one request was overdue by two days because of the late discovery of additional documents. The processing of this request was completed on 5 February 2013.

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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: 5 April 2013

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:

Not applicable.

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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: 5 April 2013

Number of pages: 1

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. Has the Government responded to all reviews within the timeframe? If not, why not?
6. What is the estimated cost of each of these Reviews?
7. What reviews are planned?
8. When will each of these reviews be concluded?

Answer:

Nil.

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ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 12 February 2013

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?
3. 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. Between 1 October 2012 and 31 January 2013, five consultancies have been entered into with a total value of \$151,500. Consultancy details are available on the AusTender website.
2. The National Capital Authority has not identified any specific planned consultancies to be let in the remainder of this financial year.
3. N/A.

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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?
2. Which agency or agencies provided these services?
3. What is the estimated budget to provide these services for the year 2012-13?
4. What has been spent providing these services this financial year to date?
5. 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?
6. Which agency or agencies provided these services?
7. What is the estimated budget to provide these services for the year 2012-13?
8. What has been spent providing these services this financial year to date?

Answer:

1. Nil.
2. Not applicable.
3. Nil.
4. Nil.
5. Nil.
6. Not applicable.
7. Nil.
8. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 12 February 2013

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 usage 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 usage (for example details could include average hours per employee, hours when usage peaks).
 - b. Has there been a change to the department/agency protocols due to staff usage?
 - 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:

No, not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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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

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

Answer:

Between 1 October 2012 and 31 January 2013, the National Capital Authority did not experience any internet problems.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 12 February 2013

Question: 32

Topic: Staff Amenities

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:

- Kitchens;
- Toilets;
- Showers;
- Change Rooms; and
- Meeting Rooms.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 12 February 2013

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 useage? 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 useage? 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?
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?

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National Capital Authority

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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:

1. No
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable
8. No
9. Not applicable
10. Not applicable
11. Not applicable
12. Not applicable
13. Not applicable
14. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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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. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.
10. The National Capital Authority contracted GHD to assist with the Scrivener Dam anchor bolt remediation project. Between 1 July 2012 and 31 January 2013, the total contractor expense was approximately \$350,000.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Additional Estimates 12 February 2013

Question: 35

Topic: Grants

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:

Nil.

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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: 1

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?

Answer:

Nil.

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ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 12 February 2013

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:

Yes.

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ANSWERS TO QUESTIONS ON NOTICE

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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. Not applicable.
2. \$3,100

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National Capital Authority

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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: 5 April 2013

Number of pages: 1

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:

1. Nil
 - a. Not applicable
 - b. Not applicable
2. Yearly subscriptions to *The Australian*, *The Canberra Times*, *Sunday Telegraph*, *Daily Telegraph*
 - a. Media monitoring
 - b. \$1,099.32
3. None
 - a. Not applicable
 - b. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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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: 2

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.

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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?

Answer:

1. Nil.
2. Between 1 October 2012 and 31 January 2013, approximately \$6,300 was spent on airfares for staff and board members of the National Capital Authority (NCA). Approximately \$2,500 was spent in the same period on other travel related expenses including accommodation.
3. NCA interstate board members are flown into Canberra for board meetings. There are six meetings each year.
4. Refer above.
5. Yes. Alerts are provided as travel is booked and monthly reports are reviewed.
6. No.
7. No.
8. No.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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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:

Between 1 October 2012 and 31 January 2013, the National Capital Authority's legal expenditure was:

1. Internal legal expenditure – Nil
2. AGS expenditure – \$67,460
 - Briefs to Counsel (A) \$0
 - Disbursements (excluding counsel) (B) \$0
 - Professional fees paid (C) \$67,460
3. Private firms expenditure – Nil
4. Other expenditure – Nil.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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Question: 42

Topic: Education Expenses 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: 2

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 National Capital Authority's (NCA) study guidelines encourage employees to undertake formal study in fields which are directly linked to the skills, knowledge or learning required to assist the NCA to achieve its corporate outcomes.
2. Between 1 October 2012 and 31 January 2013, the NCA supported the following external study options:
 - a. Certificate IV – Business Administration
 - b. \$0
 - c. \$0
 - d. 1 participant- APS Level 4
 - e. 56.20 hours
 - f. The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS.

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Between 1 October 2012 and 31 January 2013, the following in-house courses were conducted. The content of the courses are directly relevant to each employee's ongoing duties and responsibilities.

Stakeholder Engagement

- a. \$2750
- b. \$229
- c. 12 participants
- d. APS Level 5 to Executive Level 1
- e. 7.30 hours per participant

Write to Succeed in the Public Service

- a. \$3550
- b. \$323
- c. 11 participants
- d. APS Level 5 to Executive Level 1
- e. 7.30 hours per participant

Conflict Resolution

- a. \$2200
- b. \$147
- c. 15 participants
- d. APS Level 2 to Executive Level 1
- e. 7.30 hours per participant

Delivering Customer Service

- a. \$4063
- b. \$406
- c. 10 participants
- d. APS Level 2 to APS Level 5
- e. 7.30 hours per participant.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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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 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
- 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

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- 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

Answer:

Nil, not applicable.

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Question: 44

Topic: Media Training 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

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

Answer:

Nil, not applicable.

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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 each 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 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. Eligibility to receive payments under the Paid Parental Leave scheme is determined by Centrelink and subject to a number of criteria including a work and income test.
2. Between 1 July 2012 and 31 January 2013, the NCA has received and made payments to one employee under the Paid Parental Leave scheme. The employee's classification was APS Level 6.
3. Under the NCA's Enterprise Agreement an employee whose partner gives birth or adopts, or fosters a child, is entitled to ten days paid parental leave.
Between 1 July 2012 and 31 January 2013, one employee accessed paid parental leave under the Enterprise Agreement.

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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:

Not applicable. Refer to DRALGAS' response to this question.

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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. Nil.
- 2-5. Not applicable.

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Question: 48

Topic: Taxi 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. 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. \$178.00. The National Capital Authority does not record breakdown by Unit.
2. Staff and Board members travelling on official business.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

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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:

Between 1 July 2012 and 31 January 2013, the National Capital Authority hired one car to review a project's progress. The total for the car was \$88.56.

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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.

Please update details of the following:

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. Seven credit cards issued to:
 - Chief Executive – 1 card;
 - EL 2 – 1 card;
 - EL1 – 1 card;
 - APS 6 – 3 cards; and
 - APS 5 – 1 card.
2. Any suspected misuse of a credit card is to be reported to the Director Corporate in accordance with the Chief Executive Instructions on Fraud Prevention and Control. After an initial investigation, the Director Corporate prepares a brief for consideration by the Chief Executive who will determine if a case is to be referred to the Australian Federal Police (AFP).

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If the AFP declines the referral for certain reasons, the NCA may still investigate the incident based on a decision to proceed made by the Chief Executive. If misuse of a credit card is proven a sanction may be imposed under the APS Code of Conduct and/or the matter referred to the Director of Public Prosecutions for potential criminal charges.

3. Credit card expenditure is monitored by way of an independent review of each monthly statement and checking of supporting receipts.
4. See response to Question 2.
5. In the 2012-13 financial year there were no reported or identified instances of corporate credit card misuse.
6. On issue of a credit card, employees are informed of their responsibilities under the Chief Executive Instructions and required to sign a Cardholder Agreement Form advising them of their responsibilities and potential sanctions if misuse of a credit card is found. Relevant employees are also required to attend fraud and security awareness training before being issued with a credit card.

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National Capital Authority

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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: 2

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:

1. The National Capital Authority (NCA) provides a variety of mobile devices to staff, including laptops, mobile phones and mobile devices. These devices aid employees involved in field work, out of hours contact and general day to day NCA business. Most NCA employees, except casual employees and those employees on a short-term contract, have been provided with a mobile device, where they have been able to demonstrate an appropriate level of work use for the device to his/her supervisor.

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2. As at 31 January 2013, the total number of devices currently allocated to NCA staff consists of five Blackberries, 18 mobile devices, 50 iPads and five laptops.
3. The purchase cost of the equipment above is \$45,469.
4. The ongoing cost of this equipment cannot be quantified as it is totally dependent on the usage by the individuals and the terms of the relevant plan for each device.

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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 National Capital Authority (NCA) has purchasing agreements with ACTEW Retail and ERM Power Retail to supply electricity to buildings and other assets (e.g. street lights) owned or leased by the NCA.
2. NCA's electricity costs for the period 1 October 2012 to 31 January 2013 were \$332,682.

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ANSWERS TO QUESTIONS ON NOTICE

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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: 1

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?

Answer:

Nil.

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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:

Nil.

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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: 3

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:

Based on available resources, the National Capital Authority (NCA) is updating its overarching Protective Security Policy and Guidelines (PSPG) and complementary policies, plans, guidelines or procedures to ensure compliance with the Protective Security Policy Framework's (PSPF) mandatory requirements.

When finalised the PSPG will either include the mandatory policies, plans, guidelines and procedures required under the PSPF or refer to other stand-alone policies, plans, guidelines or procedures where further detailed information can be accessed. For example, the mandatory ICT security policies, plans, guidelines or procedures required under the PSPF will be separate documents with a brief summary of the requirements in the PSPG.

The NCA is adopting a risk management approach to cover all areas of protective security in accordance with the Australian Risk Standards that appropriately reflects its business needs and the assessed levels of risk to its assets, its people, the public and overall security of government information to ensure it is meeting all mandatory requirements of the PSPF.

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To ensure it is aware of the levels of risk, the NCA has recently completed a physical security risk review of its offices and major assets. The review found the NCA is providing an appropriate level of physical security based on the level of risk for each location and asset. No major risks or issues were identified that needed immediate attention. The report did recommend a number of minor changes to the layout of the NCA's offices to improve the level of physical security for NCA staff – these recommendations have been accepted by the NCA.

The NCA's level of compliance with the 33 mandatory requirements is as follows:

GOV-1-13

1. Full compliance
2. Full compliance
3. Full compliance
4. Will be complied with by due date.
5. Partial compliance – Mandatory Policies, Plans, Guidelines and Procedures are being developed or updated as resources permit.
6. Full compliance
7. Part compliance – report to Ministers and APS agencies being drafted
8. Full compliance
9. Full compliance
10. Full compliance
11. Full compliance
12. Full compliance
13. Full compliance

PERSPEC 1-6

1. Full compliance
2. Full compliance

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3. Full compliance
4. Full compliance
5. Full compliance
6. Full compliance

INFOSEC 1-7

1. Partial compliance – Mandatory Policies, Plans, Guidelines and Procedures are being developed or updated as resources permit.
2. Full compliance
3. Full compliance
4. Full compliance
5. Full compliance
6. Full compliance
7. Full compliance

PHYSEC 1-7

1. Partial compliance – Mandatory Policies, Plans, Guidelines and Procedures are being developed or updated as resources permit.
2. Full compliance
3. Full compliance
4. Full compliance
5. Full compliance
6. Full compliance
7. Partial compliance – Mandatory Policies, Plans, Guidelines and Procedures are being developed or updated as resources permit.

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ANSWERS TO QUESTIONS ON NOTICE

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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: 2

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:

The National Capital Authority (NCA) has two office locations – details for each location are as follows:

Location 1: Treasury Building, Parkes, ACT

- b. Treasury Building, D Block – King Edward Terrace, Parkes ACT
- c. Leased
- d. 2631 square metres (838 office, 108 storage, 1415 subleased)
- e. Head count is 48 staff. Classifications are between APS Level 2 to Chief Executive

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- f. Rent:
- Office (\$390 per square metre per annum),
 - Storage (\$190 per square metre per annum)
- g. Not applicable
- h. Not applicable
- i. Administrative work associated with the NCA's functional responsibilities under the *Australian Capital Territory (Planning and Land Management) Act 1988* (the Act).

Location 2: National Capital Exhibition Building – Barrine Drive, Parkes ACT

- b. National Capital Exhibition Building – Barrine Drive, Parkes ACT
- c. Owned
- d. 1595 square metres (includes exhibition space open to the public and two tenancies that are subleased)
- e. Head count is twelve staff Classifications are between APS Level 2 to APS Level 6
- f. Not applicable
- g. \$6,800,000
- h. \$130,000
- i. Administrative work associated with the NCA's functional responsibilities under the Act.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 57

Topic: PR / Media / 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: 3

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. How many contractors, their classification, type of work they undertake and their location
 - iv. How many are graphic designers?
 - v. How many are media managers?
 - vi. How many organise events?
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?

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Answer:

1.

COMMUNICATIONS STAFF									
Class'n	Ongoing Staff		Non-ongoing		Contracted				
	Type of Work	Location	Type of Work	Location	Type of Work	Location	Graphic Designer	Media Manager	Events
EL2	National engagement, public relations, communications and media, community consultation, information and education programs (including management of the National Capital Exhibition)	Treasury Building (Block D), King Edward Terrace, Parkes, ACT	NA	NA	NA	NA	NA	Yes	Yes
APS6	National engagement, public relations, communications and media, and community consultation, information.	Treasury Building (Block D), King Edward Terrace, Parkes, ACT	NA	NA	NA	NA	NA	No	Yes

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Type of Work

Executive Level 2

- Management of national engagement including: communication, media and public relations.
- The planning, management and evaluation of social media.
- Providing high level advice on communication, media and public relations to senior management.
- Management of the National Capital Exhibition, which includes public programs

APS Level 6

- Assisting in planning communication activities.
- Providing editorial assistance and logistics support.
- Monitoring and maintaining web presence and availability of public material.
- Effectively communicating agency activities to stakeholders.

2. The National Capital Authority does not have a media studio.