

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 135

Topic: Grants programme

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. To date, how much of the 2012-13 budget appropriations has DRALGAS received?
2. For 2012-13 please list each grant program DRALGAS administers, and the total funding of each program.
3. Please list each grant program that has not been paused as part of the Government wide grants pause.
4. Please provide the total cash value of each program that has not been paused?
5. Please list each grant program that has currently been "paused" as part of the Government wide grants pause.
6. Please provide the total cash value of each program that has been paused, and the total value of all grants paused?
7. On what date did DRALGAS receive advice from the government to pause certain grants programs?
8. How was the instruction received, and from whom was it received?
9. Please list the dates the Minister for Finance met with DRALGAS senior department officials to discuss the grants pause and the DRALGAS Minister met with senior department officials.
10. From what date was DRALGAS told to implement the grants pause?
11. When did it do so?
12. Has DRALGAS been provided with information regarding when the grants pause would end?
13. If so, what was the date?

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

14. Was DRALGAS advised if it could communicate when the grants pause would end to grant applicants?
15. Please provide the advice DRALGAS gave to Department of Finance regarding which programs should be included in the grants pause.
16. Did DRALGAS receive advice/instruction from the Department of Finance regarding how best to communicate the grants pause to grant applicants, the media and other external stakeholders?
17. What information has been provided to grant applicants regarding the grants pause? Please provide scripts if these have been given to call centres, or any other information sheets which have been used internally for discussing the grants pause with applicants.
18. Has DRALGAS been advised by the Department of Finance of further grants pauses in the future? If so
19. When did DRALGAS receive notification of future grants pauses?
20. What is the date of future grants to be paused?
21. Which grants programs will be paused?
22. What is total value of pauses in future grants programs?
23. When will notification of these future grants pauses be made public?
24. How many staff are employed to administer grant programs within DRALGAS?
25. During the Grants Pause what activities are these staff involved with?
26. Have staff been moved to other divisions during the grants pause?
27. During the Grants Pause, are decisions on grants being made, but applicants not being alerted?

Answer:

Not applicable. The National Capital Authority does not administer grant programs.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 136

Topic: Staffing – Recruitment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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. As at 30 September 2012, there have been six ongoing employees recruited.
The numbers by classification are:
 - APS Level 2 1 employee
 - APS Level 4 1 employee
 - APS Level 5 1 employee
 - Executive Level 1 3 employees
2. As at 30 September 2012, the National Capital Authority (NCA) has 10 non-ongoing positions. In 2012-13, to date one APS Level 2 non-ongoing position has been created.
3. As at 30 September 2012, the NCA has five employees engaged on fixed-term engagements. The average term of the fixed-term engagements is 15.74 months.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 137

Topic: Staffing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. How many ongoing staff left the department/agency in the year 2011-12? What classification were these staff?
2. How many non-ongoing staff left department/agency in the year 2011-12? What classification were these staff?
3. How many contract staff left department/agency in the year 2011-12? What classification were these staff?

Answer:

1. 20 ongoing employees ceased employment with the National Capital Authority (NCA) in the 2011-12 financial year. The numbers by classification were:
 - APS Level 2 2 employees
 - APS Level 3 2 employees
 - APS Level 4 2 employees
 - APS Level 5 2 employee
 - APS Level 6 4 employees
 - Executive Level 1 6 employees
 - Executive Level 2 2 employees
2. 18 non-ongoing employees ceased employment with the NCA in the 2011-12 financial year. The numbers by classification were:
 - APS Level 2 10 employees
 - APS Level 3 1 employee
 - APS Level 4 2 employees

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- APS Level 5 2 employees
 - APS Level 6 2 employees
 - Executive Level 2 1 employee
3. Eight. The individuals were engaged under a “labour hire” arrangement between the NCA and a private sector firm to provide temporary services as a receptionist. They do not have a classification as they are not employees under the *Public Service Act 1999*.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 138

Topic: Staffing – Recruitment 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. How many ongoing staff were recruited in the year 2011-12? What classification were these staff?
2. How many non-ongoing staff were recruited in the year 2011-12? What classification were these staff?
3. How many contract staff left were recruited in the year 2011-12? What classification were these staff? What is the average length of their employment period?

Answer:

1. 17 ongoing employees. The numbers by classification were:
 - APS Level 2 3 employees
 - APS Level 3 1 employee
 - APS Level 4 3 employees
 - APS Level 5 3 employees
 - APS Level 6 4 employees
 - Executive Level 1 2 employees
 - Executive Level 2 1 employee
2. 17 non-ongoing employees. The numbers by classification were:
 - APS Level 2 9 employees
 - APS Level 4 3 employees
 - APS Level 5 2 employees
 - APS Level 6 1 employee
 - Executive Level 1 2 employees

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

3. Eight. The individuals were engaged under a “labour hire” arrangement between the NCA and a private sector firm to provide temporary services as a receptionist. All of these “labour hires” commenced and ceased in 2011-12. They do not have a classification as they are not employees under the *Public Service Act 1999*.

The engagements were for short periods of between 3-7.5 hours on each occasion.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 139

Topic: Staff Reductions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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

Answer:

1. The National Capital Authority has no plans to reduce staff.
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 140

Topic: Making the Public Service more efficient

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. Please detail how the department/agency will achieve savings over the forward estimates through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 http://www.financeminister.gov.au/media/2012/mr_1982012.html).

In addition, please provide the following detail:

2. How will reductions in air travel spending be achieved? What is the estimated savings for each year over the forward estimates?
3. What restrictions will be implemented for business flights? What are the estimated savings for each year over the forward estimates?
4. How will the use of external consultants and contractors be reduced? How will this impact on the Department/agency? What are the estimated savings for each year over the forward estimates?
5. How will the department/agency manage moving recruitment advertising online? Will all future recruitment advertisement be online only? If not, explain why. What are the estimated savings for each year over the forward estimates?
6. How will printing costs be reduced? Explain if and how the department/agency will reduce its printing costs by five per cent, or if it will not, why not? How will it be determined what documents will no longer be printed? What are the estimated savings for each year over the forward estimates?

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Answer:

1. The National Capital Authority (NCA) makes only small expenditures for air travel and has minimal saving opportunities. Recruitment advertising is already carried out online. The most significant savings will be made by reducing reliance on external consultants for policy, contract and legal advice.
2. The NCA's air travel expenditure over recent years has been less than \$25,000.
3. NCA staff only use economy class fares.
4. The NCA will seek to employ staff with qualifications and experience to carry out internally the work that has been outsourced to consultants in the past years. Estimated annual saving is \$50,000.
5. Positions are advertised on the NCA's website and online with the Gazette. Advertising will be online except with the Chief Executives express permission. Estimated annual saving is \$10,000.
6. 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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 141

Topic: Recruitment Advertising

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How much was spent on recruitment advertising in 2011-12? How much of this was spent online and how much of this was spent on print advertising?
2. Please list where recruitment advertising was listed online and in print media.
3. How much has been spent on recruitment advertising this financial year to date? How much of this was spent online and how much of this was spent on print advertising?
4. Please list where recruitment advertising was listed online and in print media.

Answer:

1. \$3,565. The majority was printed advertising.
2. *Canberra Times*, Seek Ltd, Planning Institute of Australia, Museums Australia.
3. Nil.
4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 142

Topic: Printing Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How much was spent on printing 2011-12? Of this amount, how much was for printing documents?
2. How many documents (include the amount of copies) were printed in 2011-12? How many of these printed documents were also published online?
3. Of the documents that were printed in 2011-12, where were they delivered and what was the cost?
4. How much has been spent on printing this financial year to date? Of this amount, how much was for printing documents?
5. How many documents (include the amount of copies) have been printed this financial year to date? 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). In 2011-12, the NCA spent approximately \$40,000 on publications. Publications are delivered to a range of destinations in the ACT including the Australian Parliament and other government departments and agencies. As at 30 September 2012, the NCA had spent approximately \$8,000 in the 2012-13 financial year on printing costs.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 143

Topic: Graduate Recruitment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How much has been spent on 2013 Graduate Recruitment? Please itemise and detail costs.
2. Has any travel been incurred for 2013 Graduate Recruitment? Please itemise and detail costs.

Answer:

1. Nil.
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 144

Topic: Graduate Training 2013

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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

Answer:

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 145

Topic: Government Advertising FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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. Approximately \$27,000 as at 30 September 2012.
2. All advertising is 'non-campaign' advertising for employment opportunities and public notices for matters such as road and/or Lake Burley Griffin closures.
3. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

4. No.
5. Yes.
6. Not applicable.
7. No other advertising apart from the National Capital Authority's routine recruitment and public notices is planned.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 146

Topic: Government Advertising 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What was the total cost of all advertising for 2011-12?
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 that was undertaken in 2011-12.

Answer:

1. Approximately \$135,000.
2. All advertising is 'non-campaign' advertising for employment opportunities and public notices for matters such as road and/or Lake Burley Griffin closures.
3. No.
4. No.
5. Yes.
6. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 147

Topic: Hospitality and entertainment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.
3. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.
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. \$1,100 between 1 July 2012 and 30 September 2012. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) events that occurred in Canberra. 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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

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 costs. No specific events 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

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 148

Topic: Hospitality and entertainment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What is the Department/Agency's hospitality spend for 2011-12? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for 2011-12. Detail date, location, purpose and cost of each event.
3. What is the Department/Agency's entertainment spend for 2011-12? Detail date, location, purpose and cost of all event.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for 2011-12. Detail date, location, purpose and cost of each event.

Answer:

1. Total expenditure was \$2,800. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) events that occurred in Canberra. Given the relatively low value of the hospitality, a detailed list of events has not been provided
2. Not applicable.
3. Total expenditure was \$2,900. This cost represents the entertainment food and beverage costs associated with the official business of the NCA. Given the relatively low value of the hospitality, a detailed list of events has not been provided. All entertainment occurred in Canberra.
4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 149

Topic: Board Appointments FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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

Answer:

The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the whole portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 150

Topic: Board Appointments 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members for 2011-12.
2. What was the gender ratio on each board and across the portfolio for 2011-12?

Answer:

The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the whole portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 151

Topic: Freedom of Information

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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/agency to process FOI requests for 2011-12? How many FOI requests did the department/agency receive in 2011-12? How many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
3. What is the total cost to the department to process FOI requests for this financial year to date?
4. 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. Yes, the Office of the Australian Information Commissioner has issued guidelines to all agencies in accordance with section 93 the *Freedom of Information Act 1982*.
2. The National Capital Authority (NCA) does not record processing costs.

The NCA received 14 requests in 2011-12. One request was withdrawn, two were refused in full, two were granted in part, and six were granted in full. All processing times were met. Two requests were outstanding as at 30 June 2012.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

3. The NCA does not record processing costs.
4. As at 30 September 2012, the NCA had not received any requests in 2011-12. Of the two requests which were outstanding from 2011-12, one request was granted and one was refused in full. All processing times were met. No requests remain outstanding as at 30 September 2012.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 152

Topic: Community Cabinet Meetings FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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

Answer:

Not applicable. The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the whole portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 153

Topic: Community Cabinet Meetings 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many Community Cabinet meetings did the Minister attend in 2011-12? List date and location.
2. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for 2011-12? 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 2011-12?

Answer:

Not applicable. The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the whole portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 154

Topic: Reviews FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For this financial year to date:

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

Answer:

The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the whole portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 155

Topic: Reviews 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For 2011-12:

1. How many Reviews were undertaken?
2. Where all reviews have, and for those that are still ongoing, when will those reviews be concluded?
3. Which of these reviews has been provided to Government?
4. Did the Government respond to all reviews within the timeframe? If not, why not?
5. What was the estimated cost of each of these Reviews?
6. For any ongoing reviews, when will each of these reviews be concluded?

Answer:

The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the whole portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 156

Topic: Consultancies FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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. As at 30 September 2012, four consultancies have been entered into this financial year with a total value of approximately \$197,000. Consultancy details are available from the Austender website.
2. The National Capital Authority has not identified any specific planned consultancies to be let in the remainder of this financial year.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 157

Topic: Consultancies 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

How many consultancies were undertaken in 2011-12? 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.

Answer:

In 2011-12, there were 44 new consultancies entered into involving total expenditure of approximately \$1.068 million. Consultancy details are available from the Austender website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 158

Topic: Media Monitoring FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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

Answer:

1. Nil.
2. Not applicable.
3. No Budget.
4. Nil.
5. Nil.
6. Not applicable.
7. No Budget.
8. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 159

Topic: Media Monitoring 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2011-12?
2. Which agency or agencies provided these services?
3. What was the estimated budget to provide these services for the year 2011-12?
4. What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2011-12?
5. Which agency or agencies provided these services?
6. What was the estimated budget to provide these services for the year 2011-12?

Answer:

1. Nil.
2. Not applicable.
3. Not applicable.
4. \$0.
5. Not applicable.
6. \$12,000.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 160

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.
2. Does the department/agency monitor usage of social media?
3. If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks)
4. If no, will the department/agency monitor usage in the future?
5. 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. Not applicable.
4. No.
5. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 161

Topic: Internet Problems

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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:

One problem identified in 2011-12 when the National Capital Authority's link to the ICON network was inadvertently severed. No impact on the Minister's Office.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 162

Topic: Staff Amenities

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

What amenities are provided to staff? Provide a list.

Answer:

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 163

Topic: Coffee machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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. Where did the funding for the coffee machines come from?
4. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in 2011-12 and how much this financial year to date, include a list of what maintenance has been undertaken Where does the funding for maintenance come from?

Answer:

1. No.
2. Not applicable.
3. Not applicable.
4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 164

Topic: Contractors FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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

Supplementary Budget Estimates 16 October 2012

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. Between 1 July and 30 September 2012, the National Capital Authority let 23 contracts totalling \$8.2 million. Details are available on the Austender website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 165

Topic: Contractors 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

For 2011-12:

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

Supplementary Budget Estimates 16 October 2012

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. In 2011-12, the National Capital Authority let 182 contracts totalling \$57.0 million. Details are available on the Austender website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 166

Topic: Grants FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants, for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.

Answer:

1. Not applicable.
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 167

Topic: Grants 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for 2011-12? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Were all grant agreement details published on its website within the required timeframe? If not, provide details.

Answer:

1. Not applicable.
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 168

Topic: Commissioned Reports 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many Reports were commissioned by the Government in your department/agency in 2011-12? 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? Did the Government report within the required timeframe? If not, when is the Government intending to respond to these reports?

Answer:

The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 169

Topic: Commissioned Reports FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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:

The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 170

Topic: Government payment of accounts FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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:

1. Yes.
2. Not applicable.
3. Not applicable.
4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 171

Topic: Government payment of accounts 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For 2011-12, did the department/agency pay 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/was 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?
5. Have all accounts from 2011-12 been paid? If no, why not?

Answer:

1. Yes.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Yes.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 172

Topic: Stationery Requirements FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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. Nil.
2. Approximately \$8,000 as at 30 September 2012.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 173

Topic: Stationary Requirements 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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) in 2011-12?
2. What were the department/agency's stationery costs for 2011-12?

Answer:

1. Nil.
2. Approximately \$22,000.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 174

Topic: Media Subscriptions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Has there been any change to your pay TV subscription since the 2012-13 Budget Estimates (May 2012)
If yes, please provide the reason why, the cost and what channels.
 - a. What is the cost for this financial year to date?
2. Has there been any change to your newspaper subscriptions since the 2012-13 Budget Estimates (May 2012)
 - a. If yes, please provide the reason why, the cost and what newspapers.
 - b. What is the cost for this financial year to date?
3. Has there been any change to your magazine subscriptions since the 2012-13 Budget Estimates (May 2012)
 - a. If yes, please provide the reason why, the cost and what magazines.
 - b. What is the cost for this financial year to date?
4. What was the 2011-12 cost for:
 - a. TV subscriptions
 - b. Newspaper subscriptions
 - c. Magazine subscriptions
5. Does the department/agency provide any media subscriptions to its Ministers/Parliamentary Secretaries?
If yes, provide details of what is provided and the cost this financial year to date and for 2011-12.

Answer:

1. No.
2. No.
3. No.
4. a. \$0 b. \$3020.06 c. \$0.
5. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 175

Topic: Travel Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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).
3. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
4. 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.
5. 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.

Answer:

1. Nil.
2. Up to 30 September 2012, approximately \$6,500 was spent on domestic airfares for staff and board members of the National Capital Authority. Approximately \$2,200 was spent in the same period on other travel related expenses including accommodation.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

3. Yes. Alerts are provided as travel is booked and monthly reports are reviewed.
4. No.
5. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 176

Topic: Travel Costs 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For 2011-12, 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 2011-12, 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).

Answer:

1. Nil
2. The National Capital Authority spent approx \$8,000 on domestic air fares for staff and board members and \$16,000 on other travel related costs including accommodation in 2011-12.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 177

Topic: Legal Costs 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What sum did each portfolio department and agency spend on legal services for 2011-12? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services for 2011-12 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 for 2011-12? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services for 2011-12 from other sources? Please provide a list of each service and costs.

Answer:

1.
 - Briefs to Counsel \$59,552.82
 - Disbursements (excluding counsel) \$43,425.67
 - Professional fees paid \$293,850.70.
2. \$396,829.19. Refer to 1.
3. Refer to 1 and 2.
4. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 178

Topic: Legal Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For this financial year to date:

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 cost.
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.
 - Briefs to Counsel \$0
 - Disbursements (excluding counsel) \$0
 - Professional fees paid \$15,600
2. \$15,600.
3. Nil.
4. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 179

Topic: Education Expenses FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.
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. No.
2. As at 30 September 2012, externally supported education courses for employees include.
 - (a) Bachelor of Information Management
 - (b) \$2464.00
 - (c) \$2464.00
 - (d) 1 participant - APS Level 4
 - (e) 0 hours (Distance Education)
 - (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the National Capital Authority (NCA) and the APS.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- (a) Advanced Diploma in Accounting
 - (b) \$0
 - (c) \$0
 - (d) 1 participant - APS Level 4
 - (e) 15 hours
 - (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS.
-
- (a) Certificate IV – Business Administration
 - (b) \$0
 - (c) \$0
 - (d) 1 participant- APS Level 4
 - (e) 56.20 hours
 - (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS.
-
- (a) Diploma of Government - Management
 - (b) \$1950.00
 - (c) \$1950.00
 - (d) 1 participant - Executive Level 1
 - (e) 30 hours
 - (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

As at 30 September 2012, the following in-house courses have been conducted:

- (a) Write to succeed in the Public Service
- (b) \$3550.00
- (c) \$322.73
- (d) 11 participants
- (e) APS Level 6 to Executive Level 1
- (f) 7.30 hours per participant
- (g) The content of the course is directly relevant to each employee's ongoing duties and responsibilities.

- (a) Project Management Training
- (b) \$2750.00
- (c) \$196.43
- (d) 14 participants
- (e) APS Level 4 to Executive Level 1
- (f) 7.30 hours per participant
- (g) The content of the course is directly relevant to each employee's ongoing duties and responsibilities.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 180

Topic: Education Expenses 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 5

For 2011-12, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include:

- a. what type of course
- b. the total cost
- c. cost per participant
- d. the employment classification of each participant
- e. how many participants; and
- f. the amount of study leave granted to each participant (provide a breakdown for each employment classification).
- g. Also include the reason for the study and how it is beneficial for the department/agency.

Answer:

During 2011-12 the National Capital Authority (NCA) supported the following education options for employees.

- (a) Certificate IV in Government (Project Management)
- (b) \$3700.00
- (c) \$3700.00
- (d) 1 participant - APS Level 6
- (e) 52.30 hours
- (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- (a) Post-Graduate Degree -Urban and Regional Planning
- (b) \$4172.25
- (c) \$4172.25
- (d) 1 participant - Executive Level 1
- (e) 84.20 hours
- (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course addresses a current skill shortage in the NCA and will assist in improving opportunities for career progression in the NCA and the APS.

- (a) Graduate Degree –Records Management
- (b) \$1265.00
- (c) \$1265.00
- (d) 1 participant
- (e) 0 hours (distance education)
- (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS

- (a) Advanced Diploma in Accounting
- (b) \$180.11
- (c) \$180.11
- (d) 1 participant - APS Level 4
- (e) 60 hours
- (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- (a) Certificate IV – Business Administration
- (b) \$400.00
- (c) \$400.00
- (d) 1 participant - APS Level 4
- (e) 46.50 hours
- (f) The content of the course is directly relevant to the employee's current duties and responsibilities. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS

- (a) Diploma Work Health and Safety
- (b) \$2465.00
- (c) \$2465.00
- (d) 1 participant - Executive Level 1
- (e) 0 hours (Distance education)
- (f) The content of the course is directly relevant to the employee's duties and responsibilities and as the OHS representative. Completion of the course also assists in improving opportunities for career progression in the NCA and the APS

During 2011-12, the NCA held in-house training courses on Fraud and Security Awareness, Financial Management, APS Code of Conduct and Values, Information Management and accessibility for the web. The cost to provide this training is nil as it is provided by NCA employees at NCA offices.

During 2011-12, in-house training conducted by an external facilitator included:

- (a) Cultural Intelligence Training
- (b) \$6724.00
- (c) \$149.42
- (d) All classification levels

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- (e) 45 participants
- (f) 7.30 hours per participant
- (g) To increase awareness of diversity and working within a multicultural workplace and community.

(a) Construction Project Safety Training

(b) \$15000.00

(c) \$1000.00

(d) All classification levels

(e) 15 participants

(f) 1 training session for 4 hours

(g) To increase awareness of health and safety requirements under the *Work Health and Safety Act 2011* with an emphasis on construction projects.

(a) Work Health and Safety Act Snapshot

(b) \$600.00

(c) \$15.79

(d) All classification levels

(e) 38 participants

(f) 1 training session for 1 hour

(g) To increase awareness of health and safety requirements under the *Work Health and Safety Act 2011*.

(a) Work Health and Safety Contract Management

(b) \$2660.00

(c) \$190.00

(d) All classification levels

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- (e) 14 participants
- (f) 1 training session for 5 hours
- (g) To increase awareness of health and safety requirements under the *Work Health and Safety Act 2011* with an emphasis on construction projects.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 181

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: 7 December 2012

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 (d), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (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)

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

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

Answer:

1. As at 30 September 2012, no executive coaching and/or leadership training has been undertaken by National Capital Authority employees.
2. Not applicable.
3. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 182

Topic: Executive Coaching and Leadership Training 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for 2011-12:
 - 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 (d), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (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

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- 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:

- 1.
 - a. \$8,715.00
 - b. All SES and EL employees can apply. There are 18 employees in these classifications (two SES, six EL 2 and 10 EL 1)
 - c. Three EL1s have attended leadership training. No SES, Executive Level 2 or Executive Level 1 employees were granted study leave
 - d. Australian Public Service Commission (APSC)
- 2.
 - a. *Shaping strategic thought (1 day training)*
 - b. Group based
 - c. Two at Executive Level 1
 - d. 15 (Two at Executive Level 1)
 - e. \$1,270
 - f. Complete package

 - a. *Leading and managing small teams (3 day training)*
 - b. Group based
 - c. Two at Executive Level 1
 - d. 45 (two at Executive Level 1)
 - e. \$6,200
 - f. Complete package

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- a. *Leading your team (2 days training)*
 - b. Group based
 - c. One at Executive Level 2
 - d. 15 (One at Executive Level 2)
 - e. \$1,245
 - f. Complete package
- 3.
- a. The above external training was all provided at the APSC offices at Woden.
 - b. *Shaping strategic thought* – APSC (One day training) – Two EL 1 employees; *Leading and managing small teams*– APSC (three days training) – two EL 1 employees; and *Leading your team*– APSC (two days training) - one EL 2 employee.
 - c. 75 hours (15 EL 1 and 60 EL 2)
 - d. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 183

Topic: Media Training FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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 (d), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (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

Supplementary Budget Estimates 16 October 2012

Answer:

1.

- a. None provided.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

2.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

3.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 184

Topic: Media Training 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. In relation to media training services purchased by each department/agency, please provide the following information for 2011-12:
 - 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 (d), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (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

Supplementary Budget Estimates 16 October 2012

Answer:

1.

- a None provided.
- b Not applicable.
- c Not applicable.
- d Not applicable.

2.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

3.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 185

Topic: Paid Parental Leave FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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

Answer:

1. As at 30 September 2012, no National Capital Authority (NCA) employees were eligible to receive payments under the Government's Paid Parental Leave scheme.
2. If an employee is eligible to receive payments under the Government's Paid Parental Leave scheme the NCA offers to make the payment to the employee through payroll. As at 30 September 2012, no NCA employees are in receipt of these payments.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 186

Topic: Paid Parental Leave 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For 2011-12 to date 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.

Answer:

If an employee is eligible to receive payments under the Government's Paid Parental Leave scheme the National Capital Authority (NCA) offers to make the payment to the employee through payroll.

From 1 July 2011 to 30 September 2012, three NCA employees (one – Executive Level 1; one APS Level 6; and one APS Level 5) have received these payments through the NCA.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 187

Topic: Training for Portfolio Minister and Parliamentary Secretaries FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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. The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 188

Topic: Training for Portfolio Minister and Parliamentary Secretaries 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For 2011-12, 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 2011-12, 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 2011-12, 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. The Department of Regional Australia, Local Government, Arts and Sport is responding to this question on behalf of the portfolio.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 189

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):

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

Answer:

No changes.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 190

Topic: Corporate Cars 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For 2011-12:

- a. How cars are owned by each department/agency?
- b. Where is the car/s located?
- c. What is the car/s used for?
- d. What was the cost of each car?
- e. How far did each car travel?

Answer:

In 2011-12, the National Capital Authority did not own any cars.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 191

Topic: Taxi Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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

Answer:

1. \$779.62. 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

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 192

Topic: Taxi Costs 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How much did each department/agency spend on taxis in 2011-12? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer:

1. \$4,823.07. The National Capital Authority 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

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 193

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - 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. Eight; the Chief Executive, EL2, EL1, APS6 and APS5.
2. No changes.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 194

Topic: Credit Cards 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For 2011-12 how many instances of corporate credit card misuse were there? List staff classification and what the misuse was, and the action taken.

Answer:

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 195

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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? What were the running costs for 2009-10 and 2010-11?
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. Please update if there have been any changes since Budget Estimates 2011-12 (May 2012):
5. 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. As at 30 September 2012, the National Capital Authority (NCA) has provided various electronic equipment to a limited number of staff for work purposes, such as employees involved in field work, out of hours contacts or being on-call.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

The classifications of staff who have been provided with this equipment are SES, EL1 and EL2 and some APS 6 staff.

The total number of devices currently allocated to NCA staff consists of five Blackberry's, 18 Mobile Phones, 12 iPads and five Laptops.

The purchase cost of the above equipment is a total of \$17,339.26

The ongoing cost of this equipment cannot be quantified as it is dependent on the usage by the individuals and the terms of the relevant plan for each device.

4. No changes since 2011-12 budget.
5. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 196

Topic: Provision of Equipment 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided, the cost and what were the ongoing costs for 2011-12.
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what type of electronic equipment was provided, the cost and what were the ongoing costs for 2011-12.
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) was provided to department/agency staff for 2011-12, provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

Answer:

1. Not applicable.
2. Not applicable.
3. During 2011-12 the National Capital Authority (NCA) provided various electronic equipment to a limited number of staff for work purposes, such as employees involved in field work, out of hours contacts or being on-call. The classifications of staff who were provided with this equipment are SES, EL 2 and EL 1 and some APS 6 staff.

As at 30 June 2012, the total number of devices allocated consisted of five Blackberry's, 18 Mobile Phones, and four Laptops.

The purchase cost of the above equipment was \$8,750.26.

Ongoing cost is dependent on the usage by the individuals and the terms of the relevant plan for each device.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 197

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Provide details of any update of the department/agency electricity purchasing agreement if there has been a change since Budget Estimates 2011-12 (May 2012).
2. What are the department/agency electricity costs for 2011-12?
3. What are the department/agency electricity costs for this financial year to date?

Answer:

1. No change from May 2012.
2. \$863,909.
3. \$298,165 as at 30 September 2012.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 198

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Did the department/agencies purchase any shredders in 2011-12? 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.
2. Has the department/agencies purchased any shredders since Budget Estimates 2011-12 (May 2012)? 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:

1. No.
2. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 199

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

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

Answer:

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

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

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

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

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

GOV-1-13

1. Full compliance

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

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

PERSPEC 1-6

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

INFOSEC 1-7

1. Partial compliance – Mandatory policies, plans, guidelines and procedures are being developed or updated as resources permit.
2. Full compliance
3. Full compliance
4. Full compliance
5. Full compliance
6. Full compliance
7. Full compliance

PHYSEC 1-7

1. Partial compliance – Mandatory policies, plans, guidelines and procedures are being developed or updated as resources permit.
2. Full compliance

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

3. Full compliance
4. Full compliance
5. Full compliance
6. Full compliance
7. Partial compliance – Mandatory policies, plans, guidelines and procedures are being developed or updated as resources permit.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 200

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

Please provide a list of all office locations for DRALGAS and agencies within the portfolio by:

- a. Department/Agency;
- b. Location;
- c. Leased or Owned;
- d. Size;
- e. Number of Staff at each location and classification;
- f. If rented, the amount and breakdown of rent per square metre;
- g. If owned, the value of the building;
- h. Depreciation of buildings that are owned;
- i. Type of functions and work undertaken.

Answer:

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

Location 1: Treasury Building, Parkes, ACT

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

- 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*

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 12 staff. Classifications are between APS Level 2 to APS Level 6.
- f. Not applicable.
- g. \$6,800,000.
- h. \$130,000.
- i. Administrative work associated with the NCA's functional responsibilities under the Act.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

Question: 201

Topic: PR / Comms / Media Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

For DRALGAS and agencies, please provide – in relation to all public relations, communications and media staff – the following:

By Department or agency:

- a. How many ongoing staff, the classification, the type of work they undertake and their location.
- b. How many non-ongoing staff, their classification, type of work they undertake and their location
- c. How many contractors, their classification, type of work they undertake and their location

Answer:

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

COMMUNICATIONS STAFF						
Class'n	Ongoing Staff		Non-ongoing		Contracted	
	Type of Work	Location	Type of Work	Location	Type of Work	Location
SES						
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
EL1						
APS6	National engagement, public relations, communications and media, and community consultation, information.	Treasury Building (Block D), King Edward Terrace, Parkes, ACT	NA	NA	NA	NA
APS5						
APS4						

Definitions

‘Public relations, communications and media staff’ is understood to mean persons who engage in externally focussed public affairs activities including proactively promoting events to the media and engaging with the media on a daily basis as well as advising on strategic communications issues including advertising campaigns.

‘Ongoing staff’ is understood to mean those who are employed under the Public Service Act or equivalent act.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

National Capital Authority

Supplementary Budget Estimates 16 October 2012

‘Contractors’ is understood to mean situations where an agency pays another organisation to provide “labour hire” for the agency (i.e. there is no employment relationship between the agency and the “labour hire”)

Type of Work

Executive Level 2

Management of national engagement including: communication, media and public relations.

The planning, management and evaluation of social media.

Providing high level advice on communication, media and public relations to senior management.

Management of the National Capital Exhibition, which includes public programs

APS Level 6

Assisting in planning communication activities.

Providing editorial assistance and logistics support.

Monitoring and maintaining web presence and availability of public material.

Effectively communicating agency activities to stakeholders.