

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 01

**Program:** n/a

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

**Topic:** Government response to the Committee's Accident Aviation Report

**Proof Hansard Page/s:** 5 (29/05/2013)

**Senator Macdonald asked:**

**Senator IAN MACDONALD:** Thank you for that. Senator Thistlethwaite, as the minister representing the minister, can you give any indication of what timing the minister might adopt in relation to this important report and the government's response to it?

**Senator Thistlethwaite:** I cannot give you an indication now, Senator, but I can take that on notice and see if we can come back to you before the end of the day.

**Senator IAN MACDONALD:** That would be great, thank you.

**Answer:**

The Government will release a response to the Air Accidents Investigations inquiry as soon as practicable.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 02

**Program:** n/a

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

**Topic:** Answers to Additional estimates questions on notice

**Proof Hansard Page/s:** 5 (29/05/2013)

**Senator Macdonald asked:**

**Senator IAN MACDONALD:** Can you tell us when the answers were submitted by you to the minister's office?

**Mr Mrdak:** There were 132 questions in total, 40 taken on notice on the hearing day and 92 written questions. The department did not this time meet our requirements to get the advice to the minister as we would have liked. The first 100 draft responses were provided to the minister on 28 March. The further 32 outstanding responses were provided on 8 and 18 April, owing to some delays in getting data from us. But the minister had all of the consolidated answers by 18 April.

**Senator IAN MACDONALD:** Senator Thistlethwaite, do you have any indication of why it took the minister from 18 April until last Friday to deal with those things?

**Senator Thistlethwaite:** No, I do not, Senator. Again, I can seek to take that on notice and provide you with an answer.

**Senator IAN MACDONALD:** It would be good if you could.

**Senator NASH:** Can I suggest that perhaps the good senator might like to do that over the next two days for us? I am sure he is able to call the minister's office and come back to us before the end of tomorrow.

**Senator Thistlethwaite:** I already indicated that I would.

**Answer:**

The then Minister advised that he had nothing further to add to this response.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 03

**Program:** n/a

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

**Topic:** Staffing

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many ongoing staff recruited this financial year to date?
  - a. What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date?
  - a. What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?
4. How many ongoing staff left the department/agency this financial year to date?
  - a. What classification were these staff?
5. How many non-ongoing staff left department/agency this financial year to date?
  - a. What classification were these staff?
6. How many contract staff left department/agency in the year this financial year to date?
  - a. What classification were these staff?
7. How many staff reductions/voluntary redundancies have occurred this financial year to date?
  - a. What was the reason for these reductions?
  - b. Were any of these reductions involuntary redundancies? If yes, provide details.
8. Are there any plans for further staff reductions/voluntary redundancies? 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.
9. If there are plans for staff reductions, please give the reason why these are happening.
10. Are there any plans for involuntary redundancies? If yes, provide details.

**Answer:**

**Department of Infrastructure and Transport**

1 & 2:

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing**</b>	<b>Total</b>
APS 1	-	9	9
APS 2	2	3	5
APS 3	1	3	4
GAPSAPS3*	28	-	28
APS 4	7	6	13
APS 5	12	6	18
APS 6	17	4	21
EL 1	15	9	24
EL 2	8	4	12
SES	2	-	2
<b>Grand Total</b>	<b>92</b>	<b>44</b>	<b>136</b>

\* Graduate program \*\* The Department has no designated non-ongoing positions. Ongoing positions are sometimes filled by non-ongoing employees.

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

3.

<b>No. Contractors</b>	<b>Average length of contract</b>
41	57.5 business days

4, 5 & 6

Classification	Ongoing	Non-Ongoing	Contract**
APS 1	-	9	-
APS 2	-	5	-
APS 3	1	-	5
GAPSAPS3*	3	-	-
APS 4	14	3	8
APS 5	25	5	3
APS 6	27	2	3
EL 1	30	12	1
EL 2	10	5	-
SES	6	-	-
<b>Grand Total</b>	<b>116</b>	<b>41</b>	<b>20</b>

\* Graduate program. \*\* Note: Some contractors are not linked to an APS Level, so the above is limited to those contractors where an APS level was indicated. There are currently only 4 contractors as at 31 May 2013. 37 contractors have therefore left the department, but only 20 were reported with APS levels.

7. Staff reductions/voluntary redundancies have occurred this financial year to date:

Financial Year	No. of Voluntary Redundancies	No. of Non-Voluntary Redundancies
2012-13 (Financial YTD_31 May 2013)	3	-

a. What was the reason for these reductions?

N/A

b. Were any of these reductions involuntary redundancies? If yes, provide details.

N/A

8. The Department has no plans to reduce the number of staff.

9. N/A

10. N/A

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Maritime Safety Authority**

1 & 2

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>Total</b>
AMSA 1	-	1	1
AMSA 2	5	3	8
AMSA 3	3	2	5
AMSA 4	-	4	4
AMSA 5	6	2	8
AMSA 6	5	13	18
AMSA 7	4	10	14
AMSA 8	3	-	3
Port Marine Surveyor	3	-	3
Search and Rescue Officer	4	1	5
Senior Manager	-	6	6
<b>Total</b>	<b>33</b>	<b>42</b>	<b>75</b>

3.

<b>No. Contractors</b>	<b>Average length of contract</b>
34	16 months

4, 5 & 6

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>Contract</b>
AMSA 2	2	4	
AMSA 3	-	2	
AMSA 4	-	1	
AMSA 5	2	3	
AMSA 6	3	5	
AMSA 7	3	3	
AMSA 8	3	1	
Port Marine Surveyor	3	-	
Senior Manager	-	2	
<b>Total</b>	<b>16</b>	<b>21</b>	

\* Contract staff are not engaged at a specific AMSA classification and only the total number who left in the financial year to date can be provided.

7. In the financial year to 31 May 2013, two voluntary redundancies occurred.

- a. Both redundancies were due to section restructures.
- b. There were no involuntary redundancies.

8. There is one redundancy pending. There are no plans for further staff reductions.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

9. The redundancy which is pending is due to a change in technology.

10. There are plans for one involuntary redundancy. This is the same individual referred to in responses to questions 8 and 9.

**Australian Transport Safety Bureau**

1 & 2

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>TOTAL</b>
APS 3	-	-	-
GAPSAPS3*	-	-	-
APS 4	-	-	-
APS 5	1	1	2
APS 6	-	2	2
EL 1	4	2	6
EL 2	-	1	1
SES	-	-	-
<b>Grand Total</b>	<b>5</b>	<b>6</b>	<b>11</b>

\* Graduate program

3. Nil

4, 5 & 6

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>Contract</b>
APS 3	-	-	N/A
GAPSAPS3*	-	-	N/A
APS 4	-	-	N/A
APS 5	1	-	N/A
APS 6	2	-	N/A
EL 1	5	1	N/A
EL 2	6	1	N/A
SES	-	-	N/A
<b>Grand Total</b>	<b>14</b>	<b>2</b>	<b>N/A</b>

\* Graduate program

7. Nil

8. No

9. N/A

10. No

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Airservices Australia**

All responses financial year to date up to 31 May 2013.

1. 354

a.

TOTAL EXTERNAL RECRUITS (All Bands, Permanent)	
Admin	134
Air Traffic Control	96
Fire Fighter	43
General Service Officer	8
Professional Officer	21
Senior Manager	25
Simulator Support	5
Technical Officer	22

2. 45

a.

TOTAL EXTERNAL RECRUITS (All Bands, Temporary)	
Admin	44
Air Traffic Control	1

3. 55

(Average Length of Service = 3 months)

4. 173

a.

TOTAL on-going staff (All Bands, Permanent)	
Admin	61
Air Traffic Control	45
Flight Data Co-Ord.	1
Fire Fighter	13
Flight Info Officer	1
General Service Officer	5
Professional Officer	9
Senior Manager	25
Simulator Support	4
Technical Officer	9

5. 27

a.

TOTAL non-ongoing staff (All Bands, Temporary)	
Admin	24
Air Traffic Control	1
Senior Manager	2

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

6. 60

a.

Job Family	Contract Staff
Clerical Admin (Business Support)	23
Clerical Admin (Finance)	1
Clerical Admin (HR)	6
Helpdesk Consultant	6
Professional (Business)	2
Professional (Proj Mng)	15
Professional (Proj Pl)	1
Senior Manager (Business)	1
Technical Officer (Gen)	1
Technical Officer (Prop)	2
Technology Professional (IT)	1
Technology Professional (Networks)	1
Total	60

7. 8

- a. Organisations restructuring
- b. 1 Involuntary termination.

8. There are no plans for further staff reductions

9. Not applicable

10. There are no plans for involuntary redundancies.

**Civil Aviation Safety Authority**

1 & 2. The following table provides:

- a. The number of ongoing staff recruited and classification year to date.
- b. The number of non-ongoing positions that have been created and classification year to date.

Classification	Ongoing	Non-Ongoing
FTE1	1	
ASR1	17	7
ASR2	2	1
ASR3	2	3
FOI1	5	1
FOI2	2	
CMTL		2
CS1 (APS 1/2 equiv)	2	9
CS2-B (APS 3 equiv)	10	11
CS2-A (APS 4 equiv)	5	2



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

CS2-AX		1
CS3-B (APS 5 equiv)	9	12
CS3-A (APS 6 equiv)	8	6
CS4 (EL1 equiv)	19	14
CS5 (EL 2 equiv)	5	9
PS	1	8
SMGD	5	1
SMGA	1	
<b>Total</b>	<b>94</b>	<b>87</b>

FTE = Flight Training Examiner, ASR = Aviation Safety Regulator – unique to CASA, FOI = Flying Operations Inspector, CMTL = Certificate Management Team Leader, CS = Corporate Services, PS = Professional Services, SMG = Senior Manager Group  
AX = Above Barrier and above top of salary range for classification

3. CASA employed 116 Contractors with an average length of contract 13.5 months.
- 4, 5 & 6: The following table summarises the number of ongoing, non-ongoing and contract staff who have left the agency by classification.

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>Contract**</b>
FTE2	1		
FTE3	1		
ASR1	4	1	
ASR2	4	2	
ASR2X	1		
ASR3		2	
FOI1	3		
FOI2	6		
FOI3		1	
CMTL	2		
CS1 (APS 1/2 equiv)		16	
CS2-B (APS 3 equiv)	4	3	
CS2-A (APS 4 equiv)	7	4	
CS2-AX	1		
CS3-B (APS 5 equiv)	3	3	
CS3-A (APS 6 equiv)	1	2	
CS4 (EL1 equiv)	5	5	
CS4X	2	1	
CS5 (EL2 equiv)	3	3	
PS	2	6	

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

SMGD	5		
SMGB	1		
SMGC	1		
Contractors**			58
<b>Grand Total</b>	<b>57</b>	<b>49</b>	<b>58</b>

\*\* Contractors are not classified in the same structure as ongoing and non-ongoing employees.

FTE = Flight Training Examiner, ASR = Aviation Safety Regulator – unique to CASA, FOI = Flying Operations Inspector, CMTL = Certificate Management Team Leader, CS = Corporate Services, PS = Professional Services, SMG = Senior Manager Group  
A/X = Above Barrier and above top of range for classification  
X = Above top of salary range for classification

7. One voluntary redundancy occurred in FY 2012/13.
  - a. The position was relocated from Brisbane to Canberra due to CASA requirements.
  - b. No involuntary redundancies.
8. There may be further staff reductions/involuntary redundancies where positions are to be relocated to alternative locations, however there is no specific number of targeted reductions. There are no plans to cut services or programs as a result of staff reductions.
9. A small number of positions (less than 10) will be relocated to alternative locations for the purpose of creating business operating efficiency. Technological advances may also create redundancy in a small number of positions.
10. No.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 04

**Program:** n/a

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

**Topic:** Public Service efficiencies

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. Please provide details of the amended operational efficiencies your agency will make as per 2013-14 Budget Measure 'Public Service efficiencies' (see 2013-14 Budget Paper No 2 p108).
2. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?
3. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?
4. Has there been a reduction in business flights?
  - a. What are the estimated savings for each year over the forward estimates?
5. Has there been a reduction in the use of external consultants and contractors?
  - a. Has this impacted on the Department/agency, and how?
  - b. What are the estimated savings for each year over the forward estimates?
6. Provide an update of moving recruitment advertising online.
  - a. Is any recruitment still in printed materials, and if yes, why?
  - b. What are the estimated savings for each year over the forward estimates?
7. Has the department/agency reduced its printing costs? If no, why not?
  - a. Have printing costs increased, and if yes why and how much?
  - b. Has the five per cent savings target been achieved – if yes, how, or if it will not, why not?
  - c. What are the estimated savings for each year over the forward estimates?
8. How many documents (include the amount of copies) have been printed this financial year to date?
9. How many of these printed documents were also published online?

**Answer:**

**Department of Infrastructure and Transport**

1. The details of the cross portfolio measure "Public Service efficiencies" on page 108 of 2013-14 Budget Paper No 2 have not yet been announced. It is therefore not possible to estimate the impact on this Department.
2. Please refer to the Department of Finance and Deregulation's response to question F10.
3. The details of the cross portfolio measure "Public Service efficiencies" on page 108 of 2013-14 Budget Paper No 2 have not yet been announced. It is therefore not possible to estimate the impact on this Department.
4. The number of business flights has reduced. Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

5. (a) The Department reviews the use of contractors and consultants on a case-by-case basis and will only engage a contractor or consultant where it is considered more cost-effective than using a permanent employee or where skills are required that are not available in the Department. The Department has implemented a range of panels in addition to utilising whole-of-government arrangements that enable the efficient selection of contractors and consultants at competitive rates.  
(b). Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance and will be dependent on the demand for the use of contractors and consultants over the period.
6. (a) Online advertising is used for all external recruitment advertising. Graduate recruitment is predominately advertised online with limited advertising in specialist graduate printed publications. SES specialist roles may be advertised in the national press.  
(b) Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance.
7. Yes  
(a) N/A  
(b),(c) Yes. The Department's preferred means of publication is online and our use of printed publications is now largely limited to publications requiring parliamentary tabling (such as annual reports) and short-run hardcopies of keystone reports. Continuing this approach will likely bring us further savings although it will be difficult to quantify an exact amount as this will be determined by the number and complexity of reports requiring publication over future years.
8. The Department printed a total of 17 corporate and keystone documents during the financial year. The total of all print runs was 10,550 copies.
9. All documents were also made available online.

**Australian Maritime Safety Authority**

- 1-3: The details of the cross portfolio measure "Public Service efficiencies" on page 108 of the 2013-14 Budget Paper No 2 have not yet been announced. It is therefore not possible to estimate the impact on this agency.
- 4-9: AMSA has adopted a strategy to absorb the efficiency dividend through reductions in travel and delayed recruitment of staff. The reductions in travel relate to reductions in travel and aircraft hire relating to audits of airborne search and rescue service suppliers by adopting a risk based approach for audit of these services. The Single National Regulator will absorb the efficiency dividend through a staged delaying of staff recruitment by attrition to reduce staff costs together with an increased use of technology and video conferences where possible to reduce travel costs.

**Australian Transport Safety Bureau**

1. The details of the cross portfolio measure "Public Service Efficiencies" on page 108 of the 2013-14 Budget Paper No 2 have not yet been announced. It is therefore not possible to estimate the impact on the ATSB.
2. Please refer to the Department of Finance and Deregulation's response to question F10.
3. The details of the cross portfolio measure "Public Service Efficiencies" on page 108 of the 2013-14 Budget Paper No 2 have not yet been announced. It is therefore not possible to estimate the impact on the ATSB.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

4. Yes, there has been a reduction in business flights when compared to last financial year. Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance.
5. (a) The ATSB reviews the use of contractors and consultants on a case by case basis and will only engage a contractor or consultant where it is considered more cost effective than using a permanent employee or where skills are required that are not available to the agency. The ATSB has access to a range of panels in addition to using whole of government arrangements that enable the efficient selection of contractors and consultants at competitive rates.  
(b) Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance and will be dependent on the demand and use of contractors and consultants over the period.
6. (a) The majority of advertising for external recruitment is undertaken online. The ATSB uses print advertising for recruitment in limited circumstances.  
(b) Savings are unable to be quantified.
7. No.  
(a) Preliminary results for the end of the financial year, indicates only a marginal increase in printing costs, approximately \$3,000 (3%)  
(b) No. The ATSB is conscious of the five per cent savings target, however it is unlikely that this will be achieved in 2012-13, as indicated in 7(a). The ATSB's principle means of publishing is online. The major publishing requirement relates to safety education material and ATSB investigation reports for industry. Where printed material is required, for items such as safety awareness material, investigation reports, and a range of corporate documents, the costs have been minimised through the targeted use of appropriate equipment and by limiting print runs.  
(c) Any potential savings in each year over the forward estimates is unable to be quantified due to the responsive nature of investigation work.
8. The ATSB commercially printed a range of corporate, safety awareness, and investigation report documents during the financial year. The total of all print runs was 39,020.
9. All documents were also made available online.

**Airservices Australia**

1 – 9. Not applicable to Airservices Australia.

**Civil Aviation Safety Authority**

1. CASA has no specific savings measures under the auspices of Public Service Efficiencies as defined in Budget Paper No 2, p108-109.
2. Please refer to Department of Finance's response to question F10.
3. Not applicable.
4. Yes, there has been a reduction in business flights. The table below provides details of the number of tickets issued.

	<b>July 2011- June 2012</b>	<b>July 2012 – 31 May 2013</b>	<b>Variance</b>
Number of tickets issued	8722	6116	2606

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

- a. No savings specifically relating to business flights have been identified over the forward estimates.
5. There has been a reduction in the use of external consultants and contracted Services/personnel.
- a. There has been no significant impact on the agency outcomes.
  - b. No savings specifically relating to external consultants and contractors have been identified over the forward estimates.
6. a. Limited advertising in national press is used for aviation specialist recruitment and Senior Management roles. This is because certain national press features focus on aviation specifically and consequently have the ability to reach and attract the maximum number of targeted applicants with one advertisement.
- b. Savings may only arise if CASA ceased its limited advertising in national media which is not intended.
7. Yes
- a. No
  - b. Not applicable
  - c. No savings specifically relating to printing costs have been identified over the forward estimates.
8. & 9 Below is a list of Safety Promotion and Corporate Publications for financial year to date.

<b>Type</b>	<b>Number Printed 01/07/12 – 31/05/13</b>	<b>Printing Cost</b>	<b>Form Available Online (Y/N)</b>
Online Store Booklet	2,000	\$1,276.36	N
PBN Booklet	5,000	\$2,576.36	Y
ADSB Handbook	2,000	\$2,240.00	Y
Flight Planning Kits – included booklet, three cards and notepad	2,000	\$12,580.00	N
Fatigue Booklets	2,000	\$2,381.81	N
Aerial Maps	270	\$12,235.45	N
CASA Stationery	85,000	\$7,742.00	N
Airworthiness Form	1,300	\$48,651.81	N
Licence Wallet	1,300	\$16,942.00	N
Log Book Component	12,700	\$19,690.72	N
Annual Report	1,225	\$11,190	Y
Corporate Plan	1,600	\$2,660	Y
Medical Form	11,000	\$9,930.00	Y
<b>TOTAL</b>		<b>\$150,096.51</b>	

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 05

**Program:** n/a

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

**Topic:** Graduate Recruitment

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

Provide an update on expenditure for 2014 Graduate Recruitment to date.

1. Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

**Answer:**

**Department of Infrastructure and Transport**

1. Graduate Recruitment Expenditure

<b>Item</b>	<b>Cost</b>
Career Fairs	\$6,254
Advertising	\$34,288
Shortlisting	\$18,148
<b>Total</b>	<b>\$58,690</b>

2. Graduate Travel Expenditure

<b>Item</b>	<b>Cost</b>
Flights (Career Fairs and Assessment Centres)	\$4,887
Accommodation (Career Fairs and Assessment Centres)	\$4,116
Meals (Career Fairs and Assessment Centres)	\$1,182
Taxis (Career Fairs and Assessment Centres)	\$2,208
HRG Booking Fees	\$550
<b>Total</b>	<b>\$12,942</b>

**Australian Maritime Safety Authority**

Nil. The Australian Maritime Safety Authority does not run a graduate program.

**Australian Transport Safety Bureau**

Nil. The ATSB does not run a graduate program.

**Airservices Australia**

1. \$5400 (ex GST) has been spent for 2014 Graduate Recruitment to 31 May 2013.
2. No travel has been incurred to 31 May 2013.

**Civil Aviation Safety Authority**

1. The Graduate Program for 2013/2014 has not had any expenditure to date.
2. No. Recruitment (including associated travel expenses) will commence in September 2013 to coincide with the end of the educational year.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 06

**Program:** n/a

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

**Topic:** Advertising

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. The Department's expenditure on advertising for the period 1 July 2012 to 31 May 2013 is **\$61,218** (GST Exc.).
2. Refer to Attachment A.
3. No.
4. No.
5. Yes.
6. No communications programs were undertaken.
7. The Department is not planning any campaign advertising. It will undertake non campaign advertising when required.

**Australian Maritime Safety Authority**

1. For the 2012-13 financial year to 31 May 2013, expenditure by the Australian Maritime Safety Authority (AMSA) on advertising was \$462,412.
2. Refer to Attachment A.
3. No.
4. No.
5. Yes.
6. No additional specific external communications programs were undertaken in 2012-13.
7. AMSA has no specific advertising campaigns planned. Communications programs, including internally produced publications and essential media advertisements, are developed as the need arises to promote community awareness of maritime safety and marine environment protection measures relevant to the Authority's functions as the national agency responsible for maritime safety, protection of the marine environment and maritime and aviation search and rescue.



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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Transport Safety Bureau**

1. \$19,865.68
2. Recruitment advertising through ADCORP
3. No
4. No
5. N/A
6. N/A
7. Nil

**Airservices Australia**

1. For the year to date to 31 May 2013, Airservices has spent \$475,235 on marketing and advertising.
2. The advertising is not campaign related. It was made up of \$186,047 on Avalon Airshow promotion from a variety of vendors, \$34,151 on recruitment advertising from Adcorp Australia and CareerOne Pty Ltd, and the remainder from a variety of vendors providing advertising services.
3. No
4. No
5. Airservices is not an FMA agency.
6. N/A
7. Airservices anticipate advertising will continue for recruitment but no campaigns are currently planned.

**Civil Aviation Safety Authority**

1. \$221,735.
2. Non-campaign advertising. Advertising was undertaken for the purposes of recruitment and the promotion of CASA's safety materials to the aviation industry.  
Businesses that provided the advertising services were:
  - Aircraft Owners and Pilots Association
  - Stampils Pty Ltd
  - Chevron Publishing
  - Yaffa Publishing
  - Aviation Trader
  - ADCORP
  - APS Jobs
3. No
4. No
5. Advertising generally complied with the Department of Finance and Deregulation's "Non Campaign Recruitment Advertising Policy" July 2012, Clause 3.3 Compliance with the Policy states, *Agencies subject to the Commonwealth Authorities and Companies ACT (CAC Bodies) are encouraged to comply.*
6. Other communication activities include production of booklets and flyers and some promotional products at a total cost of \$17,683.
7. CASA anticipates advertising will continue to be used for recruitment and promotion of its safety materials to industry including advertising in the aviation media to advise of changes in compliance requirements as a result of regulatory reform.

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

06 – Attachment A

**Department of Infrastructure and Transport**

<b>Date</b>	<b>Campaign (Y/N)</b>	<b>Business Provider</b>	<b>Cost</b>
6/07/2012	N	Department of Finance and Deregulation	\$4,500
24/07/2012	N	Adcorp Australia	\$8,439
26/07/2012	N	Adcorp Australia	\$594
31/07/2012	N	Adcorp Australia	\$144
02/08/2012	N	Adcorp Australia	\$144
14/08/2012	N	Adcorp Australia	\$668
16/08/2012	N	Adcorp Australia	\$556
05/09/2012	N	Adcorp Australia	\$824
21/09/2012	N	Bearcage Pty Ltd	\$8,293
25/09/2012	N	Adcorp Australia	\$4,281
25/10/2012	N	Hudson Global Resources	\$1,444
05/11/2012	N	Adcorp Australia	\$1,633
25/02/2013	N	Adcorp Australia	\$6,462
28/02/2013	N	Adcorp Australia	\$4,042
03/04/2013	N	Adcorp Australia	\$888
08/04/2013	N	GradConnection Pty Ltd	\$7,350
18/04/2013	N	Adcorp Australia	\$3,722
19/04/2013	N	Adcorp Australia	\$3,180
02/05/2013	N	Adcorp Australia	\$650
09/05/2013	N	Adcorp Australia	\$400
16/05/2013	N	Adcorp Australia	\$3,002
		<b>Grand Total</b>	<b>\$61,218</b>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Maritime Safety Authority**

<b>Advertising Campaign</b>	<b>Type</b>	<b>Cost</b>	<b>Service Provider</b>
Safe Boating and Correct Use of Emergency Beacons	Community Service Announcement	\$66,000	WIN Television
Emergency Beacons	Media Advertising	\$108,185	Various boating/fishing/4WD magazines
National System for Domestic Commercial Vessel Safety – National Stakeholder Consultation	Media Advertising	\$244,065	Adcorp
Recruitment	Advertisements	\$44,162	Blaze Advertising

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 07

**Program:** n/a

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

**Topic:** Hospitality and Entertainment

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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

**Department of Infrastructure and Transport**

1. Refer to Attachment A.
2. Nil
3. Refer to Attachment B.
4. Nil
5. The Department does not have detailed plans for future potential hospitality spending.
6. Nil
7. Nil
8. Nil
9. Department of Infrastructure and Transport seeks to find efficiencies and savings against all elements of its operating expenses.

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

### **ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

#### **Infrastructure and Transport**

##### **Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority's (AMSA) expenditure on hospitality/meeting costs for the 2012-13 financial year to 31 May 2013 was \$43,251. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
2. N/A.
3. AMSA's expenditure on official entertainment for the 2012-13 financial year to 31 May 2013 was \$1,736. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
4. N/A.
5. The budget for hospitality/meeting costs for 2013-14 is \$145,800.
6. N/A.
7. The budget for official entertainment for 2013-14 is \$10,000.
8. N/A.
9. Expenditure on corporate hospitality/meetings and official entertainment is primarily demand driven.

##### **Australian Transport Safety Bureau**

1. Refer to Attachment A.
2. N/A.
3. Refer to Attachment B.
4. N/A.
5. Hospitality expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of hospitality expenditure for ATSB represents less than 0.1 per cent of the overall expenditure budget for the ATSB in 2012-13 and it is anticipated that this trend will continue.
6. N/A.
7. Hospitality expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of entertainment expenditure for ATSB represents less than 0.1 per cent of the overall expenditure budget for the ATSB in 2012-13 and it is anticipated that this trend will continue.
8. N/A.
9. ATSB manages its overall budget, both employee and supplier expenses, through prioritisation and careful management of business activities. The level of hospitality and entertainment expenditure is less than 0.1 per cent of the overall ATSB expenditure budget in 2012-13. Any savings in this area would be of minimal effect.

##### **Airservices Australia**

1. Hospitality spend for the year totaled \$191,000 and related predominately to events such as the International Day of the Air Traffic Controller, staff functions with external clients, workshops and conferences, graduation ceremonies, Christmas functions, industry events and staff functions.
2. N/A
3. The total spend on entertainment was \$336,000. This included \$191,000 on hospitality.
4. N/A
5. \$10,000 was planned to be spent in the month of June 2013 on both internal and external staff functions.
6. N/A
7. The entertainment spend for June 2013 was expected to be in line with previous monthly spends. On average this spend totaled \$12,000 per month.
8. N/A
9. General costs are managed at or below CPI increases.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Civil Aviation Safety Authority**

1. CASA has spent \$36,080 on hospitality for the financial year to 31 May 2013. This expenditure includes venue and catering for aviation safety seminars, venue hire and catering for consultative forums, hosting of other meetings with the aviation industry and for meetings with international visitors.
2. N/A
3. CASA has spent \$32,694 on entertainment for the financial year to 31 May 2013 of which the largest component relates to an annual contribution to staff social clubs of \$19,075, the remainder being for staff orientations and team building events.
4. N/A
5. Hospitality spend for June 2013 was \$1,891, for a dinner with foreign delegates as well as lunches and events with industry and staff.
6. N/A
7. Entertainment spend for June 2013 was \$14, for team building catering.
8. N/A
9. CASA does not have any initiatives in place that particularly address a reduction of spend on these items, however there has been a reduction of at least \$11,000 between the two financial years.

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**07 – ATTACHMENT A**

**Department of Infrastructure and Transport**

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
02/07/2012	Sydney	Official hospitality lunch with Treasury officials to discuss Infrastructure Finance Working Group.	\$161.80
02/07/2012	Canberra	Official hospitality lunch on the review of the National Pre-qualification System.	\$123.64
12/07/2012	Canberra	Official hospitality lunch for Civil Aviation Authority of Vietnam (CAAV) Delegates.	\$1,431.82
20/07/2012	Jakarta	Official hospitality lunch meeting for security agency stakeholders in Indonesia.	\$29.73
23/07/2012	Canberra	Deposit for an official hospitality dinner for Airport Environment Officers (AEO) and Airports Building Controllers (ABC) annual conference.	\$90.91
24/07/2012	N/A	Official hospitality gift for a Transport Security Administration (TSA) representative as a gesture of support.	\$115.45
25/07/2012	Port Hedland	Official hospitality dinner with WA Government.	\$1,363.64
27/07/2012	Karratha	Official Hospitality hosted by Infrastructure Australia.	\$3,167.27
27/07/2012	Canberra	Business lunch meeting with Mobility & Transport, European Commission and Delegation.	\$775.45
31/07/2012	Montreal	International Civil Aviation Organisation official hospitality.	\$33.21
31/07/2012	Sydney	Official Hospitality for the Quad High Level Group meeting to discuss transport security issues.	\$4,982.77
03/08/2012	Sydney	Official Hospitality hosted by Infrastructure Australia.	\$2,272.73
15/08/2012	Fremantle	Business lunch to build relationship with the Fremantle Port Authority.	\$81.73
17/08/2012	Jakarta	Official hospitality gifts to strengthen relationship with Indonesian transport security community.	\$321.00
28/08/2012	Perth	Official hospitality lunch to build relationship with Perth airport.	\$248.45
31/08/2012	Montreal	International Civil Aviation Organisation official hospitality.	\$441.32
05/09/2012	Manila	Official hospitality for Air Services lunch during Manila visit.	\$635.49
07/09/2012	Sydney	Infrastructure Australia official hospitality lunch with Managing Director of Caravel Group.	\$88.95
07/09/2012	Sydney	Official hospitality for Managing Directors of Port of Townsville.	\$213.18
10/09/2012	Canberra	Official hospitality dinner for the Security Screening Forum.	\$781.14
10/09/2012	N/A	Official hospitality gifts for the Minister's Indonesia trip.	\$793.64
11/09/2012	Jakarta	Official hospitality during visit to Jakarta with Indonesian Officials.	\$564.40
26/09/2012	N/A	Official hospitality gifts presented to international speakers at ATISN Resilience Forum.	\$89.09
26/09/2012	N/A	Official hospitality gifts presented to international speakers at ATISN Resilience Forum.	\$83.62
28/09/2012	Canberra	Official hospitality lunch with Papua New Guinea Government Transport officials.	\$126.36

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

28/09/2012	Sydney	Official hospitality lunch to discuss Infrastructure Partnerships Australia (IPA).	\$131.09
30/09/2012	Montreal	International Civil Aviation Organisation official hospitality.	\$245.69
04/10/2012	Canberra	Official hospitality lunch for delegations - Australia-PNG air services talks.	\$1,148.18
05/10/2012	Canberra	Official hospitality dinner for Transport & Infrastructure Senior Officials' Committee.	\$3,753.82
05/10/2012	Abu Dhabi	Official hospitality for international relations.	\$1,193.09
05/10/2012	Abu Dhabi	Official hospitality for international relations.	\$1,197.72
25/10/2012	Sydney	Official hospitality lunch with Ports Australia.	\$200.00
31/10/2012	Montreal	International Civil Aviation Organisation official hospitality.	\$198.71
02/11/2012	Ho Chi Minh City	Official hospitality lunch for Air Services negotiations.	\$206.37
02/11/2012	Ho Chi Minh City	Official hospitality lunch for Air Services negotiations.	\$201.32
02/11/2012	Canberra	Official hospitality lunch with Professor Docherty from University of Glasgow.	\$85.45
29/11/2012	Sydney	Official hospitality dinner for Infrastructure Australia Council.	\$1,573.18
30/11/2012	Montreal	International Civil Aviation Organisation Australia Day reception.	\$10,214.43
03/12/2012	Sydney	Official hospitality dinner to discuss the work program of the Transport Sector Group.	\$190.09
04/12/2012	Canberra	Official hospitality lunch to host Air Services negotiations with Thailand.	\$854.54
12/12/2012	Canberra	Official hospitality lunch meeting with rail delegation from the Italian construction industry.	\$2,000.00
07/01/2013	Canberra	Official hospitality lunch for International Air Services Commission.	\$213.64
15/01/2013	Singapore	Official hospitality dinner to discuss the work program of the Transport Sector Group.	\$390.40
18/01/2013	Sydney	Official hospitality hosted by Infrastructure Australia.	\$429.00
18/01/2013	Jakarta	Official hospitality to strengthen relationship with Indonesian transport security community.	\$1,472.40
31/01/2013	Montreal	International Civil Aviation Organisation official hospitality.	\$4,847.17
13/02/2013	Papua New Guinea	Official hospitality with Australian High Commission staff in Papua New Guinea.	\$819.52
13/02/2013	Papua New Guinea	Official hospitality dinner for PNG Treaty Councillors.	\$397.06
22/02/2013	Sydney	Official hospitality lunch with Korean Delegation undertaking an Aviation Security Review.	\$118.64
26/02/2013	Bangkok	Official hospitality dinner with Thai officials from the Department of Civil Aviation.	\$495.49
28/02/2013	Montreal	International Civil Aviation Organisation official hospitality.	\$213.01
01/03/2013	Sydney	Official hospitality lunch to discuss project assessments for 2012-13.	\$290.45



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

07/03/2013	Canberra	Official hospitality during air services negotiations with Republic of Korea.	\$777.27
08/03/2013	Washington	Official hospitality for international relations.	\$1,215.71
11/03/2013	Brisbane	Official hospitality dinner for engagement of Infrastructure Australia Council members.	\$1,315.18
19/03/2013	Thursday Island	Official hospitality dinner with representatives from the Queensland Police Service.	\$528.73
22/03/2013	Abu Dhabi	Official hospitality for international relations.	\$1,873.76
27/03/2013	Sydney	Official hospitality lunch with Bankstown City Council.	\$200.00
28/03/2013	Montreal	International Civil Aviation Organisation official hospitality.	\$1,788.64
28/03/2013	Canberra	Official hospitality lunch with Indonesian delegation to sign the new Air Services Agreement.	\$2,236.69
02/04/2013	Bangkok	Official hospitality relating to Australia Day 2013.	\$992.97
05/04/2013	Medan, Indonesia	Official hospitality gifts as part of the Indonesia Transport Safety Assistance Package.	\$101.82
15/04/2013	Sydney	Official hospitality lunch with members of the Australian Academy of Technological Sciences and Engineering.	\$1,713.95
15/04/2013	Sydney	Official hospitality dinner during New Zealand/Australia bilateral meeting.	\$1,125.00
18/04/2013	Perth	Official hospitality dinner as part of the Indonesian Benchmarking visit.	\$760.05
18/04/2013	Canberra	Official hospitality lunch with Indonesian delegation.	\$609.00
18/04/2013	Sydney	Official hospitality lunch with NSW Transport.	\$60.00
30/04/2013	Canberra	Official hospitality during air services negotiations with the Philippines.	\$1,045.00
30/04/2013	Montreal	International Civil Aviation Organisation official hospitality.	\$1,072.03
02/05/2013	Canberra	Official hospitality gifts as part of air services negotiations with the Philippines.	\$403.64
02/05/2013	Melbourne	Official hospitality dinner to farewell the Secretary of the Department of Transport Victoria.	\$145.46
03/05/2013	Melbourne	Official hospitality dinner to hold discussions on Tasmanian Infrastructure.	\$363.64
07/05/2013	Canberra	Official hospitality gifts to the Indonesian delegation as part of air services negotiations with the Philippines.	\$227.45
16/05/2013	Canberra	Official hospitality dinner as part of the Standing Council on Transport and Infrastructure (SCOTI) meeting.	\$9,467.27
17/05/2013	Perth	Deposit for Infrastructure Australia Council dinner.	\$454.54
23/05/2013	Quan Ninh, Vietnam	Official hospitality dinner as part of the Quality Assurance Framework for Transport Security Project.	\$683.34
23/05/2013	Townsville	Official hospitality dinner to hold discussions on Townsville Port.	\$300.00
24/05/2013	Townsville	Official hospitality dinner to hold discussions on Townsville Port.	\$564.09
31/05/2013	Montreal	International Civil Aviation Organisation official hospitality.	\$1,203.41
<b>Total</b>			<b>\$83,325.89</b>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Transport Safety Bureau**

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
18/7/2012	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	Function dinner and beverages for Human Factors Course Delegates	\$2,307.27
29/11/2012	University House - ANU	Function dinner and beverages for Human Factors Course	\$1,587.30
30/11/2012	ATSB on premises	Gift Voucher for Digital photography course presenter in lieu of payment	\$454.55
20/12/2012	ATSB on premises	Farewell gifts purchased for Indonesian Trainees as part of Indonesian Transport Assistance Package (ITSAP)	\$114.55
23/1/2013	SAMMY's Kitchen , Bunda Street , Canberra Centre	Myanmar visitors, Singapore Air Accident Investigation Bureau (AAIB) representatives, Dutch Safety Board Representatives	\$203.18
28/2/2013	Morks Restaurant, Florey Shops, Canberra	Dinner with 5 representatives from Rolls-Royce	\$210.09
10/04/2013	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	Function dinner and beverages for Human Factors Course	\$2,672.73
<b>Total</b>			<b>\$7,549.67</b>

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**07 – ATTACHMENT B**

**Department of Infrastructure and Transport**

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
25/07/2012	Sydney	Infrastructure Australia lunch meeting on road reform.	\$181.82
28/08/2012	Canberra	Transport Security Operations directors meeting dinner.	\$313.18
04/09/2012	Sydney	Infrastructure Australia staff reward and farewell.	\$530.91
07/09/2012	Sydney	Infrastructure Australia lunch meeting.	\$181.82
29/10/2012	Canberra	Financial statements sign-off celebration.	\$88.53
21/11/2012	Canberra	Aviation Industry Policy function.	\$1,032.73
21/11/2012	Brisbane	Farewell and appreciation dinner in recognition of achievements.	\$347.00
26/11/2012	Canberra	Replenishment of Hospitality Cabinet.	\$314.69
14/12/2012	Sydney	Replenishment of Hospitality Cabinet.	\$230.78
14/12/2012	Canberra	Replenishment of Hospitality Cabinet.	\$698.24
18/12/2012	Canberra	Sydney Aviation Capacity function.	\$273.00
20/12/2012	Canberra	Airports function.	\$545.45
21/12/2012	Canberra	Airports function.	\$650.00
15/01/2013	Canberra	Rewards & recognition lunch.	\$375.45
30/01/2013	Sydney	Infrastructure Australia lunch meeting.	\$181.82
04/03/2013	Sydney	Infrastructure Australia function.	\$261.18
20/03/2013	Canberra	Transport Security Committee dinner.	\$224.36
18/04/2013	Sydney	Infrastructure Australia function	\$100.45
03/05/2013	Canberra	Gift in recognition of an employee's contribution to the Department over the past 10 years.	\$90.91
03/05/2013	Sydney	Lunch meeting with the Minister.	\$136.36
24/05/2013	Sydney	Farewell Gift	\$121.82
<b>Total</b>			<b>\$6,880.50</b>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Transport Safety Bureau**

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
18/7/2012	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	6 Attendees from ATSB to attend the Function dinner and beverages for Human Factors Course	\$512.73
29/11/2012	University House - ANU	9 Attendees from ATSB to attend the Function dinner and beverages for Human Factors Course	\$751.88
20/12/2012	ELMARS in Henley Brook , Perth	End of Year (Christmas) lunch – ATSB Perth Office - 9 ATSB staff (Including one part time ATSB Commissioner)	\$494.64
23/1/2013	SAMMY's Kitchen , Bunda Street , Canberra Centre	11 ATSB Staff and their associates joined the Myanmar visitors, Singapore AAIB representatives, Dutch Safety Board Representatives for Dinner	\$319.28
28/2/2013	Morks Restaurant, Florey Shops, Canberra	11 ATSB Staff & associates joined the representatives from Rolls-Royce for Dinner.	\$462.19
10/04/2013	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	5 Attendees from ATSB to attend the Function dinner and beverages for Human Factors Course	\$472.45
<b>Total</b>			<b>\$3,013.17</b>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 08

**Program:** n/a

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

**Topic:** Meeting Costs

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

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

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) does not record data in a way that would readily answer the question and it would be an unreasonable diversion of agency resources to do so. Expenditure on catering for meetings is included in answer to question number 07.
2. N/A
3. It is not possible to provide the details sought about planned expenditure on meetings as this type of expenditure is incurred on an ad hoc, case by case, basis and is demand driven.
4. N/A

**Australian Transport Safety Bureau**

1. The ATSB does not record meeting cost data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. N/A
3. ATSB is unable to provide a detailed response to this question, following on from the answer in (1) above.
4. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Airservices Australia**

1. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. N/A
3. There are no major meetings / events planned for June 2013. There are however a small number of scheduled trips planned which relate to internal and external meetings for June 2013.
4. N/A

**Civil Aviation Safety Authority**

1. CASA has spent \$35,089 on meetings and safety seminars for the financial year to 31 May 2013. Meetings were with the aviation industry and international visitors, and costs included venue, audio-visual hire and catering.
2. N/A
3. CASA spent \$8,809 on meetings and safety seminars in June 2013. Costs include venue and equipment hire as well as catering.
4. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.: 09**

**Program:** n/a

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

**Topic:** Program Launch Costs

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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.

**Answer:**

**Department of Infrastructure and Transport**

1. Nil.
2. Nil.
3. The Department is not planning on any program launches.
4. There are no plans for any program launches by the Minister or Parliamentary Secretary.

**Australian Maritime Safety Authority**

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

**Australian Transport Safety Bureau**

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

**Airservices Australia**

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

**Civil Aviation Safety Authority**

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

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 10

**Program:** n/a

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

**Topic:** Board Appointments

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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

**Answer:**

1. As at 31 May 2013

<b>Board title</b>	<b>Members</b>	<b>Term</b>	<b>Tenure</b>
Airservices Australia	Air Chief Marshal Angus Houston, AC, AFC (Ret'd)	3 years Chair	03/06/2012 – 02/06/2015
	Dr Warren Mundy	3 years Deputy Chair	03/06/2011 – 02/06/2014
	Ms Judith Munro	3 years Member	03/06/2010 – 02/06/2013
	Ms Samantha Betzien	3 years Member	04/06/2012 – 03/06/2015
	Ms Annette Kimmitt	3 years Member	06/06/2012 – 05/06/2015
	Mr Paul Lucas	3 years Member	04/06/2012 – 03/06/2015
	Mr Anthony Mathews	3 years Member	04/06/2012 – 03/06/2015
	Mr David Burden	2 years Member	01/06/2012 – 31/05/2014
	Ms Margaret Staib	CEO Ex Officio Member	11/09/2012 – ongoing
Australian Maritime Safety Authority	Mr Leo Zussino	3 years Chair	22/11/2011 – 21/11/2014
	Mr Ross Brewer	3 years Deputy Chair	01/03/2011 – 28/02/2014
	Dr Sarah Derrington	3 years Member	08/05/2012 – 07/05/2015
	Dr Russell Reichelt	3 years Member	09/08/2010 – 09/08/2013
	Captain Frederick Ross	3 years Member	22/11/2011 – 21/11/2014
	Ms Jennifer Clark	3 years Member	08/05/2012 – 07/05/2015
	Mr Graham Peachey	CEO Ex Officio Member	04/05/2010 – 03/05/2015



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

	Mr Andrew Wilson	Departmental representative Ex Officio Member	03/08/2009 – ongoing
Australian Rail Track Corporation	Mr John Caldon	2 years Chair	21/01/2013 – 20/01/2015
	Mr Lucio di Bartolomeo	3 years Director	30/06/2010 – 29/06/2013
	Ms Gillian Brown	3 years Director	30/06/2010 – 29/06/2013
	Ms Lynelle Briggs	3 years Director	10/11/2011 – 09/11/2014
	Ms Pamela Catty	3 years Director	18/03/2013 – 17/03/2016
	Mr Barry Cotter	3 years Director	18/03/2013 – 17/03/2016
	Mr John Fullerton	5 years CEO - Ex Officio Member	01/02/2011 – 31/01/2016
	Vacant	Member	
Australian Transport Safety Bureau	Mr Martin Dolan	5 years Chief Commissioner	01/07/2009 – 30/06/2014
	Mr Noel Hart	3 years Commissioner	01/07/2012 – 30/06/2015
	Ms Carolyn Walsh	3 years Commissioner	08/03/2013 – 07/03/2016
Civil Aviation Safety Authority	Dr Allan Hawke AC	3 years Chair	01/07/2012 – 30/06/2015
	Mr David Gray	2 years Deputy Chair	01/07/2012 – 30/06/2014
	Mr Trevor Danos	3 years Member	01/07/2012 – 30/06/2015
	Ms Helen Gillies	2 years Member	01/07/2012 – 30/06/2014
	Mr John McCormick	5 years CEO - Ex Officio Member	01/03/2009 – 28/02/2014
Infrastructure Australia	Sir Rod Eddington	3 years Chair	03/05/2011 – 08/04/2014
	Dr Ian Watt AO	3 years Member	31/10/2011 – 30/10/2014
	Dr Martin Parkinson PSM	3 years Member	03/05/2011 – 02/05/2014
	Mr Jim Hallion	3 years Member	21/05/2011 – 20/05/2014
	Mr Anthony Kannis	3 years Member	21/05/2011 – 20/05/2014
	Dr Kerry Schott	3 years Member	21/05/2011 – 20/05/2014
	The Hon Mark Birrell	3 years Member	21/05/2011 – 20/05/2014
	Professor Peter Newman	3 years Member	21/05/2011 – 20/05/2014
	Mr Phil Hennessy	3 years Member	21/05/2011 – 20/05/2014
	Cr Nicole Lockwood	3 years	21/05/2011 –

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

		Member	20/05/2014
	Ms Elana Rubin	3 years Member	21/05/2011 – 20/05/2014
	Vacant	Member	
International Air Services Commission	Dr Jill Walker	3 years Chairperson	09/02/2011 – 08/02/2014
	Mr Stephen Bartos	3 years Member	01/07/2010 – 30/06/2013
	Dr Ian Douglas	3 years Member	08/11/2012 – 07/11/2015
National Transport Commission	Mr Greg Martin PSM	2 years Chair/Commissioner	28/06/2011 – 30/06/2013
	Professor Ian Johnston AM	2 years Deputy Chair/Commissioner	28/06/2011 – 30/06/2013
	Ms Julie-Anne Schafer	2 years Commissioner	28/06/2011 – 30/06/2013
	Mr Bill Noonan OAM	2 years Commissioner	28/06/2011 – 30/06/2013
	Professor Frank Muller	2 years Commissioner	28/06/2011 – 30/06/2013
	Mr George Konstandakos	Acting CEO Ex Officio Commissioner	08/02/2013 – 05/07/2013

2. As at 31 May 2013

<b>Board</b>	<b>Members</b>	<b>Gender Ratio</b>
Airservices Australia	9	M = 5 (55.5%) F = 4 (44.5%)
Australian Maritime Safety Authority	8	M = 6 (75%) F = 2 (25%)
Australian Rail Track Corporation	8	M = 4 (50%) F = 3 (37.5%) 1 Vacant (12.5%)
Australian Transport Safety Bureau	3	M = 2 (66.5%) F = 1 (33.5%)
Civil Aviation Safety Authority	5	M = 4 (80%) F = 1 (20%)
Infrastructure Australia	12	M = 8 (66.5%) F = 3 (25%) 1 Vacant (8.5%)
International Air Services Commission	3	M = 2 (66.5%) F = 1 (33.5%)
National Transport Commission	6	M = 5 (83.5%) F = 1 (16.5%)
<b>Across the portfolio boards</b>	<b>54</b>	<b>M = 36 (66.7%)</b> <b>F = 16 (29.6%)</b> <b>2 Vacant (3.7%)</b>

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

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 11

**Program:** n/a

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

**Topic:** Freedom of Information

**Proof Hansard Page/s:** Written

**Senator HEFFERNAN asked:**

1. Has the department/agency received any 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?
  - a. How many requests have been denied and how many have been granted?
  - b. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why?
4. Do any of these requests remain outstanding? If so, how many and why?

**Answer:**

**Department of Infrastructure and Transport**

1. Advice is received from the Australian Information Commissioner
2. \$173,712
3. For 2012-13 (as at 31 May 2013) the Department has received 57 FOI requests
  - (a) 10 denied, 24 granted (2 transferred, 15 withdrawn and 6 ongoing)
  - (b) Yes, 2 requests were one day late due to an error in calculating the due date
4. No

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) has not received any advice from external legal service providers on FOI matters this financial year.
2. AMSA's costs to process FOI requests for this financial year to date are \$56,438. This does not take into account costs recovered through charges levied on applicants.
3. AMSA had received 31 FOI requests this financial year as at 31 May 2013.
  - a. Four (4) requests were denied, two (2) had no documents and twenty-three (23) were granted (some with partial redactions).
  - b. All FOI requests were completed within processing times outlined in the FOI Act.
4. No requests received before 31 May 2013 remain outstanding.

**Australian Transport Safety Bureau**

1. Yes.
2. \$76,518.00
3. 19
  - a. 5 denied in full. 6 denied in part. 2 granted in full;
  - b. Yes. 1. The scope of the application changed while the request was being processed.
4. Three. The requests are not due and are within the processing times allowed under the FOI Act.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Airservices Australia**

1. Airservices has not taken any external counsel in responding to FOI requests however regularly uses advice from the Office of the Australian Information Commissioner's website and information to stay up to date on key requirements.
2. \$6,550 to 31 May 2013 (not including salaries or cost of employees that have worked on FOIs)
3. 33
  - a. Granted in full – 11, Granted in part – 14, Withdrawn by applicant – 3, Denied/Refused – 5 (refused on the basis that document cannot be found or does not exist)
  - b. 2 – Delays in searching and obtaining the documents requested.
  - c. Nil outstanding as at 31 May 2013.

**Civil Aviation Safety Authority**

1. Regular emails are received from the Office of the Australian Information Commissioner and the Attorney-General's Department.
2. \$130,611.65 (Direct and indirect salary costs for one FOI Officer).
3. 98 requests.
  - a. Of the finalised requests to date:
    - 18 have been released in full
    - 34 have been released in part
    - 14 have been refused (this includes requests where no documents could be located)
    - 11 requests were withdrawn by the applicant or deemed withdrawn.
  - b. No.
4. Yes – 21 requests remaining outstanding as at 31 May 2013 as they are yet to be finalised. This is due to various reasons. For example, a request may be in the process of consultation with third parties, or documents are being located or are under review.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 12

**Program:** n/a

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

**Topic:** Community Cabinet Meetings

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. Provide an update of 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?
3. What was the total cost of this travel?
4. List travel type, accommodate and any other expenses.
5. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
6. 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. The Minister has attended four Community Cabinet meetings this financial year as at 31 May 2013.

<b>Date Held</b>	<b>Location</b>
22 May 2013	Blaxland, NSW
20 February 2013	Boothby, SA
5 October 2012	Bass, TAS
10 July 2012	Ipswich, QLD

2. Three Departmental Officers travelled with the Minister for the Community Cabinet meetings this financial year as at 31 May 2013.
3. See Attachment A.
4. See Attachment A.
5. See Attachment A.
6. Total Department costs are at Attachment A. Ministerial travel costs are the responsibility of the Department of Finance and Deregulation.

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

12 - Attachment A

<b>Community Cabinet Meeting Date</b>	<b>Location</b>	<b>Accompanying Departmental staff</b>	<b>Airfares</b>	<b>Booking Fee</b>	<b>Accommodation</b>	<b>Meals</b>	<b>Taxi Fares</b>	<b>Car Hire</b>	<b>Car Parking</b>	<b>Other</b>	<b>TOTAL (GST Exc.)</b>
20 February 2013	Boothby, SA	Executive Director Surface Transport Policy	\$1,642	\$40	\$150	\$77	\$176	N/A	\$37	\$3	<b>\$2,125</b>
5 October 2012	Bass, TAS	General Manager Road Safety and Programs	\$955	\$40	\$360	\$7	\$61	N/A	N/A	N/A	<b>\$1,423</b>
10 July 2012	Ipswich, QLD	General Manager North West Roads (QLD, WA, SA, NT)	\$1,423	\$30	\$240	\$64	N/A	\$96	\$45	N/A	<b>\$1,898</b>
<b>TOTAL COSTS</b>											<b>\$5,446</b>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 13

**Program:** n/a

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

**Topic:** Reviews

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

For this financial year to date:

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

**Department of Infrastructure and Transport**

**Aircraft Noise Management**

1. One.
2. The review of the need for a curfew at Brisbane Airport is currently underway.
3. Nil.
4. The timing of the government response to the review has not yet been determined.
5. N/A.
6. The review is being undertaken using existing Departmental resources. Staff costs for the work undertaken to date are estimated at \$32,000.
7. Nil.
8. Refer to Q2.

**Study of Wilton and RAAF Base Richmond for Civil Aviation Operations**

1. One.
2. *A study of Wilton and RAAF Base Richmond for civil aviation operations* has concluded. The further investigations being undertaken into the geotechnical analysis of the Wilton site is expected to be concluded in the coming months.
3. *A study of Wilton and RAAF Base Richmond for civil aviation operations* and associated technical studies.
4. The Government responded to and publicly released the report and technical studies on 10 May 2013.
5. See answer 4.
6. The cost of the taskforce for the above mentioned review for the period 1 July 2012 to 31 May 2013 was approximately \$2.016m.
7. Nil.
8. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Integration of Australian Maritime College with the University of Tasmania**

1. One.
2. The review of the Integration of the Australian Maritime College with the University of Tasmania (the AMC review) has concluded.
3. This review was provided to Government on 20 December 2012 and tabled 12 March 2013.
4. The Prime Minister made an announcement on 1 May 2013.
5. N/A
6. The review cost was \$105,053.
7. None.
8. N/A

**Australian Maritime Safety Authority**

1. Nil.
2. There were no Government commissioned reviews undertaken by the Australian Maritime Safety Authority in the 2012-13 financial year.
3. N/A
4. N/A
5. N/A
6. N/A
7. No reviews by the Australian Maritime Safety Authority are planned.
8. N/A

**Australian Transport Safety Bureau**

1. Nil
- 2-8. N/A

**Airservices Australia**

1. Nil
- 2-8. N/A

**Civil Aviation Safety Authority**

1. Nil
- 2-8. N/A



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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 14

**Program:** n/a

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

**Topic:** Consultancies

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. How many consultancies have been undertaken this financial year to date?
  - a. Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
  - b. How many consultancies are planned for this calendar year?
  - c. Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not?
  - d. 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:**

**Department of Infrastructure and Transport**

1.
  - a. A list of Consultancies for the financial year to date valued at \$10,000 or more can be found on The Australian Government Tender System website.
  - b. Planned consultancies for the 2013 calendar year are covered in the Department's Annual Procurement Plan list which can be found on The Australian Government Tender System website.
  - c. Yes.
  - d. This information can be found in the Department's Annual Procurement Plan list which can be found on The Australian Government Tender System website.

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) uses specialist maritime, legal and commercial advisors where that capability does not exist internally.
  - a. Total value of expenditure by AMSA on consultancies for the 2012-13 financial year to 31 May 2013 is \$5,693,581. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
  - b. Planned consultancies, that meet the reporting criteria, are outlined in AMSA's Annual Procurement Plan (APP) list which can be found on the Australian Government Tender System website.
  - c. Refer to part b.
  - d. Refer to part b.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Transport Safety Bureau**

1.
  - a. Details are available on AusTender.
  - b. A list of Consultancies for the financial year to date valued at \$10,000 or more can be found on The Australian Government Tender System (AusTender) website. Planned consultancies for the 2013 calendar year are covered in the Department's Annual Procurement Plan (APP) list which can be found on The Australian Government Tender System website.
  - c. Yes
  - d. Please refer to AusTender.

**Airservices Australia**

1. Airservices undertook consultancies totalling \$7,800,273 in the financial year to 31 May 2013.
2.
  - a. Consultancies were undertaken in a number of broad areas as follows:

<b>Category of Consultancy</b>	<b>Total expenditure</b>
Safety Management Systems	\$205,150
Engineering and Projects	\$2,243,374
Air Traffic Control	\$1,244,393
Environmental services	\$1,492,325
Aviation Rescue and Fire-Fighting	\$12,100
Information Technology	\$1,412,235
Training and Human Resources	\$972,990
Compliance and Governance	\$217,706

- b. There is no fixed number of consultancies planned in the calendar year ahead, they are used on an as required basis.
    - c. Airservices does not publish an APP as it is a non-prescribed *Commonwealth Authorities and Companies Act 1997* agency.
    - d. See answer to 1 (b).

**Civil Aviation Safety Authority**

1. a.

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>	<b>Start Date</b>	<b>End Date</b>	<b>Method</b>
Leadership Matters Pty Ltd	Demand Forecast activities to support CASA's long term funding strategy	\$58,554.92	18/02/13	17/04/13	LT*
Avlaw Pty Ltd	Aeronautical study of Fortescue Dave Forrest Aerodrome, WA	\$61,915.00	18/02/13	30/06/13	PT
Avlaw Pty Ltd	Aeronautical study of	\$62,913.00	18/02/13	31/05/13	PT

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

	Ballina/Byron Gateway				
Great Forest Australia	Environmental Management Performance Reporting and Review	\$21,615.00	22/05/13	30/06/14	OS
Data Analysis Australia Pty Ltd	Review of current trend analysis practices within CASA	\$40,150.00	27/05/13	27/08/13	PT
CBRE (GCS) Pty Ltd	Corporate Real Estate Services including Tennant Advocacy – Perth, Brisbane and Melbourne	\$22,000.00	20/06/13	20/12/13	LT

\* LT = Limited Tender, PT = Prequalified Tender, OS = Open Tender

- b. CASA has budgeted an amount for consultancies for the 2013/14 financial year but the actual consultants to be engaged will only be determined as specific needs are identified.
- c. No, CASA does not publish an APP on AusTender as it is a non-prescribed Commonwealth Authorities and Companies Act Agency.
- d. See 1. b. above.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.: 15**

**Program:** n/a

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

**Topic:** Media Monitoring

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. \$6,399
  - a. iSentia (Media Monitors)
  - b. \$4,800
  - c. \$6,399
2. \$441,466
  - a. iSentia (Media Monitors)
  - b. \$480,000
  - c. \$441,466

**Australian Maritime Safety Authority**

1. N/A.
2. \$84,380.
  - a. Media Monitors (iSentia) and CCH Parliamentary Alerts.
  - b. \$85,265.
  - c. \$84,380.

**Australian Transport Safety Bureau**

1. N/A.
2. Nil. Media Monitoring services to the ATSB are provided by the Department of Infrastructure and Transport.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Airservices Australia**

1. n/a
2. \$40,482
  - a. iSentia
  - b. \$ 45,000
  - c. see answer to question 2. above.

**Civil Aviation Safety Authority**

1. N/A
2. \$61,737
  - a. iSentia and AAP.
  - b. \$109,052
  - c. See answer to question 2, above.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 16

**Program:** n/a

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

**Topic:** Social Media

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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 issued.
2. Does the department/agency monitor usage of social media? If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks).
  - a. Has there been a change to the department/agency protocols due to staff usage? If no, why not?
  - b. 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:**

**Department of Infrastructure and Transport**

1. No.
2. No.
3. No.

**Australian Maritime Safety Authority**

1. No.
2. AMSA logs internet access including websites visited. However, AMSA does not specifically monitor employee usage of social media sites.
  - a. No. The agency does not specifically monitor staff usage on social media sites.
  - b. Yes. AMSA has drafted a Social Media Policy which, when finalised, will allow for the agency to actively monitor employee use of social media.
3. As the agency does not currently actively monitor staff usage and activity on social media sites during work hours, it is difficult to make a definitive statement about the direct impacts social media may be having over staff productivity.

**Australian Transport Safety Bureau**

1. Yes. The ATSB released its Acceptable Use of Social Media Policy in July 2012. Refer to [Attachment A](#).
2. Yes. We monitor access to Facebook during working hours by web filtering basis. This is supplemented by managerial supervision. Reasonable personal use of ATSB ICT for social media is permitted, where it does not interfere with ATSB business or the performance of an individual's work responsibilities. Significant personal use of ATSB internet services is not permitted.
  - a. Monitoring strategies are modified in response to change trends.
  - b. Yes.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

3. Yes. Use of social media to provide transport safety improves productivity. The ATSB interfaces with the public using an official ATSB twitter account and also allows its staff limited access to non-business social media content to conduct personal business within social media while at work using ATSB resources.

**Airservices Australia**

1. No.
2. Airservices applies content filtering to only allow access to approved internet sites. At present access to social media sites is limited to public affairs staff only.
3. No.

**Civil Aviation Safety Authority**

1.

Title	Description	Release Date
Social Media Networking Policy	This policy sets out CASA's position on how CASA staff can engage with social media in official, unofficial and professional capacities.	Dec 2012
Media Policy	This media policy requires that all media contact be coordinated by the Corporate Communications Section.	Sept 2012
Social Media Acceptable Use Guidelines	These guidelines address how CASA staff are to use all social media avenues (including Facebook, MySpace, Twitter and Blogs); when i) at work; ii) using CASA ICT resources; iii) referencing CASA; and/or iv) referencing CASA officers.	April 2013
CASA Social Media Policy video	A video for staff to develop awareness of the social media policy within CASA.	April 2013
Guidelines for CASA's use of video sharing websites	Provides guidance to staff on how CASA is using video sharing and how the Corporate Communications section monitors sharing.	April 2013

2. CASA monitors usage of social media. A content filtering technology is deployed as a component of the Internet Gateway service and is configured to conform to current CASA policy. CASA monitors the usage of the Internet Gateway service traffic and keeps access logs but is unable to easily differentiate social media usage to other usage.
  - a. In November 2012 CASA reduced the number of allowable social media sites which were deemed not work related.
  - b. CASA will continue to monitor usage of social media.
3. Social media is an endorsed method of communication used by CASA to liaise with the aviation industry. The CASA social media policy framework ensures that use that is not work related is identified and minimised.



**Australian Government**

**Australian Transport Safety Bureau**

# **ATSB**

# **Acceptable Use of Social Media**

# **Policy**

Provides information and  
guidance for the use of Social  
Media in the workplace

**Version: 1.00**  
**Issued: 13/07/2012**

*This document is uncontrolled if printed, please verify that it is the latest copy, see online version*



---

## Version history

---

<b>Version</b>	<b>Date of issue</b>	<b>Description of change</b>	<b>Page no.</b>
0.1	Aug 2011	CFITZ - First release for review.	
0.2	Aug 2011	ASANT – Additional info for consistency with other relevant policies.	
0.3	March 2012	Colin McNamara – Incorporate training notes	
1.00	July2012	Chris Fitz – Final Release	

---

---

---

---

---

---

Email and Internet Services

ATSB Code of Conduct for the use of  
Internet Acceptable Use Policy Worksheet.

- 
- 
- 
- 
- 
- 
- 
-

---

- 

- 

- 

- 

- 

- 

-

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 17

**Program:** n/a

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

**Topic:** Internet

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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?
  - a. Did it impact the Minister's office?

**Answer:**

**Department of Infrastructure and Transport**

1. No.
  - a. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 18

**Program:** n/a

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

**Topic:** Staff Amenities

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.

**Answer:**

**Department of Infrastructure and Transport**

All amenities are located at department office locations and are a part of property costs. These include kitchen facilities, lockers, carer's room, change rooms with showers, quiet rooms and a social functions room.

**Australian Maritime Safety Authority**

The amenities provided for use by staff of the Australian Maritime Safety Authority (AMSA) include:

- Kitchen facilities equipped with refrigerators, microwave ovens, toasters and coffee machines;
- Change rooms with showers and locker facilities for staff who cycle to work and/or exercise before work or during their lunch break;
- A non-denominational prayer room; and
- A staff amenities room located in AMSA's head office equipped with kitchen facilities and appliances is available for use by staff and for social club functions.

**Australian Transport Safety Bureau**

The ATSB building amenities include: Kitchen facilities, carer's room, and change rooms with showers. Amenities are provided as part of standard requirements within the Commonwealth Property Management Framework and WH&S requirements.

**Airservices Australia**

Airservices provides essential services 24 hours a day in many locations and the appropriate staff amenities are provided including restrooms, tea rooms, breakout areas and gym facilities.

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

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Civil Aviation Safety Authority**

CASA provides kitchens/amenities rooms at all sites. Refrigerators and microwave ovens are provided to assist in meal preparation. The kitchens/amenities rooms are used for CASA social gatherings as well as being available for staff during break times. Costs associated with the provision of kitchens/amenities rooms are included in the overall cost of office fitout and cannot be separated.

There are dedicated mother's nursing rooms at Canberra, Brisbane and Sydney offices.

First aid rooms are provided at offices that have more than 60 staff.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.: 19**

**Program:** n/a

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

**Topic:** Coffee Machines

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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.
  - a. Why were coffee machines purchased?
  - b. Has there been a noticeable difference in staff productivity since coffee machines were purchased?
  - c. Are staff leaving the office premises less during business hours as a result?
  - d. Where did the funding for the coffee machines come from?
  - e. Who has access?
2. Who is responsible for the maintenance of the coffee machines?
  - a. How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken.
  - b. Where does the funding for maintenance come from?
3. What are the ongoing costs of the coffee machine, such as the cost of coffee?
4. 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.
  - a. Why are coffee machines rented?
  - b. Has there been a noticeable difference in staff productivity since coffee machines were rented?
  - c. Are staff leaving the office premises less during business hours as a result?
  - d. Where does the funding for the coffee machines come from?
  - e. Who has access?
5. Who is responsible for the maintenance of the coffee machines?
  - a. How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken.
  - b. Where does the funding for maintenance come from?
6. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

**Department of Infrastructure and Transport**

		<b>Coffee Machine 1</b>	<b>Coffee Machine 2</b>
1.	<b>Type</b>	FRANKE – self service	Nespresso – self service
1.	<b>Year purchased</b>	2007	2011
1 a.	<b>Reason for purchase</b>	In 2007 the office was located in an industrial area with no coffee shops in walking distance.	Purchased for meetings, however staff can use the machine if they provide their own consumables.
1 b.	<b>Productivity</b>	Yes	Yes
1 c.	<b>Less absences</b>	Yes	Yes
1 d.	<b>Initial cost (GST Exc.)</b>	\$6,554	\$817



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

		Departmental funding	
1 e.	Access	All staff	
2 a & b.	<b>Maintenance cost (GST Exc.)</b>	\$521 (FYTD as at 31 May 2013) – for a service and repair. Costs covered by office social club.	Nil to date as some maintenance included in initial cost.
3.	<b>Ongoing Costs</b>	Paid by the office social club.	Paid for by staff.

4. No

5. N/A

6. N/A

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) has purchased sixteen (16) coffee machines over recent years, five (5) machines this financial year 2012-13. Specific locations and details of each machine and cost are in Attachment A.
  - a. Coffee machines were purchased to provide staff amenity, reduce the instance of staff leaving the office premises during working hours to purchase coffee and provide coffee to official visitors.
  - b. It is difficult to say whether there has been a noticeable increase in productivity as AMSA does not have an objective means of measuring this.
  - c. It is difficult to say whether there has been a noticeable reduction in staff leaving the office premises less during business hours as AMSA does not have an objective means of measuring this.
  - d. These costs have been met from general funds.
  - e. All staff and visitors have access to these coffee machines.
2. Programmed maintenance and servicing is undertaken by contractors.
  - a. Maintenance costs for the financial year to date as at 31 May 2013 is \$6,000 and typically include standard servicing, replacement of seals and filters, and rectification of minor electrical problems.
  - b. These costs are met from general funds.
3. Cost of coffee for the financial year to date as at 31 May 2013 was \$11,880.
4. AMSA does not rent any coffee machines.
5. N/A
6. N/A

**Australian Transport Safety Bureau**

1. Yes, a review of the ATSB's accounting records identifies 1 coffee machine.

Coffee Machine	
<b>Type</b>	Jura – self service
<b>Year purchased</b>	2009
<b>Initial cost (GST Exc.)</b>	\$1,272.73

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Ongoing Costs</b>	Not available
----------------------	---------------

- a. Machine purchased for meetings, however staff can use the machine if they provide their own consumables. Ongoing costs are limited to consumables and form part of meeting costs (see question number 8)
  - b. Not known
  - c. Not known
  - d. Agency funding
  - e. All staff and visitors within the work area.
2. Users.
- a. Nil. Staff undertake basic maintenance as in flushing and cleaning.
  - b. N/A
3. Staff purchase their own consumables.
4. No
5. N/A
- a. Nil
  - b. N/A
6. N/A

**Airservices Australia**

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

**Civil Aviation Safety Authority**

1a) - e) Coffee is provided as a staff amenity and for visitors. There are 5 coffee machines owned by CASA in Canberra, Brisbane and regional offices. As these items were purchased a number of years ago it is not possible to verify all purchase details. It is not possible to determine whether staff are leaving the premises less as the reasons for their leaving are not recorded. It is also not possible to track productivity gains as a result of in-house coffee machines, as staff may purchase coffee from outside. Staff access is determined by the location of the machines on various floors.

2.a)-b) CASA has no records of the maintenance undertaken on individual machines.

3. As coffee may be purchased as groceries with other items such as biscuits under staff amenities, it is not possible to single out coffee purchases.

4 – 6. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 20

**Program:** n/a

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

**Topic:** Contractors

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

For this financial year to date:

1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (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).
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:**

**Department of Infrastructure and Transport**

1-9. No

10. A list of contracts entered into for the financial year to date valued at \$10,000 or more can be found on The Australian Government Tender System website.

**Australian Maritime Safety Authority**

1-9. The Australian Maritime Safety Authority (AMSA) has not engaged any of the contractors listed in parts 1-9 of the question for the financial year to date 31 May 2013.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

10. AMSA does not maintain records in a way that is possible to provide a comprehensive list of all contractors engaged by the agency without an unreasonable diversion of resources. Contractors are engaged where necessary to provide services in support of the Authority's functions as the national agency responsible for maritime safety, protection of the marine environment and maritime and aviation search and rescue.

**Australian Transport Safety Bureau**

1-9. No

10. A list of Contracts for the financial year to date valued at \$10,000 or more can be found on The Australian Government Tender System website.

**Airservices Australia**

1 – 9. No

10. Airservices employs a total of 199 contractors on a short term basis to carry out both specific task based contracts and project related contracts. Total cost for the financial year to 31 May 2013 is \$15.6m.

**Civil Aviation Safety Authority**

1 to 9. CASA did not engage these companies in the 2012/13 financial year.

10. Refer to **Attachment A** for an extract of CASA's Contract Register.

**20 - Attachment A**

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**20 - ATTACHMENT A:**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Hays Specialist Recruitment Services (Australia) Pty Ltd	Technical Writer	\$13,896.61
Horizon One Recruitment Pty Ltd	Accounts Payable Officer	\$19,030.88
Australian Government Solicitor	Legal Drafting contractor services	\$25,600.08
Peoplebank Australia Ltd (ACT)	FMIS Implementation - Contractor Services -	\$27,720.00
ChartSmart Consulting Pty Ltd	BAU Transition Support - FMIS	\$27,720.00
Cognesis Pty Ltd	Technical Writing Services	\$28,000.00
Aurec Human Capital Sourcing	Senior Test Analyst Services	\$35,046.00
Greythorn Pty Ltd	Technical Writer - Extension	\$35,948.00
SMS Management & Technology (ACT)	IT Contractor - .Net Developer	\$36,000.00
Tampal Pty Ltd as Trustee for the Trew Family Trust	Contractor - Continuing Airworthiness Management Review	\$36,300.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Project Manager for HRMS, FMIS and LMS	\$41,180.00
Brothers Consulting Pty Ltd	Business Consultant - FMIS Replacement Project	\$46,976.60
Peoplebank Australia Ltd (ACT)	Team Leader Financial Accounting	\$56,133.00
SMS Management & Technology (ACT)	Data Architect FMIS HRMS	\$57,640.00
Oakton Services Pty Ltd	IT Contractor - .Net Developer	\$63,360.00
Chandler Macleod Group Limited	Business Analyst - Process Mapping	\$76,384.00
Abu Hafs Enterprises Pty Ltd	Project Manager - FMIS	\$80,795.00
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst	\$101,184.00
Chandler Macleod Group Limited	Business Analyst - ORID	\$105,023.04
Peoplebank Australia Ltd (ACT)	Extract, Transform and Load Specialist	\$108,768.00
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst	\$110,400.00
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst Extension	\$111,302.40
The Clarius Group Ltd (t/a Candle Australia Ltd)	Business Process Analyst Canberra	\$114,576.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
The Clarius Group Ltd (t/a Candle Australia Ltd)	Business Process Analyst Canberra	\$114,576.00
Millink Pty Ltd	Program Coordinator services	\$120,450.00
Manpower Services (Australia) Pty Ltd (ACT)	Data Migration Support	\$123,014.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Project Management Services for IT	\$153,190.40
The Clarius Group Ltd (t/a Candle Australia Ltd)	Business Analyst - Brisbane	\$160,600.00
GMT Canberra Pty Ltd (ta GMT People)	Data Warehouse Specialist	\$190,400.00
Sydney Airport Corporation Limited	Rates for Mascot Office FY 12/13	\$11,812.87
Dr David M Coles T/A D M Coles Pty Ltd	Electro Cardiogram Reporting FY 12/13	\$13,000.00
Dun & Bradstreet (Australia) Pty Ltd	Credit Reporting Services FY 12/13	\$13,156.00
LeasePlan Australia Pty Ltd	Lease of Toyota Aurion - Tamworth	\$14,000.00
Transpacific Industries Pty Ltd	Waste removal services - Regional Offices FY 12/13	\$14,690.00
Quantum Air-conditioning Pty Limited	Airconditioning Maintenance Bankstown Office FY 12/13	\$16,500.00
Quantum Air-conditioning Pty Limited	Airconditioning Maintenance Mascot Office FY 12/13	\$17,600.00
Canberra Mailing & Envelopes	IP Mailouts for FY 12/13	\$18,200.00
Origin Energy Electricity Limited	Melbourne Office (35 Collins St) - Energy Costs FY 12/13	\$18,400.00
LeasePlan Australia Pty Ltd	Vehicle hire for Townsville FY 12/13	\$18,650.00
Mallesons Stephen Jaques Solicitors - ACT	Legal fees for 2012-13 - Panel - Mallesons	\$20,000.00
ISS Washroom Services Pty Ltd	Hygiene services to CASA offices contract	\$20,136.60
Inlogik Pty Ltd	Promaster Annual License and Maintenance Subscription FY 12/13	\$21,064.00
Australian Federal Police (AFP)	AVID security checks FY 12/13	\$21,600.00
Comcare Australia - Canberra	Comcare non-incapacity payments for FY 12/13	\$22,882.22
Aurion Corporation Pty Ltd	Software support FY 12/13 - Aurion	\$22,939.13
Shawink Pty Ltd t/a Thomas Building Maintenance	Ad hoc general maintenance CASA Head Office FY 12/13	\$25,000.00
Graham, Robin Elton T/A Dalmahoy Graham Consulting	SCC Chair Rob Graham	\$26,400.00
CVT (Global) Pty Ltd	Voicemail services Renewal 2012-13	\$30,360.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Iron Mountain Australia Pty Ltd	National Secure & Paper Waste Removal FY 12/13	\$32,780.00
Aerosure Asia Pacific Pty Ltd	Loss of Licence Insurance FY 12/13	\$34,346.40
Energy Australia	Energy expenses for new Sydney office FY 12/13	\$39,600.00
Ashurst Australia	CASA Legal Advice/Support FY 12/13	\$40,000.00
Infront Systems Pty Ltd	EMC Data Domain support and maintenance FY 12/13	\$40,480.06
Stratsec.Net Pty Ltd	Infrastructure System Integrity Review	\$43,472.00
Stratsec.Net Pty Ltd	Extension of IT Security contract till 31 August 2012	\$43,472.00
Infront Systems Pty Ltd	Quantum Data Library Support and maintenance	\$44,028.77
Media Monitors (now Sentia Media)	Media monitoring services till March13	\$45,000.00
Tamworth Regional Council	Tamworth Regional Council Lease - month to month holdover for FY 12/13	\$47,850.00
Department of Finance and Deregulation	ICON Annual Members Contribution - FY 12/13	\$49,500.00
Australian Government Solicitor	Legal fees for 2012-13 - Panel - AGS	\$50,000.00
DLA Piper- ACT	Legal fees for 2012-13 - Panel - DLA Piper	\$50,000.00
LeasePlan Australia Pty Ltd	Vehicles leased to Sydney Region FY 12/13	\$58,200.00
Office of Parliamentary Counsel	Federal Register of Legislative Instrument (FRLI) Registration fees FY 12/13	\$59,127.20
EMPIC GmbH	Project Management Services	\$71,250.00
Aerosafe Risk Management Pty Ltd	IRIS software	\$75,000.00
Pivit Pty Ltd	Brisbane Data Carrier -Ethernet VLAN Service maintenance payments FY 12/13	\$92,070.00
Australian National Audit Office	ANAO Audit Fees	\$95,150.00
Protiviti Pty Ltd	Internal Audit FY 12/13	\$140,000.00
Ian Harvey	Provision of Legal Advice and Support (Barrister) - Bulk Order FY 12/13	\$150,000.00
PricewaterhouseCoopers	Internal Audit FY 12/13	\$154,344.43
Comsuper	Superannuation Payments FY 12/13	\$155,000.00
Department of Finance and Deregulation	Microsoft Software Assurance FY 12/13, Core Desktop including VSA contract fee and	\$166,658.88

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Jones Lang Lasalle	Rental for 1 Bowes Place, Woden FY 12-13	\$196,535.89
DATA#3 Limited (ACT)	Microsoft VSA FY 12/13	\$199,648.33
Office of Parliamentary Counsel	Legal Drafting Resources for CASA	\$237,772.12
Oakton Services Pty Ltd	Support Oracle FMIS and HRMS Systems	\$245,000.00
ERM Power Retail Pty Ltd	Power for aviation house FY 12/13	\$253,000.00
Oakton Services Pty Ltd	Internal Audit FY 12/13	\$297,200.00
Dept of Infrastructure, Transport, Regional Development	ICAO cost sharing for FY 12/13	\$300,000.00
Attorney Generals Department (ACT)	Provision of AusCheck Security Check Services FY 12/13	\$330,300.00
Aviation ID Australia Pty Ltd	ASIC ID cards - till end of contract	\$583,410.60
Department of Finance and Deregulation	Comcover Insurance FY 12/13	\$1,519,334.42
NEW SIERRA PTY LTD	Rental and Outgoings Perth Office	\$1,887,425.74
Integra Asset Management Pty Ltd	Brisbane Rent & Energy FY12/14	\$5,373,600.00
Randstad Pty Limited	Executive Assistant to CFO extension till 31 August 2012	\$18,272.93
Hays Specialist Recruitment Services (Australia) Pty Ltd	Communications and Reporting Support Officer	\$19,829.54
Hays Specialist Recruitment Services (Australia) Pty Ltd	Administrative Support - KIMS	\$23,100.00
Ross Human Directions Group (Julia Ross)	Project Administrator	\$23,164.90
Technology One Limited	Additional 30 Enterprise Cash Receipting Concurrent Licenses	\$48,400.00
Randstad Executive Pty Ltd	SEP Communications contractor - extension	\$16,000.00
iCognition Pty Ltd	TRIM Upgrade software and services	\$159,053.78
Mosaic Recruitment Pty Ltd (Obsolete)	Windows and Linux Technical Specialist	\$82,720.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Temporary staff - Training Coordinator	\$18,000.00
Cypice Pty Ltd (trading as Berrico Consultants)	Course Communicating as a Regulator	\$66,365.00
Agile Australia Group Pty Ltd	Unified Telecommunications Hardware and Implementation Services	\$1,491,578.59
Peoplebank Australia Ltd (ACT)	IT Procurement Specialist	\$12,947.21
Australian Federal Police (AFP)	Residential security inspections	\$11,200.00
Chandler Macleod Group Limited	Recruitment costs - Western Region Administration - contract employment	\$15,000.00



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Ross Human Directions Group (Julia Ross)	Contractor Resource Standards Development	\$19,596.72
Kowalski Recruitment Pty Ltd	Communications Coordinator	\$23,894.85
Peoplebank Australia Ltd (ACT)	Data Architect	\$15,180.00
EMPIC GmbH	Template development Services	\$88,125.00
Peoplebank Australia Ltd (ACT)	Project Officer	\$11,172.48
Hays Specialist Recruitment Services (Australia) Pty Ltd	Technical Writing Services	\$13,896.61
Ross Human Directions Group (Julia Ross)	Temp Staff - Enhancement Program Policies, procedures & processes Development	\$14,827.72
Ross Human Directions Group (Julia Ross)	Contractor Services	\$15,695.68
Randstad Pty Limited	Education Specialist	\$20,055.20
Donato Consultancy Pty Ltd	MRI Implementation - Brisbane Office	\$25,520.00
Decipha Information Logistics	Bulk Mail Screening Services	\$90,000.00
WordsWorth Writing	Preparation of Annual Report 2012	\$19,860.00
Cordelta Pty Ltd	IT Infrastructure Architect	\$78,000.00
Chandler Macleod Group Limited	Test Analyst URES-EMPIC Program	\$78,848.00
EMPIC GmbH	Contractor travel costs	\$90,000.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Temp to Perm Placement	\$10,147.53
Canprint Communications Pty Ltd	Printing of AME licence wallets for PAC	\$12,408.00
Clicks Recruit Pty Ltd	URES eLearning Developer	\$42,240.00
Stratsec.Net Pty Ltd	IT Security Services till 28 March 2013	\$116,998.75
Randstad Pty Limited	Admin Officer	\$25,628.40
EMPIC GmbH	Software development services PEXO-Tasman	\$282,400.00
GMT Canberra Pty Ltd (ta GMT People)	Recruitment Services - Procurement Officer	\$10,231.36
CIT Solutions Pty Ltd	Deliver of Training - Human Factors - Non-Technical skills for Regulatory and Technical staff	\$14,515.00
Innate Consulting Pty Ltd	Management Coaching and development Services	\$29,700.00
Radisson Resort Gold Coast	GLASS Residential Venue	\$37,080.00
Chandler Macleod Group Limited	Scanning Staff	\$17,641.80
Ross Human Directions Group (Julia Ross)	Medical Certification Scanner	\$20,612.60
Randstad Executive Pty Ltd	SEP Communications contractor - extension	\$25,797.52
Horizon One Recruitment Pty Ltd	Accounts Payable Officer	\$27,678.72

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Hays Specialist Recruitment Services (Australia) Pty Ltd	Project Manager for HRMS, FMIS and LMS	\$33,774.40
Brothers Consulting Pty Ltd	Business Consultant - FMIS Replacement Project	\$36,960.00
Peoplebank Australia Ltd (ACT)	Team Leader Financial Accounting	\$39,732.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Technical Writing Services	\$41,254.00
SMS Management & Technology (ACT)	Data Architect FMIS HRMS	\$55,286.00
Peoplebank Australia Ltd (ACT)	FMIS Implementation - Contractor Services -	\$55,651.20
Ross Human Directions Group (Julia Ross)	Contractor Services	\$57,831.25
Randstad Pty Limited	Education Specialist	\$59,294.00
Oakton Services Pty Ltd	IT Contractor - .Net Developer	\$79,360.00
Aurec Human Capital Sourcing	Senior Test Analyst Services - extension	\$163,548.00
SMS Management & Technology (ACT)	IT Contractor - .Net Developer	\$184,800.00
Donato Consultancy Pty Ltd	Project Manager MRI implementation	\$210,651.50
Brett Shields	Barrister Brett Shields - Legal Counsel in the AAT - September 2012 Hearing	\$12,237.50
Technology One Limited	Enterprise Cash Receipting	\$59,290.00
Recall Information Management Pty Ltd	Work Order - Records Storage and Retrieval Services - Extension 12 months	\$132,000.00
Peoplebank Australia Ltd (ACT)	Project Officer	\$29,995.68
Hays Specialist Recruitment Services (Australia) Pty Ltd	Temporary staff - Training Coordinator	\$64,836.76
ICON Recruitment Pty Ltd	Senior Test Analyst	\$66,528.00
WhiteFox Communications	Indonesia's Tropical Mountainous Terrain Flying Operations Training Kit	\$21,363.10
Canprint Communications Pty Ltd	Printing of AOD Event Log booklets	\$19,096.00
Correct Communications PTY LTD	Project Manager Unified Comms	\$152,064.00
Kowalski Recruitment Pty Ltd	Communications Coordinator	\$35,760.00
Clarius Group Limited (Candle)	Solution Architect	\$74,078.40
Aviation Projects Pty Ltd	Aeronautical RFQ - Indonesia Transport Safety Assistance Package	\$38,000.00
Mosaic Recruitment Pty Ltd (Skilled Group)	Business Analyst for HRMS Replacement project	\$17,000.00
Randstad Pty Limited	Executive Assistant to CFO	\$26,871.08
Greythorn Pty Ltd	Technical Writer - Extension	\$34,276.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Mercer Human Resource Consulting Pty Ltd - VIC	Human Resources Effectiveness Monitor Subscription	\$13,945.00
Davidson Trahaire Corpsych (ACT) Pty Ltd	Employee Assistance Program (EAP)	\$25,000.00
ChartSmart Consulting Pty Ltd	BAU Transition Support - FMIS - Extension	\$28,821.64
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst	\$160,160.00
Macquarie Telecom	Secure Internet Services - contract extension till October 2013	\$448,800.00
Technology One Limited	Delivery of an IT Architecture Definition document	\$18,174.75
Technology One Limited	Systems interface design and implementation services	\$79,448.05
Ross Human Directions Group (Julia Ross)	Delivery Performance Based Navigation Course (PBN)	\$19,837.40
Thomas Distribution Systems Pty Ltd	eCommerce warehousing, payments and distribution Services	\$90,000.00
Ross Human Directions Group (Julia Ross)	Melbourne Contractor - SOE work for the Maintenance Regulations Project Parts 42 & 145.	\$150,693.12
Hays Specialist Recruitment Services (Australia) Pty Ltd	Placement fee - hays recruitment	\$10,793.28
DCSCH Enterprises Pty Ltd as Trustee for the McDonnell F/T	Licensing - Indonesia Transport Safety Assistance Package	\$22,040.00
Ross Human Directions Group (Julia Ross)	Townsville Contractor - SOE work for the Maintenance Regulations Project Parts 42 & 145.	\$31,106.40
Canprint Communications Pty Ltd	AME Exam mail out for 12/13 FY	\$11,682.00
Hudson Global Resources (Aust) Pty Ltd	Business Analyst - re-engagement	\$44,000.00
Hudson Global Resources (Aust) Pty Ltd	Business Analyst	\$106,700.00
Ross Human Directions Group (Julia Ross)	Sydney Contractor - SOE work for the Maintenance Regulations Project Parts 42 & 145.	\$146,607.20
Canprint Communications Pty Ltd	Printing of Annual Report 2011–12	\$13,695.00
Mosaic Recruitment Pty Ltd (Skilled Group)	Placement fee for Workforce Analyst	\$10,843.93
Technology One Limited	Travel & Expenses (T&E) and Purchase Cards (PC) Software modules	\$66,352.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
LOOK CORPORATE PTY LIMITED	Printing of Aerial Maps for Flying Schools	\$13,458.78
ChartSmart Consulting Pty Ltd	TechOne - Contractor	\$36,300.00
Accenture Australia Holdings Pty Ltd - ACT	AIRS support services	\$2,950,000.00
Mosaic Recruitment Pty Ltd (Skilled Group)	Business Analyst for HRMS Replacement Project	\$25,600.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Finance Contractor - Accounts Receivable	\$26,724.00
Greythorn Pty Ltd	Project Officer Unified Communications	\$78,540.00
Visual Jazz Pty Ltd	Online Media Development Software - web-i-sodes	\$43,945.00
Hudson Global Resources (Aust) Pty Ltd	Administration Officer Brisbane	\$15,218.54
Face 2 Face Recruitment Pty Limited	Web Developer	\$33,792.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Project Manager for HRMS, FMIS and LMS	\$37,444.00
Ross Human Directions Group (Julia Ross)	Service Contractor - AWI Specialist	\$70,475.40
Peoplebank Australia Ltd (ACT)	Business Analysts - URES	\$105,916.80
ICON Recruitment Pty Ltd	Training Development Advisor	\$110,641.60
Greythorn Pty Ltd	Business Analyst - URES-EMPIC Program	\$112,147.20
Clicks Recruit Pty Ltd	URES eLearning Developer	\$119,416.00
Adcorp Australia Pty Ltd	Advertising for operational roles	\$11,620.25
Netcat.Biz	Netcat Content Management Software (CMS) Netcat Support Policy and Service Level Plan	\$31,654.59
Chandler Macleod Group Limited	AOD Admin Officer	\$76,407.76
Memko Pty Ltd	Aircraft Weight & Balance Training	\$15,950.00
B Online Solutions Pty Ltd	Account Registration Customisation	\$42,876.00
Stratsec.Net Pty Ltd	Update the Security Risk Management Plan and System Security Plan	\$48,831.20
The Loch Group Pty Ltd	Board Audit Committee (BAC) member	\$25,850.00
Cypice Pty Ltd (trading as Berrico Consultants)	Extension to Course Communicating as a Regulator	\$15,105.00
Aviation ID Australia Pty Ltd	ASIC ID Cards	\$606,669.78
Polar Aviation Pty Ltd	Aircraft hire for validation	\$12,870.00
Attorney Generals Department (ACT)	FRLI Lodgement of 3 CASA instruments	\$16,116.00
EMPIC GmbH	MPL import interface for AME examinations	\$18,900.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Blue Star Group (See Canprint)	Printing of the medical examination forms for aviation medicine	\$10,066.10
Oakton Services Pty Ltd	IT Contractor - .Net Developer	\$84,480.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Technical Writing Services	\$10,105.60
Peoplebank Australia Ltd (ACT)	Project Officer extension	\$24,919.49
Randstad Pty Limited	Education Specialist	\$72,016.40
Funnelback Pty Ltd	Web Search Engine hosted services agreement	\$15,246.00
Oakton Services Pty Ltd	Support Oracle FMIS and HRMS Systems	\$120,000.00
Toll Pty Ltd	National Courier and Freight Services	\$252,000.00
Horizon One Recruitment Pty Ltd	Accounts Payable Officer	\$22,056.48
Randstad Pty Limited	Admin Officer - Extension	\$24,814.80
Hays Specialist Recruitment Services (Australia) Pty Ltd	IT Procurement Officer	\$37,554.00
Peoplebank Australia Ltd (ACT)	FMIS Replacement Project Stage 2 - Project Manager	\$77,014.08
Infront Systems Pty Ltd	Software maintenance renewal for EMC Networker backup software	\$27,638.92
Noetic Solutions Pty Ltd	Sky Sentinel (Specific Risk) Training	\$42,762.50
Hays Specialist Recruitment Services (Australia) Pty Ltd	Contractor for preparation of the Long Term Funding Strategy.	\$52,627.20
Compas Pty Ltd (trading as Tarakan)	IT Service Management Coordinator	\$119,262.00
Allstaff Australia (NSW) Pty Ltd	ETL Specialist - URES-EMPIC program	\$87,549.44
Compas Pty Ltd (trading as Tarakan)	IT Infrastructure Architect	\$156,000.00
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst	\$103,303.20
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst	\$119,196.00
Alertforce Pty Ltd	Training required for CASA's Health and Safety Representatives	\$10,570.00
UXC Connect Pty Ltd	Riverbed Support Services	\$24,964.05
Geon Australia Pty Ltd	Flight planning kits reprints	\$13,838.00
ASG Group Ltd	CASA URES Project Services - Stage 1	\$129,987.33
Hudson Global Resources (Aust) Pty Ltd	Administration Officer Brisbane	\$37,899.84
Chandler Macleod Group Limited	Business Analyst - Process Mapping	\$26,611.20
Chevron Publishing Group Pty Limited	Advertising of CASA Stand at Avalon Air show 2013 in Official Programme	\$12,100.00
Century 21 City Walk Canberra	Temporary accommodation Lease - Extension 6 months	\$14,813.29

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Townsville Airport Pty Ltd	Electricity charges Townsville Airport till June 2013	\$17,500.00
Audit & Assurance Consulting Services Pty Ltd ta Audit Staff	Board Audit Committee (BAC) member services	\$23,500.00
Elenne Ford Barrister-at-Law	Dalby Air Maintenance AAT Proceedings	\$30,000.00
SAP Australia Pty Ltd	Support for Business Support Objects 2013	\$35,158.00
EMPIC GmbH	Contractor travel costs	\$74,447.46
Sirius Corporation Ltd	Call Centre Telephone Operator Services	\$132,719.82
Mosaic Recruitment Pty Ltd (Skilled Group)	Business Analyst for HRMS Replacement Project	\$27,200.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Technical Writing Services	\$51,840.00
Clicks Recruit Pty Ltd	Project Manager Data Cleansing and Migration	\$135,300.00
Quality Occupational Health Pty LTD (QOH)	Pre-employment AOD screening	\$30,000.00
Kowalski Recruitment Pty Ltd	Communications Coordinator	\$68,659.20
ANZ Commercial Cards	Credit Card Services	\$225,000.00
Randstad Pty Limited	Executive Assistant to CFO	\$12,712.80
Cognesis Pty Ltd	Technical Writing Services	\$83,776.00
Compas Pty Ltd (trading as Tarakan)	IT Senior Technical Specialist Contractor	\$121,475.20
Hays Specialist Recruitment Services (Australia) Pty Ltd	Subject Matter Expert for Risk Surveillance - part-time to assist delivery of training until April	\$37,948.80
Clarius Group Limited (Candle)	Solutions Architect	\$68,710.40
Multisystem Communications (Reinhart & Stewart F/Trust)	Unified Communications Cabling Project Aviation House	\$107,102.00
Multisystem Communications (Reinhart & Stewart F/Trust)	Work Order 01(Upgrade Works) for specified cabling services (utilising Deed 12/166-00)	\$107,102.50
Ross Human Directions Group (Julia Ross)	Extension to Research and drafting of the "Key Personnel in Indonesian Aviation Operations - Training Handbook	\$10,464.85
Millink Pty Ltd	Program Coordinator Services - Practical assistance to program and project managers	\$43,312.50
The Clarius Group Ltd (t/a Candle Australia Ltd)	Business Analyst - Brisbane	\$69,300.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
TRIMEVAC - Trim Risk Management	Provision of fire and emergency procedures and training	\$27,029.28
Hewlett Packard - Canberra	Ongoing Unix server maintenance	\$57,399.64
Oakton Services Pty Ltd	Support Oracle FMIS and HRMS Systems	\$68,600.00
Office of Parliamentary Counsel	Legal Drafting Resources for CASA	\$243,902.00
Clarius Group Limited (Candle)	ICT Business Analyst	\$52,800.00
Paragon Printers	Printing of 3000 x Safety Behaviours Human Factors kits for engineers	\$34,512.50
Randstad Pty Limited	Admin Officer - Extension	\$26,036.74
Ross Human Directions Group (Julia Ross)	Services of specialised FOI	\$23,782.40
Ross Human Directions Group (Julia Ross)	IT Technical Documenting Services	\$32,969.60
Dimension Data Australia Pty Ltd	Service Management Tool Replacement	\$154,093.50
Hays Specialist Recruitment Services (Australia) Pty Ltd	ITB Project Manager	\$80,388.00
Ross Human Directions Group (Julia Ross)	Technical Writer services - Part 141	\$57,820.40
Noosa Van Lines	Removal Costs	\$10,600.00
Hewlett Packard Australia Pty Ltd	Continuation of support and maintenance for CASA's HP DL380 Servers	\$32,616.00
Montage Productions	LCD Screen Advertisements and Presentation Logistics	\$141,820.80
Department of Human Services	Printing Panel cost sharing fee	\$10,000.00
Aviation Development Australia Limited	Facility hire - Avalon Air Show 2013	\$11,976.33
Aerospace Australia Limited	Avalon Airshow Floorspace 2013	\$37,440.00
Hudson Global Resources (Aust) Pty Ltd	Executive Search Services	\$66,125.00
PCA People Pty Ltd	Contractor to assist Financial Accounting	\$96,342.68
Open Systems Australia	Tumbleweed Mailgate maintenance	\$15,708.00
Open Systems Australia	Licence Renewal - Web Content Keeper	\$15,840.00
Horizon One Recruitment Pty Ltd	Accounts Payable Officer	\$26,816.24
Chandler Macleod Group Limited	Business Analyst - Process Mapping	\$57,937.68
Pulse Learning Pty Ltd	Development of Alcohol and Other Drug Training eLearning refresher course	\$10,000.00
ASG Group Ltd	Transition Manager Services - Work Order 262	\$20,390.48

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Technology One Limited	Project Management (1 day per week March to May) and Ad Hoc technical support services (4days)	\$51,706.75
NEW SIERRA PTY LTD	Electricity usage at Perth office FY 12/13	\$76,000.00
Face 2 Face Recruitment Pty Limited	Web Developer	\$36,432.00
Peoplebank Australia Ltd (ACT)	Project Officer - contract extension	\$39,346.56
ICON Recruitment Pty Ltd	Senior Test Analyst	\$57,728.00
Iron Mountain Australia Pty Ltd	Document Storage Work Order - Darwin Office	\$10,000.00
CADRE design Pty Limited	Development of Procurement eLearning Courses	\$50,578.00
Oakton Services Pty Ltd	IT Contractor - .Net Developer	\$46,464.00
Office of Parliamentary Counsel	Registration costs for Federal Register of Legislative Instruments (FRLIs)	\$25,000.00
Infront Systems Pty Ltd	Extension to the capacity of CASA's existing Backup Solution	\$36,705.06
Ross Human Directions Group (Julia Ross)	Technical Writer Services	\$54,209.44
Oakton Services Pty Ltd	Support Oracle FMIS and HRMS Systems	\$96,923.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Contractor for preparation of the Long Term Funding Strategy.	\$28,944.96
Talent International (ACT) Pty Ltd	Print Template Developer for URES Program	\$103,628.80
Jeppesen Australia Pty Ltd	Office of Airspace Regulation Fast Time Simulation Tool - Maintenance extension	\$88,000.00
Hudson Global Resources (Aust) Pty Ltd	Recruitment of a Temporary Team Leader (amended to Technical and Business Support Officer) to assist in the DAMPOS	\$43,920.00
Chandler Macleod Group Limited	Business Analyst/Change Manager for ORID	\$60,461.52
Greco Schwartz Pty Ltd (T/as AGS Consulting & Training)	Diploma in Project Management Course	\$24,300.00
Laudet Pty Ltd t/a The Sebel Surry Hills	Venue hire for Demand Forecasting Workshop WFP	\$14,000.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Placement Fee for IT Procurement Officer	\$12,578.13
Ross Human Directions Group (Julia Ross)	Townsville Contractor - SOE work for the Maintenance Regulations Project Parts 42 & 145.	\$36,290.80



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Program Planning Professionals Pty Ltd (Pcubed)	Work Order 1 (Project Management Tool) Under Deed of Standing Offer 11/331	\$193,375.00
Citrix Systems Asia Pacific Pty Ltd	Citrix XenDesktop and XenApp Design and implementation	\$207,900.00
R S Ashton	AAT Proceedings	\$35,000.00
Correct Communications PTY LTD	Project Manager Unified Comms	\$23,790.00
Hays Specialist Recruitment Services (Australia) Pty Ltd	Temporary Staff - Training Coordinator	\$29,571.52
Peoplebank Australia Ltd (ACT)	FMIS Replacement Project Stage 2 - Project Manager	\$38,596.80
Greythorn Pty Ltd	Project Officer Unified Communications - extension	\$49,104.00
Thomas Distribution Systems Pty Ltd	eCommerce warehousing, payments and distribution Services	\$90,000.00
Hudson Global Resources (Aust) Pty Ltd	Learning Design & Development Specialists	\$33,403.38
Randstad Pty Limited	Learning Design & Development Specialists	\$47,862.50
Peoplebank Australia Ltd (ACT)	Web Business Analyst - to update internet and intranet	\$52,316.00
CIT Solutions Pty Ltd	Indonesian Needs Analysis Facilitator	\$14,700.00
Hudson Global Resources (Aust) Pty Ltd	Learning & Development Specialists	\$35,273.60
Hudson Global Resources (Aust) Pty Ltd	Learning & Development Specialists	\$35,273.60
Hudson Global Resources (Aust) Pty Ltd	Learning & Development Specialists	\$35,273.60
Hudson Global Resources (Aust) Pty Ltd	Learning Design & Development Specialists	\$35,273.60
Hays Specialist Recruitment Services (Australia) Pty Ltd	Temporary Business Analyst to assist the Operational Regulation Implementation Program (ORIP)	\$38,961.36
Allstaff Australia (NSW) Pty Ltd	ETL Specialist - URES-EMPIC program	\$58,003.20
Yaffa Publishing Pty Ltd	Advertisements in Australian Flying Magazine	\$11,649.00
Ross Human Directions Group (Julia Ross)	Avmed - Scanning contractor	\$13,476.24
Leadership Matters Pty Ltd	Demand Forecast activities to support CASA's long term funding strategy	\$32,000.00
Blue Star Group (See Canprint)	Printing of Maintenance Release Booklets	\$34,476.20

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Ross Human Directions Group (Julia Ross)	IT Technical Documenting Services	\$41,212.00
Millink Pty Ltd	Program Coordinator Services - Practical assistance to program and project managers	\$28,875.00
ICON Recruitment Pty Ltd	Training Development Advisor	\$34,742.40
Clarius Group Limited (Candle)	ICT Business Analyst	\$36,960.00
Clicks Recruit Pty Ltd	URES eLearning Developer	\$42,504.00
The Clarius Group (ta The One Umbrella)	Business Analyst - Brisbane	\$46,200.00
Clarius Group Limited (Candle)	Solutions Architect	\$69,784.00
Peoplebank Australia Ltd (ACT)	Business Analysts - URES	\$115,970.40
Greythorn Pty Ltd	Business Analyst - URES	\$122,601.60
B Online Solutions Pty Ltd	Development of eLearning module for an Airworthiness course	\$13,600.00
Emerson Network Power (Australia) Pty Ltd	Maintenance of Uninterruptible Power Supply (UPS) - Canberra	\$21,717.30
Jeppesen Australia Pty Ltd	Additional TAAM Licence and Training for AAR Staff	\$55,750.00
Hudson Global Resources (Aust) Pty Ltd	Business Analyst resource for the Part 141/142 Implementation project	\$34,297.60
Greythorn Pty Ltd	Business Analysts for Data Quality Project Work	\$93,522.00
Randstad Pty Limited	Admin Officer - Extension	\$14,238.84
Peoplebank Australia Ltd (ACT)	DAMPOS Administration Coordinator	\$13,164.80
Regional Support Services (RSS) Australia Pty Ltd	Provision of On-Site IT Support Services to CASA Regional Offices	\$215,000.00
CIT Solutions Pty Ltd	Training Needs Analysis for new CASA Regulations, Part 61, 64, 141,142	\$41,580.00
Direct Payment Solutions Australia Pty Ltd	Credit Card Direct Payment solution	\$83,000.00
Brett Shields	Specialist Barrister - Anderson/Doherty AAT Proceedings - Sydney	\$17,737.50
HARRINGTON, NICHOLAS t/a Foleys List	AAT Proceedings	\$12,000.00
The Trustee for the Harold Chua Family Trust T/A CQFunctions	Design and Manufacturing Seminar - venue hire	\$20,592.00
Infront Systems Pty Ltd	Transition to EMC	\$13,585.00
Aurec Human Capital Sourcing	Business Analysts for Data Quality Project Work - Aurec	\$100,280.00
Townsville Airport Pty Ltd	Townsville Office Lease - Rent increase	\$12,646.00
Agusta Westland	Engine Line Maintenance Training	\$18,000.00
Red Education Pty Ltd	Avaya Training Courses	\$22,275.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Dimension Data Australia Pty Ltd	Service Management Tool Implementation and Transition (Phase 2)	\$128,356.80
Program Planning Professionals Pty Ltd (Pcubed)	Provision of Project Management Toolset (Phase 2)	\$79,677.84
Horizon One Recruitment Pty Ltd	Accounts Payable Officer	\$18,165.84
UXC Connect Pty Ltd	Video Conference System for CASA	\$345,636.10
Qinetiq Consulting Pty Ltd	MSG-3 Foundation Training - 3-6 June 2013	\$11,880.00
Schiavello (Vic) Pty Ltd	Alterations to workstation layout on level 1 Aviation House	\$14,616.80
Randstad Pty Limited	Paralegal for Eastern Region	\$56,997.60
Oracle Systems (Australia) Pty Ltd	Oracle Medical Records System (MRS) migration services	\$35,693.80
CIT Solutions Pty Ltd	Development and delivery of two - 2 day workshops on Presentation Skills	\$20,378.00
Arthur Sanderson Pty Ltd	Folders and Knee boards for Flight Planning Kits	\$17,578.00
Cloverdale Commercial Cleaning Pty Ltd	Extension of cleaning contract	\$97,971.00
Pulse Learning Pty Ltd	eLearning Education Program - Part 99 Alcohol and Other Drugs -extension of hosting services	\$13,502.50
Clarius Group Limited (Candle)	2x Test Analysts to join the URES Program	\$80,150.00
Cordelta Pty Ltd	Windows and Linux Technical Support Officer	\$83,952.00
Peoplebank Australia Ltd (ACT)	Second Test Analyst to join URES	\$88,651.20
Oakton Services Pty Ltd	Support Oracle FMIS and HRMS Systems	\$13,846.00
Better Network Services Group Pty Ltd	MSX Fax Maintenance for Outlook	\$11,451.00
Cypice Pty Ltd (trading as Berrico Consultants)	Extension to Course Communicating as a Regulator	\$16,500.00
Randstad Pty Limited	Learning Design & Development Officer	\$30,287.40
Hudson Global Resources (Aust) Pty Ltd	Business Analyst	\$30,397.50
Ross Human Directions Group (Julia Ross)	Technical Writer services - Part 141	\$30,610.80
Ross Human Directions Group (Julia Ross)	Technical Writer Services	\$32,965.20
Peoplebank Australia Ltd (ACT)	Project Officer - contract extension	\$33,493.20
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst	\$36,036.00

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Supplier Name</b>	<b>Contract Title</b>	<b>Dollar Value</b>
Chandler Macleod Group Limited	Business Analyst/Change Manager for ORID	\$37,270.80
Donato Consultancy Pty Ltd	Project Manager MRI implementation	\$37,642.00
Kowalski Recruitment Pty Ltd	Communications Coordinator	\$38,040.34
Hudson Global Resources (Aust) Pty Ltd	Business Analyst resource for the Part 141/142 Implementation project	\$38,584.80
Face 2 Face Recruitment Pty Limited	Web Developer	\$55,680.00
Clicks Recruit Pty Ltd	URES eLearning Developer	\$129,536.00
Inlogik Pty Ltd	Promaster License and Maintenance Subscription 6 months (2013)	\$10,147.44
ICON Recruitment Pty Ltd	Senior Test Analyst	\$31,680.00
Century 21 City Walk Canberra	Temporary accommodation Lease - Extension 12 months	\$32,589.24
ICON Recruitment Pty Ltd	Training Development Advisor	\$33,840.00
Hudson Global Resources (Aust) Pty Ltd	Learning & Development Specialists	\$45,536.92
Clicks Recruit Pty Ltd	Project Manager Data Cleansing and Migration	\$49,500.00
Aerosafe Risk Management Pty Ltd	IRIS software - 13/14	\$75,000.00
EMPIC GmbH	Project Management Services -FY 13/14	\$90,000.00
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst	\$121,292.80
GMT Canberra Pty Ltd (ta GMT People)	Business Analyst Extension	\$129,254.40
Ross Human Directions Group (Julia Ross)	Service Contractor - AWI Specialist	\$26,162.00
Ageing Aircraft Australia Pty Ltd	Floorspace for Ageing Aircraft Conference - July 2013	\$10,000.00
Ross Human Directions Group (Julia Ross)	Services of specialised FOI	\$12,601.20
Clarius Group Limited (Candle)	Solutions Architect	\$68,710.40
Mecca Concepts	Exhibition space at RAAA Convention 9-11 October	\$11,500.00

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 21

**Program:** n/a

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

**Topic:** Grants

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. Could the department/agency provide an update 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.

**Answer:**

**Department of Infrastructure and Transport**

1. Information on grants awarded by the Department is available on the Departments website.
2. Refer to Attachment A.

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority does not administer any grant programs and there were no ad hoc or one-off grants made in the 2012-13 financial year.
2. N/A.

**Australian Transport Safety Bureau**

1. Nil.
2. N/A.

**Airservices Australia**

1. No grants were received or paid in 2012-13.
2. N/A.

**Civil Aviation Safety Authority**

1. CASA has not provided any grants this financial year to date.
2. N/A

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**21 - ATTACHMENT A**

**Department of Infrastructure and Transport**

<b>Program Title</b>	<b>Recipient</b>	<b>Purpose</b>	<b>Value (GST Inclusive)</b>	<b>Approval date</b>	<b>Date Reported</b>	<b>Grant Term</b>	<b>Grant Funding Location</b>
One-off: APSA Funding Agreement 2012-2013	Australian Peak Shippers Association Inc (APSA)	Provide financial support to APSA to assist them with their role as the designated outwards peak shipper body under Part X of the Competition and Consumer Act 2010.	\$20,000	17/09/2012	18/10/2012	30/06/2013	Mulgrave, VIC
Air Transport	Cook Shire Council	Upgrade of aerodrome drainage.	\$22,780	25/10/2012	22/11/2012	12 Months	Cooktown QLD
Road Safety Statistics	Victorian Department of Justice	National Coronial Information System	\$27,500	18/01/2013	12/02/2013	1 Year	Melbourne, VIC
Maritime Security Audit Training for the Pacific Region	Secretariat of the Pacific Community	The aim of the activity is to develop the technical ability of participants to train relevant staff members in maritime security internal auditing in the Pacific region.	\$70,000	30/01/2013	26/02/2013	3 months	Fiji Islands

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 22

**Program:** n/a

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

**Topic:** Commissioned Reports

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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.
  - a. How much did each report cost/or is estimated to cost?
  - b. How many departmental staff were involved in each report and at what level?
  - c. What is the current status of each report?
  - d. When is the Government intending to respond to these reports?

**Answer:**

**Department of Infrastructure and Transport**

1. Nil

**Australian Maritime Safety Authority**

1. Nil

**Australian Transport Safety Bureau**

1. One. The Minister for Infrastructure and Transport requested the ATSB undertake an investigation and publish a report of Rail Operations on the Interstate Rail Line between Melbourne and Sydney.
- 2.

<b>Date Commissioned</b>	16 August 2011
<b>Date Report Handed to Government</b>	Est. July 2013
<b>Date of Public Release</b>	Est. July 2013
<b>Terms of Reference</b>	<ul style="list-style-type: none"><li>• the condition of the interstate rail track and measures that have been put in place to maintain the safety of rail operations where track quality is below acceptable operational standards</li><li>• actions taken by the Australian Rail Track Corporation (ARTC) to remediate the track and address the safety of operations</li><li>• safeworking practices in relation to the track</li><li>• a systemic review of safety systems, including signalling and the quality assurance of work undertaken on the track</li></ul>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

	<ul style="list-style-type: none"><li>• any other matters considered relevant by the ATSB.</li></ul>
<b>Committee members</b>	N/A
<b>(a)</b>	
<b>Report Cost</b>	Investigation has been undertaken internally. It has involved an estimated 265 investigator days of effort.
<b>(b)</b>	
<b>Number and Level of Departmental staff involved</b>	EL2 x 5, EL1 X 2
<b>(c)</b>	
<b>Current status</b>	In preparation for release
<b>(d)</b>	
<b>Government Response</b>	N/A

**Airservices Australia**

1. Nil

**Civil Aviation Safety Authority**

1. Nil



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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 23

**Program:** n/a

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

**Topic:** Government Payments of Accounts

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. a. The total number of invoices paid from 1 July 2012 to 31 May 2013 was 11,680. Of these, 2.0% were not paid within 30 days due to delays from vendors responding to clarifications with relation to invoices and/or unplanned staff absence/temporary staff shortages.  
Please see the table below for a breakdown:

<b>Timeframe</b>	<b>Number of invoices</b>
Paid within 30 days	11,440
Paid within 31 to 60 days	159
Paid within 61 to 90 days	28
Paid within 91 to 120 days	16
Greater than 120 days	37
<b>Total</b>	<b>11,680</b>

- b. No interest has been paid this financial year to date.
- c. N/A

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) pays its accounts to suppliers in accordance with the terms and conditions applicable to each procurement. Although these are generally 30 days, other payments are agreed from time to time between the parties for business reasons. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought in parts 1a, 1b and 1c without an unreasonable diversion of resources.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Transport Safety Bureau**

All responses represent the financial year to date up to 31 May 2013.

1. No.

1 (a) Table A below identifies the number of invoices paid to Small Business and the value and number within specified payment periods. The reason for late payments is due to a breakdown in internal processes and has highlighted an area for improvement to ensure invoices are paid within the Government policy as outlined in Finance Circular No. 2012/02.

**Table A**

<b>Timeframe</b>	<b>Number of invoices</b>	<b>Value \$</b>	<b>% of Value</b>
Paid within 30 days	21	49,352.79	86
Paid within 31 to 60 days	7	3,205.95	6
Paid within 61 to 90 days	3	4,627.50	8
Paid within 91 to 120 days	0	0	0
Greater than 120 days	0	0	0
<b>Total</b>	<b>31</b>	<b>57,186.24</b>	<b>100</b>

1 (b) For the current financial year 1 July 2012 to 31 May 2013 interest has not been paid on accounts that have not been paid within 30 days. For the previous financial year, 2011-12, interest was not paid on accounts that were not paid within 30 days.

1 (c) If interest were to be paid, the calculation would be in accordance with the guidance as outlined in Finance Circular No. 2012/02.

**Airservices Australia**

1. This policy does not apply to Airservices, as it is not a *Financial Management and Accountability Act 1997* (FMA Act) agency.
  - a. The average time of payment is 37.52 days. This reflects the fact that invoices are coming into a centralised area from around Australia and internationally.
  - b. No
  - c. N/A

**Civil Aviation Safety Authority**

1. CASA has paid all correctly rendered invoices received within 30 days. Those invoices that CASA has received and have been disputed are excluded.
  - a- c. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 24

**Program:** n/a

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

**Topic:** Stationery requirements

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. \$8,790
2. \$175,642 (excluding stationery requirements for the Ministers Office).

**Australian Maritime Safety Authority**

1. N/A
2. \$326,273.

**Australian Transport Safety Bureau**

1. N/A
2. \$49,441

**Airservices Australia**

1. N/A
2. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

**Civil Aviation Safety Authority**

1. N/A.
2. CASA spent \$223,800 on office supplies.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.: 25**

**Program:** n/a

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

**Topic:** Media Subscriptions

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. The department has a subscription with Foxtel.
  - a. The package provided by Foxtel contains a package of channels and has been assessed as the most cost effective and relevant package for the Department.
  - b. \$11,982
2. The Canberra Times, Australian, Sydney Morning Herald, Financial Review, Age, telegraph, Herald Sun, Business Review Weekly and The Land.
  - a. The newspaper subscriptions are relevant to the department's industry and professional work.
  - b. \$30,541
3. The Economist, Aviation Business, Australian Flying and Executive PA.
  - a. Annual subscriptions and one off purchases are relevant to the department's industry and professional work.
  - b. \$2,349

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) subscribes to Foxtel.
  - a. The channels are those provided with the Business Premium package offered by Foxtel. The reason the Business Premium package has been selected by AMSA is that it provides Sky News.
  - b. The cost for Foxtel in the 2012-13 financial year to 31 May 2013 was \$4,914.
2. AMSA offices have subscriptions for major daily and regional newspapers as a means of keeping AMSA staff informed about news and current events which may be relevant to AMSA's operations.
  - a. AMSA receives the following newspapers on business days Monday to Friday at the following locations:

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

- Canberra Office – The Australian, The Canberra Times, Daily Telegraph and The Sydney Morning Herald.
  - Brisbane Office - Courier Mail.
  - Sydney Office – The Sydney Morning Herald.
  - Melbourne Office – The Australian.
  - Fremantle Office – The Australian and The Western Australian.
- b. The total cost year to date 31 May 2013 is \$7,455.
3. AMSA subscribes to relevant business, trade, professional and industry magazines and publications relevant to its role as the national agency responsible for maritime safety, protection of the marine environment and maritime and aviation search and rescue. AMSA does not maintain centralised records for each subscription that would make it possible to provide a detailed breakdown in the terms sought in question 3 (a) and (b) without an unreasonable diversion of resources.

**Australian Transport Safety Bureau**

1. None
  - a. N/A
  - b. Nil
2.
  - a. *The Australian* online. Reason: to get access to the aviation articles online.
  - b. \$25.48
3.
  - a. *Mac World*. Reason: For the ATSB graphic designers to keep abreast of technological developments in the industry.
  - b. \$79.00

**Airservices Australia**

1. a. The Aviation Rescue and Fire Fighting (ARFF) group subscribe to the standard Foxtel package. The ARFF fire-fighters cannot leave the immediate vicinity of their fire station whilst on shift. The length of shifts worked at some of the stations, and the fact that some stations are in remote or regional localities with limited choice or duration of standard TV coverage, has prompted ARFF to make available to staff a base package. Any local arrangements beyond the standard package are financed by those individuals. The National Operations Centre and Air Traffic Control Centres also require Foxtel in order to responsibly manage the air traffic network and gain information regarding relevant alerts/activities within Australia. Airservices subscribes to Parliamentary TV to ensure the organisation remains up-to-date with relevant aviation legislation and regulatory developments.
  - b. The cost this financial year to date on TV subscriptions is \$58,000.
2. a. Airservices newspaper subscriptions (The Australian, Canberra Times, Financial Review, The Age, Sydney Morning Herald, BRW) ensure the organisation keeps informed on news and current events.
  - b. The cost this financial year to date on Newspaper subscriptions is \$14,000.
3. a. Airservices subscribes to a number of magazines and journals to ensure staff are informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

Examples of magazines are: Training and Development Magazine, Asian Aviator, The Project Manager Journal, Ultra Fit Magazine, The Economist, Firehouse Magazine, Aerosafety World, Harvard Business Review.

b. The cost this financial year to date on Direct Paper Magazine Subscriptions is \$13,000.

**Civil Aviation Safety Authority**

1. CASA subscribes to Foxtel's Business Premium Package.

a. Foxtel is provided to allow particular staff a wider range of access to news and other appropriate channels. Channels included in the Business Premium Package are:

Fox Sports 1	BBC World News	NITV	V
Fox Sports 2	CNN	BBC Knowledge	V Hits
Fox Sports 3	The Weather Channel	Music Max	MTV Hits
Fox Sports News	Bloomberg	MTV Classic	CMC
Euro Sport	Fox News	Nickelodeon	Nick Jr
Euro Sport News	CNBC	Cartoon Network	Boomerang
ESPN	A-Pac	Lifestyle Food	Lifestyle
ESPN 2	National Geographic	Fox Classics	Fox 8
Fuel TV	Nat Geo Adventure	Aust. Christian Channel	W
Speed	Discovery	Aurora	Arena
Sky News National	Discovery Science	Comedy	MTV
Sky News Local	Home and Health	Lifestyle Home	TV1
Sky News Business	TLC	Universal Channel	UKTV
Sky News Multiview	Animal Planet	TCM	E
Crime and Investigation	History	Expo	Bio
Sci Fi Channel	Disney Channel	Studio	111 Hits
Disney Junior	Turbo Max	SoHo	Lifestyle Food
Fox Footy	Aljazeera	CCTV News	C&I
A & E	MTV Live HD	CBeebies	Kids Co
SF	EXPO		

b. \$8,187.

2 & 3.

a. CASA subscribes to newspapers and aviation magazines to allow staff to be kept informed of relevant news items and of aviation industry developments. For the purpose of efficiencies in purchasing, CASA does not track the titles of individual newspapers and magazines.

b. \$128,300.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 26

**Program:** n/a

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

**Topic:** Travel Costs

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. For the financial year to date, please detail all travel 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. What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?
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?

**Answer:**

**Department of Infrastructure and Transport**

1. See Attachment A.
2. Total cost of all travel for Departmental officers for financial year to date is \$6,156,545. The Department does not record travel data in a way that would readily allow details of individual trips.
3. Answering this question would be an unreasonable diversion of resources.
4. Answering this question would be an unreasonable diversion of resources.
5. (a) Staff can travel Business class or its equivalent for international travel. SES can travel Business class for domestic travel; however they are encouraged to use economy for short flights.  
(b) Yes
6. No
7. No
8. No

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**26 - ATTACHMENT A**

<b>Accompanying Departmental staff</b>	<b>Departure / Return Date</b>	<b>Purpose</b>	<b>Destination</b>	<b>Airfares</b>	<b>Booking Fee</b>	<b>Travel Allowance</b>	<b>Accommodation</b>	<b>Meals</b>	<b>Taxi Fares</b>	<b>Other</b>	<b>TOTAL</b>
Andrew Wilson Deputy Secretary	Departed Sydney 13 November 2012  Returned Canberra 20 November 2012	Bilateral discussion on high speed rail, air services arrangements and infrastructure investment	Dubai and Italy	\$8,754  International: business class  Domestic: economy class	\$42	\$0	\$2,385	\$232	\$171	\$212 Rail \$17 Visa costs	\$11,811
Andrew Wilson Deputy Secretary	Departed Canberra 10 December 2012  Returned: Canberra 13 December 2012	Signing of Memorandum of Understanding on Cooperation in the Transport Sector with the Indonesian Government	Jakarta	\$5,847  International: business class  Domestic: economy class	\$170	\$0	\$534	\$381	\$33	\$43	\$7,008
Mike Mrdak Secretary	Departed Canberra: 31 March 2013  Returned Canberra: 7 April 2013	Bilateral discussions on aviation, high speed rail and infrastructure investment.	Dubai (UAE), France and Spain	\$12,566  All business class (except for CBR-SYD flight on Economy)	\$186	\$699	\$2,722	\$748	Nil	\$151 Car Parkin g - CBR Airport  \$45	\$18,109



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

										Visa (UAE)	
										\$741	
										Confer ence Room Hire Madrid	
										\$251	
										Rail Fare Madrid	

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 27

**Program:** n/a

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

**Topic:** Legal costs

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

**Answer:**

Refer to Attachment A.

**27 – Attachment A**

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**27 - Attachment A**

**1. Internal Legal Services Expenditure as at 31 May 2013 (GST Exc)**

<b>Service category</b>	<b>DOIT</b>	<b>ATSB</b>	<b>Airservices</b>	<b>AMSA</b>	<b>CASA</b>
Internal Legal Services Expenditure	<b>\$776,635</b>	<b>\$255,731</b>	<b>\$2,753,000</b>	<b>\$3,020,877</b>	<b>\$3,240,820</b>

**2. Legal Services Expenditure – Australian Government Solicitor (AGS) as at 31 May 2013 (GST Exc)**

<b>Service category</b>	<b>DOIT</b>	<b>ATSB</b>	<b>Airservices</b>	<b>AMSA</b>	<b>CASA</b>
Commercial (contracts, property and construction, procurement, grants and funding, intergovernmental agreements and corporate law)	\$195,028	Nil	Nil	Nil	\$5,000
Litigation and dispute resolution (debt recovery, tribunal and court proceedings, employment law and enforcement)	\$197,683	\$511	Nil	\$37,638	\$502
General advice (statutory interpretation, legislative drafting, employment law and financial law)	\$773,666	\$2,243	Nil	\$29,351	\$20,680
Secondment – lawyer working on draft taskforce	Nil	Nil	Nil	Nil	\$44,364
<b>TOTAL</b>	<b>\$1,166,377</b>	<b>\$2,754</b>	<b>Nil</b>	<b>\$66,989</b>	<b>\$70,546</b>

**3. Legal Services Expenditure – Private Firms as at 31 May 2013 (GST Exc)**

<b>Service category</b>	<b>DOIT</b>	<b>ATSB</b>	<b>Airservices</b>	<b>AMSA</b>	<b>CASA</b>
Commercial (contracts, property and construction, procurement, grants and funding, intergovernmental agreements and corporate law)	\$330,780	Nil	\$1,700,000	\$386,679	Nil
Litigation and dispute resolution (debt recovery, tribunal and court proceedings, employment law and enforcement)	\$432,895	Nil	\$1,176,000	\$130,392	\$288
General Advice (Statutory interpretation, legislative drafting, employment law and financial law)	\$92,734	Nil	\$1,235,000	\$10,429	\$17,769
<b>TOTAL</b>	<b>\$856,409</b>	<b>Nil</b>	<b>\$4,111,000</b>	<b>\$527,499</b>	<b>\$18,057</b>

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**4. Legal Services Expenditure – Other Sources as at 31 May 2013 (GST Exc)**

<b>Service category</b>	<b>DOIT</b>	<b>ATSB</b>	<b>Airservices</b>	<b>AMSA</b>	<b>CASA</b>
Counsel fees	\$146,078	Nil	\$106,000	Nil	\$183,315
Attorney-General's Department	\$7,576	Nil	Nil	Nil	\$359,723
Comcover	\$2,000	Nil	Nil	Nil	Nil
<b>TOTAL</b>	<b>\$155,654</b>	<b>Nil</b>	<b>\$106,000</b>	<b>Nil</b>	<b>\$543,038</b>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 28

**Program:** n/a

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

**Topic:** Education expenses

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. What are 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:**

**Department of Infrastructure and Transport**

1. Refer to [Attachment A](#).
2. Refer to [Attachment C](#).

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority's guidelines on study are outlined following.

**Study Assistance for Employees**

**Scope**

Studies assistance has an important role to play in assisting AMSA to meet its long-term needs for skills, as well as encouraging the self-development of its staff through a planned approach to study, linked to their career development within AMSA and taking account of workplace commitments.

**Definitions**

**Study Activities** - activities within the scheme of study which the student is required to attend. These include formal lectures, tutorials, practical work, field work, and, in the case of external students, required residential seminars or courses. They also include other study related activities such as compulsory work placements, consultation with thesis supervisors, and research or preparation for projects, essays, theses or examinations.

**Fee** - a compulsory tuition or examination fee

**Institution**

- a university;
- a college of advanced education;
- a college of technical and further education;
- a technical school; or
- a person, group of persons, or an establishment approved by the delegate

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Subject** - a part of a scheme of study for which a separate fee is payable

**Scheme of study** - a course or programme of study, research, instruction, training or other educational activity conducted or arranged by an institution

**Period of study** - the period approved in relation to a scheme of study, usually a semester.

**HECS-HELP** - the loan program to help eligible Commonwealth supported students to pay their student contribution amounts. This was previously known as HECS.

**Employees** - staff of the Australian Maritime Safety Authority

**Study Assistance**

Study Assistance is part of a planned approach to staff development within AMSA, which aims to increase efficiency, innovation and equity through:

- the provision of trained employees for specific current and future AMSA work requirements;
- improved current and future job performance by identifying and developing employees' potential;
- improved adaptability to other work areas within AMSA, and generally across the Australian Public sector;
- improved adaptability of employees to organisational and technological change.

**Eligibility to Apply for Study Assistance**

Any ongoing AMSA employee may apply for Study Assistance.

Study Assistance provisions do not apply to temporary or fixed term employees.

Special arrangements may be made for these employees by negotiation with their Manager.

An application for Study Assistance must be made in the correct format, and should be submitted prior to the beginning of the academic year or study period, unless exceptional circumstances apply.

Special encouragement to apply will be given to those disadvantaged groups identified in the Equal Employment Opportunity principles.

**Approval for Study Assistance**

Approval for Study Assistance may be granted at the discretion of the RC Manager in accordance with this procedure, having regard to the following criteria:

- the value of the course to the applicant's work, and/or AMSA,
- the operational needs of AMSA and the division;
- the career development needs of the employee;
- the efficient and economical use of staff resources;
- the recommendation of the applicant's supervisor;
- the proposed time to complete the course; and
- EEO principles.

**Financial Assistance**

Study Assistance offers various types of support to approved students, including discretionary access to:

- study leave; and/or
- financial assistance.

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

### **ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

#### **Infrastructure and Transport**

Only compulsory tuition and examination fees (but not sports, union, general service or administrative fees) will be reimbursed, subject to the successful completion of the units of study. Pro rata reimbursement of fees will apply if students do not pass all the subjects undertaken.

The cost of books, transport, accommodation or other living expenses associated with the course of study will not be reimbursed.

In cases where institutions do not distinguish between administrative and tuition fees, the approving manager should determine that the fees to be reimbursed are the compulsory tuition and examination fees, and not student administrative costs.

Following successful completion of the units, reimbursement can be made in either of the following ways:

1. if the employee has paid the fee up-front, AMSA reimburses direct to that employee; or
2. if the employee has used a HECS-HELP loan, the employee will need to provide their Notice of Assessment or other official documentation as evidence of the repayment through tax.

On completion of the course of study, students must provide evidence of payment of the relevant fees together with official results from their educational institution to Human Resources to enable the appropriate reimbursement to be made.

#### **Leave Provisions**

##### **Study Leave**

1. Approval for paid study leave does not automatically follow approval as a student and cannot be granted retrospectively.
2. Prior approval of leave to attend subjects leading to a particular qualification does not imply commitment by AMSA to approve leave for subsequent subjects.
3. Approved students may be granted up to five hours paid study leave per week during normal working hours to attend previously approved study activities not available outside normal office hours. Part time employees are entitled to pro rata study leave.
4. An additional period of up to three hours travelling time per week may also be approved.
5. Paid leave may be granted to travel to, attend, and return from, examinations associated with the approved course.
6. Paid leave may be granted for compulsory work placements using study credits or short-term temporary transfer arrangements.
7. In extreme circumstances the manager may refuse the release from duty of an approved student if work commitments dictate.

##### **External Study**

1. Paid study leave may be granted to attend, and travel to and from, required residential courses.
2. Additional paid study leave of up to three hours leave per week may be granted to external students for self study, research, exam preparation etc.
3. External students may accumulate unused study leave for the purposes of other residentials, field trips or other formal study activities.
4. Study credits do not accrue during periods of leave, and credits cannot be carried over to later courses of study.

##### **Study Credits**

1. In cases where normal approved study leave for a student is less than the prescribed five hours per week, the difference may be credited to a 'bank' of leave credits to be used, with approval from the

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

### **ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

#### **Infrastructure and Transport**

manager,. These credits are to be used for study activity including preparation of assignments, research, and study for examinations within that period of study.

2. These credits do not accrue during periods of leave. They are applicable only for the approved study period, and can not be carried over from one academic year/semester to another.
3. Usually research, essay, thesis and exam preparation should be done in a student's own time. However, consideration should be given to providing some studies assistance for this to the extent of an approved student's study leave credits where that employee has been required to work extraordinarily long hours so that private time required for study in the period before an essay or exam has been severely reduced.
4. The use of the study credits should be discussed well in advance with the student's manager, and approval must be obtained before study credits are used.

#### **Full Time Study**

1. An employee may be granted leave without pay (LWOP) for study purposes up to a maximum of one year.
2. The LWOP counts as service for long service purposes, subject to the employee resuming duty on completion of the period of leave.

#### **Notification of Decisions**

1. Where an application for study leave is not approved exactly as requested, for example:
  - when the leave requested is not granted;
  - when the leave granted is for a different period than the leave requested; or
  - when the leave granted is subject to conditions; the employee shall be notified in writing by the manager, giving reasons for the decision.
2. When an application for Study Assistance is unsuccessful or requires modification, the applicant should be counselled by his or her manager on the reason(s) for the decision and alternative options discussed. The aim of this approach would be to reach a solution which will be acceptable to both the applicant and AMSA.
3. Where the problem cannot be resolved by counselling, an aggrieved employee should refer to the dispute resolution procedures in the Collective Agreement or individual employment contract.

#### **Excluded Courses**

##### **Short Courses:**

Short courses are paid for directly by AMSA so the employee is not required apply for Study Assistance. Short courses do not normally result in a tertiary qualification and may include external training, conferences and workshops on a range of topics.

Short courses are planned as part of the Performance and Development Agreement, subject to approval from the manager. Short courses may be included in the development section of the Performance and Development Agreement, and should be relevant to the employee's current duties or for their career development.

Attendance at a short course will usually be within working hours, but the employee is not required to apply for Study Assistance or take leave.

##### **Internal Courses:**

Professional development programs run internally do not require approval through the Study Assistance Procedure. Courses offered by AMSA's registered training organisation or online through the AMSA Learning Centre are approved by the employee's manager and charged directly to the employee's RC.



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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Exceptions**

This procedure provides the basis for consideration of applications for studies assistance. However, exceptional circumstances may apply which merit approval other than those specified above.

**Study Assistance Process**

To apply for Study Assistance, the employee is required to fill out the 'application for study assistance' form and obtain approval from their RC Manager. The signed form is then returned to Human Resources for record keeping and reporting purposes.

Upon completion of a unit or semester, the employee provides evidence of payment of course fees, and official results from the educational institution. Human Resources will arrange the reimbursement of course fees where applicable.

A separate application for Study Assistance must be made for each period of study (e.g. semester).

2. Refer to Attachment C.

**Australian Transport Safety Bureau**

1. The ATSB's guidelines on study are set out in the employment procedure on study assistance. A copy is provided at Attachment B.
2. Refer to Attachment C.

**Airservices Australia**

1. Airservices has a specific policy for study assistance to cover all employees. The policy requires that the study must be directly related to their career direction. Specific provisions are made in Airservices Enterprise agreements to cater for study leave.
2. Refer to Attachment C.

**Civil Aviation Safety Authority**

1. The agency's guidelines on study are set out in the Employment Procedure on Study Assistance.
2. Refer to Attachment C.



## Australian Government

### Department of Infrastructure and Transport

## EMPLOYMENT PROCEDURE

**Title:** Study Assistance

**Reference:** Clause B2

Clause B2 of the *Department of Infrastructure and Transport Enterprise Agreement 2011-2014* (Enterprise Agreement) contains the Department's conditions that apply to study assistance.

### PURPOSE

1. Study assistance provides support for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to the business of the Department and the broader Australian Public Service.
2. Study assistance approval is discretionary. Access to study assistance is not an automatic entitlement. Study assistance support should be identified on the employee's Development on a Page and discussed at the biannual performance management discussions.
3. Applications should be considered in conjunction with the Enterprise Agreement; and/or a Determination made under section 24(1) the *Public Service Act 1999*; or a common law contract and in particular with an individual's approved Development on a Page.
4. The study assistance provisions are designed to:
  - foster a learning culture;
  - encourage learning that addresses business needs;
  - provide a framework for transparent and effective decision-making;
  - encourage equitable access to learning; and
  - support learning activities that can be accommodated within the budget and work commitments.

### Who can apply?

5. Ongoing employees of the Department of Infrastructure and Transport are eligible to apply for study assistance.
6. Probationers, including participants of the Department of Infrastructure and Transport's Graduate and Cadet programs, are not eligible for study assistance until they have successfully completed their probation period.

### PROCESS

#### How to Apply

7. To apply for Study Assistance a Study Assistance Application Form must be completed for each semester of study. To be approved the application must be supported by the applicant's supervisor and approved by the delegate.
8. Following approval the employee must send the ORIGINAL signed Application to the Learning and Development Team of the People and Performance Branch for recording and retention on the employee's Personnel File. A photocopy should be kept by the applicant for their personal records.

**New to the Department or moving within the Department**

9. The Department is not obliged to comply with any study assistance approvals given by another agency except for Machinery of Government (MoG) transfers effected under section 72 of the *Public Service Act 1999*. Employees transferring into this Department must apply for assistance under the departmental study assistance policy.
10. Employees moving within the Department do not need to seek re-approval of their current semester's study assistance agreement. However, the employee's new supervisor must be notified of their study arrangements.

**What are approved courses?**

11. Tertiary, professional or technical subjects in the areas relevant to the operational needs of the Department are eligible for support under study assistance. Examples of courses of study which may be approved are:
  - Secondary school certificates;
  - Certificates;
  - Diplomas;
  - Degrees;
  - Graduate Certificates and Diplomas;
  - Higher degrees;
  - Bridging courses; and
  - English as a second language.
12. All other training to enable the employee to gain a specific skill including single units, short courses, seminars, conferences and Australian Public Service Commission programs are external to the study assistance arrangements and are covered under the Department's learning and development arrangements.

**What are approved areas of study?**

13. The areas of study eligible for study assistance are those relevant to the business needs of the Department and, in some cases, the Australian Public Service.

**Factors the Supervisor should consider when recommending study assistance**

14. The criteria against which applications should be considered are:
  - the relationship of the proposed study to the identified capability needs of the Department;
  - the skills and specific knowledge required by the section;
  - the impact on the workload of the section;
  - the effective work performance of the employee;
  - the relevance of the course of study to the employee's future employment within the Department;
  - whether the study has been identified in the employee's Development on a Page;
  - confirmation with the manager of the cost centre that the budget is available; and
  - the ability for the applicant to undertake the study commitments out of normal working hours, where offered; and what level of support will be provided (i.e. student status only; study leave and/or financial support).

**Factors the Secretary or their delegate should consider when approving Study Assistance**

15. The criteria against which applications should be considered are:
- whether the supervisor has supported the application;
  - the relationship of the proposed study to the identified capability needs of the Department.
  - equity issues across the Branch;
  - budget; and
  - approval is not retrospective.

**The Delegate**

16. The employee's General Manager or equivalent is the employee's delegate for approval of study assistance.

**LEVELS OF APPROVAL**

17. The Secretary or their delegate has the discretion to grant three separate levels of approval, either individually or collectively but these are not automatic entitlements. In most cases, approval is for a semester/term rather than an entire study program and can be granted for:
- Level 1: approval as a student to undertake study;
  - Level 2: leave for study purposes; and/or
  - Level 3: financial assistance.

**Note:** Level 1 approval may be granted alone or included with Level 2 and/or Level 3 approvals. Level 2 and Level 3 approvals cannot be granted without a Level 1 approval.

**Level 1 - Approval as a Student**

18. Approval as a Student for study assistance will provide the employee with workers compensation cover while undertaking study activities, such as attending compulsory examinations. The employee is not covered for workers compensation when undertaking approved study while on Leave Without Pay.
19. Approval limited to Student status only (i.e. study leave and financial assistance not included) may be applicable when:
- the area of study is of only marginal relevance to the Department;
  - the employee has already had a significant amount of study assistance in the past;
  - a large proportion of employees in the area are already accessing assistance for the semester applied;  
or
  - there are budgetary constraints.

**Level 2 - Approval to take Study Leave**

20. Study assistance is a joint commitment by the employee and the Department to further develop the capability of individuals and the organisation. As such, employees are encouraged to undertake their class and lecture commitments outside of normal working hours where these are offered and this is manageable for the employee. However, the Department recognises that some employees have fixed commitments outside work hours.
21. The Secretary or their delegate may approve up to a maximum of eight hours paid leave per week to enable an employee to undertake approved study, including travel to and from the workplace. If the employee has had study leave approved the employee should, in advance, negotiate with their supervisor an agreed amount of leave and travel time to complete the study. Study leave is flexible and should mutually accommodate the employee, their duties and the operational requirements of the workplace.

22. Study leave can be:

- taken weekly to attend a course or contact session that occurs during business hours;
- taken in the case of distance or intensive study, accrued to cover attendance at course residential;
- taken to attend briefings, intensive sessions etc that occur during business hours; or
- accrued over the course of study and used to prepare assignments or study for exams.

23. Study leave does not:

- carry forward from one semester to another;
- apply to employees on leave without pay for full-time study;
- equate to or be converted to, another form of leave;
- accrue during personal circumstances leave or mid-semester breaks.

24. The table (Page 5) is a guide only and suggests an equitable approach to study leave and travel that the supervisor and the Secretary or their delegate may wish to consider in their deliberation:

Part-time Weekly Contact Study		Part-time Distance or Intensive Study	Full-time Study
<b>Study Leave (part-time employees are eligible pro-rata)</b>	We suggest <b>3 hours</b> per unit, per week to attend contact sessions, study and/or research.	We suggest <b>1 to 1 1/2 hours</b> a subject weekly for study or research plus time required to attend a compulsory residential or intensive component held during normal working hours.	Full-time study is usually undertaken as leave without pay. Employees can apply for leave and are normally required to return to duty between academic years. The Secretary or their delegates may grant leave with full pay, or a proportion, if an applicant can provide a strong written case and has the support of their supervisor.
<b>Travel Time (part-time employees are eligible pro-rata)</b>	An agreed amount of time each week to travel to their contact sessions and return to Infrastructure (not to their home).	An agreed amount of time, to travel to and from a compulsory residential or intensive component, if the travel occurs during normal working hours.	
<b>Exam Time</b>	Employees can be granted an agreed amount of time to attend exams of approved subjects plus travel to and from Infrastructure and the exam venue.		
<b>Employees with a Disability or Aboriginal or Torres Strait Islander Employees</b>	An additional <b>5 hours</b> per week study leave in recognition of their particular needs, as defined by the Government. The Infrastructure and Transport Diversity Coordinator can assist with individual advice.		

**Level 3 - Approval to receive financial assistance**

- 25. The Secretary or their delegate are authorised to spend public money in relation to their administrative responsibility in accordance with Schedule 1 of the Chief Executive’s Delegations. The Secretary or their delegates can decide the number of subjects an employee will be funded per semester.
- 26. Levels of support are subject to individual negotiation and the supervisor and the Secretary or their delegate’s discretion. The level of financial assistance is determined on a case-by-case basis with reference to the following levels of support:

Indicative level of financial support	Relevance	Examples
Up to 100%	Directly related to the employee’s current work function.	An employee in OTS undertaking project management.
Up to 100%	Included in the annually identified Infrastructure priority capability areas.	An employee in Financial Operations undertaking Indigenous Studies.
25% to 50%	Related to the work of the Department or the APS in areas other than where the employee is currently employed	An employee in Infrastructure undertaking Chinese language studies.
0% (support in the form of time off and/or approval as a student may be granted).	Relevant to the employee’s private development.	An employee in Infrastructure undertaking Art Appreciation.

**REVIEW PROCEDURES**

- 27. If an application for study assistance is not approved or approved with a lower level of assistance, the Secretary or their delegate must advise the employee and supply the employee with written comments and feedback on the reasons the employee’s application was declined.
- 28. If an applicant is not satisfied as to the reasons for refusal of study assistance after receiving feedback they may seek a review of decision under the ‘Review of decisions and preventing and settling disputes’ provisions of the Enterprise Agreement (Section E) This process commences with discussion with their supervisor. Where a dispute is not resolved after that discussion, the dispute will be referred to more senior levels of management and the employee or their chosen representatives for resolution. If the matter is not resolved after these initial processes, the applicant should refer to the Enterprise Agreement for further information.

**ROLES AND RESPONSIBILITIES**

**29. Employee Responsibilities**

- Referring to the study assistance employment procedures and discussing the proposed study with the supervisor prior to applying for study assistance on the study assistance application form;
- Submitting the completed form to the Learning and Development Team in the People and Performance Branch for statistical and reporting purposes and for retention on the personnel file;
- Submitting evidence of successful completion of the agreed study to the supervisor and to the study assistance officer in the People and Performance Branch for statistical and reporting purposes and for retention on the personnel file; and
- Submitting original receipts to the supervisor and a photocopy to the study assistance officer in the People and Performance Branch where payment of fees has been approved.

### 30. Supervisor Responsibilities

- Discussing the study assistance application with the employee;
- Referring to the study assistance employment procedure when considering the relevance of the proposed study and the level of support to be recommended;
- Recommending to the Secretary or their delegate the appropriate level of support; and
- Monitoring the progression of approved study through the employee's Development on a Page biannual performance management discussions.

### 31. The Secretary or their delegate's Responsibilities

- Providing the employee with reasons in writing if an application for study assistance is declined;
- Making a decision on study assistance applications after consideration of the supervisor's recommendation, the study assistance employment procedures and funding availability;
- Determining the level of support; and
- Ensuring Branch or equivalent commitments are reported to their Executive.

### 32. People and Performance Branch Responsibilities

- Providing advice and guidance on the study assistance policy;
- Administration in relation to collection of statistics and reporting on participation across Divisions; and
- Tracking overall commitment under these guidelines, including quarterly reporting on:
  - divisional expenditure on Study Assistance;
  - number of study assistance approvals; and
  - listing approved course.

### Reimbursement

33. Where an employee voluntarily resigns during the period of study assistance (and not due to extenuating circumstances such as, but not restricted to and on a case-by-case basis, illness, redeployment, retrenchment or redundancy), or has their employment terminated due to misconduct within 12 months of the date of financial assistance, the Department may seek reimbursement of up to 100% of the financial assistance from the last recorded payment in SAP

### Payment of Fees

34. Payment of fees will be in accordance with the level of financial support agreed on the study assistance application.
35. For those studies that are directly linked to the employee's current work function or included in the annually identified Departmental capability areas, the Department will approve upfront payment either directly to the institution or as reimbursement of the fees paid by the employee.
36. Reimbursements of study assistance payments that have been approved for **upfront** payment are to be sought by completing a Claim for Payment form with relevant receipt(s) attached. The Claim for Payment form should be processed in line with normal Branch processes and forwarded to the Accounts Payable Section.
37. Reimbursement of fees for study assistance that has been approved for payment **following successful completion** of the study are to be sought by completing a Claim for Payment form with relevant receipt(s) and proof of successful completion of the study attached. The Claim for Payment form should be processed in line with normal Branch processes and forwarded to the Accounts Payable Section.

**Payment of Invoices Direct to Institution**

- 38. A payment direct to an institution is made following normal procedures for paying invoices i.e.
  - under \$5,000 by Departmental corporate credit card; or
  - if over \$5,000, by a Claim for Payment form, with ORIGINAL invoices attached. Claims should be processed through normal processes to the Accounts Payable Section.
- 39. Multiple receipts can be reimbursed on one Claim for Payment. In the field marked "Invoice No" fill in "REIMB" followed by the date the payment was made, eg: "REIMB300607".

**Cost Centre, General Ledger and Tax Codes**

- 40. It is important to ensure that Cost Centre and General Ledger codes are listed against each item and that they are separated into taxed and non-taxed items.

	General Ledger	Tax Codes
CSP (previously HECS)	45220	GST Inclusive <b>P1</b> GST Exempt <b>P2</b>
All Other fees (eg books/administration)	45225	GST Inclusive <b>P1</b> GST Exempt <b>P2</b>

**Study Leave**

- 41. Employees should record Study Leave on their Flex sheets or attendance record. For guidance on completion of flex sheets, refer to the Department's *Working Hours and Flextime Employment Procedures*.

**FORMS**

- 42. The [Claim for Payment form](#) is used to make any payment (not limited to paying bills, also includes reimbursements, grant payments, etc). Completed forms and attachments should be returned for processing to:

Financial Services Team  
 Accounts Payable Section  
 Level 5, 62 Northbourne Ave  
 Canberra Email: [invoices@infrastructure.gov.au](mailto:invoices@infrastructure.gov.au)

- 43. The accounts payable register on SAP will then be updated. The form and supporting documentation are filed for auditing purposes.
- 44. Employees should keep copies of all their study assistance documentation.

Author: People and Performance Branch  
 Authorised by: Secretary

Date: 22 Nov 2011  
 Date: 22 Nov 2011



# STUDY ASSISTANCE APPLICATION FORM

When completed and signed by your supervisor and the Secretary or their delegate, please forward the **ORIGINAL** form to the **Study Assistance Officer, Learning and Development Team, (Level 6 West, 62 Northbourne Ave - Ext 7567)**. Where applicable, you must attach a copy of your academic transcripts or results for the previous semester. Documents are placed on your personnel file.

## 1. Applicant's Details

Full Name: .....AGS Number:.....

APS Level:.....Business Division: ..... Branch: .....

Phone: .....Employment Status: Full Time  Part Time:  (No of hours) .....

## 2. Proposed Study

Title of the unit to be studied this semester:.....

Is this unit part of a Degree or Certificate, if so please name: .....

Name of study institution: .....

Anticipated date of completion: .....

Has the proposed study been included in your Plan on a Page: **YES / NO**

**Form of Study:**

- By weekly course attendance
- Distance study with a residential component
- Intensive irregular contact sessions
- Full-time Study
- If full-time study, will you access **leave without pay?** **YES / NO**

## 3. Contact / Attendance Schedule

**Weekly Institutional Contact Sessions:**

Subject	Attendance Day/s	Session Length	Travel Time (mins)

**Residential Contact Sessions:**

Subject	Attendance Dates	Location	Hours /Days of Attendance

**Intensive Contact Sessions:**

Subject	Attendance Dates

### 4. Study Period

Course Starts: ...../...../..... and Ends: ...../...../.....

No. of Weeks: .....  
 (do not include study or semester breaks)

Exam/Assessment Period: ...../...../..... to ...../...../.....

### 5. Financial Support Sought

Please refer to Department’s *Study Assistance Employment Procedure* for information on the levels of financial support and the Department’s priority capability areas.

100% Tuition fee or 80% of CSP liability	\$.....
Compulsory admin or registration fees	\$.....
Books/Materials	\$.....
<b>TOTAL</b>	<b>\$.....</b>

Which financial year do these fees apply? .....  
 Which quarter of the financial year do these fees apply: Q1, Q2, Q3 or Q4?

### 6. Calculation of Potential Leave Liability

This table enables the Secretary or their delegate to make a more informed decision based on your requirements. If this cannot accurately reflect your study needs, attach a separate page.

	PURPOSE FOR LEAVE	HRS PER WEEK		WEEKS IN COURSE (Excl breaks)	TOTAL - for this course of study or Semester	
<b>Part-time Weekly Contact Study</b>	To attend contact sessions (if applicable)		X		=	+ ↓
	To travel to attend contact sessions (if applicable)		X		=	+ ↓
<b>Part-time Distance or Intensive Study</b>	To attend any compulsory residentials or intensive components that occur <u>during normal working hours</u> over course of this study				=	+ ↓
	To travel <u>during working hours</u> to and from venues for compulsory residentials or intensive components over course of this study				=	+ ↓
<b>All Students</b>	Leave for study or research		X		=	+ ↓
<b>All Students</b>	Time (including travel) to undertake exams				=	+ ↓
<b>TOTAL STUDY LEAVE REQUESTED FOR SEMESTER</b> <i>Part-time Officers receive Study Assistance leave on a pro-rata basis</i>						

**7. Applicant's Signature**

Signed: ..... Date: .....

*In signing this Application, I agree to abide to the agreement negotiated between myself, my Supervisor and the Secretary or their delegate for Study Assistance and set out in this Application. I have read and understand the Department of Infrastructure and Transport Study Assistance Guideline and agree to adhere to the principles and my responsibilities contained therein.*

**8. Supervisor's Recommendation**

Is the proposed course of study on the Department's priority capabilities list? **YES / NO**  
Is there any study leave recommended? If so, how much? .....  
Is there any financial support recommended: If so, how much? .....

**Supporting Statement:** *(if insufficient space, please provide an attachment)*

.....  
.....  
.....  
.....  
.....

Signed: ..... Date: .....  
Printed Name: ..... Position: .....

*In signing, I support this Study Assistance Application and the negotiations outlined above and agree to abide by the principles and responsibilities for Supervisors outlined in the Department of Infrastructure and Transport Study Assistance Guidelines.*

**9. The Secretary or their delegate's Approval**

Approval for Study Assistance Applicant as student **YES / NO**  
Approval for Applicant to take the periods of leave agreed to and listed under Section 6 for course attendance, travel, study time and exams **YES / NO**  
Approval for Applicant to receive the financial assistance sought **YES / NO**

**Comments:** *(if insufficient space, please provide an attachment)*

.....  
.....  
.....  
.....

Signed: ..... Date: .....  
Print Name: ..... Position: .....

*In signing, I approve this Study Assistance Application, consent to the negotiations outlined, and agree to abide by the principles and responsibilities for the Secretary or their delegates outlined in the Department of Infrastructure and Transport Study Assistance Employment Procedures*



**Australian Government**

**Australian Transport Safety Bureau**

**Title: Study Assistance**

**Reference: Clause B2**

**Effective Date: 1 July 2011**

Clause B2, *Australian Transport Safety Bureau Enterprise Agreement 2011-2014* (Enterprise Agreement) contains the conditions that apply to employees access to study assistance.

**PURPOSE**

1. Study assistance provides support for employees to undertake courses of study that will contribute to the improvement of their professional skills and knowledge relevant to their role and the broader Australian Public Service.
2. Study assistance approval is discretionary. Access to study assistance is not an automatic entitlement. Study assistance support should be identified on the employee's Development on a Page and discussed at the biannual performance management discussions.
3. The study assistance provisions are designed to:
  - foster a learning culture;
  - encourage learning that addresses business needs;
  - provide a framework for transparent and effective decision-making;
  - encourage equitable access to learning; and
  - support learning activities that can be accommodated within the training budget and work areas commitments.

**Who can apply?**

4. Ongoing employees are eligible to apply for study assistance.
5. Probationers are not eligible for study assistance until they have successfully completed their probation period.

## PROCESS

### New to the Bureau

6. The ATSB is not obliged to comply with any study assistance approvals given by another agency. Employees transferring into the ATSB must apply for assistance under the study assistance policy.

### What are approved courses?

7. Tertiary, professional or technical subjects in the areas relevant to the operational needs of the ATSB are eligible for support under study assistance. Examples of courses of study which may be approved are:
  - Secondary school certificates;
  - Certificates;
  - Diplomas;
  - Degrees;
  - Graduate Certificates and Diplomas;
  - Higher degrees;
  - Bridging courses; and
  - English as a second language.
8. All other training to enable the employee to gain a specific skill including single units, short courses, seminars, conferences and Australian Public Service Commission programs are external to the study assistance arrangements and are covered separately.

### What are approved areas of study?

9. The areas of study eligible for study assistance are those relevant to the business needs of the ATSB and, in some cases, the Australian Public Service.

### Factors the Supervisor should consider when recommending study assistance

10. The criteria against which applications should be considered are:
  - the relationship of the proposed study to the identified capability needs of the ATSB;
  - the skills and specific knowledge required by the work unit;
  - the impact on the workload of the work unit;

- the effective work performance of the employee;
- the relevance of the course of study to the employee's future employment within the ATSB;
- whether the study has been identified in the employee's Development on a Page;
- confirmation with the manager of the cost centre that the budget is available; and
- the ability for the applicant to undertake the study commitments out of normal working hours, where offered; and what level of support will be provided (i.e. student status only; study leave and/or financial support).

### **Factors the Delegate should consider when approving Study Assistance**

11. The criteria against which applications should be considered are:

- whether the supervisor has supported the application;
- the relationship of the proposed study to the identified capability needs of the ATSB.
- equity issues across the work unit;
- budget; and
- approval is not retrospective.

### **The Delegate**

12. The employee's General Manager or equivalent is the employee's delegate for approval of study assistance.

### **LEVELS OF APPROVAL**

13. The delegate has the discretion to grant three separate levels of approval, either individually or collectively but these are not automatic entitlements. In most cases, approval is for a semester/term rather than an entire study program and can be granted for:

- Level 1: approval as a student to undertake study;
- Level 2: leave for study purposes; and/or
- Level 3: financial assistance.

**Note:** Level 1 approval may be granted alone or included with Level 2 and/or Level 3 approvals. Level 2 and Level 3 approvals cannot be granted without a Level 1 approval.

**Level 1 - Approval as a Student**

14. Approval as a Student for study assistance will provide the employee with workers compensation cover while undertaking study activities, such as attending compulsory examinations. The employee is not covered for workers compensation when undertaking approved study while on Leave Without Pay.
15. Approval limited to Student status only (i.e. study leave and financial assistance not included) may be applicable when:
  - the area of study is of only marginal relevance to the Bureau;
  - the employee has already had a significant amount of study assistance in the past;
  - a large proportion of employees in the area are already accessing assistance for the semester applied; or
  - there are budgetary constraints.

**Level 2 - Approval to take Study Leave**

16. Study assistance is a joint commitment by the employee and the Bureau to further develop the capability of individuals and the organisation. As such, employees are encouraged to undertake their class and lecture commitments outside of normal working hours where these are offered and this is manageable for the employee. However, the ATSB recognises that some staff have fixed commitments outside work hours.
17. The delegate may approve up to a maximum of eight hours paid leave per week to enable an employee to travel to and from lectures. If the employee has had study leave approved the employee should, in advance, negotiate with their supervisor an agreed amount of leave and travel time to complete the study. Study leave is flexible and should mutually accommodate the employee, their duties and the operational requirements of the workplace.
18. Study leave can be:
  - taken weekly to attend a course or contact session that occurs during business hours;
  - taken in the case of distance or intensive study, accrued to cover attendance at course residential;
  - taken to attend briefings, intensive sessions etc that occur during business hours; or
  - accrued over the course of study and used to prepare assignments or study for exams.

19. Study leave does not:

- carry forward from one semester to another;
- apply to employees on leave without pay for full-time study;
- equate to or be converted to, another form of leave;
- accrue during personal circumstances leave or mid-semester breaks.

20. The table below is a guide only and suggests an equitable approach to study leave and travel that the supervisor and delegate may wish to consider in their deliberation:

Part-time Weekly Contact Study		Part-time Distance or Intensive Study	Full-time Study
<b>Study Leave (part-time employees are eligible pro-rata)</b>	We suggest <b>3 hours</b> per unit, per week to attend contact sessions, study and/or research.	We suggest <b>1 to 1 1/2 hours</b> a subject weekly for study or research plus time required to attend a compulsory residential or intensive component held during normal working hours.	Full-time study is usually undertaken as leave without pay. Employees can apply for leave and are normally required to return to duty between academic years. Delegates may grant leave with full pay, or a proportion, if an applicant can provide a strong written case and has the support of their supervisor.
<b>Travel Time (part-time employees are eligible pro-rata)</b>	An agreed amount of time each week to travel to their contact sessions and return to work (not to their home).	An agreed amount of time, to travel to and from a compulsory residential or intensive component, if the travel occurs during normal working hours.	
<b>Exam Time</b>	Employees can be granted an agreed amount of time to attend exams of approved subjects plus travel to and from work and the exam venue.		
<b>Employees with a Disability or Aboriginal or Torres Strait Islander Employees</b>	An additional <b>5 hours</b> per week study leave in recognition of their particular needs, as defined by the Government. The ATSB Diversity Coordinator can assist with individual advice.		



### Level 3 - Approval to receive financial assistance

21. Delegates are authorised to spend public money in relation to their administrative responsibility in accordance with Schedule 1 of the Chief Executive's Delegations. Delegates can decide the number of subjects an employee will be funded per semester.
22. Levels of support are subject to individual negotiation and the supervisor and delegate's discretion. The level of financial assistance is determined on a case-by-case basis with reference to the following levels of support:

Indicative level of financial support	Relevance	Examples
Up to 100%	Directly related to the employee's current work function.	A TSI undertaking Aviation Degree.
Up to 100%	Included in the annually identified ATSB priority capability areas.	An employee undertaking Project Management.
25% to 50%	Related to the work of the Bureau or the APS in areas other than where the employee is currently employed	An employee undertaking related language studies.
0% (support in the form of time off and/or approval as a student may be granted).	Relevant to the employee's private development.	An employee undertaking a personal pursuit (eg, arts).

### REVIEW PROCEDURES

23. If an application for study assistance is not approved, the delegate must advise the employee and supply the employee with written comments and feedback on the reasons the employee's application was declined.
24. If an applicant is not satisfied as to the reasons for refusal of study assistance after receiving feedback they can seek a review of decision in the Enterprise Agreement under the 'Review of decisions and preventing and settling disputes' (Section E) This process commences with discussion with their supervisor. Where a dispute is not resolved after that discussion, the dispute will be referred to more senior levels of management and the employee or their chosen representatives for resolution. If the matter is not resolved after these initial

processes, the applicant should refer to the Enterprise Agreement for further information.

## **ROLES AND RESPONSIBILITIES**

### **25. Employee Responsibilities**

- Referring to the study assistance employment procedures and discussing the proposed study with the supervisor prior to applying for study assistance on the study assistance application form;
- Submitting the completed form to the Training Manager for statistical and reporting purposes and for retention on the personnel file;
- Submitting evidence of successful completion of the agreed study to the supervisor and the Training Manager for statistical and reporting purposes and for retention on the personnel file; and
- Submitting original receipts to the supervisor and a photocopy to the Training Manager where payment of fees has been approved.

### **26. Supervisor Responsibilities**

- Discussing the study assistance application with the employee;
- Referring to the study assistance employment procedure when considering the relevance of the proposed study and the level of support to be recommended;
- Recommending to the delegate the appropriate level of support; and
- Monitoring the progression of approved study through the employee's Development on a Page biannual performance management discussions.

### **27. Delegate (the employee's General Manager or equivalent) Responsibilities**

- Providing the employee with reasons in writing if an application for study assistance is declined;
- Making a decision on study assistance applications after consideration of the supervisor's recommendation, the study assistance employment procedures and funding availability;
- Determining the level of support; and
- Ensuring Branch or equivalent commitments are reported to their Executive.

### **28. Training Manager Responsibilities**

- Providing advice and guidance on the study assistance policy;

- Administration in relation to collection of statistics and reporting on participation across the ATSB; and
- Tracking overall commitment under these guidelines, including quarterly reporting on:
  - expenditure on Study Assistance;
  - number of study assistance approvals; and
  - listing approved course.

### Reimbursement

29. Where an employee voluntarily resigns during the period of study assistance (and not due to extenuating circumstances such as, but not restricted to and on a case-by-case basis, illness, redeployment, retrenchment or redundancy), or has their employment terminated due to misconduct within 12 months of the date of financial assistance, the Bureau may seek reimbursement of up to 100% of the financial assistance provided.
30. To apply for Study Assistance a Study Assistance Application must be completed for each semester of study. To be approved the application must be supported by the applicant's supervisor and approved by the delegate.
31. Following approval the employee must send the ORIGINAL signed Application to the Training Manager for recording and retention on the employee's Personnel File. A photocopy should be kept by the applicant for their personal records.

### Payment of Fees

32. Payment of fees will be in accordance with the level of financial support agreed on the study assistance application.
33. For those studies that are directly linked to the employee's current work function or included in the annually identified ATSB capability areas, the Bureau will approve upfront payment either directly to the institution or as reimbursement of the fees paid by the employee.
34. Reimbursements of study assistance payments that have been approved for **upfront** payment are to be sought by completing a Claim for Payment form with relevant receipt(s) attached. The Claim for Payment form should be processed in line with normal ATSB processes and forwarded to the Accounts Payable Section.
35. Reimbursement of fees for study assistance that has been approved for payment **following successful completion** of the study are to be sought by completing a Claim for Payment form with relevant receipt(s) and proof of successful completion of the study attached. The Claim for Payment form should be processed in line with normal ATSB processes and forwarded to the Accounts Payable Section.

**Payment of Invoices Direct to Institution**

36. A payment direct to an institution is made following normal procedures for paying invoices i.e.
- under \$5,000 by corporate credit card; or
  - if over \$5,000, by a Claim for Payment form, with ORIGINAL invoices attached. Claims should be processed through normal processes to the Accounts Payable Section.

**Study Leave**

37. Employees should record Study Leave on their Flex sheets or attendance record.

Author:	Human Resources	Date: 01 July 2011
Draft Authorisation:	Martin Dolan, CEO	Date: 01 July 2011
Final Authorisation:	Martin Dolan, CEO	Date: 05 December 2011

**Study Assistance Application Form**

When completed and signed by your supervisor and delegate, please forward the ORIGINAL form to the Training Manager, Organisational Development (Level 2 East, 62 Northbourne Ave – Ext 6236). Where applicable, you must attach a copy of your academic transcript or results for the previous semester.

**1. Applicant’s Details**

Full Name:..... AGS  
 No:.....  
 APS Level: ..... Branch: .....Section:  
 .....  
 Phone: ..... Employment Status: F/T  P/T  (No of hours).....

**2. Proposed Study**

Title of the unit to be studied this semester:  
 .....  
 Is this unit part of a Degree or Certificate, if so please name:  
 .....  
 Name of study institution:  
 .....  
 Anticipated date of completion:  
 .....  
 Has the proposed study been included in your Development Plan? YES/NO  
 Form of Study:  
 By weekly course attendance   
 Distance with/without a residential component   
 Intensive irregular contact sessions   
 Full-time Study   
 If full-time study, will you access leave without pay? YES/NO

**3. Contact / Attendance Schedule**

Weekly Institutional Contact Sessions:

Subject	Attendance Day/s	Session Length	Travel time (mins)

Residential Contact Sessions::

Subject	Attendance Dates	Location	Hours/days of Attendance

Intensive Contact Sessions:

Subject	Attendance Day/s	Session Length	Travel time (mins)

**4. Study Period**

Course Starts: ...../...../..... and Ends:  
 ...../...../.....

No. of Weeks: ..... (please do not include study or semester breaks)

Exam/Assessment Period ...../...../..... to  
 ...../...../.....

**5. Financial Support Sought**

*Please refer to the ATSB’s Study Assistance Guidelines for information on the levels of financial support and the Bureau’s priority capability areas.*

100% Tuition fee or 80% of CSP liability \$.....  
 Compulsory admin or registration fees \$.....  
 Books/Materials \$.....  
**Total** \$.....

Which financial year do these fees apply?.....

Which quarter of the financial year do these fees apply: Q1 Q2 Q3 Q4

**6. Calculation of Potential Leave Liability**

*This table enables your Delegate to make a more informed decision based on your requirements. If this cannot accurately reflect your study needs, please attach a separate page.*

	Purpose for Leave	Hrs P/week		Weeks in Course (Excl breaks)	=	Total – for this course of study or semester
Part-time Weekly Contact Study	To attend contact sessions (if applicable)		X		=	
	To travel to attend contact sessions (if applicable)		X		=	

Part-time Distance or intensive Study	To attend any compulsory residential or intensive components that occur during normal working hours over the course of this study.			=	
	To travel during working hours to and from venues for compulsory residential or intensive components over the course of this study.			=	
All Students	Leave for study or research			=	
All students	Time (including travel) to undertake exams			=	
Total Study leave requested for the semester (part officers receive Study Assistance leave on a pro-rata basis)					

**7. Applicant's Signature**

Signed: ..... Date: .....

.....

*In signing this Application, I agree to abide to the agreement negotiated between myself, my Supervisor and my Delegate for Study Assistance and set out in the Application. I have read and understand the Australian Transport Safety Bureau's Study Assistance Guidelines and agree to adhere to the principles and my responsibilities contained herein.*

**8. Supervisor's Recommendation**

Is the proposed course of study on the ATSB's priority capability list? Yes / No  
 Is there any study leave recommended? Is so, how much?

.....

Is there any financial support recommended? If so, how much?

.....

**Supporting Statement:** (if insufficient space, please provide an attachment)

.....  
 .....  
 .....  
 .....

Signed: .....  
 Date:.....  
 Printed Name: .....  
 Position:.....

*In signing, I support this Study Assistance Application and the negotiations outlined above and agree to abide by the principles and responsibilities for Supervisor outlined in the Australian Transport Safety Bureaus' Study Assistance Guidelines.*

**9. Delegates Approval**

Approval for Study Assistance Applicant as student	Yes / No
Approval for Applicant to take periods of leave agreed to and listed under Section 6 for course attendance, travel, study time and exams. / No	Yes
Approval for Applicant to receive the financial assistance sought / No	Yes

**Comments:** (if insufficient space, please provide an attachment)

.....  
.....  
.....  
.....

Signed: .....  
.....

Date:

Print Name: .....  
.....

Position:

*In signing, I approve this Study Assistance Application, consent to the negotiations outlined, and agree to abide by the principles and responsibilities for Delegates outlined in the Australian Transport Safety Bureaus' Study Assistance Guidelines.*



**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**ATTACHMENT C**

**Department of Infrastructure and Transport**

All education expenses are for the period 1 July 2012 to 31 May 2013 and are GST Exclusive.

<b>Course type</b>	<b>Total Cost</b>	<b>Cost per Participant (course only)</b>	<b>No. Participants</b>	<b>Amount of study leave granted (hours)</b>	<b>Classification</b>	<b>Reason for study</b>
In house	\$558,663	Not cost effective to retrospectively collect this information	Not cost effective to retrospectively collect this information*	Not applicable, in house training is conducted during normal working hours	Internal training is available to APS, EL and SES staff however it is not cost effective to retrospectively collect this information per participant	To acquire the skills and capabilities required to achieve the Department's vision and objectives
Tertiary	\$200,428	\$3,286	61	8,788	Study Assistance for tertiary education is available to all APS, EL and SES staff however it is not cost effective to retrospectively collect this information per participant	To acquire the skills and capabilities required to achieve the Department's vision and objectives

\*the attendance and reporting function within Sharepoint has not been available since the last QoNs and we are not currently able to provide accurate data.

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Maritime Safety Authority**

<b>Type of Course</b>	<b>Total Cost of Course(\$) (GST Ex)</b>	<b>Total Cost per Participant (\$)</b>	<b>Number of Participants</b>	<b>Employment Classifications<sup>1</sup></b>	<b>Study Leave Granted per Participant (hours)</b>	<b>Reason For Study</b>	<b>How it is beneficial</b>
Tertiary Studies	\$66,788.41	\$2,568.79	26	AMSA 4-7 SARO	12.92	Professional Development	Develops key (AMSA relevant) skill areas to enhance workforce capability
In-house Online Administration Training	\$1,780.02	\$296.67	6	AMSA 4-7	Not Offered	Professional Development	Assists in improving the administration and productivity of the organisation
In-house Performance Management Training	\$26,419.02	\$377.41	70	AMSA 2-6	Not Offered	Professional Development	Strengthens performance management capability for staff across many levels
Externally Delivered - Administration Skills Training	\$27,575.89	\$483.79	57	AMSA 2-6	Not Offered	Professional Development	Assists in improving the effective day to day administrative tasks of the organisation
Externally Delivered - First Aid/OHS Training	\$21,495.91	\$421.49	51	AMSA 2-7 Contract Manager	Not Offered	Accreditation/ Professional Development	Improves risk management, safety awareness and management.
Externally Delivered – IT	\$53,312.55	\$1,332.81	40	AMSA 5	Not Offered	Professional	Assists in improving the proficiency level of

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Training						nal Developm ent	the organisation in the use of IT solutions leading to greater productivity
Externally Delivered – Maritime Training	\$97,194.95	\$1,429.34	68	AMSA 4-7 Contract Manager, Port Marine Surveyor	Not Offered	Complian ce/ Professio nal Developm ent	Assists in the improvement of delivering safety and other services to the maritime industry
Externally Delivered – Search and Rescue Training	\$6,278.28	\$627.83	10	AMSA 4-7 SARO, CHIEF SARO	Not Offered	Professio nal Developm ent	Assists in improving AMSA’s delivery of Search and Rescue services
Externally Delivered – Trainers and Assessors Training	\$2,713.18	\$904.39	3	AMSA 5-6	Not Offered	Accreditat ion/ Professio nal Developm ent	Assists in keeping up to date with training and education standards and requirements.
Externally Delivered – Finance Training	\$15,067.45	\$941.72	16	AMSA 5-7	Not Offered	Professio nal Developm ent	Assists in keeping staff up to date with finance related skills
Externally Delivered – Auditor Training	\$15,503.12	\$1,937.89	8	AMSA 6 Port Marine Surveyor	Not Offered	Complian ce/ Professio nal Developm ent	Assists in developing skill base and maintain currency.
Externally Delivered – Law Training	\$14,914.97	\$785.00	19	AMSA 6-7	Not Offered	Accreditat ion/ Professio nal	Assists in maintaining currency with legislative requirements.

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

						Developm ent	
<b>Totals</b>	\$349,043.75		374				

<sup>1</sup> AMSA's reporting systems do not allow for a breakdown per each employment classification

**Australian Transport Safety Bureau**

Course type	Total Cost	Cost per Participant (course only)	No. Participants	Amount of study leave granted (hours)	Reason for study
In house	\$11,347	Not available	26	Nil (conducted during business hours)	Primarily in support of core training for investigative staff. Note the ATSB is a Registered Training Organisation
Tertiary	\$13,315	\$2,663 (approx.)	5	2 hours /participant/week	Professional Development

**Airservices Australia**

Course type	Total Cost	Cost per Participant (course only)	No. Participants	Amount of study leave granted (hours)	Reason for study
In house	\$43,374,445	\$992	43,703	Nil	Training for specific operational skills required by Airservices.
Tertiary	\$254,643	\$3,395	75	705	Development of key staff for vocational positions and general management

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**Civil Aviation Safety Authority**

All education expenses are for the period 1 July 2012 to 31 May 2013 and are GST Exclusive.

Course type	Total Cost	Cost per Participant (course only)	No. Participants	Amount of study leave granted (hours)	Reason for study
In house	\$927,718.40	\$427.52	2170	Nil	To enhance workforce skills and capabilities
Tertiary	\$67,905.00	\$2515.00	27	976.85	To enhance workforce skills and capabilities

**In house**

Classification	Total Number of participants In-House Education
ASR 1/ ASA*	16
ASR 1 / ATI	48
ASR2 / ATI	11
ASR1	13
ASR1 / AWI	325
ASR2	7
ASR2 / ASA	18
ASR2 / AWI	306
ASR3	2
ASR3 / ASA	4
ASR3 / AWI	50
ASR3 / SSS	2
CMTL	158

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

Classification	Total Number of participants In-House Education
CMTL / AWI	14
CMTL / SSS	8
CS1 (APS 1/2)	30
CS2A (APS4)	111
CS2B (APS3)	101
CS3A (APS6)	133
CS3B (APS5)	121
CS4 (EL1)	142
CS5 (EL2)	102
FOI1 **	78
FOI2	105
FOI3	53
FTE1	26
FTE2	5
Contract/project	34
PS	33
PS / AWI	3
SMGA (SES B3)	5
SMGB (SES B2)	9
SMGC (SES B1)	21
SMGD (EL2/SES B1)	75
Board	1
<b>Total</b>	<b>2170</b>

Tertiary Education

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

Classification	Number of participants supported Tertiary Education
ASR 1	3
ASR 2	1
ASR 3	1
FOI	1
APS 3	1
APS 4	3
APS 5	5
APS 6	3
EL 1	4
EL 2	2
SES Band 1	2
CMTL	1
<b>Total</b>	<b>27</b>

**Note 1:** The figures reflected in this table represent the number of CASA staff who have participated in Tertiary Education YTD 1 July 2012 to 31 May 2013. During the period of reporting, the classification level of a member of staff may change if they undertake different roles at different classification levels or their role has been reclassified. The data in the table therefore shows the classification level of staff who have participated in Tertiary studies as at 31 May 2013, but does not reflect study leave granted for each employment classification.

**Note 2: Classifications of Participants -** CASA uses a different classification structure to the APS, a number of these classifications are unique to CASA. Where a match is possible, APS equivalent classifications are shown.

**Note 3:** The total cost figures reflected in the report are determined using averaged figures for cost per participant (course only), therefore there is a minor discrepancy between the total cost reported and the total cost spent.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 29

**Program:** n/a

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

**Topic:** Executive Coaching and Leadership Training

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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); and
4. The names of all service providers engaged.
5. 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; and
  - f. A description of the fees charged (i.e. per hour, complete package)
6. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a. The location used;
  - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification);
  - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification); and
  - d. Any costs the department or agency's incurred to use the location

**Answer:**

**Department of Infrastructure and Transport  
Australian Maritime Safety Authority  
Airservices Australia  
Civil Aviation Safety Authority**

Refer to Attachment A.

**Australian Transport Safety Bureau**

Nil

**29 – Attachment A**



**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**29 – Attachment A**

**Department of Infrastructure and Transport**

All answers are provided GST Exclusive and for the period 1 July 2012 to 31 May 2013

<b>Total expenditure on Executive Coaching and Leadership Training – 1 July 2012 – 31 May 2013 (1)</b>	<b>The number of employees offered these services and their employment classification (2)</b>	<b>The number of employees who have utilised these services and their employment classification (3)</b>	
		# employees	Classification
\$265,485	Executive Coaching and Leadership training is generally available to all Executive Level and Senior Executive Service employees. APS level employees can participate on an as required basis.	87	APS 3 to SES

<b>Provider Name</b>	<b>Service</b>	<b>Group or One on One</b>	<b>Number of employees who received training and their classification (5c)</b>	<b>Classification</b>	<b>Total Number of employee hours</b>	<b>Total Expenses</b>	<b>Description of fees charge</b>
Australian Public Service Commission	Leadership Training	Group	1	EL1	3.5	\$268	Complete Package
Yellow Edge Coaching	Executive Coaching	One on One	1	EL2	3	\$1,650	Complete Package
Jeff Whalan Learning Group	Learning Forum	Group	1	EL2	21 (3 days)	\$5,700	Complete Package

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Yellow Edge Coaching	Executive Coaching	One on One	1	EL2	1	\$450	Per hour
Australian Public Service Commission (APSC)	Leadership Training	Group	1	SES Band 1	15 hours	\$1,577	Two day course
Australian Public Service Commission (APSC)	Leadership Training	Group	1	SES Band 1	3 hours	\$105	Seminar
Australian Public Service Commission (APSC)	Leadership Training	Group	1	SES Band 1	3 hours	\$105	Seminar
Australian National University(ANU)	Leadership Training	Group	1	EL2	7.5 hours	\$600	Seminar
APSC	Executive Coaching	One on One	1	SES Band 1	18 hours	\$2,127	Complete package
National Security College	National Security Executive 1 Development Program	Group	2	EL1	150	\$20,000	Complete package
National Security College	National Security Senior Executive Development Program	Group	1	SES Band 1	150	\$29,258	Complete package

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

National Security College	National Security Executive Development	Group	2	EL2	37.5	\$4,300	Complete package
National Security College	National Security Executive Level 2 Development Program	Group	3	EL2	337.5	\$45,000	Complete package
Australian Institute of Management	New Manager training	Group	5	APS6 – EL1	67.5	\$8,760	Complete package
Australian Graduate School of Management	Leading Change	Group	1	EL2	15	\$2,800	Complete package
Australian Public Service Commission	Management Training	Group	14	APS5-EL2	159	\$11,290	Complete package
WHON	Leadership	One on one	2	EL2-SES Band 1	Varies	\$17,800	Complete package
AvSec	ICAO training	Group	2	EL2	75	\$1,893	Complete package
Australian Emergency Management Institute	Organisational Resilience	Group	1	EL2	15	\$1,092	Complete package

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Australian Public Service Commission	Leadership Seminar	Group	1	EL	2	\$105	Complete package
Australian Public Service Commission	Reflections from Inspiring APS leaders	Group	1	EL 2	3.5	\$68	Complete Package
Australian Public Service Commission	Career Development Assessment Centre (CDAC)	Group	1	EL2	37.5	\$11,750	Complete package
Australian Public Service Commission	EL2 Leadership Dimensions Program	Group	2	EL2	45	\$7,085	Complete package
Australian Public Service Commission	Leading Australia's Future in the Asia-Pacific	Group	1	EL2	120	\$21,000	Complete package
Cranlana	Leadership Colloquium	Group	1	EL2	45	\$4,700	Complete package
Effective People	Career Coaching	One on one	29	APS3	29	\$8,383	Complete package
Institute of Company Directors	Company Directors Course	Group	1	EL2	37.5	\$11,502	Complete package

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Mt Eliza	Leading for Organisational Change	Group	1	EL2	37.5	\$9,860	Complete package
Effective People	Career Coaching	One on one	1	EL1	3	\$1,050	Complete package
Effective People	Career Coaching	One on one	1	EL	2	\$600	Complete package
Yellow Edge	Executive Coaching	One on one	1	EL	1	\$700	Complete package
Yellow Edge	Executive Coaching	One on one	1	EL	1	\$900	Complete package
Yellow Edge	Career Coaching	One on one	1	EL1	3	\$1,350	Complete package
DW Bottom Line	Mentoring	One on one	1	SES	3	\$1,320	Complete package
Dale Fitzell & Assoc	Executive Coaching	One on one	1	EL2		\$27,225	Complete package
						Not cost effective to retrospectively collect this information	

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Location (6a)</b>	<b>Number of employees who took part on each occasion (6b)</b>	<b>The total number of hours involved for all employees who took part (6c)</b>	<b>Any costs the department or agency's incurred to use the location (6d)</b>
APSC	4	24.5	Nil
ANU	1	7.5	Nil
Yellow Edge Coaching 9 Sydney Avenue, Barton, ACT 2600	2	4	Nil
Jeff Whalan Learning Group, Canberra	1	21	Nil
APSC Office (Woden)	1	18	Nil
National Security College (Canberra)	8	675	Nil
Australian Institute of Management (Melbourne)	4	60	Nil
APSC (Canberra)	Varied	159	Nil
Australian Public Service Commission (Canberra)	5	10	Nil
Clifton Suites (Canberra)	Not cost effective to retrospectively collect this information	Not cost effective to retrospectively collect this information	\$3,112
Sydney, NSW	1	3	Nil
Infrastructure Australia	1	As 5(d)	Nil

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Maritime Safety Authority**

Total expenditure on Executive Coaching and Leadership Training – 1 July 2012 – 31 May 2013 (1)	The number of employees offered these services and their employment classification (2)	The number of employees who have utilised these services and their employment classification (3)	
		# employees	Classification
\$147,061.00	88 employees were offered these services Manager AMSA Level 8 AMSA Level 7 AMSA Level 6 AMSA Level 5 AWA Common Law Contract Individual Flexibility Agreement	32	Manager AMSA Level 8 AMSA Level 7 AMSA Level 6 AMSA Level 5 AWA Common Law Contract Individual Flexibility Agreement

Provider Name (4)	Service (5a)	Group or One on One (5b)	Number of employees who received training and their classification (5c)		Total Number of employee hours (5d)	Total Expenses (5e)	Description of fees charge (5f)
People & Strategy Pty Ltd	Professional Leadership	Group	13	Manager AMSA Level 8 AMSA Level 7 AMSA Level 6 AWA Common Law Contract Individual Flexibility Agreement	546	\$33,579	Complete package
People & Strategy Pty Ltd	Diploma of Government	One on One	10	Manager AMSA Level 7	0 – study is home based/own time	\$12,950	Complete package

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

	(Management)			AMSA Level 6			
People & Strategy Pty Ltd	Professional Leadership	Group	18	Manager Port Marine Surveyor Level 1 AMSA Level 8 AMSA Level 6 Contract	432	\$83,096	Complete package

Location (6a)	Number of employees who took part on each occasion (6b)	The total number of hours involved for all employees who took part (6c)	Any costs the department or agency's incurred to use the location (6d)
Australian National University, Canberra	15	120	\$4,405
The Carrington Inn, Bungendore	15	360	\$11,964
Murramarang Beachfront Resort	0*	0	\$1,065

\*Additional expenses from workshop held in 2011-12.

**Airservices Australia**

(1) Total expenditure on Executive Coaching and Leadership Training – 1 July 2012 – 31 May 2013	(2) The number of employees offered these services and their employment classification	(3) The number of employees who have utilised these services and their employment classification
\$589,558	Leadership training, which is generally available to high performing employees, existing team leaders, unit, branch and executive managers and equivalent  Executive coaching is generally available to branch managers, general managers and executive managers	103 high performing employees, existing team leaders, unit, branch and executive managers or equivalents undertook Leadership training (Includes 12 participants who received training last FY but were invoiced in FY12-13)  1 branch manager employee undertook Executive Coaching

(4) Provider Name	(5a) Service	(5b) Group or	(5c) Number of employees	(5d) Total Number of	(5e) Total	(5f)
-------------------	--------------	---------------	--------------------------	----------------------	------------	------



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

		<b>One on One</b>	<b>who received training and their classification</b>		<b>employee hours</b>	<b>Expenses</b>	<b>Description of fees charge</b>
Mt Eliza Executive Education (Now Melbourne Business School)	Managing For Results Intake 7 & 8		38	Generally existing team leaders or unit managers	Approximately 2,880	\$266,545	Course fees
Mt Eliza Executive Education (Now Melbourne Business School)	Senior leadership program – masterclass 3 and 4	Group	28 (Includes 12 participants who completed in previous FY, but invoiced FY12-13)	Generally branch or executive managers	Approximately 350	\$78,199 (Includes participants who completed in previous FY, but invoiced FY12-13)	Course fees, accommodation
Mt Eliza Executive Education (Now Melbourne Business School)	Executive coaching	One-on-one	1	Branch manager	Approximately 15	\$3,798	Coaching fees
Franklin-Covey	30 x kits“7 Habits of Highly Effective People” (Part of Step Up to Management Intake 2 & 3)	Group	37 (includes 9 who commenced preceding year)	Generally high performing employees, including air traffic controllers, fire fighters and technical employees	Approximately 500	\$24,641	In-house facilitator licensing and participant kits
Blended	Harvard ManageMentor	One-on-one (Online training)		Generally high performing	Approximately 300	\$23,562	Online learning subscription and hosting for 50

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

				employees, including air traffic controllers, fire fighters and technical employees			licences to December 2013
SHL	Online 360 feedback assessment tool	One-on-one (Online assessment)	103 (Included in all programs described above)	All participants on leadership programs	Approximately 460	\$38,895	Feedback on leadership performance as part of development program
CPP International	MBTI personality assessment tool	One-on-one (Online assessment)	38 (Included in Managing For Results Program described above)	All participants on Managing For Results program	Approximately 38	\$1,814	Myers-Briggs personality type assessment

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

<b>(6a) Location</b>	<b>(6b) Number of employees who took part on each occasion</b>	<b>(6c) The total number of hours involved for all employees who took part</b>	<b>(6d) Any costs the department or agency's incurred to use the location</b>
Mt Eliza Business School (Senior Leadership Masterclass 3&4)	The venue was used for a group of about 22 participant employees for 2 days	As (5d)	Included in (5e) fees above
Cammeray Waters Conference Centre (Managing For Results intake 7 & 8)	The venue was used for a group of about 24 participant employees for 3-4 days on 3 occasions	As (5d)	\$131,191

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Brassey of Canberra (Step Up to Management 2 & 3)	The venue was used for a group of about 15 participant employees 4 days on 2 occasions, including accommodation for interstate employees	Approximately 1000	\$20,913
--	--	--------------------	----------

**Civil Aviation Safety Authority**

<b>Total expenditure on Executive Coaching and Leadership Training – 1 July 2012 – 31 May 2013</b> (1)	<b>The number of employees offered these services and their employment classification</b> (2)	<b>The number of employees who have utilised these services and their employment classification</b> (3)	
		# employees	Classification
\$410,438.56	Executive Coaching and Leadership training is generally available to staff at CS3AB (APS6) and above who are in an existing management/leadership role or are identified as high performing candidates	96 – Nil study leave provided	APS6 Equivalent to SES Band 1 equivalent  ASR x 19 CMTL x 12 CS5x 21 FOI x 11 PS x 3 SMGD x 10 CS4 x 10 CS3 x 10

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Provider Name (4)</b>	<b>Service (5a)</b>	<b>Group or One on One (5b)</b>	<b>Number of employees who received training and their classification (5c)</b>	<b>Total Number of employee hours (5d)</b>	<b>Total Expenses (5e)</b>	<b>Description of fees charge (5f)</b>
CIT Solutions	Senior Leadership program with coaching	Both	39 APS6 to SES Band 1 equivalent ASR x 7 CMTL x 2 CS5 x 15 FOI x 4 PS x 3 SMGD x 8	Total hours - 771 ASR - 121 CMTL - 42 CS5 - 281 FOI - 100 PS - 71 SMGD - 156	\$194,420	Leadership training and individual coaching sessions to reinforce learning
The Training Link	Managers Leadership program with coaching	Both	55 ASR x 12 CMTL x 10 CS3 x 10 CS4 x 10 CS5 x 6 FOI x 7	Total Hours - 678 ASR 166 CMTL 197.5 CS3 162 CS4 55.5 CS5 12 FOI 85	\$165,263	Leadership training and individual coaching sessions to reinforce learning
Jelk Solutions	Individual Coaching	One on One	2 SMGD x 2	SMGD 3	\$780	Individual coaching sessions

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Location (6a)	Number of employees who took part on each occasion (6b)	The total number of hours involved for all employees who took part (6c)	Any costs the department or agency's incurred to use the location (6d)
The Carrington – Katoomba	APS6 to SES Band 1 equivalent  20 AWI x 3 CMTL x 1 CS5 x 8 FOI x 3 PS x 2 SMGD x 3	540 AWI x 81 CMTL x 27 CS5 x 216 FOI x 81 PS x 54 SMGD x 81	\$19,424
Radisson Hotel – Gold Coast	16 ASR 1 x 4 CMTL x5 CS3 x 4 FOI x2 CS4 x1	600 ASR 1 = 150 CMTL = 187.5 CS3 =150 FOI = 75 CS4 = 37.5	\$30,550

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 30

**Program:** n/a

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

**Topic:** Media Training

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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); and
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; and
  - f. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
    - a. The location used;
    - b. The number of employees who took part on each occasion;
    - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification); and
    - d. Any costs the department or agency's incurred to use the location.

**Answer:**

**Department on Infrastructure and Transport**

No media training services have been purchased this financial year to date (as at 31 May 2013).

**Australian Maritime Safety Authority**

Refer to Attachment A.

**Australian Transport Safety Bureau**

Refer to Attachment B.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Airservices Australia**

No media training services have been purchased this financial year to date (as at 31 May 2013).

**Civil Aviation Safety Authority**

No media training services have been purchased this financial year to date (as at 31 May 2013).

**30 – Attachments A & B**

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**30 – Attachment A**

**Australian Maritime Safety Authority**

Total expenditure on Media Training – 1 July 2012 – 1 May 2013 (1a)	The number of employees offered these services and their employment classification (1b)	The number of employees who have utilised these services and their employment classification (1c)	
		# employees	Classification
\$11,550	Media training is generally available to personnel in media relations roles or required to make public statements on behalf of the agency.	12	1 x DCEO; 6 x General Manager; 4 x Manager; 1 x AMSA Level 5.

Provider Name (1d)	Service (2a)	Group or One on One (2b)	Number of employees who received training and their classification (2c)		Total Number of employee hours (2d)	Total Expenses (2e)	Description of fees charge (2f)
Cape Public Relations	Spokesperson media training.	A combination of both.	See Answer to question 1 (c)		DCEO = 7; general managers = 49; managers = 28; AMSA Level 5 = 7.	\$11,550	Two full days of spokesperson media training.

Location (3a)	Number of employees who took part on each occasion (3b)	The total number of hours involved for all employees who took part (3c)	Any costs the department or agency's incurred to use the location (3d)
Not applicable	Not applicable	Not applicable	Not applicable



**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**30 – Attachment B**

**Australian Transport Safety Bureau**

<b>Total expenditure on Media Training – 1 July 2012 – 1 May 2013 (1)</b>	<b>The number of employees offered these services and their employment classification (2)</b>	<b>The number of employees who have utilised these services and their employment classification (3) # employees Classification</b>	
\$6,534	Media training is generally available to ATSB Investigators.	7	Executive Level 1

<b>Provider Name (4)</b>	<b>Service (4a)</b>	<b>Group or One on One (4b)</b>	<b>Number of employees who received training and their classification (4c)</b>		<b>Total Number of employee hours (4d)</b>	<b>Total Expenses (4e)</b>	<b>Description of fees charge (4f)</b>
Reputation Australia	Media Awareness Training	Group based instruction accounted for 60% course delivery. One –on-one instruction accounted for 40% course delivery	7	Executive Level 1 or equivalent	52.5 hours	\$6,534	Inclusive of travel & accommodation for 2x presenters ex- Sydney to provide 1-day course.

5. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 31

**Program:** n/a

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

**Topic:** Paid Parental Leave

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. Please list how many staff in each 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:**

**Department of Infrastructure and Transport**

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible, 991 total headcount as at 31 May 2013.
2. Number of employees who received Paid Parental Leave payments FY to date as at 31 May 2013.

<b>Classification</b>	<b>Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 May 2013</b>
APS 4	1
APS 5	5
APS 6	6
EL 1	9
EL 2	3
<b>Total</b>	<b>24</b>

3. (a) The paid parental scheme offered is as per the enterprise agreement available online at the Department's website <<http://www.infrastructure.gov.au>>
- (b) Please refer to answer 2.

**Australian Maritime Safety Authority**

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible, 354 total headcount as at 31 May 2013.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

2. The number of employees who received PPL payments for the financial year to date as at 31 May 2013 is as follows:

<b>Classification</b>	<b>Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 May 2013</b>
AMSA 4	2
AMSA 6	1
<b>Total</b>	<b>3</b>

3. (a) The paid parental scheme offered is as per the enterprise agreement available online at the Agency's website <http://www.amsa.gov.au>.  
(b) Please refer to the answer to question 2.

**Australian Transport Safety Bureau**

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave (PPL) on direct application from the employee. Potentially all employees are eligible, 116 total headcount as at 31 May 2013.  
2. Number of employees who received Paid Parental Leave payments FY to date as at 31 May 2013.

<b>Classification</b>	<b>Number of employees who received Paid Parental Leave payments for FY to date 1 July 2012 – 31 May 2013</b>
APS 6	1
<b>Total</b>	<b>1</b>

3. The paid parental scheme offered is as per the enterprise agreement available online at the ATSB's website <http://www.atsb.gov.au>. One staff employee has used the scheme.

**Airservices Australia**

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave on direct application from the employee. Potentially, all employees of Airservices are eligible (4181 total employees as at 31 May 2013).  
2. 31 employees received Family Assistance Office Paid Parental Leave payments to 31 May 2013.

<b>Job</b>	<b>Total</b>
ATS Support Specialist	1
Clerical Admin (Business Support)	10
Clerical Admin (Finance)	4
Clerical Admin (HR)	4
Clerical Admin (Info Tech)	1
Clerical Admin (Projects)	1
Operational ATC	5

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

Senior Manager (Business)	1
Senior Manager (Finance)	1
Sub Station Officer	1
Technical Officer (Drafting)	1
Trainee ATC (College)	1
<b>Grand Total</b>	<b>31</b>

3. The paid parental scheme offered is as per the enterprise agreements available online at Airservices' website. 117 employees used the Airservices Paid Parental Scheme in the financial year to 31 May 2013.

**Civil Aviation Safety Authority**

1. The Family Assistance Office determines eligibility to receive Paid Parental Leave on direct application from the employee. CASA does not hold information which would enable it to estimate how many employees are eligible.
2. See table below:

<b>Classification</b>	<b>Number of employees who received Paid Parental Leave payments 1 July 2012 – 31 May 2013</b>
ASR 1*	2
CS1 (APS 1/2 equiv)	1
CS2-B (APS 3 equiv)	2
CS2-A (APS 4 equiv)	2
CS3-B (APS 5 equiv)	3
CS3-A (APS 6 equiv)	1
CS4 (EL 1 equiv)	0
CS5 (EL 2 equiv)	2
<b>Total</b>	<b>13</b>

\*Aviation Safety Regulator (ASR1) – unique to CASA

3. a. The paid parental scheme offered is as per the Enterprise Agreement available online at CASA's website.
- b. Please refer to answer 2.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 32

**Program:** n/a

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

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

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.

**Answer:**

1. Nil
2. Nil
3. The Department conducts two internal training courses titled "Working with Ministers and Members of Parliament" and "Writing for Ministers". These courses are designed for staff to develop a greater understanding of the work of ministers and their staff. There have been six internal training courses and one external course conducted for staff this financial year to date at a total cost of \$13,305 (GST Exc.) with 29 employees attending.
  - Working with Ministers and Members of Parliament: \$2,295  
Attendees (number and classification): 2 employees – 1 xEL1 and 1 xSES
  - Working with Ministers and Members of Parliament: \$1,614  
Attendees (number and classification): 2 employees – 1 xAPS4 and 1 xEL1
  - Working with Ministers and Members of Parliament: \$1,614  
Attendees (number and classification): 8 employees – 1 x APS2; 5 xAPS3; 2 xAPS5
  - Writing for Ministers: \$2,977  
Attendees (number and classification): 10 employees - 1 xAPS4, 2 xAPS5, 6xAPS6, 1 xEL1
  - Writing for Ministers: \$1,614  
Attendees (number and classification): 4 employees – 1 xAPS5; 1 xAPS6; 2 xEL1
  - Writing for Ministers: \$1,614  
Attendees (number and classification): 2 employees – 2 xAPS6
  - External Training Course – APSC Appearing Before Parliamentary Committees  
\$1,577 – Attendees: 1 (SESB1)

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 33

**Program:** n/a

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

**Topic:** Corporate Cars

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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

**Answer:**

**Department of Infrastructure and Transport**

1. No cars are owned.
  - a. N/A
  - b. N/A
  - c. N/A
  - d. N/A

**Australian Maritime Safety Authority**

1. No cars are owned.
  - e. N/A
  - f. N/A
  - g. N/A
  - h. N/A

**Australian Transport Safety Bureau**

1. No cars are owned.
  - a. N/A
  - b. N/A
  - c. N/A
  - d. N/A

**Airservices Australia**

1. 224 cars including the executive fleet, tool of trade leased vehicles and a handful of owned vehicles in Aviation Rescue and Fire Fighting (ARFF) and project areas.
  - a. ACT 46
  - NSW 28
  - QLD 63
  - SA 9

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

VIC 40  
WA 20  
TAS 6  
NT 12

- b. The cars are used for operational reasons and business administration.
- c. The total cost of all cars for the 2012-13 financial year to 31 May 2013 is \$1,403,364.
- d. The total kilometres travelled by all cars this financial year to date is 2,000,440.

**Civil Aviation Safety Authority**

- 1. No cars are owned.
  - e. N/A
  - f. N/A
  - g. N/A
  - h. N/A

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 34

**Program:** n/a

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

**Topic:** Taxi Costs

**Proof Hansard Page/s:** Written

**Senator HEFFERNAN asked:**

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

**Answer:**

**Department of Infrastructure and Transport**

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

**Australian Maritime Safety Authority**

1. \$185,860 in taxi expenses for the period 1 July 2012 – 31 May 2013 (GST exclusive). The following table provides a breakdown for AMSA Divisions:

<b>AMSA Division</b>	<b>2012-13 FYTD (to 31 May 2013)</b>
Chief Executive Officer/Deputy CEO (including Board and corporate secretary)	\$8,943
Corporate Services Division	\$9,521
Corporate Relations Division	\$6,887
Domestic Vessels Division	\$36,239
Emergency Response Division	\$21,386
Marine Environment Division	\$19,701
Navigation Safety and International Division	\$36,594
Ship Safety Division	\$46,590
Total (YTD)	\$185,860

- (a) Taxis are used predominantly by Canberra based AMSA staff when they travel to locations outside Canberra for operational requirements and to represent AMSA at meetings with maritime industry and state/territory government stakeholders.



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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Transport Safety Bureau**

1. The ATSB does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
  - a. ATSB staff generally use taxis to attend meetings and whilst on official travel.

**Airservices Australia**

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

**Civil Aviation Safety Authority**

1. \$323,330 (GST excl.).

Of the \$323,330 in taxi fares that CASA incurred for the July 2012 to May 2013 period:

- \$246,760 (76%) relates to CASA's core activities (such as surveillance, audit, regulatory services, drug testing, enforcement, oversight of sports aviation organisations, safety analysis, flying standards, safety education and promotion and standards development and implementation)
  - \$76,570 (24%) relates to support activities (such as finance, human resources, information technology, governance, executive management, industry complaints and, international activities such as representation at the International Civil Aviation Organization).
- a. As per above, CASA uses taxi services to travel for many reasons including travel to perform assessments and investigations, drug testing, training, airport transfers and meeting engagements. While CASA is unable to provide details on the specific nature of the use reflected in each individual case, all taxi use must be acquitted in accordance with applicable policies on appropriate use and expenditure.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 35

**Program:** n/a

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

**Topic:** Hire Cars

**Proof Hansard Page/s:** Written

**Senator HEFFERNAN asked:**

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.
  - a. What are the reasons for hire car costs?

**Answer:**

**Department of Infrastructure and Transport**

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

**Australian Maritime Safety Authority**

1. \$126,185 in car hire costs for the financial YTD (1 July 2012 – 31 May 2013 and GST exclusive), broken down by each Division as follows:

<b>AMSA Division</b>	<b>2012-13 YTD (to 31 May 2013)</b>
Chief Executive Officer/Deputy CEO (including Board and corporate secretary)	\$1,188
Corporate Services Division	\$475
Corporate Relations Division	\$2,229
Domestic Vessels Division	\$8,612
Emergency Response Division	\$35,538
Marine Environment Division	\$17,404
Navigation Safety and International Division	\$16,594
Ship Safety Division	\$44,146
Total (YTD)	\$126,185

- (a) Self-drive hire cars are used predominantly by Canberra based AMSA staff when they travel to locations outside Canberra to represent AMSA at meetings with maritime industry and state/territory government stakeholders.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Transport Safety Bureau**

1. The ATSB does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.
  - a. ATSB staff rarely use hire cars, however if used it is for airport transfers due to reliability of taxis in the area.

**Airservices Australia**

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

**Civil Aviation Safety Authority**

1. Amounts paid by CASA for hire car related expenditure for the period 1 July 2012 to 31 May 2013 was: \$139,532 (excluding GST). Breakdown into business group is reflected in the table below:

<b>Business Group</b>	<b>Amount (\$)</b>
Office of the Director of Aviation Safety	5,987
Airspace and Aerodrome Regulation	20,107
Industry Permissions	4,319
Legal Services	6,413
Operations	73,744
Safety Education and Promotion	6,613
Standards	12,918
Projects	7,172
Corporate Services	2,259
<b>Total</b>	<b>139,532</b>

- a. CASA uses hire cars when it is more cost effective than the use of taxis and when CASA officials are conducting regulatory work in non-metropolitan locations.

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**Question no.:** 36

**Program:** n/a

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

**Topic:** Credit Cards

**Proof Hansard Page/s:** Written

**Senator HEFFERNAN asked:**

1. Provide a breakdown for each employment classification (departmental and agencies) 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:**

**Department of Infrastructure and Transport**

1. As of 31 May 2013 the Department has 769 staff who hold the Departmental Corporate card, this includes the Departmental travel card.

Classification	Total
GAPSAP3 (Graduate)	1
APS LEVEL 3	6
APS LEVEL 4	43
APS LEVEL 5	128
APS LEVEL 6	178
APS LEVEL 6 (Lawyer)	0
CONTRACTOR	0
EXECUTIVE LEVEL 1	238
EXECUTIVE LEVEL 1 (Lawyer)	3
EXECUTIVE LEVEL 2	129
GENERAL COUNSEL	1
HOLDER OF PUBLIC OFFICE	1
SENIOR EXECUTIVE BAND 1	30
SENIOR EXECUTIVE BAND 2	9
SENIOR EXECUTIVE BAND 3	2
	769

2. a. If fraud is identified, relevant action is taken according to departmental policy and the FMA Act.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

- b. Credit card holders are required to acquit the expenditure on their credit card, including provision of receipts and other supporting documentation. Credit card acquittals are reviewed and approved by the cardholder's supervisor. The Department's Financial Services Branch monitors the use of credit cards via various reporting mechanisms and spot-checking to ensure compliance with the Department's Chief Executive Instructions and internal policies and procedures.
- c. See the response to Question 2a, above.
- d. No recorded instances of intentional misuse of the credit card have been identified.
- e. The action taken to prevent misuse includes:
- Mandatory cardholder training sessions prior to receiving a Departmental card,
  - Accessible documentation, Chief Executive Instructions, Practical Guides, training material and other informational documents on the Intranet,
  - Regular monitoring by the Financial Operations section on card use,
  - Control and review of card limits by the Chief Financial Officer,
  - Internal audits and reviews.

**Australian Maritime Safety Authority**

1. As of 31 May 2013 the Department has 231 staff who hold the Departmental Corporate card, this includes the Departmental travel card.

Classification	Total
AMSA Grade 2	5
AMSA Grade 3	1
AMSA Grade 4	15
AMSA Grade 5	14
AMSA Grade 6	29
AMSA Grade 7	24
AMSA Grade 8	20
CONTRACTOR	6
SEARCH AND RESCUE OFFICER	13
SENIOR SEARCH AND RESCUE OFFICER	14
PORT MARINE SURVEYOR	39
RESCUE COORDINATION CENTRE CHIEF	5
SENIOR MANAGER	37
GENERAL MANGER	7
DEPUTY CHIEF EXECUTIVE OFFICER	1
CHIEF EXECUTIVE OFFICER	1
	231

2. a. Misuse of the corporate credit card is dealt with under the AMSA code of conduct policy, including referral for criminal proceedings if necessary.
- b. Credit card holders are required to acquit credit card transactions monthly and have the transactions approved by their manager. Additional monitoring is undertaken from time to time through independent audit of credit card transactions.
- c. See response at question a.
- d. No.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

- e. In addition to the response provided at b, cardholders are required to pass an ‘on-line’ induction and subsequent refresher courses on the use of corporate credit cards. This is supplemented by presentations of the appropriate use of corporate credit cards from time to time.

**Australian Transport Safety Bureau**

1. As of 31 May 2013 the Agency has 105 staff who hold a corporate credit card.

Classification	Total
APS LEVEL 4	4
APS LEVEL 5	10
APS LEVEL 6	7
EXECUTIVE LEVEL 1	25
EXECUTIVE LEVEL 2	54
SENIOR EXECUTIVE BAND 1	2
ATSB - COMMISSIONER	3
	105

2.

- a. Depending on the circumstances, the misuse of the corporate credit card can be either inadvertent or intentional. Where misuse is identified the respective Officer is counselled and is reminded of the conditions of use for the corporate credit card. The officer’s supervisor is also advised.

The misuse of corporate credit cards, no matter how minor, is recorded and reported as a breach of provisions of the *Financial Management and Accountability Act 1997* in the annual ATSB Certificate of Compliance.

Depending on the severity of the misuse, the CFO will assess the circumstances where further action may be undertaken. If misuse use is repeated the card may be blocked or cancelled.

- b. The Finance team extract data from the credit card expense management system on a monthly basis, from this data a reconciliation report is completed. The Finance team also conduct audits on credit card files on a regular basis. Cards are chosen at random following a risk management approach where reports are run, reviewed and assessed based on patterns of use. Specific card use might be based on the volume of transactions, the value of transactions or a combination of both.

**Airservices Australia**

1. As of 31 May 2013 the Department has 1,063 staff who hold the Departmental Corporate card, this includes the Departmental travel card.

Classification	Total
ARFF Operational	37
ARFF Technical	26
ASA 1-6	164
ASA 7-9	225
ATC Operational	93
GSO	60

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Senior Manager	283
TO	134
TP	41
	<b>1,063</b>

2.

- a. In the event of inappropriate use of a corporate credit card, Airservices has Code of Conduct and Fraud Control Policies which apply during the investigation and any consequent disciplinary procedures. Depending on the nature and or severity of the misuse the following sanctions may be applied:
  - i. remedial training/formal counseling;
  - ii. written warning;
  - iii. conditions which the employee must comply with;
  - iv. reduce the employee in classification for a period of time or indefinitely;
  - v. termination of employment (with or without notice); or
  - vi. such other steps or actions appropriate to the circumstances of the case.
- b. All card transactions have to be acquitted within 4 week period after the credit card statement date. The cardholder must ensure:
  - i. all travel related expenses are acquitted against an approved travel plan
  - ii. all transactions are allocated to the appropriate General Ledger code, Cost Centre code and tax code
  - iii. all expenses include a description of the transaction detail and purpose
  - iv. the 'Transactions by User Report' is printed and all supporting documentation is attached.
  - v. The 'Transactions by User Report' must be signed by the cardholder and signed as reviewed by the cardholder's manager

The minimum level for approving the transactions is a senior level manager. In addition the one over principle applies i.e. Senior Manager transactions are approved by the appropriate General Manager or Executive General Manager (EGM). EGM transactions are reviewed and approved by the CEO.

A 'Risky Transactions' report is generated on a monthly basis which is subsequently reviewed and where appropriate action taken by the Security and Resilience team.

- c. Refer to 2(a)
- d.

<b>Employee Classification</b>	<b>Misuse</b>	<b>Action Taken</b>
Contract Manager (2013)	Card used to purchase personal items	Employment terminated – matter referred to AFP for investigation and prosecution.
Contract Manager (2013)	To overcome the maximum transaction limit on the card an expense was split in to two amounts to enable processing.	Employee advised this was not in accordance with the agreed Management Instruction and applicable process and procedures. Additional training provided to ensure their understanding of the agreed processes and advised of the

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

		<p>requirement to utilise Purchase Order process in the future for similar instances.</p> <p>On-going monitoring of credit card usage being undertaken to ensure compliance.</p>
--	--	--

- e. Credit cards are only issued to permanent members of staff and are not issued to contractors or other temporary engagements. Credit Cards are only issued to staff where an appropriate business need is identified. Transaction and monthly limits are applied to all cards with increases subject to approval from at least two of the following senior management team members; appropriate EGM, CFO and Manager Organisational Procurement. Credit card holders are required to acknowledge their responsibilities upon issue of the card.

Cash access is only provided for defined periods of travel to remote locales where credit card facilities are not readily available. In addition an agreed amount is established prior to travel and any expenses over this threshold are to be met by the employee and reimbursement process to be undertaken upon return. Cash access requires approval from appropriate EGM and CFO prior to approval.

The return and cancellation of credit cards is built in to the exit procedure for all staff upon cessation of their employment. Final payments are withheld until such time as all Airservices property, including credit cards are returned.

On a quarterly cycle a listing of active credit cardholders within the respective business groups is provided to the Executive General Managers (EGM). The EGM is then responsible for ensuring a review of this list for relevancy and currency and notifying credit card support of any changes, including required card cancellations.

**Civil Aviation Safety Authority**

1.

<b>Classification</b>	<b>Total</b>
APS 3 equivalent	16
APS 4 equivalent	43
APS 5 equivalent	30
APS 6 equivalent	44
EL1 equivalent	130
EL2 equivalent	324
SES B1 equivalent	13
SES B2 equivalent	7
SES B3 equivalent	2
<b>Total Corporate Credit Card holders, including a Corporate Travel Card</b>	<b>609</b>

2. a. CASA's Legal Division is notified if a credit card is misused. The card holder will be informed of the breach. Depending on the misuse, on occasion, card limits have been reduced to zero and cards cancelled.
- b. Card transactions are monitored daily.



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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

c. See 2a.

d. Thirty-one instances of misuse have been identified in FY 2012/13 to 31 May 2013:

Nine instances of over drawing Travel Allowance:

APS 6 equivalent	1
EL1 equivalent	2
EL2 equivalent	4
SES B1 equivalent	2
Total:	9

Twenty-two instances of using the Corporate Card for personal expenditure in error:

APS 3 equivalent	1
APS 4 equivalent	2
APS 6 equivalent	1
EL1 equivalent	6
EL2 equivalent	11
SES B1 equivalent	1
Total:	22

In all instances listed, CASA was repaid the amount owed, and CASA's Legal Services Division was advised.

e. Education of staff and daily analysis of credit card transactions helps reduce the risk of credit card misuse.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 37

**Program:** n/a

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

**Topic:** Provision of Equipment

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. Mobile Phones types and purchase costs (excl GST) are: Blackberry (9300, 9700, 9800, 9860, 9900 models) - \$470 to \$800, iPhone -\$999.
2. The ongoing costs for this financial year to date are \$70,761
3. a). Yes  
b). Equipment provided to departmental staff includes computers, mobile phones / blackberries, iPhones and iPads. The value of the equipment currently provided is \$1.6m (excl GST). This is an estimate only – not the actual cost.

The ongoing cost is as follows:

Datacards:	Laptops	\$44.54 to \$99 per month plus charges where plan usage is exceeded
	Ipads	Ipads - \$49 OBBG49USTD - Optus Broadband Standard \$49 Unlimited - minimum monthly cost
Blackberry's		Optus - BB38BB Casual Blackberry BES Plan - \$29.95 per month plus charges where plan usage is exceeded
		Telstra - Casual Blackberry BES plan - \$59.95 per month plus charges where plan usage is exceeded
Mobile Phones		Optus - \$0 Standard voice plan - charges based on usage
		Telstra – \$5 Enterprise fleet plan - \$5 per month plus charges where plan usage is exceeded

The equipment is available to all levels of staff across the Department and is issued depending on the business requirement and the nature of the officer's work.

4. a) Yes.  
b) Equipment provided includes computers, mobile phones / Blackberries, and printers. The cost of the equipment is \$163,854 (ex GST). The equipment is provided to the Ministers' Offices to allow connectivity back to the Department's environment.

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Australian Maritime Safety Authority**

1. N/A
2. N/A
3. (a) Yes.  
(b) Equipment provided to staff of the Australian Maritime Safety Authority includes desktop and laptop computers, mobile phones and smartphones, iPads, small printers, cameras and consumable equipment such as thumb drives. The estimated value of the equipment currently provided is \$1.76m. Ongoing costs vary per device between \$10 and \$79 per month, depending on voice and data usage plans. The equipment is available to all levels of staff across the agency and is issued dependent upon operational need and business requirements and the nature of the officer's work.
4. N/A

**Australian Transport Safety Bureau**

1. N/A
2. N/A
3. Yes

Equipment Type	Number of items	Purchase Cost (per unit)	Ongoing costs (per unit)	Staff numbers and Classification
BlackBerry	87	\$675.00	\$34.95 per month	87 – Technical, Management and operational corporate
Mobile Phones (Nokia 6720)	5	\$424.00	\$5.00 per month	2 - Technical
Network Security Tokens	102	\$75.00	\$13.00 per year	102 - Technical, Management and operational corporate
Data Cards	19	\$318.00	\$19.00 per month (1Gig)	19 - Technical, Management and operational corporate
Computer Laptops	88	\$2145.16	Nil	80 - Technical, Management and some operational corporate

4. No

**Airservices Australia**

1. N/A
2. N/A
3. Airservices provides electronic equipment to staff as outlined in Table below.

Item		Item Numbers	Upfront Cost (ex GST)	Ongoing Cost (ex GST)	Equipment Custodian Classifications
Laptops	Basic Laptop	1430 leased	No upfront cost as leased over 36 months. Total price to lease for the period is	\$51/month*	Any level staff that has a requirement to travel or work remotely

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

			approx \$1,836		
	Lightweight Laptop	217 leased	No upfront cost as leased over 36 months. Total price to lease for the period is approx \$2,520	\$70/month*	Primarily senior managers or staff who have WH&S restrictions
RSA Tokens		1536	\$50	No ongoing cost	Any staff member that has a requirement to connect remotely or work from home
Standard Mobile Phones		683	\$167	\$5 monthly fee plus ongoing call costs	Any staff member that has a requirement for remote or after hours contact
iPhones **		162	\$726	\$5 monthly fee plus \$30 per month on the standard 3GB data plan	Primarily senior managers unless an approved business case is received
iPads **		30	\$925	\$29/month on the standard 4GB data plan	Primarily senior managers unless an approved business case is received
IronKey USB***		22	\$331 for 16GB \$221 for 4GB	Approx \$93 every additional 3 years for updated security and virus protection	Any staff member that has a requirement for secure and protected USB connectivity
Wireless Data Cards This includes SIM cards to provide data services		436	\$215	\$29/month on the standard 4GB data plan**	Any level staff that has a requirement to travel or work remotely

\*Lease price varies depending on upfront cost at time of acquisition. This price is based on current models.

\*\*Not all services are standard depending on the requirements. More expensive plans may have been implemented to save on the overall costs.

\*\*\*This covers only approved IronKey USB devices. Currently an End Point Protection Solution which will allow Aircservices to manage and monitor the use of USB ports is being developed for in the Information and Communication Technology (ICT) environment.

4. N/A

**Civil Aviation Safety Authority**

1 & 2. N/A.

3. CASA provides laptops, wireless cards, Blackberry's, Nokia brand mobile phones and thumb drives to CASA staff.

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Electronic Equipment item	Specification	Purchase cost (incl. GST)	Ongoing cost
Laptop	<p>DELL 8 gig i7</p> <ul style="list-style-type: none"> <li>• *12 inch model (Includes external DVD drive):                             <ul style="list-style-type: none"> <li>○ E4200</li> <li>○ E6220</li> <li>○ E6230 (new)</li> </ul> </li> <li>• 13 inch model:                             <ul style="list-style-type: none"> <li>○ E4310</li> <li>○ 6320</li> <li>○ E6330 (new)</li> </ul> </li> <li>• 15 inch model:                             <ul style="list-style-type: none"> <li>○ E6510</li> <li>○ 5510</li> <li>○ 5520</li> <li>○ E5530 (new)</li> </ul> </li> </ul>	<p>12 inch model:</p> <ul style="list-style-type: none"> <li>○ \$2,697</li> <li>○ \$1,250</li> <li>○ \$1,650 (new)</li> </ul> <p>13 inch model:</p> <ul style="list-style-type: none"> <li>○ \$2,247</li> <li>○ \$1,185</li> <li>○ \$1,270 (new)</li> </ul> <p>15 inch model:</p> <ul style="list-style-type: none"> <li>○ \$2,166</li> <li>○ \$1,078</li> <li>○ \$1,237</li> <li>○ \$1,485 (new)</li> </ul>	Not applicable.
iPads –trial	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> Generation, 64 gig, Retina (with cellular)</li> </ul>	\$980	<ul style="list-style-type: none"> <li>• \$19 per month (1 gig)</li> <li>• \$29 (4 gig)</li> <li>• \$39 (8 gig)</li> </ul>
Wireless card	<ul style="list-style-type: none"> <li>• Telstra / 4G Modem - WIFI</li> </ul>	\$150	<ul style="list-style-type: none"> <li>• \$19 per month (1 gig)</li> <li>• \$29 (4 gig)</li> <li>• \$39 (8 gig)</li> </ul>
Blackberry	<ul style="list-style-type: none"> <li>• Blackberry Touch Bold 9900</li> </ul>	\$556	\$34.95 per month
Nokia mobile phone	<ul style="list-style-type: none"> <li>• Lumia 520</li> <li>• Lumia 920</li> </ul>	\$206 \$650	<ul style="list-style-type: none"> <li>• \$5 per month – phone</li> <li>• \$19 per month (1 gig)</li> <li>• \$29 (4 gig)</li> <li>• \$39 (8 gig)</li> </ul>
Telstra Mobile phone	<ul style="list-style-type: none"> <li>• Tough 3</li> <li>• Elite WiFi 3G</li>   <li>• Elite WiFi 4G</li> </ul>	<ul style="list-style-type: none"> <li>• \$192</li> <li>• No longer purchased but still in circulation</li> <li>• \$170</li> </ul>	\$5 per month
Thumb drives	Historically, purchase and issue of thumb drives has been decentralised. CASA IT is implementing newer technology which will limit access to CASA IT purchased and issued thumb drives.		

Issue of equipment to CASA staff is determined by role and function rather than classification. iPads have been issued to specified personnel participating in the iPad trial.

4. N/A.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 38

**Program:** n/a

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

**Topic:** Electricity Purchasing

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. Department of Infrastructure and Transport entered into the Department of Defence contract for Supply of Electricity to Whole of Government in 2008. The current agreement came into effect on 1 July 2011 and the agreement ends on 30 June 2015.
2. \$663,921

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority has a range of standard client/supplier agreements with electricity providers directly and/or via building owners for electricity for AMSA offices and marine surveyor residences located in capital cities and regional locations.
2. \$270,835.

**Australian Transport Safety Bureau**

1. The Department of Infrastructure and Transport (DoIT) sub-leases office accommodation to the ATSB across 4 building locations (Canberra, Brisbane, Adelaide and Perth). As part of this sub-lease agreement, electricity usage cannot be separately identified and measured, however ATSB's electricity usage is incorporated within the monthly charged Property and Operating Expense by DoIT.
2. Refer to question 1.

**Airservices Australia**

1. Airservices has agreements with a number of vendors within different States and Territories to provide electricity services.
2. Electricity costs to 31 May 2013 were \$6,893,758

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Civil Aviation Safety Authority**

1. In Canberra, CASA has opted into the whole of government electricity supply and purchasing arrangement for Canberra with a company called ERM Power. This arrangement was facilitated by the Department of Defence on behalf of the participating agencies.

**Supply Arrangements**

Brisbane – Building owner

Sydney – Energy Australia

Melbourne – Origin Energy

Adelaide – Building owner

Perth – Building owner

Cairns – Building owner

Darwin – Building owner

2. \$597,583

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 39

**Program:** n/a

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

**Topic:** Briefings for the Australian Greens and Independents

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

The Department and portfolios appropriately respond to requests for information from the Australian Greens and Independent Members of Parliament as it does for other Members of Parliament and Senators. This includes preparation of information for ministerial correspondence, Parliamentary Questions on Notice, reports, briefings on portfolio issues and on legislation developed by this Department and portfolios immediately prior to the Bill's introduction into Parliament.



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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 40

**Program:** n/a

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

**Topic:** Shredders

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

<b>No</b>	<b>Cost</b>	<b>Why Needed</b>	<b>Purpose</b>
1	\$6,075	Replacement of old machine	Destruction of classified material
2	\$6,075	Replacement of old machine	Destruction of classified material
3	\$8,245	Replacement of old machine	Destruction of classified material

**Australian Maritime Safety Authority**

1. Yes. The Australian Maritime Services Authority (AMSA) has purchased two shredders in the 2012-13 financial year. The details are as follows:

<b>No</b>	<b>Cost (exc GST)</b>	<b>Why Needed</b>	<b>Purpose</b>
2	\$2,095 each	New acquisition for business units relocated within AMSA premises.	Destruction of classified material

**Australian Transport Safety Bureau**

No.

**Airservices Australia**

Airservices does not record small equipment purchase data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

**Civil Aviation Safety Authority**

No.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 41

**Program:** n/a

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

**Topic:** Protective security policy framework

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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:**

**Department of Infrastructure and Transport**

1. a. The Department is currently at the partial compliance level.
- b. Threat risk assessments have been undertaken and an associated action plan developed.
- c. Appropriate controls identified in the action plan are being implemented
- d. The Department has an approved and current Departmental Protective Security Policy and Departmental IT Security Policy complimented by supporting procedures and guidelines.

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) is close to fully compliant with the 33 mandatory requirements of the Protective Security Policy Framework (PSPF), noting that:
  - a. AMSA, as a *Commonwealth Authorities and Company (CAC) Act* agency, that has not been issued with a direction by the Minister, is not currently required to comply with the PSPF;
  - b. *Financial Management Act* agencies are not required to be fully compliant until 31 July 2013;
  - c. the Draft General Policy Order (GPO) by the Minister for Finance, when issued in October 2013, will require compliance by CAC Act agencies with the spirit of the PSPF, with implementation to be phased over two years and with the first report to the Minister due in October 2015; and
  - d. the draft GPO requires that CAC Act agencies treat the PSPF as Better Practice.
2. In relation to AMSA's compliance level:
  - a. At AMSA's Canberra locations:
    - i. AMSA fully complies with 32 of the 33 mandatory requirements as at 30 June 2013;
    - ii. AMSA complies partly with the remaining one mandatory requirement, with plans to be fully compliant by the due date.
  - b. At AMSA regional locations:
    - i. AMSA fully complies with 31 of the 33 mandatory requirements as at 30 June 2013;
    - ii. AMSA complies partly with the remaining two mandatory requirements (one of which is the same as for its Canberra location while the third relates to updating existing risk assessments) with plans to be fully compliant by the due date.
3. In relation to managing risk:
  - a. Overall, AMSA's policy is to arrange for conduct of security risk assessments every two years and update AMSA security documentation as necessary.

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

### **ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

#### **Infrastructure and Transport**

- i. AMSA engaged the Australian Federal Police to conduct a risk assessment of the security environment in its Canberra premises assessed as being the most at risk and is implementing the recommendations of that risk assessment.
  - b. AMSA is updating the current risk assessments relating to regional offices; and
  - c. Will implement any treatments required as a result of those risk assessments.
4. To comply with the mandatory requirements of the PSPF, AMSA has a plan almost fully implemented, that will see compliance by the due date.
5. AMSA has the following policies and procedures in place:
  - a. AMSA Security Policy (updated October 2012)
  - b. AMSA IT Security Policy (updated as at December 2012)
  - c. AMSA Security Procedures (all updated as at December 2012):
    - i. Security Governance
    - ii. Information Security
    - iii. Personnel Security

#### **Australian Transport Safety Bureau**

As part of ATSB's internal audit program for 2013-13, a review of Protective Security Policy Framework (PSPF) implementation was undertaken in April 2013. Internal Audit's review of PSPF mandatory requirements and ATSB documentation found that the ATSB has taken a risk based approach to PSPF compliance consistent with Australian Government guidance. The audit findings confirmed that the ATSB has a strong PSPF framework in place, providing a high level of compliance.

#### **Airservices Australia**

To manage its security risks and ensure a suitable level of protection for its assets, information and operational capabilities, Airservices maintains a Transport Security Program (TSP) in accordance with the Aviation Transport Security Act 2004 and approved by the Secretary of the Office of Transport Security. Airservices maintains a Protective Security Policy, a Fraud Control Policy and a Code of Conduct Policy endorsed by the Chief Executive Officer and supported by documented security, fraud and code of conduct procedures and guidelines for staff, contractors and visitors.

The Airservices security policy and associated guidelines address key areas of personnel security, physical security and information security. Airservices' protective security policy is underpinned by security governance practices including security risk management based on ISO 31000:2009 and integrated with the Airservices organisational-wide integrated risk management framework; audits and reviews conducted as part of the Airservices internal audit program; and, security awareness and education programmes provided to staff and contractors through induction briefings and publications.

An Ethics Manager and a documented Fraud Control Plan in accordance with the Commonwealth Fraud Control Guidelines addresses fraud and corruption risks. Airservices maintains an in-house capability to investigate security breaches and incidents; all investigators have received appropriate training in accordance with the Australian Government Investigations Standards.

To ensure continued availability of critical services and assets, Airservices maintains a series of business continuity, system continuity and contingency plans supported by an annual exercise regime.

#### **Civil Aviation Safety Authority**

CASA's Protective Security Policy is consistent with Protective Security Policy Framework (PSPF) requirements. CASA's Protective Security Policy identifies risks and provides controls. CASA specific policies and procedures are: Protective Security Policy; Physical Security Manual; Risk Management Policy; Risk Management Framework; Information Security Manual; and Procedure Manual - Security Vetting for CASA Personnel and Contractors.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 42

**Program:** n/a

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

**Topic:** Office Locations

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

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; and
  - i. Type of functions and work undertaken.

**Answer:**

Refer to Attachments A and B.

**42 – Attachments A & B**

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**42 – Attachment A**

Depart.	Location	Leased/Owned	Size	No of Staff/Classification	Rent per m2	Monthly Rent	Rent p.a. Exl GST	Value if Owned	Depreciat ion if Owned	Function
DOIT	111 Alinga St Canberra ACT 2601	Leased	16,051.00	See Attachment B	\$ 399.82	\$ 534,796.65	\$ 6,417,559.80	N/A	N/A	Government Services
DOIT	111 Alinga St (Flight Centre) Canberra ACT 2601	Leased	156.70		\$ 533.15	\$ 6,962.07	\$ 83,544.84	N/A	N/A	Government Services
DOIT	4 Mort St (level 2,3,5 and 4B) Canberra ACT 2601	Leased	2,384.00		\$ 367.01	\$ 72,913.12	\$ 874,957.44	N/A	N/A	Government Services
DOIT	4 Mort St (Level 4A) Canberra ACT 2601	Leased	623.00		\$ 367.00	\$ 19,053.85	\$ 228,646.20	N/A	N/A	Government Services
DOIT/ ATSB	62 Northbourne Canberra ACT 2601	Leased	10,218.00		\$ 396.86	\$ 337,931.28	\$ 4,055,175.36	N/A	N/A	Government Services
AMSA	Canberra Head Office	Leased	6,853.40		154 - AMSA Levels 1-8 46 - Search & Rescue Staff 29 - Senior Managers (includes staff on secondment in Launceston x 1; Jakarta x 2; London x 1)	\$483.69		\$3,314,921.05	N/A	N/A

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

AMSA	Mort Street - Canberra	Leased	2,030.20	42 - AMSA Levels 1-8 12 - Senior Managers	\$319.00		\$647,633.80	N/A	N/A	Domestic Vessel Division Corporate Relations Division Office of Legal Counsel Project Teams
Airservices	25 Constitution Ave, Canberra	Leased	16,986	824 - ASA 1-9, Level 2-4 Senior Managers and CEO	\$ 366.00			N/A	N/A	Primarily corporate management and support for Airservices operations (engineering specialists, technicians, environment specialists, finance, project management, safety management and corporate relations personnel).
CASA	16 Furzer Street, PHILLIP ACT (Head Office)	Leased	8,004.00	See Attachment B	\$402.00			N/A	N/A	Government Services
CASA	Level 2, 1 Bowes Place, Woden ACT	Leased	587.00	See Attachment B	\$325.00			N/A	N/A	Government Services
DOIT	1 Crewe Pl Rosebery NSW 2018	Leased	1,000.00	See Attachment B	\$ 299.83	\$ 24,986.51	\$ 299,838.12	N/A	N/A	Government Services
DOIT	126 Phillip St Sydney NSW	Leased	746.50		\$ 1,483.51	\$ 92,287.05	\$ 1,107,444.60	N/A	N/A	Government Services

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

	2000									
DOIT	Wharf Central, Unit 28, 75 Wharf St Tweed Heads NSW 2485	Leased	82.00		\$ 307.25	\$ 2,099.60	\$ 25,195.20	N/A	N/A	Government Services
DOIT	280 Elizabeth St Sydney NSW 2000	Leased	107.88		Rent based on cost per person - Currently 6 Staff x 17.98m2	\$ 8,436.48	\$ 101,237.76	N/A	N/A	Government Services
AMSA	Newcastle Office	Leased	124.00	3 - Marine Surveyors	\$266.19		\$33,007.56	N/A	N/A	Ship Safety Division
AMSA	Port Kembla Office	Leased	42.30	1 - Marine Surveyors	\$256.74		\$10,860.00	N/A	N/A	Ship Safety Division
AMSA	Sydney Office	Leased	455.00	2 - AMSA Levels 1-8 1 - Senior Manager 5 - Marine Surveyors	\$444.13		\$202,076.88	N/A	N/A	Ship Safety Division
CASA	Bankstown (Building owned, land leased)	Leased / Owned	1,086.00	Nil	\$45.00			\$440,000	Approved for disposal, no depreciati on.	Government Services
CASA	Mascot (Building owned, land leased) - Vacated	Leased / Owned	1,081.00	Nil	\$111.00			\$370,000	Approved for disposal, no depreciati on.	Government Services
CASA	260 Elizabeth Street, Sydney NSW 2000	Leased	1,859.50	See Attachment B	\$590.00			N/A	N/A	Government Services

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

CASA	Cnr Basil Brown & Rentell St, Tamworth Airport NSW	Leased	340.00	See Attachment B	\$87.00			N/A	N/A	Government Services
DOIT	TIO Centre, 24 Mitchell St Darwin NT 0800	Leased	214.30	See Attachment B	\$ 504.99	\$ 9,018.45	\$ 108,221.40	N/A	N/A	Government Services
AMSA	Darwin Office	Leased	114.00	1- AMSA Levels 1-8 2 - Marine Surveyors	\$269.88		\$30,766.32	N/A	N/A	Ship Safety Division Domestic Vessels Division
CASA	2 Fenton Court, Marrarra, Darwin NT	Leased	640.00	See Attachment B	\$362.00			N/A	N/A	Government Services
CASA	Building 6, Gove Airport, Melville Bay Rd, Nhulunbuy NT	Leased	84.00	Nil	\$310.00			N/A	N/A	Government Services - Satelite Office
DOIT	Level 4, 179 Turbot St Brisbane QLD 4000	Leased	850.00	See Attachment B	\$ 679.16	\$ 48,107.18	\$ 577,286.16	N/A	N/A	Government Services
DOIT/ ATSB	Level 6, 179 Turbot St Brisbane QLD 4000	Leased	525.00		\$565.00	\$17,688.63	\$212,263.56	N/A	N/A	Government Services
DOIT	Tenancy 3A, Da Vinci Business Park, Brisbane QLD 40007	Leased	303.00		\$ 444.00	\$ 11,211.00	\$ 134,532.00	N/A	N/A	Government Services



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

AMSA	Brisbane Office	Leased	833.00	6 - AMSA Level 1-8 2 - Senior Manager 3 - Marine Surveyors	\$550.00		\$458,150.00	N/A	N/A	Ship Safety Division Navigation Safety & International Division Domestic Vessel Division Marine Environment Division
AMSA	Airlie Beach Office	Leased	34.00	1 - AMSA Levels 1-8	\$182.35		\$6,200.00	N/A	N/A	Ship Safety Division
AMSA	Cairns Office	Leased	47.00	1 - Marine Surveyor	\$421.03		\$19,788.41	N/A	N/A	Ship Safety Division
AMSA	Gladstone Office	Leased	49.70	1 - Marine Surveyor	\$579.46		\$28,799.40	N/A	N/A	Ship Safety Division
AMSA	Mackay Office	Leased	61.00	2 - Marine Surveyor	\$396.59		\$24,191.99	N/A	N/A	Ship Safety Division
AMSA	Thursday Island Office	Leased	25.00	1 - AMSA Levels 1-8	\$785.47		\$19,636.75	N/A	N/A	AMSA
AMSA	Townsville Office	Leased	42.00	1 - AMSA Levels 1-8			Townsville Office	Leased	42.00	Emergency Response Division

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Airservices	Control Tower Complex, Airport Drive, Brisbane QLD	Owned	31,967	880 - ASA 1-9, Level 3-4 Senior Managers				\$ 14.1m	\$0.9m	Primarily the provision of air traffic control, airways navigation and communication services, and aviation rescue and fire fighting services.
Airservices	2a Boronia Road, Brisbane Airport, Brisbane QLD	Leased	980	65 - ASA 1-9, Level 3-4 Senior Managers	\$ 471.00			N/A	N/A	Primarily management and support for Airservices operations (engineering specialists, technicians, finance, project management, safety management and corporate relations personnel).
CASA	No 1 airport Dr, Eagle farm QLD	Leased	4,675.00	See Attachment B	\$459.00			N/A	N/A	Government Services
CASA	The Airport, Administration Centre, Cairns Airport, QLD	Leased	643.00	See Attachment B	\$335.00			N/A	N/A	Government Services
CASA	Airport Road, Horn Island (old terminal building) QLD	Leased	30.00	Nil	\$447.00			N/A	N/A	Government Services - Satellite Office

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

CASA	1 Coral Sea Dr, Garbutt QLD	Leased	242.00	See Attachment B	\$330.00			N/A	N/A	Government Services
DOIT/ ATSB	55 Currie St Adelaide SA 5000	Leased	1,287.90	See Attachment B	\$ 445.04	\$ 47,764.99	\$ 573,179.88	N/A	N/A	Government Services
AMSA	Adelaide Office	Leased	166.00	2 - AMSA Level 1-8 3 - Marine Surveyors	\$352.11		\$58,450.00	N/A	N/A	Ship Safety Division Marine Environment Division
CASA	4 Kel Barclay Ave, Adelaide Airport SA	Leased	535.00	See Attachment B	\$357.00			N/A	N/A	Government Services
DOIT	2 Lonsdale St Melbourne VIC 3000	Leased	846.90	See Attachment B	\$ 486.71	\$ 34,350.26	\$ 412,203.12	N/A	N/A	Government Services
DOIT	Tullamarine Airport Melbourne VIC 3045	Leased	123.70		\$ 326.43	\$ 3,365.04	\$ 40,380.48	N/A	N/A	Government Services
AMSA	Melbourne Office	Leased	227.00	3 - AMSA Levels 1-8 1 - Senior Manager 6 - Marine Surveyors	\$419.88		\$95,312.76	N/A	N/A	Ship Safety Division
Airservices	Tower Road Tullamarine, Melbourne VIC (Several portable temporary buildings leased, permanent buildings are owned)	Owned	60,171 total developed land  38,559 undeveloped	1,106 - ASA 1-9, Level 3-4 Senior Managers	\$ 680.81			\$ 10.4m	\$ 0.6m	(i) Primarily the provision of air traffic control, airways navigation and communication services, aviation rescue and fire fighting services and staff training.

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

		Leased	552.96		\$ 340.41av			N/A	N/A	
CASA	Level 32, 35 Collins Street, Melbourne VIC	Leased	1,699.00	See Attachment B	\$482.00			N/A	N/A	Government Services
DOIT/ ATSB	Perth Airport Perth WA 6000	Leased	609.60	See Attachment B	\$ 446.51	\$ 22,682.84	\$ 272,194.08	N/A	N/A	Government Services
DOIT	Level 10, 37 St Georges Terrace Perth WA 6000	Leased	451.00		\$ 925.30	\$ 34,776.09	\$ 417,313.08	N/A	N/A	Government Services
DOIT	Level 15, 37 St Georges Terrace Perth WA 6000	Leased	451.00		\$ 925.30	\$ 34,776.09	\$ 417,313.08	N/A	N/A	Government Services
AMSA	Fremantle Office	Leased	389.50	3 - AMSA Levels 1-8 1 - Senior Manager 8 - Marine Surveyors	\$254.54		\$99,143.33	N/A	N/A	Ship Safety Division Domestic Vessel Division
AMSA	Geraldton Office	Owned	114.00	1 - Marine Surveyors				\$525,000	\$13,125	Ship Safety Division
AMSA	Karratha Office	Leased	152.00	4 - Marine Surveyors	\$496.86		\$75,522.76	N/A	N/A	Ship Safety Division
AMSA	Port Hedland Office	Owned	81.00	1 - Marine Surveyors				\$244,760	\$12,006	Ship Safety Division
AMSA	Devenport Office	Leased	123.50	1 - AMSA Levels 1-8 2 - Marine Surveyors	\$227.34		\$28,076.49	N/A	N/A	Ship Safety Division Navigation Safety & International Division
CASA	7/14 Coghlan St, Broome WA	Leased	106.00	Nil	\$547.00			N/A	N/A	Government Services - Satelite Office

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

CASA	Kununurra Airport, WA	Leased	42.00	Nil	\$310.00			N/A	N/A	Government Services - Satellite Office
CASA	Bldg 2, 130 Fauntleroy Ave, Redcliffe WA	Leased	1,461.00	See Attachment B	\$419.00			N/A	N/A	Government Services
CASA	21 Eagle Dr, Jandakot Airport WA	Leased	12.00	Nil	\$150.00			N/A	N/A	Government Services

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**42 – Attachment B**

**Department of Infrastructure and Transport**

	APS 2	APS 3	GAPSAPS3	APS 4	APS 5	APS 6	EL 1	EL 2	SES	Grand Total
<b>Aust. Capital Territory</b>	2	17	29	66	115	170	239	133	38	<b>809</b>
<b>New South Wales</b>		1		4	11	11	12	6	3	<b>48</b>
<b>Northern Territory</b>						3	1			<b>4</b>
<b>Overseas</b>						1	6	7	1	<b>15</b>
<b>Queensland</b>					10	13	10	1		<b>34</b>
<b>South Australia</b>					7	10	5	1		<b>23</b>
<b>Victoria</b>					7	9	8	1		<b>25</b>
<b>Western Australia</b>					4	10	6	1		<b>21</b>
<b>Grand Total</b>	<b>2</b>	<b>18</b>	<b>29</b>	<b>70</b>	<b>154</b>	<b>227</b>	<b>287</b>	<b>150</b>	<b>42</b>	<b>979</b>

**Australian Transport Safety Bureau**

	APS 2	APS 3	GAPSAPS3	APS 4	APS 5	APS 6	EL 1	EL 2	State Office Holder	SES	Grand Total
<b>Aust. Capital Territory</b>				1	10	12	17	44	3	2	<b>89</b>
<b>Queensland</b>					1		7	7			<b>15</b>
<b>South Australia</b>							1	4			<b>5</b>
<b>Western Australia</b>							2	5			<b>7</b>
<b>Grand Total</b>				<b>1</b>	<b>11</b>	<b>12</b>	<b>27</b>	<b>60</b>	<b>3</b>	<b>2</b>	<b>116</b>

**Rural & Regional Affairs and Transport Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
 Budget Estimates May 2013  
**Infrastructure and Transport**

**Civil Aviation Safety Authority**

<b>Location</b>	<b>Airworthiness and Aerodrome Inspectors</b>	<b>Aviation Safety Advisors</b>	<b>Certificate Management Team Leaders</b>	<b>Corporate Services</b>	<b>Flight Training Examiners</b>	<b>Flying Operations Inspectors</b>	<b>Safety Systems Inspectors</b>	<b>Professional Services</b>	<b>Senior Management</b>	<b>Grand Total</b>
Australian Capital Territory	58	1	6	308		4		13	51	441
New South Wales	24	1	8	23	3	15	4	1	2	81
Northern Territory	3		3	2		2				10
Queensland	48	3	10	90	2	22	6	4	9	194
South Australia	6	1	2	4	1	4	2		1	21
Victoria	25	2	7	15	2	15	5		2	73
Western Australia	9	1	7	5	1	4	2		1	30
<b>Grand Total</b>	<b>173</b>	<b>9</b>	<b>43</b>	<b>447</b>	<b>9</b>	<b>66</b>	<b>19</b>	<b>18</b>	<b>66</b>	<b>850</b>

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 43

**Program:** n/a

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

**Topic:** Communications Staff

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:  
By Department or agency:
  - a. How many ongoing staff, the classification, the type of work they undertake and their location.
  - b. How many non-ongoing staff, their classification, type of work they undertake and their location
  - c. How many contractors, their classification, type of work they undertake and their location
  - d. How many are graphic designers?
  - e. How many are media managers?
  - f. 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:**

**Department of Infrastructure and Transport**

1.
  - a) There are 22 ongoing staff - Refer to Table below
  - b) There are no non-ongoing staff.
  - c) There are no contractors.
  - d) There are three graphic designers
  - e) There are two media managers
  - f) There are three staff directly responsible for event organisation, however other staff assist with event organisation, when required.
2. The Department does not have independent media studios.



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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

<b>Function</b>	<b>Classification</b>
<p><b>Media Officers</b> Provide media assistance to the Department and the Minister and Parliamentary Secretary including drafting of media releases, media monitoring, liaison with media agencies to respond to enquiries.</p> <p>Location: Canberra</p>	<p>1 x EL1 1 x APS5</p>
<p><b>Speechwriters</b> Provide assistance to draft speeches for the Minister, Parliamentary Secretary and departmental staff. The role also includes drafting of articles for magazines and newspapers.</p> <p>Location: Canberra</p>	<p>2 x EL1</p>
<p><b>Graphic designers</b> Provide design work for departmental publications. The work ranges from large publications, including annual reports, BITRE publications to small promotions including posters and one page documents.</p> <p>Publications prepared also assist in promoting the governments agenda</p> <p>Location: Canberra</p>	<p>3 x APS6</p>
<p><b>Strategic Communications</b> The communication roles encompass working on the development of strategies to implement a range of initiatives to support the government's agenda, on behalf of the Minister and Parliamentary Secretary, together with the provision of briefing material to the Minister and Parliamentary Secretary on portfolio matters, including drafting of media releases, media talking points, arranging launches and events for the Minister and Parliamentary Secretary.</p> <p>Location: Canberra</p>	<p>1 x EL2 2 x EL1* 2 x APS6 1 x APS5 1x APS4</p>
<p><b>Internal Communications</b> Undertake internal communications such as weekly newsletters, promotional activities within the department and organisation of seminars and departmental activities.</p> <p><b>Team Leaders (EL1)</b> Manage administrative and logistical tasks including assistance in event management, coordinates meeting brief requests from the Minister's office and the Executive, database management and other internal communications support and other departmental initiatives.</p> <p><b>Team Member (APS6)</b> Manage administrative and logistical tasks including assistance in event management, coordinates meeting brief requests from the Minister's office and the Executive, database management and other internal communications support and other departmental initiatives</p> <p><b>Team Member (APS5)</b> Support role to the EL1 staff members.</p>	<p>1 x APS5 3 x EL1 1 x APS6</p>

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

**Administrative Staff**

Function	Classification
<p><b>General Manager</b> To set the direction and have oversight of the work functions of the branch, both administrative and in strategic communications.</p> <p><b>Executive Assistant (APS 4)</b> Assists in the day to day administration of the branch together with managing the General Manager's diary, telephone and other duties as directed.</p> <p><b>Operations Manager (EL2)</b> Oversight of the day to day administrative based functions of the branch such as database development, travel arrangements, internal communications assistance to divisions.</p> <p><b>Librarian (APS6)</b> Manages the departmental library including departmental subscription service and interagency book loans and departmental borrowing.</p> <p>Location: Canberra</p>	<p>1 x SES Band 1 1 x APS 4 Executive Assistant 1x EL2 1 x APS6 librarian</p>

**Australian Maritime Safety Authority**

1. Details of ongoing staff in public relations, communications and media roles for the Australian Maritime Safety Authority (AMSA) is as follows:

a)

Function	Number of Staff	Classification	Location
Website management, writing and editing	2	AMSA Level 6	Canberra
Publishing and design	2	AMSA Level 5	Canberra
Publishing and design	1	AMSA Level 4	Canberra
Media officers	1	AMSA Level 6	Canberra
	2	AMSA Level 5	Canberra
Engagement officers (organising events, marketing)	1	AMSA Level 6	Canberra
	2	AMSA Level 5	Canberra

b)

Function	Number of Staff	Classification	Location
Manager	2	Manager*	Canberra

*\*AMSA Managers are employed on renewable term contracts.*

c)

Function	Number of Staff	Classification	Location

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Website Management	1	AMSA Level 4	Canberra
Publishing and Design	1	AMSA Level 4	Canberra

- d) Four.  
 e) One.  
 f) Three are engaged in functions related to the organisation of AMSA events and conferences.

2. No. AMSA does not have independent media studios.

**Australian Transport Safety Bureau**

1. Public relations, communications and media staff

<b>Function</b>	<b>Classification</b>
<p><b>Media Officers</b></p> <p>Provide media assistance such as:</p> <ul style="list-style-type: none"> <li>• developing media releases, articles and web news items that promote ATSB investigation reports and findings to industry and travelling public</li> <li>• monitoring media</li> <li>• handling general enquiries from the public via email and telephone</li> <li>• liaising with media agencies to respond to enquiries.</li> </ul> <p>Location: Canberra</p>	<p>1 x EL1 (ongoing)                      1 x APS6 (ongoing)</p>
<p><b>Graphic design/web management</b></p> <p>Provide design work for ATSB publications such as ATSB reports, information material, annual report, safety promotion material.</p> <p>Provide web management and support to ATSB. Includes publishing reports online, managing web content and ensuring web accessibility requirements are met.</p> <p>Location: Canberra</p>	<p>1 x EL1 (ongoing)                      1 x APS5 (ongoing)</p>
<p><b>Strategic Communications</b></p> <p>Duties involve:</p> <ul style="list-style-type: none"> <li>• managing the communication team priorities, budget and people</li> <li>• developing and implementing communication plans to promote ATSB safety messages to industry and travelling public</li> <li>• distributing letters to directly involved parties of an investigation</li> <li>• briefing the Minister's office of upcoming report releases</li> <li>• coordinating the ATSB's industry engagement program to help reach industry with safety advice</li> </ul>	<p>1 x EL2 (ongoing)                      1 x EL1 (ongoing)</p>

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

ANSWERS TO QUESTIONS ON NOTICE

Budget Estimates May 2013

**Infrastructure and Transport**

Location: Canberra	
--------------------	--

2. No, the ATSB does not have independent media studios.

**Airservices Australia**

1(a) Public relations, communications and media staff as at 31 May 2013 = 10FTE

**Airservices Australia**

Function	Classification
<b>Manager Corporate Communication</b> deliver internal and external communications Location: Canberra	1 x Level 3 Manager 1 x ASA4 (PA)
Senior Communication Advisor deliver internal and external communications Location: Canberra	2 x Senior Advisor (2 x Level 4 Manager)
Communication Advisor deliver internal and external communications Location: 5 Canberra based, 1 Melbourne based	6 x FTE (1 x contract manager, 2 x ASA 7, 3 x ASA 6)

- b. Nil
- c. Staff Engagement Advisor - 1 FTE, Canberra (deliver staff engagement communications)  
Website developer - 1 contractor, Canberra based

d.

Function	Classification
<b>Graphic designers</b> Provide graphic design work for Airservices. The work ranges from large publications, including the Annual Report, corporate and business plans to small promotions including posters and one page documents. Maintain Airservices web site. Location: Canberra	1 x ASA7 1 x ASA4

- e. Media Manager - 1 FTE
- f. Event organisers - Nil

2. No

**Civil Aviation Safety Authority**

1. a-c. Public relations, communications and media staff:

Function	Number of Staff and Classification
The Corporate Communications section provides advice on CASA's approach to aviation safety issues occurring in the	2 ongoing staff and 1 non-ongoing staff (backfilling an

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

media and develops internal and external corporate communications. This includes liaison with media organisations and the development of media releases. The section also develops a monthly electronic CASA briefing to industry and a fortnightly electronic newsletter to staff.  Location: Canberra	ongoing CS4 (EL1 level position) i) Section Head Corporate Communications (CS 5) ongoing ii) Corporate Communications Officer (CS3-A) ongoing iii) Corporate Communications Officer (CS3-B) non-ongoing
--	--

- d. Nil.
- e. One.
- f. Nil.

2. No.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 44

**Program:** n/a

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

**Topic:** Alternative Policy Costings

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

Has the Department undertaken any alternative policy costings or advice? If yes, provide details of what these costings or advice were, including provision of costings or advice documents and assumptions used, and who made the request and when.

**Answer:**

Costings undertaken by the Department in response to any requests from the Government form part of policy advice to the Government.

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

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates May 2013

**Infrastructure and Transport**

**Question no.:** 45

**Program:** n/a

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

**Topic:** Pre-election appointments

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

Provide a list of any appointments made in your portfolio that will commence after the announced election date of 14 September 2013. Provide details of the appointment including position and length.

**Answer:**

As at 31 May 2013 no appointments had been made in the Infrastructure and Transport portfolio that will commence after the announced election date of 14 September 2013.