

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 07

Topic: Staffing - Recruitment FYTD

Asked By: Heffernan

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

1. From 1 July 2012 to 31 May 2013, a total of 39 ongoing staff were recruited. These positions range from classification APS4 to EL2.
2. From 1 July 2012 to 31 May 2013, a total of 72 non-ongoing positions exist and/or have been created. These positions range from classification APS2 to EL2.
3. From 1 July 2012 to 31 May 2013, a total of 35 contractors have been employed with an average length of engagement of employment of 5.5 weeks.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 07

Topic: Staffing – Recruitment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

1. Between 1 February and 31 May 2013, two ongoing, APS level 6 employees were recruited.
2. As at 31 May 2013, 12 non-ongoing APS employee positions exist. The numbers by classification are:
 - APS Level 2 8
 - APS Level 5 2
 - Executive Level 1 2
3. As at 31 May 2013, the NCA has seven employees engaged for a fixed-term. The average term of these fixed-term engagements is 11 months.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 08

Topic: Staffing - Separations FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Answer:

1. Since the Department last reported the number of ongoing employees who had left the Department (31 January 2013), as at 31 May 2013, there had been an additional 11 ongoing employees leave the Department. A breakdown of the ongoing cessations is below.

Classification	Number of ongoing employees that have left the Department
APS 4	1
APS 5	3
APS 6	4
EL1	3
Total	11

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2. Since the Department last reported the number of non-ongoing employees who had left the Department (31 January 2013), as at 31 May 2013, there has been 1 non-ongoing employee leave the Department. That employee was at the APS 5 classification.
3. N/A

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National Capital Authority

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Question: 08

Topic: Staffing – Separations FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. Between 1 February and 31 May 2013, three ongoing employees left the National Capital Authority (NCA). Their classifications were:
 - a. APS Level 2 1
 - b. APS Level 6 1
 - c. Executive Level 2 1
2. Between 1 February and 31 May 2013, six non-ongoing employees left the NCA. Their classifications were:
 - a. APS Level 2 4
 - b. APS Level 5 1
 - c. Executive Level 1 1
3. Between 1 February and 31 May 2013, four contract staff ceased. The individuals were engaged under a “labour hire” arrangement with a private sector firm to provide temporary services as a receptionist. The individuals do not have a classification as they are not employed under the *Public Service Act 1999*.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 09

Topic: Staffing - Reductions FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. 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.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.

Answer:

1. There was a reduction of approximately 40 ASL for the FYTD. No voluntary redundancies were processed or actioned in the 2012-13 financial year. ASL reductions between 2011-12 and 2012-13 were managed through recruitment practices and natural attrition.
2. No.
- 3-4. Yes. The National Portrait Gallery of Australia will be established as a separate entity from 1 July 2013. This will mean a reduction of 59 ASL for the Department as staff will be transferred.
5. No.

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National Capital Authority

Budget Estimates 30 May 2013

Question: 09

Topic: Staffing – Reductions FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. 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.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.

Answer:

- 1-2. There has been no reduction to staff numbers or any voluntary or involuntary redundancies in the National Capital Authority (NCA) between 1 February and 31 May 2013.
- 3-5. The NCA has no staff reduction plans.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 10

Topic: Public Service Efficiencies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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).

In addition, please provide the following detail:

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?

Answer:

The Agency is yet to be advised of its allocation across these areas. Additionally, please refer to the Department of Finance and Deregulation's response to question F10 from Finance and Public Administration Committee.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 10

Topic: Public Service Efficiencies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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).

In addition, please provide the following detail:

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?

Answer:

1. The National Capital Authority (NCA) is a progressive agency constantly reviewing and seeking operational efficiencies. When fulfilling permanent positions the NCA ensures the candidate with the most appropriate skill set for the role and the agency as a whole is selected.
2. Refer to the Department of Finance and Deregulation's response to question F10 from the Finance and Public Administration Committee.
3. Not able to quantify.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 11

Topic: Public Service Efficiencies - Operational Efficiencies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

Answer:

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

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National Capital Authority

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Question: 11

Topic: Public Service Efficiencies – Operational Efficiencies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

Answer:

1. The National Capital Authority (NCA) makes only small expenditures for air travel and has minimal saving opportunities. Recruitment advertising is already carried out online. The most significant savings will be made by reducing reliance on external consultants for policy, contract and legal advice.

Nil. The NCA's air travel expenditure over recent years has been less than \$25,000.

NCA staff only use economy class fares. Saving opportunities are nil.

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2. The NCA will seek to employ staff with qualifications and experience to carry out internally the work that has been outsourced to consultants in the past. Estimated annual saving is \$50,000.
3. Positions are advertised on the NCA's website and with the Gazette online at www.apsjobs.gov.au/. Advertising will be online except with the Chief Executive's express permission. Estimated annual saving is \$8,000.
4. Yes. The annual report is the NCA's largest printing commitment. Externally printed copies will be reduced to minimum mandatory requirements. Documents that were printed in the past will be moved online and to mobile devices. Other printing, where possible, will be carried out in-house on existing printing devices. An annual saving of \$10,000 is forecast over the forward estimates. The NCA will achieve the five per cent savings target.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Question: 12

Topic: Printing Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. Six documents have been printed since the Additional Estimates 12 February 2013 to 31 May 2013 (Consistent with Question 142 Supplementary Budget Estimates 16 October 2012, documents are considered as reports, statements and papers), as detailed below:
 - I. The Australian National Audit Office Independent Report of Norfolk Island's Financial Statements 2011-12 (315 copies).
 - II. Creative Australia – a national cultural policy for the decade (100 Copies)
 - III. Creative Australia – At a glance summary document (1,500 copies)
 - IV. Budget Related Paper No. 1.15
Regional Australia, Local Government, Arts and Sport portfolio
Portfolio Budget Statements 2013-14 (538 copies)
 - V. Regional Australia, Local Government, Arts and Sport portfolio
Portfolio Additional Estimates Statements 2012-13 (400 copies)
 - VI. Ministerial Statement 2013-14 – Regional Australia: Strengthening
Communities (part of 2013-14 Budget Papers) (2,800 copies)
2. All six of the printed documents were also published online.

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National Capital Authority

Budget Estimates 30 May 2013

Question: 12

Topic: Printing Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

The National Capital Authority (NCA) publishes online and in print a number of corporate documents each year (e.g. Annual Reports, Consultation Reports and Development Control Plans). Between 1 February 2013 and 31 May 2013, the NCA spent \$6,244 on printing costs. The majority of the NCA's publications are published online, as PDF and available on mobile websites or Apple Inc. mobile operating systems.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 13

Topic: Graduate Recruitment 2014

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Provide an update on expenditure for 2014 Graduate Recruitment to date? Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

Answer:

1. The Department of Regional Australia, Local Government, Arts and Sport does not plan to have a Graduate Program intake for 2014.
2. As above.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 13

Topic: Graduate Recruitment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Provide an update on expenditure for 2014 Graduate Recruitment to date? Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

Answer:

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 14

Topic: Advertising FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 3

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

Answer:

1. For the 2012-13 financial year, the total cost of advertising was \$265,095.05 (GST excl).
2. Non campaign advertising has included:
 - Artbank – advertising to promote Artbank’s art rental scheme
\$12,923.76 (GST excl)
 - Invitation to register interest – Christmas Island (fuel consolidation project) \$10,564.44
(GST excl)

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- Invitation to register interest – Christmas Island (jetty extension project)
\$5,578.71 (GST excl)
- Regional Development Australia expressions of interest – NSW
\$23,442.97 (GST excl)
- Regional Development Australia expressions of interest - WA
(Kimberley, Mid West Gascoyne, Peel, Goldfields Esperance, Wheatbelt and Perth regions)
\$6,456.10 (GST excl)
- Regional Development Australia expressions of interest – TAS & NT
\$6349.52 (GST excl)
- Regional Development Australia expressions of interest – SA
\$12,863.21 (GST excl)
- 2013-14 Indigenous language, culture and visual arts funding round newspaper advertising
\$5,625.03 (GST excl)
- Indigenous Repatriation – public consultation \$6056.01 (GST excl)
- 2013-14 Indigenous language, culture and visual arts funding round radio advertising
\$3,798.28 (GST excl)
- National Portrait Gallery – advertising to promote Gallery events and exhibitions
\$168,252.40 (GST excl)
- Recruitment advertising \$3,184.62 (GST excl)

3. No.

4. No.

5. Yes.

6. N/A.

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Department of Regional Australia, Local Government, Arts and Sport

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7.

Non-Campaign Advertising	Other Communication (non-advertising)	Description
Regional Development Australia Committee Expression of Interest process		To fill vacant and expiring committee positions.
	Regional Development Australia Network	To raise awareness of the national network of Regional Development Australia Committees and to support them to more effectively communicate with their stakeholders.
Prime Minister's Literary Awards		To raise awareness of the Awards
	Australian Arts in Asia Awards	To raise awareness of the Awards
	Prime Minister's Literary Awards	To promote the Awards
	Arts-specific funding programs (Indigenous arts, culture and languages, public and education lending rights)	To support Art-specific programs. This will be ongoing for the rest of the financial year.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 14

Topic: Advertising FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Answer:

1. Between 1 February 2013 and 31 May 2013 the total cost of advertising was \$25,795.
2. All advertising is ‘non-campaign’ advertising. The main purpose is public notification of matters such as road and/or Lake Burley Griffin closures.
3. No.
4. No.

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

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 15

Topic: Hospitality and Entertainment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 6

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?

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Answer:

1. Expenses relating to official hospitality events paid by the Department since the last Senate Estimates, 1 February to 31 May 2013, totalled \$75,875.32 excluding GST.

Description of function	Date/Location	Amount (GST excl)	How the function supports government business
Light lunch provided for the Prime Minister's Literary Awards Non Fiction and History Panel Meeting (first meeting).	21 February 2013 Sydney, NSW	\$63.05	The judges participate in day-long meetings to make independent recommendations to the Minister for the Arts and the Prime Minister regarding shortlisted and winning entries.
Working lunch and tea/coffee for the meeting of senior officials supporting the COAG Regional Australia Standing Council.	27 February 2013 DRALGAS, Civic, ACT	\$226.23	To facilitate agreement on a range of regional policy objectives, required in advance of the April meeting of the Regional Australia Standing Council.
Light lunch provided for the Indigenous Repatriation meeting.	28 February 2013 Adelaide, SA	\$141.82	Consultation meeting with a number of South Australian Indigenous communities to discuss the return of ancestral remains to South Australia as part of the Indigenous Repatriation Program.
Light lunch for the Ministerial Advisory Council on Regional Australia (MACRA) meeting hosted by Minister Crean.	3 March 2013 Townsville, QLD	\$219.09	MACRA provided independent advice to the Minister on priorities and emerging issues relating to regional communities.
Fourth official Ministerial Advisory Council on Regional Australia (MACRA) meeting and dinner attended by Minister.	3 March 2013 Townsville, QLD	\$924.09	MACRA provided independent advice to the Minister on priorities and emerging issues relating to regional communities
Fourth official Ministerial Advisory Council on Regional Australia (MACRA) breakfast meeting attended by Minister.	4 March 2013 Townsville, QLD	\$899.09	MACRA provided independent advice to the Minister on priorities and emerging issues relating to regional communities
Morning tea provided for the Ministerial Advisory Council on Regional Australia (MACRA) Northern Queensland Forum attended by Minister Crean.	4 March 2013 Townsville, QLD	\$1,296.36	The stakeholder forum informed priorities under the Northern Queensland Strategy.
Launch – National Photographic Portrait Prize attended by Prime Minister Julia Gillard, Chief Patron Tim Mathieson, and The High Commissioner HE Martyn Dunne.	8 March 2013 Canberra, ACT	\$17,513.18	To promote the National Portrait Gallery major exhibition National Photographic Portrait Prize.
Working dinner meeting of the Australian Government Reconstruction Inspectorate, the National Disaster Recovery	11 March 2013 Hervey Bay, QLD	\$463.91	Enables members of the Reconstruction Inspectorate, the National Disaster Recovery Taskforce and the Queensland Reconstruction Authority to further

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Description of function	Date/Location	Amount (GST excl)	How the function supports government business
Taskforce and the Queensland Reconstruction Authority during the Inspectorate's visit to South Queensland.			discuss issues concerning disaster reconstruction in the Fraser Coast and Bundaberg local government areas.
Light lunch provided for the Prime Minister's Literary Awards Children and Young Adult Fiction Panel Meeting.	15 March 2013 Sydney, NSW	\$68.73	The judges participate in day-long meetings to make independent recommendations to the Minister for the Arts and the Prime Minister regarding shortlisted and winning entries.
Women in Sport Conversation Lunch in Melbourne attended by Minister Lundy.	15 March 2013 Melbourne, VIC	\$1,804.09	Hosted by Minister Lundy to advance the women in sport conversation with industry partners.
Morning tea and light lunch provided for the Prime Minister's Literary Awards Fiction and Poetry Panel Meeting.	18-28 March 2013 Melbourne, VIC	\$223.64	The judges participate in day-long meetings to make independent recommendations to the Minister for the Arts and the Prime Minister regarding shortlisted and winning entries.
Morning tea and light lunch provided for the 84th Public Lending Right (PLR) Committee Meeting.	19 March 2013 Canberra, ACT	\$195.00	The PLR Committee has responsibility under the <i>PLR Act</i> for determining the eligibility of claimants, the amount of payments to claimants, approve payments and provide recommendations and advice to the Minister about the operation of the PLR and the Educational Lending Right (ELR) schemes and the Act.
Light lunch provided for the Prime Minister's Literary Awards Non Fiction and History Panel Meeting (second meeting).	20 March 2013 Sydney, NSW	\$63.04	The judges participate in day-long meetings to make independent recommendations to the Minister for the Arts and the Prime Minister regarding shortlisted and winning entries.
Afternoon tea provided for the Australian Centre of Excellence for Local Government Board meeting.	22 March 2013 DRALGAS BLDG, Civic, ACT	\$81.82	ACELG Board meetings occur every quarter around Australia to promote improvements in the capacity and performance of local government.
Light lunch for the Meeting of the Upper Spencer Gulf Common Purpose Group.	25 March 2013 Whyalla, SA	\$288.00	To discuss the feedback from the recent Alliance meeting and the implementation of action plans under the place-based strategy for regional transformation of the Upper Spencer Gulf.
Women in Sport Conversation Lunch in Canberra attended by Minister Lundy.	25 March 2013 Canberra, ACT	\$1,127.27	Hosted by Minister Lundy to advance the women in sport conversation with industry partners.
Stakeholder function in Melbourne attended by Minister Burke and Parliamentary Secretary Danby	26 March 2013 Melbourne, VIC	\$7,325.00	The event enabled the new Minister for the Arts to engage with key stakeholders in his portfolio immediately following his appointment.

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Description of function	Date/Location	Amount (GST excl)	How the function supports government business
Light lunch for the North Queensland Irrigated Agriculture Strategy (NQIAS) Steering Committee Meeting.	26 March 2013 Townsville, QLD	\$236.36	Official Steering Committee meeting to progress the NQIAS objectives.
Women in Sport Conversation Lunch in Sydney attended by Minister Lundy.	26 March 2013 Sydney, NSW	\$2,312.74	Hosted by Minister Lundy to advance the women in sport conversation with industry partners.
Stakeholder function in Sydney attended by Minister Burke and Parliamentary Secretary Danby	27 March 2013 Sydney, NSW	\$11,264.36	The event enabled the new Minister for the Arts to engage with key stakeholders in his portfolio immediately following his appointment.
Light lunch and tea/coffee provided for the Ministerial Event in Canberra attended by Minister Burke.	27 March 2013 Canberra, ACT	\$367.76	The event enabled the new Minister for the Arts to engage with departmental officers in his department.
Stakeholder function in Canberra attended by Minister Burke and Parliamentary Secretary Danby	27 March 2013 Canberra, ACT	\$2,873.64	The event enabled the new Minister for the Arts to engage with key stakeholders in his portfolio immediately following his appointment.
Stakeholder function in Brisbane attended by Minister Burke and Parliamentary Secretary Danby	3 April 2013 Brisbane, QLD	\$5,061.68	The event enabled the new Minister for the Arts to engage with key stakeholders in his portfolio immediately following his appointment.
Official dinner associated with the Local Governments Grants Commission (LGGC) Executive Officers Workshop.	8 April 2013 Civic, ACT	\$1,276.17	Helps facilitate understanding and shared knowledge between Executive Officers and Departmental staff which is beneficial in the effective administration of Financial Assistance Grants.
Stakeholder function in Hobart attended by Minister Burke and Parliamentary Secretary Danby	12 April 2013 Hobart, TAS	\$10,909.09	The event enabled the new Minister for the Arts to engage with key stakeholders in his portfolio immediately following his appointment.
Refreshments provided for the Ministerial meeting attended by Minister Burke and Minister Danby.	15 April 2013 Canberra, ACT	\$45.74	This meeting assisted the Minister and Parliamentary Secretary for the Arts to engage with the Chairs and CEOs from the Arts Portfolio Agencies. The Minister held an informal, round table discussion on portfolio issues.
Light lunch for the North Queensland Irrigated Agriculture Strategy (NQIAS) Governance Committee Meeting.	15 April 2013 Townsville, QLD	\$227.27	The 5 th official Governance Committee meeting to progress the NQIAS objectives.
Pre-meeting dinner for the joint meeting of the COAG Regional Australia Standing Council and	17 April 2013 Berriedale, TAS	\$1,024.10	The joint meeting supported effective planning and coordination across all levels of government on matters affecting

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Description of function	Date/Location	Amount (GST excl)	How the function supports government business
the Local Government Minister's Forum attended by Minister Albanese.			regional Australia.
Stakeholder function in Adelaide attended by Minister Burke.	17 April 2013 Adelaide, SA	\$7,150.00	The event enabled the new Minister for the Arts to engage with key stakeholders in his portfolio immediately following his appointment.
Live Music Roundtable dinner attended by Minister Burke	1 May 2013, Melbourne, VIC	\$2,858.00	This dinner meeting enabled the Minister to engage with the representatives from the Australian music industry in a round table discussion on actions to be taken in line with the newly released cultural policy, Creative Australia.
Live Music Roundtable dinner attended by Minister Burke	8 May 2013, Sydney, NSW	\$2,412.00	This dinner meeting enabled the Minister to engage with the representatives from the Australian music industry in a round table discussion on actions to be taken in line with the newly released cultural policy, Creative Australia.
Meeting of Upper Spencer Gulf Working Group.	23 May 2013, Adelaide	\$203.00	The intention of the meeting is to ensure project momentum and strategic focus is maintained and to ensure key projects are positioned for funding opportunities.
Total official hospitality		\$81,145.32	

2. Included in response to question 1.

3. Nil

4. Nil

5.

Description of function	Date/Location	Amount (GST excl)	How the function supports government business
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Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Meals at the Northern Australia Ministerial Forum.	13-14 June 2013, Cairns	\$5,075.00	The Northern Australia Ministerial Forum (NAMF) is an important vehicle that facilitates discussion of inter-jurisdictional issues involving policy priorities for northern Australia. The NAMF will also facilitate the Joint Northern Australia and China Officials Meeting, which includes an official delegation from China who will discuss agriculture investment opportunities across the north.
Regional Development Australia National Forum 2013. Includes lunch and a reception.	15 June 2013 Rydges Lakeside; National Portrait Gallery, Canberra	\$89,197.28	Related to a forum for non-APS officials from the 55 Regional Development Australia committees around the country, as well as key stakeholders, which was held in Canberra.
The Australian Council of Local Government (ACLG) dinner.	16 June 2013 Parliament House, Canberra	\$89,615.01	The ACLG dinner is an opportunity for the Minister for Regional Development and Local Government and the Prime Minister to outline the vision for: <ul style="list-style-type: none"> - A stronger and more collaborative relationship between the federal and local shires of government - A plan for growing regional economies and local communities across the nation - Our government's commitment to the constitutional recognition of local government - To present the National Awards for Excellence to local government winners
Total planned official hospitality		\$183,887.29	

6. Included in response to question 5.

7. Nil

8. Nil

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 15

Topic: Hospitality and Entertainment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

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:

1. The hospitality expense for the period 1 February 2013 to 31 May 2013 was \$207. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) activities such as public consultation. Given the relatively low value of the hospitality, a detailed list of events has not been provided.
2. Not applicable.
3. Nil.
4. Not applicable.
5. \$7,000. This represents the total available hospitality budget. The majority of this is reserved for the NCA Public Forum, an open community engagement event, held annually in Canberra.
6. Not applicable.
7. \$2,000. This represents the total available entertainment budget. No specific events are currently planned.
8. Not applicable.
9. The NCA's expenditure on hospitality and entertainment is minimal. Events attracting this type of expenditure are normally formal engagements. Little scope is available for savings.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 16

Topic: Meeting Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. The Department's meeting spend since last Senate Estimates, 1 February to 31 May 2013, has been included in the hospitality and entertainment question 15 response.
2. The Minister and Parliamentary Secretary's meeting spend since last Senate Estimates, 1 February to 31 May 2013, has been included in the hospitality and entertainment question 15 response.
3. Nil.
4. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 16

Topic: Meeting Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. Expenditure for the period 1 February to 30 May 2013 for meeting costs was \$255. The National Capital Authority(NCA) holds a small number of meetings in the process of its routine business. Given the relatively low value of the meeting costs, a detailed list of events has not been provided.
2. Not applicable.
3. \$20,000. This represents the total available meeting cost budget. Around \$15,000 of this is allocated to the annual NCA public forum.
4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 17

Topic: Program Launch Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1-4. Nil

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 17

Topic: Program Launch Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

Nil, not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 18

Topic: Board Appointments FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

Information on gender ratios on boards and all board appointments is available publicly at:

www.fahcsia.gov.au/women/news/2012/gender-balance-on-australian-government-boards-report-2011-2012 and www.ausgovboards.gov.au/.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 18

Topic: Board Appointments FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 19

Topic: Freedom of Information

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department to process FOI requests for this financial year to date?
3. How many FOI requests has the Department received for this financial year to date?
4. How many requests have been denied and how many have been granted?
5. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why?
6. Do any of these requests remain outstanding? If so, how many and why?

Answer:

1-6. Information on the Department's handling of FOI is in the annual report.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 19

Topic: Freedom of Information

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department to process FOI requests for this financial year to date?
3. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?

Answer:

1. The Office of the Australian Information Commissioner continues to provide advice to all APS agencies in accordance with its obligations under section 93A of the *Freedom of Information Act 1982* on how to respond to Freedom of Information (FOI) requests.
2. As management of the FOI function is part of the National Capital Authority's day-to-day business, costs are not identified separately.
3. Between 1 February and 31 May 2013, the NCA received two FOI requests. One has been withdrawn and the other is being processed.

The NCA has met all processing times outlined in the FOI Act.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 20

Topic: Community Cabinet Meetings FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

1. Ministers and Parliamentary Secretaries have attended five Community Cabinet meetings:
 - Ipswich Community Cabinet – 10 July 2012
 - Launceston Community Cabinet – 3 October 2012
 - Thornlie Community Cabinet – 27 March 2013
 - Ringwood Community Cabinet – 17 April 2013
 - Blaxland Community Cabinet – 22 May 2013
2. One departmental officer has attended each Community Cabinet meeting to support the Minister and/or Parliamentary Secretary, with the exception of the Blaxland Community Cabinet meeting where no departmental representative attended. The total cost for attending the Community Cabinet meetings for the 2012/13 financial year was \$4078 (rounded figure).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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This figure includes \$2582.09 airfares, \$722.32 accommodation and \$773.43 meals and incidentals, which includes taxi fares and parking.

3. The total cost to the Department was \$4078. The Department of Finance and Deregulation is responsible for the Ministers' expenses.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 20

Topic: Community Cabinet Meetings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 21

Topic: Reviews FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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:

See attached.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Questions 1(a) – (f)

Details for reviews were provided in answers to Supplementary Budget Estimates Question 154 current to 05 November 2012, and in answers to Additional Estimates Question 27 current to 22 February 2013. The following table provides information for 2012-13 reviews that commenced since 22 February 2013.

Name of Review	Concluded? Yes or No	If no, date review will be concluded	Date provided to Government	Date of Government response	Estimated Cost
Review of the process used by DRALGAS to review the progress of Australian Centre for Excellence for Local Government	No	30 July 2013	Commercial-in-Confidence (Not to be released)	TBC	\$10,000
Post-implementation Review of the Resale Royalty for Visual Artists Act 2009	No	September 2013 (forecast)	September 2013	October 2013 (forecast)	\$55,000

Question 1 (g) – (h)

As at 31 May 2013, there were two reviews planned. Details are provided in the table below.

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 21

Topic: Reviews FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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2. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?
3. Which of these reviews has been provided to Government?
4. When will the Government be responding to the respective reviews that have been completed?
5. Has the Government responded to all reviews within the timeframe? If not, why not?
6. What is the estimated cost of each of these Reviews?
7. What reviews are planned?
8. When will each of these reviews be concluded?

Answer:

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 22

Topic: Consultancies FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How many consultancies have been undertaken this financial year to date?
Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (i.e. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year?
3. Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

Answer:

1. A list of all consultancies valued at \$10,000 or more can be found on the Austender website www.tenders.gov.au.
2. No consultancies that satisfy the criteria for inclusion in the Annual Procurement Plan (APP) have been identified for this calendar year. The Department published it's APP on AusTender on 1 July 2013 in accordance with the Commonwealth Procurement Rules.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 22

Topic: Consultancies FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How many consultancies have been undertaken this financial year to date?
Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

Answer:

1. Between 1 February and 31 May 2013, four consultancies were entered into with a total value of \$122,712. Consultancy details are available on the Austender website.
2. The National Capital Authority has not identified any specific planned consultancies to be let in the remainder of this calendar year.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 23

Topic: Media Monitoring FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?

Answer:

1 and 2.

The Department pays a monthly fee which includes provision of media monitoring services to both the Department and Ministers' Offices. A list of all contracts valued at \$10,000 or above is on the Department's website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 23

Topic: Media Monitoring

Asked By: Senator HEFFERNAN

Type of Question: Written

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 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?

Answer:

1. Nil
 - a. Not applicable
 - b. Nil
 - c. Nil.
2. Nil
 - a. Not applicable
 - b. Nil
 - c. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 24

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1 – 4. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 24

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 25

Topic: Internet Issues

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

The Department has not experienced any significant internet outages.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 25

Topic: Internet Issues

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

On 29 May 2013, the National Capital Authority experienced lack of connectivity due to Gateway provider hardware failure. All outbound and inbound email, as well as internet connection was affected. Services were restored within 25 minutes.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 26

Topic: Staff Amenities

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

Amenities provided are as follows;

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

There are no additional costs, outside of our lease arrangements, associated with the provision of these amenities.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 26

Topic: Staff Amenities

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 27

Topic: Coffee Machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

11. Where does the funding for the coffee machines come from?
12. Who has access?
13. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
14. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

The Department has not purchased/rented any coffee machines for staff.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 27

Topic: Coffee Machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

11. Where does the funding for the coffee machines come from?
12. Who has access?
13. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
14. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 28

Topic: Contractors FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

For this financial year to date:

1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
2. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
3. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
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).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

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

Answer:

- 1 – 10. The Department has not employed nor is consideration being given to employing any of the above mentioned suppliers. Information on contracts entered into by the Department is available on the Austender website: www.tenders.gov.au.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 28

Topic: Contractors

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

For this financial year to date:

1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
2. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
3. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

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

Answer:

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. For the financial year to date (1 July to 31 May 2013) the NCA has spent \$3,294,999 on contractors. These contractors are engaged to manage the open spaces, water bodies and building and infrastructure on National Land. Contract details are available on the Austender website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 29

Topic: Grants FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

- 1-2. All grants are listed on the Department's website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 29

Topic: Grants FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 30

Topic: Commissioned Reports FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 3

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

Answer:

See attached.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

As at 30 June 2013, four reports had been commissioned during the 2012-13 financial year. Details for these reports were provided in answers to Supplementary Budget Estimates Question 64 current to 5 November 2012 and in answers to Additional Estimates Question 36 current to 22 February 2013. The following table provides information for two 2012-13 commissioned reports that have had changes in status between 22 February 2013 and 30 June 2013.

Commissioned Report Title	Start Date	Completion Date	Cost	Staff Involved	Date provided to Government	Date of Public Release	Terms of Reference	Committee Members	Date of Government Response
National Financing Authority for Local Government Report	30/10/2012	26/02/ 2013	\$65,147.50 including GST	2 (P/t) in oversight capacity	26/02/2013	April 2013	<p>Stage 1: Objective: To ensure there is hard data to identify the quantum of the local government infrastructure gap and the attendant need for facilities to aggregate local government debt (by 16 November 2012).</p> <p>Stage 2: Objective: To develop options for facilities to aggregate local government debt, with a particular focus on finance-related issues and considerations (by 7 December 2012)</p> <p>Stage 3: Objective: Develop more detail around financing models most likely to succeed with a particular emphasis on the needs of stakeholders required to agree to such an institution (by 7 January 2013).</p>	N/A	N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Food and Fibre Supply Chains in Northern Australia.	17/05/2013	May 2014	Departmental contribution \$280,000 (GST Exclusive)	1 X EL2 1 X APS6	May 2014	TBC	<p>The project will provide a greater understanding of supply chain opportunities, risks and constraints in relation to new developments, as well as a greater understanding of the market outlook for key food and fibre industries in northern Australia.</p> <p>Report is for the use of the Northern Australia Ministerial Forum and other funding contributors; a public release date has yet to be determined.</p> <p><u>Note on cost:</u> Total project funding of \$850,000 (GST Exclusive) Departmental contribution \$280,000 (GST Exclusive) Other funding partners include Queensland, West Australian, Northern Territory governments, Rural Industries Research and Development Corporation and Regional Development Australia (RDA) Pilbara Incorporated</p>	N/A	N/A
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Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 30

Topic: Commissioned Reports

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: Friday 26 July 2013

Number of pages: 1

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

Answer:

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 31

Topic: Government Payment of Accounts FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?
 - a. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached
2. 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?
3. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. The Department has complied with Government policy and exceeded the performance benchmark to pay 90 per cent of correct rendered invoices from small businesses within 30 days.
2. The Department has not paid any interest on overdue accounts during the period 1 October 2012 to 31 May 2013. Refer to question 171 from Supplementary Budget Estimates 16 October 2012 in relation to the 2011-12 financial year.
3. Refer to Finance Circular 2012/02 for details of Government policy on the determination of penalty interest.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 31

Topic: Government Payment of Accounts

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?
2. 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)
3. 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?
4. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

Yes.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 32

Topic: Stationery Requirements FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?
2. What are the department/agency's stationery costs for the financial year to date?

Answer:

1. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 172 at the Supplementary Budget Estimates, and for the period 1 October 2012 to 31 January 2013 in the answer to Question 38 at Additional Estimates. The Department's stationery spend for the Ministers and Parliamentary Secretaries for the period 1 February 2013 to 31 May 2013 was \$4,792.62.
2. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 172 at the Supplementary Budget Estimates, and for the period 1 October 2012 to 31 January 2013 in the answer to Question 38 at Additional Estimates. The Department's stationery spend for the period of 1 February 2013 to 31 May 2013 was \$22,230.33.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 32

Topic: Stationary Requirements

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?
2. What are the department/agency's stationery costs for the financial year to date?

Answer:

1. Not applicable.
2. \$6,720.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 33

Topic: Media Subscriptions FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Answer:

1.
 - a. The department has pay TV subscriptions through Foxtel. It subscribes to the Business Premium Package which includes a variety of news and sport channels to assist the Department in managing its portfolio responsibilities.
 - b. The details relating to period 1 July 2012 to 30 September 2012 were provided in the answer from Question 174 at the Supplementary Budget Estimates. The details relating to period 1 October 2012 to 31 January 2013 were provided in the answer from Question 39 at the Additional Estimates. The Department has spent \$1,081.16 on pay TV from 1 February 2013 to 31 May 2013.
2.
 - a. To reduce costs, the Department has reduced newspaper subscriptions for National and Regional offices to one copy of the listed newspapers.
 - The Australian;

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

- The Sydney Morning Herald;
 - The Canberra Times;
 - The Financial Review;
 - The Telegraph;
 - The Age;
 - The Sun Herald;
 - The Illawarra Mercury; and
 - The Mercury.
- b. The details relating to period 1 July 2012 to 30 September 2012 were provided in the answer from Question 174 at the Supplementary Budget Estimates. The details relating to period 1 October 2012 to 31 January 2013 were provided in the answer from Question 39 at the Additional Estimates. The Department has spent \$4,715.64 on newspaper subscriptions from 1 February 2013 to 31 May 2013.
- 3.
- a. Since answering Question 39 from the Additional Estimates hearing in February, a subscription to Thinkstock magazine has been purchased.
- b. The details relating to period 1 July 2012 to 30 September 2012 were provided in the answer from Question 174 at the Supplementary Budget Estimates. The details relating to period 1 October 2012 to 31 January 2013 were provided in the answer from Question 39 at the Additional Estimates. The Department has spent \$1,799.00 on magazine subscriptions from 1 February 2013 to 31 May 2013.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 33

Topic: Media Subscriptions FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: Friday 26 July 2013

Number of pages: 1

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

Answer:

1. Nil.
 - a. Not Applicable
 - b. Not applicable.
2. Yearly subscriptions to *The Australian*, *The Canberra Times*, *Sunday Telegraph*, *Daily Telegraph*
 - a. Media monitoring
 - b. \$2134.50.
3. None
 - a. Not applicable.
 - b. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 34

Topic: Travel Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 4

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. 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?

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Answer:

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

Date	Reason for Travel	Destination	Airfares \$	Accommodation, meal and other travel expenses \$
7 - 8 February 2013	Attend the Economic Diversification Tasmania Taskforce Meeting	Hobart	\$1,702.49	\$539.37
14 - 15 February 2013	Meeting with Australian Athletes Alliance and Sports Minister's Meeting & Dinner	Melbourne	\$394.35	\$320
25 February 2013	Meetings with the Sydney Business Chamber, RDA Sydney and NSW Government	Sydney	\$436.18	\$66.51
27 - 28 February 2013	Announcement in Hobart & USG Alliance Meeting	Hobart & Adelaide	\$1,447.37	\$562.30
3- 4 March 2013	Attend MACRA and Northern Queensland Forum with Minister	Townsville	\$2,378.63	\$1,578.81
6 March 2013	Meetings with the NSW Deputy Premier, NSW Premier and WSROC Board	Sydney	\$457.38	\$81.61
14 - 15 March 2013	Dairy Tasmania Presentation, Official opening of Tasmanian Dairy Products Smithton, Tour of Agritas Trade School	Launceston	\$492.98	\$360.37
20 March 2013	Latrobe Valley Transition Committee Meeting in Traralgon with Minister	Melbourne	\$783.63	\$162.64
26 - 28 March 2013	Attending Minister Burke's Stakeholder Function in Sydney and Melbourne	Sydney and Melbourne	\$2,702.09	\$1,405.92
3 - 4 April 2013	Attending Minister Burke's Stakeholder Function in Brisbane	Brisbane	\$1,495.16	\$803.94
3 - 4 April 2013	Meeting with Australian Athletes Alliances	Melbourne	\$589.75	\$436.21
10 - 13 April 2013	Attended the Ministers Cultural Meeting in Hobart	Hobart	\$3,122.07	\$2,340.11
14 - 18 April	Travelling to Norfolk Island with	Norfolk Island	\$530.90	\$1,043.99

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

2013	Minister King	& Melbourne		
17 April 2013	Attending Minister Burke's Stakeholder Function in Adelaide	Adelaide	\$403.40	\$311.51
17 - 18 April 2013	COAG/Regional Australia Standing council/Local Government Minister's Forum	Hobart	\$8,742.30	\$2,282.59
18 April 2013	Meeting with Parliamentary Secretary Danby, with the Australian Ballet School	Sydney	\$316.11	\$nil
1 May 2013	Live Music Roundtable dinner with Minister Burke	Melbourne	\$318.12	\$330.46
1-2 May 2013	Meetings with Minister and Latrobe City Council, Latrobe Regional Airport, Moe Rail Precinct, Warragul Precinct. Attend Latrobe Valley Transition Committee Melbourne in Morwell	Melbourne, Latrobe Valley & Morwell	\$395.00	\$634.87
8 May 2013	Live Music Roundtable dinner meeting with Minister Burke	Sydney	\$271.02	\$255.00
9 May 2013	Attending meeting with the Chair of the Southbank Arts Precinct working group	Melbourne	\$459.14	\$25.87
17 - 28 May 2013	Accompany Minister Burke to enhance cultural links with China, India, Cyprus and Lebanon	China, India, Cyprus & Lebanon	\$19,350.22	\$2,142.87

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

The details relating to period 1 July 2012 to 30 September 2012 were provided in the answer from Question 175 at the Supplementary Budget Estimates, and for the period 1 October 2012 to 31 January 2013 in the answer to Question 40 at the Additional Estimates. A summary of expenses for the period 1 February 2013 to 31 May 2013 by travel category is provided below.

Travel – 1 February – 31 May 2013	
Airfares	\$299,730.41
Accommodation	\$68,946.86
Meals	\$12,227.09

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Other	\$15,979.88
Total	\$396,884.24

3. The Department is planning travel for the remainder of the 2012-13 financial year to support business functions of the Department.
4. The Department is planning travel for the remainder of the 2013 calendar year to support business functions of the Department.
5. The Department's travel policy outlines that SES officers can travel business class domestically on all routes excluding Canberra – Sydney and Canberra – Melbourne. Staff are entitled to travel business class on international routes.
6. Airline memberships are made available to SES and other staff who travel frequently for work. The corporate rate includes joining fee and 1 year membership. The cost of membership with Qantas is \$485 and with Virgin Australia is \$448.
7. No administrative staff accompanied SES members on their travels for the reporting period.
8. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 34

Topic: Travel Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. 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?

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Answer:

1. Nil.
2. Between 1 February 2013 and 31 May 2013, approximately \$10,300 was spent on airfares for staff and board members of the National Capital Authority (NCA). Approximately \$2,500 was spent in the same period on other travel related expenses including accommodation.
3. NCA interstate board members are flown into Canberra for board meetings there are six meetings each year. The Chair is flown into Canberra for biannual appearances before the Joint Standing Committee on the National Capital and External Territories and staff travel interstate to launch travelling exhibits.
4. Refer above.
5. Yes. Alerts are provided as travel is booked and monthly reports are reviewed.
6. No.
7. No.
8. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 35

Topic: Legal Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Answer:

1. The Department spent \$726,941.15 on internal legal services in the 2012-13 financial year to date (1 July 2012 to 31 May 2013). This was comprised of salary and overheads for in-house lawyers and administrative assistance.
2. The Department spent \$232,440 on legal services from the Australian Government Solicitor (AGS) in the 2012-13 financial year to date (1 July 2012 to 31 May 2013). Services included advice on contracts, procurement, grants, litigation support and general advice.
3. The Department spent \$166,637 on legal services from private law firms in the 2012-13 financial year to date (1 July 2012 to 31 May 2013). Services included advice on contracts, procurement, grants and funding agreements, statutory interpretation, litigation support and general advice.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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4. The Department spent \$3,249 on legal services from the Office of International Law in the 2012-13 financial year to date (1 July 2012 to 31 May 2013) for the procurement of international law advice.

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 35

Topic: Legal Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

Between 1 February and 31 May 2013, the National Capital Authority's legal expenditure was:

1. Internal legal expenditure – Nil
2. AGS expenditure – \$17,131
 - a. Briefs to Counsel (A) \$0
 - b. Disbursements (excluding counsel) (B) \$0
 - c. Professional fees paid (C) \$17,131
3. Private firms expenditure – Nil
4. Other expenditure – Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 36

Topic: Education Expenses FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 5

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:

1. The Department's study assistance guidelines were provided in February 2013.
2. The Department's total expenditure on education activities for the FYTD is \$125,033. This expenditure is detailed in Attachment A.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Attachment A – Education Expenses

Type of course	Total cost	Cost per participant	Number of participants	Classification	Hours study leave granted	Reason for study and benefits to the Department
Procurement fundamentals	Nil fees for training \$724 room hire and catering	\$14.50	Estimated 50 individuals attended various sessions.	All APS to EL classifications were represented	N/A	Develop capability in core APS financial and risk management processes
Embracing Stakeholder Management	\$9,899	\$618	16	APS to EL	N/A	Develop capability and effectiveness in stakeholder management processes and activities
Project Management	\$9,889	\$659	15	APS to EL	N/A	Develop capability and effectiveness in project management
Productive Workplace Relationships	\$8,026	\$422	19	APS to EL	N/A	Develop capability and effectiveness in self awareness and interpersonal communication
Aboriginal and Torres Strait Islander Cultural Competency Training	\$4,950	\$165	30 places purchased, to be issued to nominated employees	Places are accessible to all classification levels	N/A	Develop competency to work with Indigenous stakeholders and colleagues
Microsoft Project	\$2100	\$420	5	APS to EL	N/A	Build skill in MS Project and apply to current major project work
Workplace health workshops	\$6,380	\$335	19	APS to EL	N/A	Build resilience, raise awareness of risks of psychological injury

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Exec / EA Personal Efficiency Coaching	\$2,100	\$1,500	2	1 x SES Band 1 1 x APS 4	N/A	Build shared, efficient work practices in Executive/EA partnership
Diploma of Business	\$298	\$298	1	APS5	65	Enhance business management and operational skills
Graduate Certificate in Art History and Curatorial Studies	\$4,188	\$4,188	1	APS4	40.5	Enhance understanding of subject matter
Graduate Certificate in Commerce	\$2,070	\$2,070	1	APS6	65	Build capability in intergovernmental relations
Graduate Diploma in Legal Practice	\$2,019	\$2,019	2	EL1 APS5	30 hours	Skills and capability development relevant to the work of the department
Graduate Diploma of Museum Studies	\$2,028	\$2,028	1	APS6	45 hours	Develop capability in cultural heritage and curatorship
Graduate Diploma of Legal Studies	\$1,119	\$1,119	1	APS5	40.5	Build in-house legislative interpretation capability
Graduate Diploma in Urban and Regional Planning	\$3,997	\$3,997	1	APS6	65	Build capability in urban and regional planning
CPA Program	\$815	\$815	1	APS5	37.5	Maintain industry qualification
Bachelor of Commerce	\$2,356	\$2,356	1	APS6	Nil	Contributes to contract management capability
Bachelor of Business/Bachelor of Laws	\$3,815	\$3,815	1	APS6	15 hours	Develop HR Management and legislative interpretation capability
Bachelor of Visual Art	\$1,412	\$1,412	1	APS6	65	Enhances stakeholder engagement and

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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						critical thinking
Bachelor of Human Resources	\$2,890	\$2,890	1	APS4	65	Build HR operational capability
Bachelor of Communications	\$2,768	\$2,768	1	APS5	10	Support strategic communications function
Bachelor of Arts	\$1,270	\$1,270	1	APS6	91	Supports the Indigenous repatriation and languages policy function
Chartered Practicing Accountant	\$815	\$815	1	APS5	35	Maintain CPA standard accounting skills
Master of Public Policy	\$1,620	\$1,620	1	EL1	60 hours	Develop capability in influencing public policy
Master of Urban and Regional Planning	\$4,202	\$4,202	1	APS6	65	Build capability in urban and regional planning
Master of Business Administration	\$5,957	\$5,957	1	EL1	48 hours	Contributes to business management capability
Master of Public Policy	\$3,311	\$3,311	1	EL1	38 hours	Develop capability in influencing public policy
Master of Public Policy	\$3,252	\$3,252	1	APS5	64.5	Develop capability in influencing public policy
Master of Public Policy	\$6,504	\$6,504	1	a/EL1	30	Develop capability in influencing public policy
Masters in Human Resources	\$2,196	\$2,196	1	APS3	15	Build HR operational capability
Master of Education	\$1,412	\$1,412	1	APS3	37.5	Enhance public education capability

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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(Leadership)						
Master of International Law	\$2,520	\$2,520	1	APS6	30	Build critical thinking and legislative interpretation skills
Master of International Law	\$5,040	\$5,040	1	APS6	0	Build critical thinking and legislative interpretation skills
Masters in Government and Commercial Law	\$2,615	\$2,615	1	EL1	26	Build capability in supporting the Government's policy agenda
Master of Laws	\$6,966	\$6,966	1	EL1	0	Enhance consideration of legislation and legal policy
Master of Art History and Curatorship	\$3,500	\$3,500	1	APS6	65	Supports arts and cultural policy role

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 36

Topic: Education Expenses

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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:

1. The National Capital Authority's (NCA) study guidelines encourage employees to undertake formal study in fields which are directly linked to the skills, knowledge or learning required to assist the NCA to achieve its corporate outcomes.
2. Between 1 February and 31 May 2013, the NCA supported the following external study options:
 - a. Bachelor of Information Management
 - i. \$862.50
 - ii. \$862.50
 - iii. APS Level 4
 - iv. 1 participant
 - v. 0 hours (Distance Education)
 - vi. To enable the employee to complete a career development opportunity that is relevant to the NCA.
 - b. Diploma of Government - Management
 - i. \$4450.00

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

- ii. \$4450.00
- iii. Executive Level 1
- iv. 1 participant
- v. 30 hours
- vi. To enable the employee to complete a career development opportunity that is relevant to the NCA.

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

- a. Leadership and influencing skills
 - i. \$4,400
 - ii. \$338.46
 - iii. 13 participants
 - iv. APS Level 5 to Executive Level 2
 - v. 7.30 hours per participant
- b. Financial Management
 - i. \$0.00
 - ii. \$0.00
 - iii. 45 participants
 - iv. All Classifications
 - v. 2 hours per session
- c. Fraud and Security Awareness
 - i. \$0.00
 - ii. \$0.00
 - iii. 7 participants
 - iv. APS Level 2 to Executive Level 1
 - v. 1 hour.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 37

Topic: Executive Coaching and Leadership Training FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 4

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

- 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)
- d. Any costs the department or agency's incurred to use the location

Answer:

Total expenditure on executive coaching and/or other leadership training services for the period 1 July 2012 to 30 May 2013 was \$9,052.

Further details are provided in the attached table.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Name of service provider	Name and nature of the service	Total spend	Description of fees (per hour/package)	Employees offered services	Employees utilised services and classification	Hours study leave granted	One on one or group based	Total hours	Location used	Costs incurred by Dept to use the location
Best Practice Consulting	Executive Coaching	\$900	\$450 per session	1	1 x EL2	Nil	One on one	2	DRAGLAS premises	Nil
Institute of Chartered Accountants	Leading for Excellence Program: Leadership Foundations	\$1,408	Per single course attendance	2	2 EL1	Nil	Group	7.5	Provider's premises	Nil
Australian Public Service Commission	Winning that SES Job – training course	\$2,300	Per single course attendance	1	1 EL2	Nil	Group	7.5	Provider's premises	Nil
Australian Public Service Commission	EL1 Transition – Training course	\$580	Per single course attendance	1	1 APS6	Nil	Group	7.5	Provider's premises	Nil
Australian Public Service Commission	EL2 Transition – Training course	\$1,160	Per single course attendance	2	1 EL2 1 EL1	Nil	Group	7.5	Provider's premises	Nil
Australian Public Service Commission	Executive Leadership Network Conference	\$104	Per single attendance	1	1 EL1	Nil	Group	1.5	Provider's premises	Nil

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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Australian Public Service Commission	Executive Leadership Network seminars	\$500	Per single attendance	5	3 EL1 2 APS6	Nil	Group	1.5	Third party premises	Nil
PEPWorldwide	Executive/EA personal efficiency coaching	\$2,100	Per program	2	1 SES Band 1 1 APS 4	Nil	One-on-two	6	DRALGAS premises	Nil

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ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 37

Topic: Executive Coaching and Leadership Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion (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)
 - d. Any costs the department or agency's incurred to use the location

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Answer:

Nil, not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 38

Topic: Media Training FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Answer:

The Department has not purchased any media training services.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 38

Topic: Media Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Answer:

Nil, not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 39

Topic: Paid Parental Leave FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.

Answer:

1. Eligibility is determined by the *Paid Parental Leave Act 2010*.
2. Since answering Question 45 from the Additional Estimates hearing in February, 3 staff have received payments under the Paid Parental Leave scheme, broken down by the following classifications:
 - APS6 x 1;
 - EL1 x2.
3. As above.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 39

Topic: Paid Parental Leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.

Answer:

Eligibility to receive payments under the Paid Parental Leave scheme is determined by Centrelink and subject to a number of criteria including a work and income test. Between 1 February and 31 May 2013, no payments were made under the Paid Parental Leave scheme.

Under the NCA's Enterprise Agreement an employee whose partner gives birth or adopts, or fosters a child, is entitled to ten days paid parental leave.

Between 1 February and 31 May 2013, one employee accessed paid parental leave under the Enterprise Agreement.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 40

Topic: Training for Ministers and Parliamentary Secretaries FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. None.
2. None.
3. None.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 40

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 41

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 41

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

Nil, not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 42

Topic: Taxi Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. The details relating to period 1 July 2012 to 30 September 2012 were provided in the answer from Question 176 at the Supplementary Budget Estimates. The details relating to period 1 October 2012 to 31 January 2013 were provided in the answer from Question 48 at the Additional Estimates. The Department has spent \$37,336.37 on taxis in the period 1 February 2013 to 31 May 2013.

A breakdown by business group/division is as follows:

Reporting Period 1 February 2013 – 31 May 2013	
Executive	\$1,735.96
Corporate Services	\$7,813.63
Office for the Arts	\$4,502.06
Office for Sport	\$2,456.52
Regional Strategy and Coordination	\$9,838.47
Local Government, Territories & Regional Programs	\$10,863.56
Referendum Taskforce	\$126.17
Total	\$37,336.37

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 42

Topic: Taxi Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. \$773, the National Capital Authority (NCA) does not record breakdown by unit.
2. Staff and Board members travelling on official business.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 43

Topic: Hire Cars FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. The details relating to the period 1 July 2012 to 31 January 2013 were provided in the answer from Question 49 at the Additional Estimates. The Department has spent \$9,742.50 on hire cars in the period 1 February 2013 to 31 May 2013.

A breakdown by business group is as follows:

Reporting Period 1 February 2013 – 31 May 2013	
Business Group	Expense \$
Executive	\$652.11
Corporate Services	-
Office for the Arts	\$2,923.92
Office for Sport	-
Regional Strategy & Coordination	\$5,932.43
Local Government, Territories & Regional Programs	\$234.04
Total	\$9,742.50

2. Hire car costs are incurred for Departmental staff travel for operational purposes directly supporting the business functions of the Department. On many occasions the hiring of vehicles is required for travel to regional and remote areas of Australia.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 43

Topic: Hire Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

Between 1 February 2013 and 31 May 2013, the National Capital Authority did not hire any cars.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 44

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Answer:

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

Departmental Corporate Credit Cards

Employment Classification	No. of CC Holders
APS3	1
APS4	10
APS5	22
APS6	31
EL1	64
EL2	52
SES	27
TOTAL	207

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Administered Corporate Credit Cards for Indian Ocean Territories

Employment Classification	No. of CC Holders
APS2	1
APS5	1
APS6	8
EL1	14
EL2	7
TOTAL	31

2. a) to f) - Details were provided in the answer from Question 50 at Supplementary Budget Estimates.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 44

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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 - a. What action is taken if the corporate credit card is misused?
 - b. How is corporate credit card use monitored?
 - c. What happens if misuse of a corporate credit card is discovered?
 - d. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 - e. What action is taken to prevent corporate credit card misuse?

Answer:

1. Seven credit cards issued to:
 - Chief Executive – 1 card
 - EL 2 – 1 card
 - EL1 – 1 card
 - APS 6 – 3 cards
 - APS 5 – 1 card
2. Any suspected misuse of a credit card is to be reported to the Director Corporate in accordance with the Chief Executive Instructions on Fraud Prevention and Control. After an initial investigation, the Director Corporate prepares a brief for consideration by the Chief Executive who will determine if a case is to be referred to the Australian Federal Police (AFP). If the AFP declines the referral for certain reasons, the NCA may still investigate the incident based on a decision to proceed made by the Chief Executive. If misuse of a credit card is proven a sanction may be imposed under the APS Code of Conduct and/or the matter referred to the Director of Public Prosecutions for potential criminal charges.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Credit card expenditure is monitored by an independent review of each monthly statement and checking of supporting receipts.

In the 2012-13 financial year there were no reported or identified instances of corporate credit card misuse.

On issue of a credit card, employees are informed of their responsibilities under the Chief Executive Instructions and required to sign a Cardholder Agreement Form advising them of their responsibilities and potential sanctions if misuse of a credit card is found. Relevant employees are also required to attend fraud and security awareness training before being issued with a credit card.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 45

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
4. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.

Answer:

1. The Department provides a choice of either a Blackerry or iphone. The approximate cost per device is \$800.
2. User support service costs are covered through shared service arrangements with the Department of Infrastructure and Transport and the Department of the Prime Minister and Cabinet and are not separately identified within a larger bundle of ICT services.
3. The Department provides its staff with a personal computer, telephone and access to a printer. The average cost for these services is \$3,871 pa.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Some staff, due to operational requirements, are provided with an enhanced package that also includes mobile devices to access phone and desktop services (laptop or ipad and mobile telephony). The maximum cost of the enhanced package is \$5,520 pa. The enhanced package is provided to staff from different classifications determined by their role and responsibilities.

4. The Department provides the full range of ICT equipment including, network, servers, remote access services, telephony, desktop computers, printers, and portable devices, to the Minister and his advisors. User support service costs are covered through shared service arrangements with the Department of Infrastructure and Transport and the Department of the Prime Minister and Cabinet and are not separately identified within a larger bundle of ICT services.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 45

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

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2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
4. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.

Answer:

1. Not applicable.
2. Not applicable.
3. The National Capital Authority (NCA) provides a variety of mobile devices to staff, including laptops, mobile phones and mobile devices. These devices aid employees involved in field work, out of hours contact and general day to day NCA business. Most NCA employees, except casual employees and those employees on a short-term contract, have been provided with a mobile device, where they have been able to demonstrate an appropriate level of work use for the device to his/her supervisor.

As at 30 June 2013, the total number of devices currently allocated to NCA staff consists of five Blackberries, 18 mobile devices, 52 iPads and five laptops.

The purchase cost of the equipment listed above is \$46,829.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

The ongoing cost of this equipment varies based on the usage by the individuals and the terms of the relevant plan for each device. For example, most Ipads work on the regular NCA Wifi network and incur little to no ongoing cost.

4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 46

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. The Department purchases the bulk of its electricity through a whole of government contract for the supply of electricity to Whole of Government (ACT) with ERM Power Pty Ltd. Regional offices access local suppliers for electricity requirements.
2. The details relating to the period 1 July 2012 to 30 September 2012 were provided in the answer from Question 197 at the Supplementary Budget Estimates. The details relating to the period 1 October 2012 to 31 January 2013 were provided in the answer from Question 52 at the Additional Estimates. The Department's electricity costs for the period 1 February 2013 to 31 May 2013 is \$61,051.30 (excluding GST).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 46

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

1. The National Capital Authority (NCA) has purchasing agreements with ACTEW Retail and ERM Power Retail to supply electricity to buildings and other assets (e.g. street lights) owned or leased by the NCA.
2. Electricity costs for the period 1 February to 31 May 2013, totalled \$407,854.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 47

Topic: Briefings for the Australian Greens and the Independents

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

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

The former Minister for Regional Development and Local Government, the Hon Anthony Albanese MP, received general correspondence relating to matters from the Independents, Mr Windsor MP and Mr Oakeshott MP. In these cases, the Department has drafted responses.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 47

Topic: Briefings for the Australian Greens and Independents

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 48

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

The Department has not purchased any shredders this financial year.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 48

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 49

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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:

The Department is undertaking a program of work to review compliance across the 33 mandatory requirements and assess the associated risks. The table below provides a broad overview of progress against each of the broad categories.

Category	Status
Governance	Significant progress has been made with all relevant policies under review and a Governance framework has been developed.
Personnel Security	The Department has established a security section to oversee personnel security including processes to capture security clearances, progress clearances through the Australian Government Security Vetting Agency (AGSVA), review requirements for clearances based on role and undertake follow-up action as required.
Information Security	The Department receives ICT services from other Commonwealth agencies and is governed by the Information Security policies and procedures of those agencies.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Physical Security	The Department has commenced a program of audits to review the physical security of the locations of all the Department's offices to ensure compliance or note remediation activities for these facilities. Modifications to physical security arrangements in the Canberra office are well progressed.
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Continued progress is monitored on an ongoing basis. Any exceptions will be reported through the annual compliance reporting arrangements.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 49

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: Friday 26 July 2013

Number of pages: 3

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

Answer:

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

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

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

To ensure it is aware of the levels of risk, the NCA completed a physical security risk review of its offices and major assets. The review found the NCA is providing an appropriate level of physical security based on the level of risk for each location and asset. No major risks or issues were identified that needed immediate attention.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

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

GOV-1-13

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

PERSPEC 1-6

1. Full compliance
2. Full compliance
3. Full compliance
4. Full compliance
5. Full compliance
6. Full compliance

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

INFOSEC 1-7

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

PHYSEC 1-7

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 50

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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

Answer:

Please refer to the response provided to Question 56 from Additional Estimates in February 2013

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 50

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Answer:

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

Location 1: Treasury Building, Parkes, ACT

- b. Treasury Building, D Block – King Edward Terrace, Parkes ACT
- c. Leased
- d. 2631 square metres (838 office, 108 storage, 1415 subleased)
- e. Head count is 49 staff Classifications are between APS Level 2 to Chief Executive

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

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

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

- b. National Capital Exhibition Building – Barrine Drive, Parkes ACT
- c. Owned
- d. 1595 square metres (includes exhibition space open to the public and two tenancies that are subleased)
- e. Head count is 14 staff Classifications are between APS Level 2 to APS Level 6
- f. Not applicable
- g. \$6,211,490
- h. \$45,812
- i. Administrative work associated with the NCA's functional responsibilities under the Act.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 51

Topic: Communications Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Answer:

1a.

- i. As at 31 May 2013, the Department had 11.8 FTE communications staff ranging from APS5 – SES B1. Staff undertake a broad range of communication activities including speechwriting, online engagement to keep Regional Development Australia Committees and local government informed, social media, website content, event organisation, stakeholder engagement, general communications and media liaison; Canberra/Wollongong.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

- ii. Nil
 - iii. Nil
 - iv. One
 - v. One
 - vi. One
 - vii. Nil
2. No

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 51

Topic: Communications Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Answer:

COMMUNICATIONS STAFF						
Class'n	Ongoing Staff		Non-ongoing		Contracted	
	Type of Work	Location	Type of Work	Location	Type of Work	Location
EL2	National engagement, public relations, communications and media, community consultation, information and education programs (including management of the National Capital Exhibition)	Treasury Building (Block D), King Edward Terrace, Parkes, ACT	NA	NA	NA	NA
APS6	National engagement, public relations, communications and media, and community consultation and information.	As above	NA	NA	NA	NA

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 52

Topic: Alternative Policy Costings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

The Department of Regional Australia, Local Government, Arts and Sport has not undertaken or provided alternative costings or advice.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 52

Topic: Alternative Policy Costings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

Budget Estimates 30 May 2013

Question: 53

Topic: Pre-Election Appointments

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

Information on all board appointments is available publicly at: www.ausgovboards.gov.au/.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Budget Estimates 30 May 2013

Question: 53

Topic: Pre-Election Appointments

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

Refer to Department of Regional Australia, Local Government, Arts and Sport's response to this question.