

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 117**

**Topic: Co-location of offices**

**Asked By: Senator MACDONALD**

**Type of Question: RRA&T 83**

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

**Number of pages: 1**

**Senator IAN MACDONALD:** Okay. But are you co-locating—not in the capital cities, but in the other offices—different agencies in your department which currently have separate places of work?

**Ms Beauchamp:** For efficiency reasons, if we have a number of staff in a particular location, we will be ensuring that they are at least located in the same building, if it is going to provide us with savings around rent, for example.

**Senator IAN MACDONALD:** Could you on notice give us a bit more detail of which locations you are going to shut one office and join it to another.

**Mr Clout:** Senator, maybe I could assist. We are not intending to close any offices in any particular locations. The only thing we may be intending to do is, as leases expire, or where we have an arrangement with another department that is not a lease but whose premises we may be occupying—for example, the department of families and community services—we are looking to consolidate. If we have Arts staff and Regional staff et cetera in the one city, for instance in Perth, we are looking at bringing them together as soon as we can within the constraints of the lease or the accommodation arrangement that is in place at the time. But we are not intending to close any locations at this stage.

**Senator IAN MACDONALD:** Well, can you just share with us on notice where that is being planned in the current financial year.

**Answer:**

In Darwin, the Department has two office locations, one located with the Department of Infrastructure and Transport (DoIT) Office of Transport Security office and another at the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA). The Department is arranging to bring all staff together at the FaHCSIA location.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 118**

**Topic: Location of DRALGAS Offices**

**Asked By: Senator JOYCE**

**Type of Question: RRA&T84**

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

**Number of pages: 2**

**Senator JOYCE:** Can you please provide on notice the complete list of the department's offices throughout Australia and their locations. Take that on notice rather than answer it here.

**Senator LUNDY:** By positions? You do not want names?

**Senator JOYCE:** No. I want a complete list of the department's offices throughout Australia—the towns they are in and where they are.

**Answer:**

**DRALGAS offices throughout Australia**

<b>State</b>	<b>City/Town</b>	<b>Location</b>
ACT	Canberra	140-180 City Walk Garema Court
ACT	Jervis Bay	Administration Building, Village Road
ACT	Canberra	National Portrait Gallery, Parkes Place
IOT	Christmas Island	Administration Building
NI	Norfolk Island	Administration Building
NSW	Newcastle	24 Beaumont Street
NSW	Orange	179a Anson Street
NSW	Wollongong	87-89 Market Street
NSW	Dubbo	65 Church Street
NSW	Coffs Harbour	17 Duke Street
NSW	Rosebery	50-54 Rosebery Avenue
NT*	Darwin	24 Mitchell Street
NT*	Darwin	39-41 Woods Street
NT	Alice springs	16 Hartley Street
QLD	Townsville	155 Hugh Street
QLD	Brisbane	100 Creek Street
QLD	Cairns	38 Sheridan Street
SA	Port Augusta	38-40 Stirling Road
SA	Adelaide	11 Waymouth Street
Tas	Hobart	22-26 Elizabeth Street

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VIC	Bendigo	52 Mitchell Street
VIC	Melbourne	2 Lonsdale Street
VIC	Armadale	845 High Street
WA	Perth	2 The Esplanade
WA	Perth	35 Georges Terrace
WA	Broome	1 Short Street

\* The department is bringing these two offices into one location

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 119**

**Topic: Average number of sick days in Department**

**Asked By: Senator JOYCE**

**Type of Question: RRA&T 85**

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

**Number of pages: 1**

**Senator JOYCE:** What is the average number of sick days your staff members have been having across your department? This is a generic question that we are asking everybody.

**Mr Clout:** We will have to take that on notice.

**Answer:**

Sick leave is taken under a broader category of leave called Personal Leave, which also includes caring for an immediate family member or a member of the employee's household due to illness or unexpected emergency. The Department's HR systems do not distinguish between Personal Leave taken for reasons of illness or carer's responsibilities. The average amount of Personal Leave (including for illness) for the month of October 2012 was 1.03 days per full time equivalent (FTE).

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 120**

**Topic: Office locations and accommodation types**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 5**

1. How many office buildings are occupied by the Department and where are they located?
2. How many of the office buildings are owned outright by the Department?
3. What is the total square metre area for each of these offices?
4. What are the annual rates paid per square metre on each office building?
5. What is the current retail value per square metre of each office building?
6. When was each building last valued and by whom?
7. How many of the offices owned by the Department are solely used by the Department?
8. If not, what type of business sub leases from the Department and what was the total annual leasing revenue per square metre 2011-2012 and 2012-2013 to date?
9. Is any of the sub leased space currently vacant and if so, why?
10. What penalties do sub leasees incur for breaking an agreement?
11. What type of maintenance was required on all the buildings and how much did this cost in 2011-2012 and 2012-2013 to date?
12. What formal agreements does the Department have with maintenance companies and what are the ongoing contractual costs?
13. Will additional office accommodation be purchased this financial year? Why will it be purchased? Where will it be located?
14. What office sizes will be required and what is the budgeted purchase cost?
15. What is the total budgeted amount for the office setup?
16. How many staff will be required for the office?
17. How many of these will be new employees?

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18. What is the total amount budgeted to assist employees with relocation expenses?
19. Provide details of the size and asking price of existing office space which will be sold by the department to cover the purchase of new office space?
20. Identify all financial savings to be made through the purchase of new office space?

**Answer:**

1. DRALGAS offices throughout Australia (buildings owned are in **BOLD**).

<b>State</b>	<b>City/Town</b>	<b>Location</b>
ACT	Canberra	140-180 City Walk Garema Court
<b>ACT</b>	<b>Jervis Bay</b>	<b>Village Road</b>
ACT	Canberra	National Portrait Gallery Parkes Place
<b>IOT</b>	<b>Christmas Island</b>	<b>Administration Building</b>
<b>NI</b>	<b>Norfolk Island</b>	<b>Administration Building</b>
NSW	Newcastle	24 Beaumont Street
NSW	Orange	179a Anson Street
NSW	Wollongong	87-89 Market Street
NSW	Dubbo	65 Church Street
NSW	Coffs Harbour	17 Duke Street
NSW	Rosebery	50-54 Rosebery Avenue
NT	Darwin	24 Mitchell Street
NT	Darwin	39-41 Woods Street
NT	Alice springs	16 Hartley Street
QLD	Townsville	155 Hugh Street
QLD	Brisbane	100 Creek Street
QLD	Cairns	38 Sheridan Street
SA	Adelaide	11 Waymouth Street
SA	Port Augusta	38-40 Stirling Road
TAS	Hobart	22-26 Elizabeth Street
VIC	Bendigo	52 Mitchell Street
VIC	Melbourne	2 Lonsdale Street
VIC	Armadale	845 High Street
WA	Perth	2 The Esplanade
WA	Perth	35 Georges Terrace
WA	Broome	1 Short Street

\*The Department is consolidating these offices into one location.

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2. The following three buildings are owned outright by the department:
  - a. Administration building (Norfolk Island)
  - b. Administration building (Christmas Island)
  - c. Administration building (Jervis bay).
3. The total square metres for each of these office is:
  - a. Administration building (Norfolk Island) is 400 m<sup>2</sup>
  - b. Administration building (Christmas Island) is 845 m<sup>2</sup>
  - c. Administration building (Jervis Bay) is 301 m<sup>2</sup>
4. The annual rates paid per square metre on each office building is:
  - a. Administration building (Norfolk Island) – Nil.
  - b. Administration building (Christmas Island) – annual shire rates exempted, Waste Management fee \$650.00, Water annual service rates \$3,543.95.
  - c. Administration building (Jervis Bay) – Nil.
5. A retail valuation has not been carried out for any of these buildings as none are rental premises.
6. The last valuation for each building is as follows:
  - a. Administration building (Norfolk Island) Last valued in May 2012 by Preston Rowe Paterson NSW Pty Ltd.
  - b. Administration building (Christmas Island) Last valued in May 2012 by Preston Rowe Paterson NSW Pty Ltd.
  - c. Administration building (Jervis Bay) Last valued in May 2012 by Preston Rowe Paterson NSW Pty Ltd.
7. Offices owned by the Department used solely by the Department are as follows:
  - a. Administration building (Norfolk Island) – This building is used solely by the Department.
  - b. Administration building (Christmas Island) - Current office includes a lease with Legal Aid who sublet 45sqm. The lease expires June 2014
  - c. Administration building (Jervis Bay) – This building is shared with SEWPAC.

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8. Legal Aid pays \$173 per square metre per annum for the lease in the Administration building on Christmas Island.
9. None of the sub leased space is currently vacant.
10. Under the terms of the sub lease for the Administration building (Christmas Island) the lessee is responsible for the payment of rent and other financial obligations until the lease expires, or:
  - i. Until such time a suitable replacement tenant is found;
  - ii. The Department releases the lessee from their obligations.
11. The maintenance and cost on each building is as follows:
  - a. Administration building (Norfolk Island) - \$1,700 in 2011-12 and \$870 in 2012-13 year to date has been spent on minor maintenance items.
  - b. Administration building (Christmas Island) – Approximately \$85,000 on painting the external areas and \$18,000 for a new balustrade over 2011-12 and 2012-13.
  - c. Administration building (Jervis Bay) - Minor office alterations as well as periodic maintenance was carried out in 2011-12, the total cost was \$34,858.16. In 2012-13 there has been repairs to the building security system, electrical and cabinetry repairs, with a total of \$1,640.45 spent.
12. The Department has the following arrangements:
  - a. Administration building (Norfolk Island) – A Memorandum of Understanding with the Norfolk Island Administration on a fee for service basis.
  - b. Administration building (Christmas Island) – JLL holds a formal agreement with CI Reefer services for maintenance of air conditioning.
  - c. Administration building (Jervis Bay) – repairs and maintenance is undertaken on an as needs basis.
13. The Department does not plan to purchase additional office accommodation this financial year.
14. What is the total budgeted amount for the office setup? NA
15. How many staff will be required for the office? NA



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16. How many of these will be new employees? NA

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**Question: 121**

**Topic: Leasing of offices**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 2**

1. How many of the office locations are leased by the Department and where are they located?
2. What is the total square metre area for each office?
3. What was the total rental cost per square metre for each in 2011-2012?
4. By what percentage has the total rental cost per square metre for each changed in 2012-2013 to date?
5. What period are the leases for on all properties. Detail the financial penalties for breaking a lease agreement?
6. Will additional leased office accommodation be required this financial year?
7. Why will additional office space be required?
8. Where will it be located?
9. What size of office will be required and what will the leasing cost be per square meter per month?
10. What is the total budgeted amount for the office relocation
11. How many staff will be required for the office?
12. How many of these will be new employees?
13. What is the total budgeted amount to assist employees with relocation expenses?
14. Will the new leased space replace any properties presently leased by the Department?
15. Identify all financial savings made by entering into a new lease agreement?

**Answer:**

Questions 1 -4

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State	City	Address	Size - sqm	Rate / square metre	% change in rent this FY	Lease Start Date	Lease End Date
ACT	Canberra	140 - 180 City Walk Garema Court Canberra City	10,873	\$380	Nil	1/04/2012	31/03/2024
ACT	Canberra	SAP House (Lvl 2,3,4), Cnr Bunda and Akuna Streets	2,939	\$438	Nil	1/07/2011	30/06/2013
NSW	Newcastle	24 Beaumont Street	314	\$278	Nil	1/02/2007	31/01/2016
NSW	Orange	179a Anson Street	238	\$326	Nil	1/02/2007	31/01/2015
NSW	Wollongong	87 - 89 Market Street	166	\$345	Nil	1/01/2009	31/12/2013
VIC	Bendigo	52 Mitchell Street	150	\$245	Nil	1/12/2006	30/11/2012
Qld	Townsville	155 Hugh Street	239	\$236	Nil	7/10/2007	1/06/2012
Tas	Hobart	22 - 26 Elizabeth Street	112	\$308	Nil	18/10/2011	30/06/2015
NT	Darwin	24 Mitchell Street	na	\$6,953 pa	Nil	MOU with DoIT	
WA	Perth	2 The Esplanade	307	\$521	Nil	1/10/2010	31/03/2014
WA	Perth	35 Georges Terrace	226	\$604	Nil	1/08/2011	31/12/2015
NSW	Dubbo	65 Church St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
NSW	Coffs Harbour	17 Duke St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
VIC	Melbourne	2 Lonsdale St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
Qld	Brisbane	100 Creek St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
Qld	Cairns	38 Sheridan St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
SA	Adelaide	11 Waymouth St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
NT	Darwin	39 - 41 Woods St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
NT	Alice Springs	16 Hartley St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
WA	Port Augusta	38-40 Stirling Rd	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
WA	Broome	1 Short St	na	\$19,468 pa per person	Nil	MOU with FaHCSIA	
NSW	Rosebery	50-54 Rosebery Ave	na	\$152,449 pa	3.25	1/07/2010	30/06/2013
VIC	Armadale	845 High St	na	\$123,932 pa	3.5	1/07/2011	30/06/2014

5. The Department remains financially responsible for the payment of all monies owed under each lease agreement until such time an alternative tenant is found who commits to the tenancy under the same terms and conditions. MOUs with other government Agencies are not legally binding.

6 - 15. No additional leased office accommodation is expected to be required this financial year

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 122**

**Topic: Vehicles leased by Department**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 2**

1. How many vehicles are leased by the Department?
2. What are the leasing terms and running costs for each vehicle and how long is each under lease by the Department?
3. Identify the make and models of all leased vehicles?
4. Identify the level and numbers of full time/part time employees in the Department which has access to the vehicles on a full time basis?
5. Where is each vehicle located and what is it used for?
6. Identify all costs of servicing and repair for each vehicle 2011-2012 and 2012- 2013 to date?
7. How many vehicles are incorporated in salary packages?

**Answer:**

1. As at 31 October 2012, the department has 8 leased vehicles.

The below table relates to questions 2, 3, 5, 6, 7.

<b>Vehicle</b>	<b>Lease Term</b>	<b>Monthly Running Cost</b>	<b>Make and Model</b>	<b>Location</b>	<b>Use</b>	<b>Total servicing and repair costs 2011-2012 and 1 July - 30 Sept 2012</b>	<b>Salary Packaged Vehicle</b>
YHK74V	24	\$766.87	Holden Calais	Canberra ACT	Pool Vehicle	\$155.40	No
YHL44V	36	\$666.09	Holden Colorado	Canberra ACT	Pool Vehicle	\$950.10	No
YHL87Y	24	\$1,123.21	Holden Commodore	Canberra ACT	EVS Vehicle	\$476.55	Yes
953MBJ	33	\$680.20	Toyota Camry	Townsville QLD	Pool Vehicle	\$118.65	No
BI62DL	24	\$1,013.93	Toyota Camry	Wollongong NSW	Pool Vehicle	\$693.45	No
ZYA366	36	\$621.20	Subaru Forester	Jervis Bay ACT	Pool Vehicle	\$568.20	No
ZYB350	36	\$713.95	Toyota Camry	Canberra ACT	Pool Vehicle	\$301.95	No
YHU49U	24	\$1,527.25	Holden Calais	Canberra ACT	EVS Vehicle	\$782.85	Yes

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4. Two leased vehicles are incorporated into the salary packages of respective SES level officers and are used by the officers on a permanent basis. The remainder of the leased vehicles are available to all staff that have a valid business requirement.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 123**

**Topic: Credit Cards**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 2**

1. Identify the level and numbers of staff in the Department who are eligible to use corporate credit cards?
2. What is the level of the staff member who allocates these cards?
3. What are the guidelines for using corporate credit cards?
4. What are the card spending limits for each and who is responsible for monitoring these limits?
5. How many instances of misuse have been identified?
6. What measures are in place to prevent misuse?

**Answer:**

1. The Department does not restrict credit cards to any particular level or number of staff. A staff member is eligible to use a credit card where their supervisor and an SES officer authorises that there is a business need.
2. The Chief Financial Officer (CFO) considers and approves, where appropriate, all applications following submission from the card holder and a recommendation from the responsible senior executive officer.
3. The guidelines for using corporate credit cards are:
  - Staff members only.
  - Credit card applications and changes to the card limit must be supported by the relevant First Assistant Secretary and signed off by the CFO.
  - A business need must be established before a credit card application or variation will be approved.
  - The expenditure must be approved by an officer holding an appropriate delegation.

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- The credit card holder must acquit transactions within 10 days of month end.
  - Their supervisor must approve the transactions within 5 days.
  - All purchases must be supported by a valid invoice or if that is not available or has been lost, a statutory declaration.
  - The CFO receives a monthly report and follows up on unacquitted credit card transactions as appropriate.
4. Credit card spending limits are generally set at maximum \$5,000 per transaction and \$15,000 per month. The CFO approves all requests for credit cards including those supported by a business case for different credit card amounts.
  5. In 2011-12 there were six instances of inadvertent personal use identified. In 2012-13 there have been two instances of inadvertent personal use identified. All funds related to these transactions have been repaid to the Department.
  6. In addition to the controls described at (3) above, the Department requires all card holders to sign an acknowledgement of the Department's credit card usage policies, and are advised to store their credit card in a secure place, away from their personal credit cards.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 124**

**Topic: Cabs**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 2**

1. How much did the Department spend on cabs in 2011-12 and 2012-2013 to date?
2. Identify the level and numbers of staff in the Department who have authority to use cabcharge cards?
3. What is the limit which can be spent at any one time when using a cabcharge card?
4. What are the guidelines for using Department credit cards?
5. What level of officer in the Department is responsible for monitoring that card usage guidelines are correct?

**Answer:**

1. Since responding to Senator Heffernan's previous question on notice covering the period 1 July 2011 to 31 May 2012, the Department spent \$17,078 during the remainder of 2011-12, \$46,719.45 between 1 July and 30 September 2012.
2. All departmental staff are entitled to use cabcharge cards where there is a business need. All cabcharge cards must be signed by a financial delegate in line with FMA Regulation 9 prior to being provided to a departmental staff member.
3. Each cabcharge card is used where there is a business requirement for the use; therefore there is no monetary limit on each card.
4. The guidelines for using corporate credit cards are:
  - Staff members only.
  - Credit card applications and changes to the card limit must be supported by the relevant First Assistant Secretary and signed off by the CFO.



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- A business need must be established before a credit card application or variation will be approved.
  - The expenditure must be approved by an officer holding the appropriate delegation.
  - The credit card holder must acquit transactions within 10 days of month end.
  - Their supervisor must approve the transactions within 5 days.
  - All purchases must be supported by a valid invoice or if that is not available or has been lost, a statutory declaration.
  - The CFO receives a monthly report and follows up on unacquitted credit card transactions as appropriate.
5. A supervisor of a cardholder must hold, occupy or perform the duties of at least an Executive Level 1 position, or is a Regional Office Manager. The supervisor of a cardholder is to ensure their Cardholders acquit all transactions on time in accordance with the department's Chief Executive Instruction - Credit Cards. The Supervisor is to verify that all purchases are legitimate work-related expenditure, and ensure that all supporting documentation is provided.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 125**

**Topic: Air Travel**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 2**

1. How much was spent in 2011-2012 on domestic and international flights by the Department for:
  - a. First class travel
  - b. Business class travel
  - c. Economy class travel
2. What amount has been budgeted by the Department for domestic and international air travel in all classes for 2012-2013?
3. What is the total cost of all air travel taken by the Department to date for 2012-2013?
4. What is this total as a percentage of all air travel budgeted for the 2012-2013 financial year for the Department?
5. Identify the destination and purpose for each flight undertaken in 2011-2012 and 2012-2013 to date by the Department?

**Answer:**

1.
  - a. \$0
  - b. \$557,641.57
  - c. \$714,167.72
2. The Department's budget for domestic air travel for 2012-13 is \$1,165,728 and the budget for international air travel for 2012-13 is \$195,000.
3. As of 30 September 2012, the FYTD total spend on air travel for the department is \$230,005.30.
4. 16 per cent.

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

All travel undertaken by the Department relates to: delivering policies and programs across regional Australia; managing the Australian Government's interest in the Australian Capital Territory and the Northern Territory and Norfolk Island; and administering non self-governing Territories of Ashmore and Cartier Islands, Christmas Island, the Cocos (Keeling) Islands, the Coral Sea Islands and Jervis Bay Territory. Travel is undertaken to assess and evaluate the impacts of policies and programs in the regions and build on community strengths to better target government programs. The Department plays a key role in building relationships and engaging with Australia's regions and communities through the Regional Development Australia network across the country and liaising with local councils. The Department is also responsible for a range of grants and programs including the funding and management of infrastructure projects across the country and oversight of the Australian Government's contribution to reconstruction efforts recovering from natural disasters.

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**Question: 126**

**Topic: Staffing Overview**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 4**

1. How many permanent staff are currently employed in the Department?
2. What was the Department's budget for employee salaries and how much is estimated for 2012-2013 to date?
3. Identify all financial precautions the Department is taking to keep all types of staffing salaries on budget?
4. Identify the total costs paid for by the Department for further training, professional development and education of staff ie short courses, training allowances, tertiary or graduate programs paid for 2011-2012 and 2012-2013 to date?
5. How many enterprise agreements are operating within the Department?
6. What is the expiry date of each enterprise agreement within the Department?
7. Identify the percentage salary increases provided to all employees in the Department in the most recent rounds of enterprise agreements?
8. Identify the financial impact of the Department's efficiency dividends on the employee numbers in the Department and the total value of salaries for each in 2011-2012 and 2012-2013 to date?
9. What types of changes has the Department made as a result of meeting efficiency dividends in these two financial years?
10. Identify the total financial savings that have been delivered to the Department by the efficiency dividends in these two financial years?
11. How many packages were taken from the Department in 2011-2012?
12. What was the cost of the packages to the Department?
13. How many packages are proposed for 2012-2013 and how much will each cost the Department?

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14. Identify planned changes to graduate and cadetship recruitment programs?
15. Why are the changes being made?
16. If reducing intakes what is the target for the Department?
17. Identify total costs to the Department for all unfair dismissal claims in 2011-2012 and 2012-2013 to date?
18. Detail the reasons and numbers for each type of compensation claim?
19. Identify the level of staff making the claims?
20. How many part time staff/contract staff are currently employed in the Department?
21. Identify the salary levels and employment grades of all these staff in the Department?
22. Identify the numbers of part time/ contract staff who have been employed by the Department for 1 year, 2 years, 3 years, over 3 years?
23. How many part time/contract staff are undertaking work which could be undertaken by full time?
24. Identify the costs to the Department of employing contract/part time staff?

**Answer:**

1. As reported on page 122 of the Department's annual report there are 558 ongoing employees as at 30 June 2012, including 51 in the National Portrait Gallery and 21 in Artbank.
2. As reported on page 65 of the Department's Portfolio Budget Statements the 2012-13 employee benefits budget is \$66,969,000. Estimate for July-October 2012 is \$17,282,582.
3. Recruitment and staff costs are closely monitored and all recruitment activity requires approval by the Department's Executive Board.
4. In 2011-2012, \$573,743 was spent on training, professional development and education. The cost for 2012-13 to 30 September is \$87,994.
5. The Department has three enterprise agreements operating, these are:

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- The Department of Regional Australia, Regional Development and Local Government 2011;
  - The Indian Ocean Territories (Administration) Enterprise Agreement 2011; and
  - The Indian Ocean Territories (Registered Nurses) Enterprise Agreement 2012.
6. The Department of Regional Australia, Regional Development and Local Government 2011 expires on 30 June 2014.  
The Indian Ocean Territories (Administration) Enterprise Agreement 2011 expires on 15 October 2015.  
The Indian Ocean Territories (Registered Nurses) Enterprise Agreement 2012 expires on 30 September 2014.
7. The Department of Regional Australia, Regional Development and Local Government 2011 enterprise agreement provides general salary increases of 3 per cent per annum over the life of the agreement, subject to satisfactory performance ratings.  
The Indian Ocean Territories (Administration) Enterprise Agreement 2011 provides general salary increases of 4 per cent per annum for 3 years of the agreement, with 3 per cent payable on the final year of the agreement. This equates to 15 per cent over the life of the agreement, with all increases subject to satisfactory performance ratings.  
The Indian Ocean Territories (Registered Nurses) Enterprise Agreement 2012 provides general salary increases of 4 per cent in April 2012, 4.5 per cent in October 2012 and 3 per cent in October 2013 This equates to 11.5 per cent over the life of the agreement, with all increases subject to satisfactory performance ratings.
8. The series of efficiency dividends and other reductions in appropriations have been combined and applied at the overall Departmental level and as a result, the impact on employee numbers and salaries cannot be estimated.
9. Refer to QoN 141
10. The efficiency dividend was \$1.1m in 2011-12 and \$3.9m in 2012-13.

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11. 68
12. \$4,556,135
13. The Department does not propose to offer packages in 2012-2013.
- 14-16. The Department currently has 6 Graduate placements as a part of the Department of the Prime Minister and Cabinet's Graduate program. The next planned intake is during the 2013-14 year.
17. \$26,000.
18. The Department is currently managing five approved compensation cases for current employees, with a further one case awaiting determination. Five of these cases are for physical injuries, one for a psychological injury.
19. APS5 – EL2
20. The Department has engaged 9 contractors this financial year. Ten per cent of the Department's workforce is part time.
21. Staff are engaged on a part time basis across all the Department's employment classifications. Salary is a pro-rata amount of full time salaries.
22. Contract staff are engaged for periods of less than 12 months. The Department's HR systems do not regularly report the length of current part time arrangements. It would be an unreasonable diversion of resources to determine the length of part time status for each staff member.
23. Part time staff generally undertake the same types of duties as full time staff. Contract staff are often engaged due to the requirement for specialised skills, and/or to cover specified periods.
24. The Department has no additional cost to hiring non-ongoing or part time staff than for full time staff.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 127**

**Topic: Various Expenditure**

**Asked By: Senator JOYCE**

**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 expenditure for the Department/Group/Agency for 2011-2012 financial year for:
  - a. Consultancies/outsourcing
  - b. Information technology
  - c. Computing/upgrading/training/ongoing advice and support
  - d. Accounting and auditing
  - e. Legal advice
  - f. Advertising
  - g. Preparation and printing of department publications
  - h. Public relations and program launches
2. Provide the program expenditure breakdown for each expenditure type
3. Provide the expenditure breakdown, including administration and departmental costs, for cross-portfolio programs.

**Answer:**

- 1a. The total 2011-12 expenditure for Contractors, Consultants and Secondees is reported on page 171 of the Department of Regional Australia, Local Government, Arts and Sport 2011-12 Annual Report at \$7.0 million.  
  
The value of contracts and consultancies is available on the Austender website [www.tenders.gov.au](http://www.tenders.gov.au)



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- 1b. The total 2011-12 expenditure for Information Technology and Communications expenses are reported on page 171 of the annual report at \$3.9 million.
- 1c. Please see response to Question 1 (b)
- 1 d&e. The total 2011-12 legal and audit costs are reported on page 171 of the annual report at \$1.067 million.
- 1f. The total 2011-12 advertising expenditure is reported on page 118 of the annual report at \$0.56 million.
- 1g. The total 2011-12 expenditure for the preparation and printing of department publications is \$0.34 million.
- 1h. The total 2011-12 expenditure for public relations and program launches is \$0.04 million.
2. The Department does not break this expenditure down by program
3. The Department does not have any cross-portfolio programs.

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**Question: 128**

**Topic: Mobile Devices Ministers Office**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 1**

1. How many mobile devices are provided to the Minister's office and the office of the Parliamentary Secretary?
2. What type of mobile devices are provided to the Ministers' office?
3. Who in the Ministers' office is entitled to mobile devices?
4. What was the total spent on these in 2011-2012 and in 2012-2013 to date?
5. What limit is there on the type of use?
6. Who in the Minister's office has accountability for monitoring the use of these devices by individual staff members?
7. What was the total cost of this equipment in 2011-2012 and 2012-2013 to date?

**Answer:**

1. 21
2. Mobile phones, Blackberry, and iPad
3. The Minister, advisors and office support staff.
4. User charges and support services are bundled together with the Department's user charges and support services. Please refer to the response to Question 129.
5. A reasonable level of personal use is allowed. When going on extended leave the device should be returned to the Department.
6. The Office Manager has responsibility for distributing and retrieving equipment.
7. Equipment costs for the mobile and Blackberry devices are not separately identified in a larger bundle for ICT services provided by the Department of Infrastructure and Transport and the Department of the Prime Minister and Cabinet.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 129**

**Topic: Mobile Devices - Departmental**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 2**

1. How many mobile devices are provided to the Department's staff?
2. What type of mobile devices are provided to the Department?
3. Who in the Department is entitled to use these devices?
4. What was the total spend on these in 2011- 2012 and 2012-2013 to date?
5. What limit is there on the type of use?
6. What level of Departmental officer has accountability and for monitoring the use of these devices?
7. What was the total cost of this equipment in 2011-2012 and 2012-2013 to date?

**Answer:**

1. 255.
2. Mobile phones, Blackberry and iPad
3. Mobile devices are issued on an as needs basis.
4. The table below provides a summary of the cost of mobile phone charges. The charges cover both the Department and the Minister's office under the same cost centre.

<b>2011-2012</b>	<b>2012-2013</b>
\$ 127,109.24	\$ 31,777.31

User support service costs are covered through shared service arrangements with the Department of Infrastructure and Transport and the Department of the Prime Minister and Cabinet and are not separately identified within a larger bundle of ICT services.

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5. The Department's ICT policy allows for a reasonable level of personal usage. When going on extended leave devices should be returned to the department unless staff are authorised to retain them. Staff are required to meet the APS code of conduct at all times when using the devices.
6. Corporate Services Division has responsibility for monitoring use of these devices.
7. Equipment costs for the mobile and Blackberry devices are not separately identified in a larger bundle for ICT services provided by the Department of Infrastructure and Transport and the Department of the Prime Minister and Cabinet.
  - a. 2011 -2012 \$27,954.47 was spent on iPads.
  - b. 2012 – 2013 \$3,106.05 has been spent on iPads

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**Question: 130**

**Topic: Debt**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 1**

1. What accountability and liability does the Department have for ensuring Government payment of accounts and interest on overdue accounts?
2. How is the interest rate determined and how much is paid on a monthly basis for the financial year?

**Answer:**

1. The Department is required to make payment to small business within 30 days from receipt of a correctly rendered invoice. Where the amount of interest accrued is more than A\$10, agencies must pay interest on late payments:
  - a. on request from the small business for payments made after 30 days and on, or prior to 60 days, from receipt of the correctly rendered invoice; and
  - b. via a self-generated payment for penalty interest where payments are made after 60 days from receipt of the correctly rendered invoice.
2. Refer to Finance Circular 2012/02 for details of government policy on the determination of penalty interest.

Since responding to Senator Humphries' previous question on notice covering the period 1 February to 31 May 2012, the Department has not paid any interest on overdue accounts during the period 1 June 2012 to 30 September 2012.

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**Question: 131**

**Topic: Departmental Performance**

**Asked By: Senator JOYCE**

**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 to date, published any strategic papers? Any white papers? Or any publications addressing regional development policies?
2. If not, why not? If yes, please provide details.
3. How many people do you have working in the policy area of the Department?
4. What is the total cost of these staff members?
5. What are these staff currently working on?

**Answer:**

1. Yes.
2. The Department has produced two regional Ministerial Statements addressing regional policies. The first was prepared for the 2011-12 Budget and was titled *Investing in Regional Australia*. The second was prepared for the 2012-13 Budget and titled, *Stronger Regions, Stronger Nation*.
3. There are staff working across the Department on policy matters relating to sport, arts, regional issues, local government and territories administration. Staff within the Department work on a range of functions and issues and the Department has a flexible approach to responsibility for policy delivery, depending on priorities at any given time.
4. Refer to answer provided at Part 3.
5. A key role of the policy areas of the Department is to contribute to the collaborative development of the regional, arts and sport aspects of major policies and programs across Government. Examples of policies and programs to which the Department has contributed include: the Australia in the Asian Century White Paper; the National Food Plan; structural adjustment policy; and policies and reforms in the areas of education, health, aged care, immigration, the Clean

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Energy Future plan, National Cultural Policy and the development and maintenance of Australia's anti-doping and integrity of sport arrangements. The Department also has a role in facilitating partnerships between all levels of government and local communities to coordinate and drive a range of regional initiatives and policies, including through place based work in Tasmania, the Latrobe Valley, the Murray–Darling Basin, the Upper Spencer Gulf, north Queensland and across northern Australia through the Northern Australia Ministerial Forum. There are a number of publications produced by other areas of the Department to support this place-based work and to support the Australian Government's network of Regional Development Australia committees. In addition, the Department is involved in the development of policy related to local government, including local government funding arrangements and in supporting the Government's consideration of the constitutional recognition of local government.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 132**

**Topic: Efficiency Dividend - DRALGAS**

**Asked By: Senator JOYCE**

**Type of Question: Written**

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

**Number of pages: 1**

What was the efficiency dividend allocated to the Department 2011-2012 and 2012-2013 to date?

**Answer:**

The operating efficiency dividend allocated to the Department in 2011-12 was 1.5 per cent (\$1.1 million) and in 2012-13 was 4 per cent (\$3.9 million).



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**Question: 133**

**Topic: Efficiency Dividend**

**Asked By: Senator LUDLAM**

**Type of Question: Written**

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

**Number of pages: 1**

With reference to the efficiency dividend;

1. How has the efficiency dividend affected this department?

**Answer:**

The Department of Regional Australia, Local Government, Arts and Sport will meet the increased efficiency requirements through a combination of initiatives.

This includes initiatives such as the review of all supplier costs including ICT and corporate service delivery arrangements, stringent internal approval processes and monitoring at senior level of consultants, contractors, hospitality, entertainment and travel expenditure.

The achievement of economies of scale through strategic partnerships with portfolio agencies as well as accessing panels established by other Departments and implementing strategies to achieve savings in training costs will further assist in meeting the efficiency dividend requirements.

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**Question: 134**

**Topic: Impact of Carbon Tax**

**Asked By: Senator MCKENZIE**

**Type of Question: Written**

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

**Number of pages: 1**

1. For the financial year 2011-2012, how many kilowatt hour of electricity did the department consume? What was the total cost?
2. What does this cost work out to per employee?
3. What increases in electricity costs has the Department experienced since the introduction of the carbon tax?
4. How has this changed the Department's spending pattern? What programs or services have been cut to meet the increased costs?
5. What measures is the Department taking to reduce its electricity expenditure? When did these commence? What impact have they had?

**Answer:**

1. The Department used 2,913,894.93 KWh in 2011-12. The total cost was \$471,223.38.
2. Per employee, the cost is \$711.98.
3. During the calendar year, the Department progressively vacated three buildings and collocated into a single tenancy following the machinery of government changes announced in December 2011, which makes year on year electricity cost comparisons difficult.
4. See response to question three. There have been no cuts to programs or services.
5. The department looks for electricity savings on an ongoing basis to reduce overheads.

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**Question: 135**

**Topic: Grants Program 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: 5**

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?

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13. If so, what was the date?
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?

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**Answer:**

1. Appropriation information is reported in the 2012-13 Portfolio Budget Statements of individual agencies. Appropriation information will be updated in the Portfolio Additional Estimates Statements.
2. Information on grants awarded by individual agencies (including grant programs) is published on agencies' websites. Guidelines and information on rounds of grant programs are also generally published on agencies' websites.  
Information on agency funding including grants can be found in the 2012-13 Portfolio Budget Statements.
3. On 27 August 2012, the Government decided to pause all grant rounds for 2012-13 which were not advertised, and advertised rounds which were not finalised. Providing the list of grant programs that were not paused could disclose the Expenditure Review Committee of Cabinet's deliberations and therefore is not publicly available.  
However, information on grant programs, in general, can be found on agencies' websites.  
Information on the outcome of the grants pause is reported in the 2012-13 MYEFO, and in the Finance Minister's media release of 22 October 2012.
4. Refer answer 3). Information on the grants pause is reported in the 2012-13 MYEFO, and in the Finance Minister's media release of 22 October 2012.
5. Refer answer 3). Information on the grant programs that had uncommitted grants funding reduced can be found in the Finance Minister's media release of 22 October 2012.
6. Refer answer 3).
7. On 28 August 2012 the Department of Finance and Deregulation (Finance) released an Estimate Memorandum informing portfolio departments of the grants pause and sought information on grant rounds and programs in 2012-13 which were not advertised, and advertised rounds which were not finalised.
8. Refer answer 7).

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9. There were no meetings between the Minister for Finance and senior Department officials to discuss the grants pause. The Secretary and senior Departmental officials discussed the grants pause with Minister Crean at their meeting of 20 September 2012.
10. On 28 August 2012 the Department of Finance and Deregulation released an Estimate Memorandum informing agencies of the decision by the Government to pause grant rounds.
11. The grant pause was implemented as per the decision of the Government.
12. The pause on grant programs ended with the release of the 2012-13 MYEFO. The outcome of the Government's decision was reported in the 2012-13 MYEFO and the Finance Minister's media release of 22 October 2012.
13. Refer answer 12).
14. Agencies were advised on 22 October 2012 they could communicate the end of the grants pause.
15. The information provided to Finance included grant rounds, committed funds, purpose of the grant and recipients of the grants. This information informed the briefing to the Cabinet's Expenditure Review Committee and therefore is not publicly available.
16. Finance provided standard talking points to all Portfolios Departments to use as necessary.
17. The Department provided the following information for inquiries in relation to grants:

*The Government is collecting information on how grants programs are being rolled out. Analysing the levels of existing program expenditure and the extent to which this is either committed or uncommitted is a normal part of the Budget process.*

*There is a brief pause in some grant programs while this information is being collected. At this stage all the background work – preparation of guidelines, assessment of applications, etc – is continuing in the normal way.*

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*A decision relating to the release of guidelines/expressions of interest will be made once the current process is completed.*

18. No.

19. N/A.

20. N/A.

21. N/A.

22. N/A.

23. N/A.

24. The number of staff working on grants programs fluctuates depending up on the complexity and number of active grant programs and the stage of the grant cycle. On average 80 staff are involved in grant management, however, this may temporarily increase during grant assessment periods when large volumes of grant applications are received.

25. During the pause all background work, preparation of guidelines, assessments of applications and monitoring and acquittals of grants continued.

26. No.

27. No.

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**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. This financial year to date there has been 9 ongoing staff recruited, from classification APS5 to EL2.
2. As at 30 September 2012 the department had 24 non-ongoing employees
3. This financial year to date there has been 9 employees employed on contract and the average length of time of employment was 8 weeks.



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**Question: 137**

**Topic: Staffing - left Department 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 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. 199 APS 3 – SES
2. 40 APS 4 – EL 2
3. 46 – not employed under classification.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 138**

**Topic: Staff recruited in 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 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. In 2011-12 there was a total of 132 on-going staff recruited, from classification APS5 to EL2.
2. In 2011-12 there was a total of 40 non-ongoing staff recruited, from classification APS4 to EL2.
3. In 2011-12 a total of 46 employees were employed on contract. Contractors are not employed under classifications. Average length of employment was 11.3 weeks.

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**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:**

As reported in the 2012-13 Budget papers, the Department's average staffing level reduces by 106, from 673, from 2011-12 to 2012-13 in response to decreased funding of around \$14 million primarily due to programs which are finishing or the provision of one-off expenditure in 2011-12.

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**Question: 140**

**Topic: Public Service Efficiency**

**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. 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 [www.financeminister.gov.au/media/2012/mr\\_1982012.html](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?

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**Answer:**

1. The Department of Regional Australia, Local Government, Arts and Sport will meet the increased efficiency requirements through a combination of initiatives.

This includes initiatives such as the review of all supplier costs including ICT and corporate service delivery arrangements, stringent internal approval processes and monitoring at senior level of consultants, contractors, hospitality, entertainment and travel expenditure.

The achievement of economies of scale through strategic partnerships with portfolio agencies as well as accessing panels established by other Departments and implementing strategies to achieve savings in training costs will further assist in meeting the efficiency dividend requirements.

- 2-3. In addressing the Government's requirement for savings in relation to travel expenditure, changes to the Department's travel management behaviour have been implemented.

These include the use of economy class flights on all east coast domestic routes, the use of semi-flexible as opposed to fully flexible fares and utilising technological alternatives such as teleconferencing to avoid travel unless absolutely required.

Reductions of at least five per cent have been targeted in 2012-13 and for each year over the forward estimates.

All employees, including SES, travel economy class for all Australian East coast routes. In addition to this, as noted previously, international travel will only be undertaken in exceptional circumstances. Year on year savings are not quantifiable due to two machinery of government changes resulting in incompatible reporting periods.

4. The use of external consultants and/or contractors will be minimised through the utilisation of in-house expertise where available or through the engagement of specialist staff in a non-ongoing capacity as opposed to contractor/consultancy arrangements. The demand for independent expertise changes year on year is driven by the programs being managed by the Department. Year on year savings are not quantifiable due to two machinery of government changes resulting in incompatible reporting periods.

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5. The Department adheres to the Department of Finance and Deregulation advertising guidelines which came into effect on 1 July 2012. The majority of the Department's vacancies are advertised online only. Specialist positions that may require print advertising will be approved at senior levels, in accordance with the guidelines.
6. The Department has, and will continue to, reduce printing costs by adopting online publishing. The Department has already limited costs by minimising print runs for key documents such as the Ministerial Budget Statement and the Annual Report by only printing what is required to meet legislative and tabling requirements as well as a modest amount for key stakeholders. The Department will continue to assess the need for printing on a case-by-case basis, with the view to reducing printing costs by around 7.5 per cent in 2012-13.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. In 2011-12, a total of \$35,545.39 was spent on recruitment advertising. Of this, \$27,509.67 was spent on print advertising and \$8,035.72 was spent on online advertising.
2. In 2011-12, the following online and print media sources were used; online media included APSJobs, Artshub, Seek, Museums Australia and print media included *The Australian, The West Australian, Canberra Times, The Melbourne Age*.
3. This financial year to date a total of \$3,184.62 has been spent on recruitment advertising.
4. This financial year to date, the following online media sources were used; APSJobs, Artshub, Seek and Museums Australia.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 26 October 2012**

**Number of pages: 2**

1. How much was spent on printing in 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:**

1. Approximately \$272,500 was spent on printing in 2011-12. Of this amount, around \$148,500 was spent on printing documents (reports, statements and papers) and includes cost of distribution. The remainder was spent on printing brochures, promotional material, banners, business cards and other business materials.
2. Nine documents were printed as detailed in answer to Questions on Notice 87 from Budget Estimates 24 May 2012, tabled on 20 July 2012. All nine documents were also published online.
3. Details of distribution are provided in answer to Questions on Notice 87 from Budget Estimates 24 May 2012, tabled on 20 July 2012.



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4. Approximately \$28,000 has been spent on printing in 2012-13 to 30 September 2012. Of this amount, approximately \$830 has been spent on printing documents. (Consistent with Questions on Notice 87 from Budget Estimates 24 May 2012, documents are considered as reports, statements and papers).
5. Three documents have been printed to 30 September 2012, as detailed below.
  - i. National Portrait Gallery Bill 2012  
230 copies, published online at [www.aph.gov.au](http://www.aph.gov.au).
  - ii. National Portrait Gallery (Consequential Provisions) Bill 2012  
230 copies, published online at [www.aph.gov.au](http://www.aph.gov.au).
  - iii. Secondary Readings Speeches  
400 copies, published online at [www.aph.gov.au](http://www.aph.gov.au).

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**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. No.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**Question: 144**

**Topic: Graduate Training**

**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.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**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: 3**

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

**Answer:**

1. \$63,971.80 (GST excl) from 1 July 2012 to 30 September 2012
2. All of the above was non-campaign.
  - Invitation to register interest - Christmas Island (fuel consolidation project: head contractor role) - **\$5,110.38** (GST excl);
  - Sport Anti-doping research call for applications - **\$2,796.70** (GST excl);
  - Recruitment advertising – **\$3,184.62** (GST excl);

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- National Portrait Gallery - **\$33,049.29** (GST excl) advertising to promote the Gallery's events; and
- Artbank - **\$19,830.81** (GST Excl) to promote Artbank's art rental scheme

Adcorp provided the services.

3. Finance did not provide specific advice on any of this advertising. All advertising has complied with Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies (March 2010).
4. No.
5. Advertising was booked through the Government's non-campaign media buying agency Adcorp and complies with the Guidelines.
6. N/A.
- 7.

Non-Campaign Advertising	Other Communication (non-advertising)	Description
Regional Development Australia Committee Expression of Interest process		To fill vacant and expiring committee positions.
	Regional Development Australia network	To raise awareness of the national network of Regional Development Australia Committees and to support them to more effectively communicate with their stakeholders.
Prime Minister's Literary Awards		To raise awareness of the Awards

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	Prime Minister's Literary Awards	To promote the Awards
	National Cultural Policy	To raise awareness of the Policy
Arts-specific funding programs (Indigenous arts, culture and languages, public and education lending rights)	Arts-specific funding programs (Indigenous arts, culture and languages, public and education lending rights)	To support Art-specific programs, which will be ongoing for the rest of the financial year and to call for applications for grant rounds.
Indigenous Program Funding Submissions 2013-14, (Indigenous Sport and Active Recreation Program)		For a limited annual funding round for which will be taken this financial year.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**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: 2**

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. \$397,420.42
2. All of the above was non-campaign advertising.
  - Since responding to Q62 from the May 24 Hearings from Senator Heffernan, the additional cost of advertising has been \$41,246.09. This covers the period 1 – 30 June 2012.
  - Recruitment advertising – **\$4,165.11**

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- Prime Minister's Literary Awards - **\$19,577.87**
  - Artbank - **\$12,354.49** to promote Artbank's art rental scheme
  - National Portrait Gallery - **\$5,148.62** advertising to promote the Gallery's events
  - Adcorp
3. No.
4. No.
5. Advertising complies with the Guidelines and was booked through the Government's non-campaign media buying agency Adcorp.
6. Since responding to Q62 from the May 24 Hearings from Senator Heffernan, the additional cost of other communication programs has been \$58,258.23. This covers the period 1 – 30 June 2012.

Communications Program	Program Details	Total Spend inc GST	Service Provider
National Cultural Policy	Design	\$8,250.00	Boccalatte Pty Ltd
Prime Minister's Literary Awards	Design, printing and distribution	\$31,512.83	Papercut, Canprint, Bluestar, Paragon
Regional Development Australia	Production of communications materials.	\$18,495.40	Blue Star Print Screencraft



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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 147**

**Topic: Hospitality and Entertainment 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: 7**

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?

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**Answer:**

- Expenses relating to official hospitality events paid by the Department during the period 1 July 2012 to 30 September 2012 totalled \$36,620.28.

<b>Description of function</b>	<b>Date/ Location</b>	<b>Amount \$ (GST excl)</b>	<b>How the function supports government business</b>
NAIDOC Week 2012	4 Jul 2012	248.91	Supports the Government's 'Closing the Gap' policy.
Northern Australia Ministerial Forum	4 Jul 2012, Alice Springs	2,820.01	To allow local stakeholders to meet the Minister and discuss inter-jurisdictional issues involving policy priorities for Northern Australia.
Northern Australia Ministerial Forum Meeting	5 Jul 2012, Alice Springs	1,050.00	Facilitated discussion of inter-jurisdictional issues involving policy priorities for Northern Australia, at the Northern Australia Ministerial Forum level.
Inaugural meeting of the COAG Regional Australia Standing Council and dinner for Ministers, their advisors and Senior Officials Group and support staff	5 & 6 Jul 2012, Alice Springs	4,764.01	Provided Standing Council members and supporting teams with an opportunity to discuss the Council's forward work agenda.
North Queensland Irrigated Agriculture Strategy (NQIAS) Steering Committee Meeting	23 Jul 2012, Hughenden QLD	377.27	A light lunch for 17 participants to accommodate the meeting agenda for the 3rd official Steering Committee meeting to progress the NQIAS objectives.
Launch – National Portrait Gallery Annual Lecture	1 Aug 2012	4,123.64	To promote the NPG Annual Lecture program, which hosts an international speaker.

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Description of function	Date/ Location	Amount \$ (GST excl)	How the function supports government business
ANZSOG Localism Seminar	2 Aug 2012, Canberra	392.73	Expanded participants' knowledge of localism while also building ongoing relationships with ANZSOG and across the Commonwealth.
Regional Development Australia (RDA) QLD Chairs and Executive Officers Commonwealth State Advisory meeting	13 Aug 2012, Brisbane	2,282.54	RDA initiative provides for volunteer Chairs to lead committees on a range of economic, social and environmental development regional issues. Bi-annual meeting of the 12 Queensland RDA Committee Chairs and executive Officers with focus on RDA governance, RDAF and place based initiatives.
Regional Economic Development Workshop attended by the RDA Chief Executive Officers and the Australian Bureau of Statistics	20-21 Aug 2012, Adelaide	4125.53	Promoted discussion of how regions can maximise economic growth and provide input and leverage RDA experiences for the Regional Economic Development Guide.
Foundation for Rural and Regional Renewal Board Meeting (FRRR)	12 Sep 2012	72.00	The FRRR meeting facilitated good governance in an organisation that supports regional development.
Launch – Go Figure! Exhibition	12 Sep 2012	16,363.64	To promote the NPG major exhibition Go Figure!
<b>Total official hospitality</b>		<b>36,620.28</b>	

## Senate Rural and Regional Affairs and Transport Legislation Committee

### ANSWERS TO QUESTIONS ON NOTICE

#### Department of Regional Australia, Local Government, Arts and Sport

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- Expenses relating to official hospitality for the Minister are included in the answer above.
- The Department's spend on entertainment for the period 1 July 2012 to 30 September 2012 is nil.
- The Minister's spend on entertainment for the period 1 July 2012 to 30 September 2012 is nil.
- The Department's planned official hospitality during the period 1 October 2012 to 30 June 2013 totals \$35,710.63.

<b>Description of function</b>	<b>Date/ Location</b>	<b>Amount \$ (GST excl)</b>	<b>How the function supports government business?</b>
Meeting 3 of the WA and NT Advisory Committee (WANTAC) and a pre-meeting between Departmental officers and WA and NT RDA Executive Officers	4-5 Oct 2012	4,010.63	These meetings will facilitate cross-regional engagement by RDA committees in WA and build links between those RDA committees, the RDA Northern Territory and the Department.
National Cultural Heritage Committee (NCHC) Meeting	20 Oct 2012	350.00	The NCHC has two face to face meetings and two tele-meetings a year to consider applications for export permits under the <i>Protection of Movable Cultural Heritage Act, 1986</i> and applications for funding from the National Cultural Heritage Account.

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<b>Description of function</b>	<b>Date/ Location</b>	<b>Amount \$ (GST excl)</b>	<b>How the function supports government business?</b>
<p>Launch of Ingvar Kenne: Citizen Exhibition; Paul Kelly Portrait Exhibition; Paris to Monaro Exhibition</p>	<p>Nov 2012 and Jun 2013</p>	<p>30,000.00</p>	<p>The National Portrait Gallery's exhibition programs are important events in the Gallery's overall programming with an aim to encourage dialogue about culture and portraiture. The post-media launch will be conducted to allow National Portrait Gallery board members, curators and guests to meet and further promote the exhibition amongst the target audience.</p>
<p>Meeting of the Australian Government Reconstruction Inspectorate, the National Disaster Recovery Taskforce, the Queensland Reconstruction Authority (QRA), Department of Transport and Main Roads and the Ipswich City Council during the Inspectorate's trip to Queensland.</p>	<p>3 Dec 2012 Ipswich City Council Chambers</p>	<p>500.00</p>	<p>This expenditure will enable members of the Reconstruction Inspectorate, Queensland Reconstruction Authority and the National Disaster Recovery Taskforce to discuss issues concerning disaster reconstruction in the Ipswich local government area with Ipswich City Council and Department of Transport and Main Roads representatives.</p>

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<b>Description of function</b>	<b>Date/ Location</b>	<b>Amount \$ (GST excl)</b>	<b>How the function supports government business?</b>
Meeting of the Australian Government Reconstruction Inspectorate, the National Disaster Recovery Taskforce, the Queensland Reconstruction Authority (QRA), Department of Transport and Main Roads and the Tablelands Regional Council during the Inspectorate's trip to Queensland.	4 Dec 2012 Tablelands Regional Council Chambers, Mareeba	500.00	This expenditure will enable members of the Reconstruction Inspectorate, Queensland Reconstruction Authority and the National Disaster Recovery Taskforce to discuss issues concerning disaster reconstruction in the Tablelands local government area with Tablelands Regional Council and Department of Transport and Main Roads representatives.
National Cultural Heritage Committee (NCHC) Meeting	20 Feb 2013	350.00	To consider applications for export permits under the <i>Protection of Movable Cultural Heritage Act, 1986</i> and applications for funding from the National Cultural Heritage Account.
<b>Total official hospitality</b>		<b>35,710.63</b>	

6. The planned spend on the Minister's official hospitality between 1 October 2012 to 30 June 2013 is included in the details above.
7. The Department's planned spend on entertainment between 1 October 2012 to 30 June 2013 is nil.
8. The planned spend on the Minister's entertainment between 1 October 2012 to 30 June 2013 is nil.

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**Department of Regional Australia, Local Government, Arts and Sport**

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

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 148**

**Topic: Hospitality and Entertainment 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. 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 events.
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. Expenses relating to official hospitality events paid by the Department since information provided in response to Question 63 Budget Estimates 24 May 2012 for 2011-12 totalled \$1,130.00.

<b>No.</b>	<b>Description of function</b>	<b>Date/Location</b>	<b>Amount \$ (GST excl)</b>	<b>How the function supports government business</b>
1	North Queensland Irrigated Agriculture Strategy (NQIAS) Governance Dinner	4 June 2012 Townsville	625.45	Engagement with State officials and independent experts of the NQIAS Governance Committee and understanding of regional priorities through engagement with local stakeholders and experts.



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<b>No.</b>	<b>Description of function</b>	<b>Date/Location</b>	<b>Amount \$ (GST excl)</b>	<b>How the function supports government business</b>
2	Morning tea and lunch for North Queensland Irrigated Agriculture Strategy (NQIAS) Governance Committee	5 June 2012 Townsville	286.36	NQIAS Governance Committee considers, and where appropriate authorises activities within the North Queensland Irrigated Agriculture Strategy and builds on the Steering Committee activities. The Strategy will build capacity for future commercial agricultural development.
3	Council of Australian Government (COAG) Regional Australia Standing Council (RASC) Senior Officials Group meeting	5 June 2012 Canberra	218.19	Jurisdictions discuss COAG RASC agenda ahead of the meeting of Council members in Alice Spring on 6 July.
<b>Total official hospitality for 2011-12</b>			<b>\$1,130.00</b>	

2. Expenses relating to official hospitality events for the Minister since Budget Estimates in May 2012 for 2011-2012 is nil.
3. The Department's spend on entertainment for the period 2011-12 is nil.
4. The Minister's spend on entertainment for the period 2011-12 is nil.

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**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: 16**

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:**

1. The full list is available at Attachment A.
2. The gender ratio across the portfolio is 58 per cent male and 42 per cent female. The gender ratio on each board is provided at Attachment B.
3. The Senate Order 13 report, which was recently tabled in Parliament, addresses all new appointments for the period 1 May 2012 to 24 September 2012.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**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. The Office of the Australian Information Commissioner and the Department of the Prime Minister and Cabinet regularly issue advice to Commonwealth agencies. Since the Department's response to Senator Heffernan's question on notice 65, Budget Estimates 24 May 2012, updated advice has been issued by the Office of the Australian Information Commissioner and is available on their website. The Department complies with these guidelines.

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2. The Department does not track comprehensive cost information for FOI processing. The Department provides applicants with an estimate of charges as allowed for under the *Freedom of Information Act 1982*. However, these charges do not cover all processing costs. All other information relating to FOI requests received during the financial year 2011 to 2012 can be found on page 111 of the Department's 2011-12 Annual Report.
3. The Department does not track comprehensive cost information for FOI processing. The Department provides applicants with an estimate of charges as allowed for under the *Freedom of Information Act 1982*. However, these charges do not cover all processing costs.
4. As at 30 September 2012, the Department had received six FOI requests. Two FOI requests were granted in full. Two requests were not released as documents did not exist. A further two requests are ongoing. For this financial year, the Department has met all statutory processing times outlined in the FOI Act.

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**Department of Regional Australia, Local Government, Arts and Sport**

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**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:**

1. Mr Crean has attended two Community Cabinet meetings:
  - Ipswich Community Cabinet – 10 July 2012
  - Launceston Community Cabinet – 3 October 2012Senator Lundy has not attended any Community Cabinet meetings.
2. Two departmental officers travelled with Mr Crean. The total cost was \$2667; \$2051 airfares, \$261 accommodation and \$355 meals and incidentals.
  - One departmental officer attended Ipswich Community Cabinet – 10 July 2012
  - One departmental officer attended Launceston Community Cabinet – 3 October 2012
3. The total cost to the Department was \$2667. The Department of Finance and Deregulation is responsible for the Minister's expenses.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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, accommodation 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:**

1. Minister Crean attended two Community Cabinet meetings in 2011-12:
  - Werribee Community Cabinet – 9 November 2011
  - Parramatta Community Cabinet – 4 April 2012Senator Lundy attended the Parramatta Community Cabinet meeting.
2. Three departmental officers attended community cabinet meetings. The total cost was \$3417; flights \$2560, accommodation \$214, meal and incidentals \$643.
  - One departmental officer attended the Werribee Community Cabinet meeting on 9 November 2011 with Minister Crean.
  - Two departmental officers attended the Parramatta Community Cabinet meeting on 4 April 2012 – one attended with Minister Crean and another with Senator Lundy.
3. The total cost for 2011-12 to the Department was \$3417. The Department of Finance and Deregulation is responsible for the Minister's expenses.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 2**

For this financial year to date:

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

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

ANSWERS TO QUESTIONS ON NOTICE

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Answer:**

1 – 8. As at 5 November 2012, the following reviews were planned or in progress for the 2012-13 financial year.

Name of Review	Concluded? Yes or No	If no, date review will be concluded	Date provided to Government	Date of Government response	Cost	Is this a planned review?
Review of Financial Assistance Grants	No	Stage 1 of the Review to be completed by December 2013.  Stage 2 dates are yet to be determined.	Stage 1 of the Review to be provided to government December 2013.  Stage 2 dates are yet to be determined.	Yet to be determined.	\$66,000 (GST Inclusive)	Yes.
Modernisation of the Public and Educational Lending Right Schemes	No	Early 2013	Yet to be determined	Yet to be determined	Yet to be determined	Yes



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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 155**

**Topic: 2011-12 Reviews**

**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. 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?

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Answer:**

1. Details for the nine reviews undertaken in 2011-12 were provided in the answer to Budget Estimates Question 54 on 24 May 2012. The following table provides information for all 2011-12 commissioned reviews that have had a change in status between 1 June 2012 and 30 June 2012.

Name of Review	Concluded? Yes or No	If no, date review will be concluded	Date provided to Government	Date of Government response	Cost	Is this a planned review?
Review of the Illicit Drugs in Sport Education Resources	Yes, June 2012	Not applicable	June 2012	Not applicable	\$62,960.95 (GST inclusive)	Not applicable

2. See Answer 1.
3. See Answer 1.
4. See Answer 1.
5. See Answer 1.
6. See Answer 1.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 1 December 2012**

**Number of pages: 3**

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

**Answer:**

1. As at 30 September 2012, nine consultancies, totalling \$587,301 (GST inclusive) have been entered into this financial year to date. A listing is provided at [Attachment A](#).
2. No consultancies that satisfy the criteria for inclusion in the Annual Procurement Plan (APP) have been identified for this calendar year. The Department is currently compiling information to update the APP for next calendar year for publication on AusTender by 31 December 2012.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

Refer to page 117 of the Department's 2011-12 Annual Report, and the Department's website, which provides information on all contracts and consultancies valued over \$100,000 as per the requirements of the Senate Order on Departmental Contracts. Details of the consultancies have been provided in answers to previous questions on notice from Senator Ryan (October 2011), Senator Joyce (Feb 2012) and Senator Heffernan (May 2012).

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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 - 8. Media monitoring services are provided for both the Ministers' offices and the Department has one contract with no separation of service delivery or costs. These services are provided by Sentia Media trading as Media Monitors. The budget for 2012-13 is \$297,500. Expenditure for the year to date is \$74,892.08.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 159**

**Topic: 2011-12 Media Monitoring**

**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 - 8.

Media monitoring services are provided for both the Ministers' offices and the Department as one contract with no separation of service delivery or costs. These services are provided by Sentia Media trading as Media Monitors. The budget for 2011-12 was \$438,749.58. The total cost was \$451,668.67.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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 usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.
2. Does the department/agency monitor usage of social media?
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. Under the Department's ICT usage policy, supervisors are responsible for the conduct of staff using email and the internet, and staff must abide by the APSC code of conduct and limit personal use to their own time and to not exceed reasonable usage.
3. The Department does not measure social media usage volumes.
4. The Department does not currently intend to introduce direct social media usage volume measurement.
5. The Department does not measure the impact of social media usage on productivity.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 161**

**Topic: Internet**

**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:**

The Department has not experienced any significant internet outages.



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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

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

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

The Department has not provided coffee machines to its staff.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

- 1-9. The Department has not employed nor is consideration being given to employing any of the above mentioned suppliers.
10. Information on contracts entered into by the Department is available on the Austender website [www.tenders.gov.au](http://www.tenders.gov.au).

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

- 1-9. The Department did not employ or consider employing any of the above mentioned suppliers.
10. Information on contracts entered into by the Department is available on the Austender website [www.tenders.gov.au](http://www.tenders.gov.au).

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. All grants are listed in the Department's website under grants reporting requirements: [www.regional.gov.au/department/grants/index.aspx](http://www.regional.gov.au/department/grants/index.aspx).
2. All grant agreement details were published on the Department's website within the required timeframe.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. All grants are listed in the Department's website under grants reporting requirements: [www.regional.gov.au/department/grants/index.aspx](http://www.regional.gov.au/department/grants/index.aspx).
2. All grant agreement details were published on the Department's website within the required timeframe.



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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 4**

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?

## Senate Rural and Regional Affairs and Transport Legislation Committee

### ANSWERS TO QUESTIONS ON NOTICE

#### Department of Regional Australia, Local Government, Arts and Sport

#### Supplementary Budget Estimates 16 October 2012

**Answer:**

1 - 3. For the 2011-12 financial year, eight reports were commissioned by the Government. Details for these reports were provided in answers to Budget Estimates Question 60 on 24 May 2012 current to 31 May 2012. The following table provides information for all 2011-12 commissioned reports that have had a change in status between 31 May 2012 and 5 November 2012.

Commissioned Report Title FYTD	Start Date	Completion Date	Cost	Staff Involved	Date provided to Government	Date of Public Release	Terms of Reference	Committee Members	Date of Government Response
Social Impact and Economic Assessment of the Christmas Island Detention Centre	24/01/2011	30/12/2011	\$303,321.00 (GST exclusive)	1xEL1	Yet to be determined	Yet to be determined	Ascertain social and economic impacts of the operation of the Christmas Island detention centre on the community of Christmas Island in the first half of 2011	Associated with the IOT Taskforce – membership is: <ul style="list-style-type: none"> <li>• DIAC</li> <li>• Customs</li> <li>• DAFF</li> <li>• AMSA</li> <li>• SEWPaC</li> <li>• Defence</li> <li>• AGD</li> <li>• Innovation</li> <li>• AFP</li> <li>• PM&amp;C</li> <li>• Finance</li> <li>• Treasury</li> <li>• DBCDE</li> </ul>	Not applicable

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

Social Impact and Economic Assessment of the Christmas Island Detention Centre – Revision and update	16/05/2012	30/06/2012	\$38,665.00 (GST exclusive)	1 x EL1	Yet to be determined	Yet to be determined	Revision of the social and economic impacts of the operation of the Christmas Island detention centre on the community of Christmas Island in the first half of 2011 in response to agencies' comments and community projects	Associated with the IOT Taskforce – membership is: <ul style="list-style-type: none"> <li>• DIAC</li> <li>• Customs</li> <li>• DAFF</li> <li>• AMSA</li> <li>• SEWPaC</li> <li>• Defence</li> <li>• AGD</li> <li>• Innovation</li> <li>• AFP</li> <li>• PM&amp;C</li> <li>• Finance</li> <li>• Treasury</li> <li>• DBCDE</li> </ul>	Not applicable
Insurance in the Indian Ocean Territories	31/01/2012	29/06/2012	\$70,000 (GST exclusive)	1 x EL1	Yet to be determined	Yet to be determined	Research on the availability of insurance products on Christmas Island and the Cocos (Keeling) Islands	Not applicable	Not applicable
Strong foundations for sustainable local infrastructure	29/11/2011	18/06/2012	\$181,818 (GST exclusive)	1xEL1 1xAPS6	13/06/2012	18/06/2012	Assess how effectively and efficiently local infrastructure needs are prioritised, and subsequently funded, by local government. Identify sources of capital for future local infrastructure needs and impediments to accessing	Not applicable	Yet to be determined

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

ANSWERS TO QUESTIONS ON NOTICE

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

							capital. Identify the opportunities, best practice models and principles for the regional prioritisation and financing of local infrastructure		
Report on the Expert Panel on Constitutional Recognition of Local Government	August 2011	December 2011	\$1,363,636 (GST exclusive)	1xEL1 1xAPS6	December 2011	December 2011	To identify options for the constitutional recognition of local government and to report on the level of support for such recognition among stakeholders and in the general community.	Not applicable	1 November 2012 Motion passed by both Houses of Parliament to establish a 12 member Joint Select Committee

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 2**

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

## Senate Rural and Regional Affairs and Transport Legislation Committee

### ANSWERS TO QUESTIONS ON NOTICE

#### Department of Regional Australia, Local Government, Arts and Sport

#### Supplementary Budget Estimates 16 October 2012

**Answer:**

1 - 3. As at 5 November 2012, three commissioned reports are in progress for the 2012-13 financial year. Details are provided below:

Commissioned Report Title FYTD	Start Date	Completion Date	Cost	Staff Involved	Date provided to Government	Date of Public Release	Terms of Reference	Committee Members	Date of Government Response
Port Infrastructure Norfolk Island	24/9/2012	30/11/2012	\$20,000 (GST exclusive)	1x EL2 1 x EL1	Yet to be determined	Yet to be determined	A preliminary study outlining key issues and an order of cost estimate relating to transfer of passengers/cargo between ship and shore on Norfolk Island	Not applicable	Not applicable
Local Government Infrastructure Financing Models	30/10/12	In progress	\$59,225 (GST exclusive)	1xEL1 1xAPS6	Yet to be determined	Yet to be determined	To examine and undertake modelling of potential local government infrastructure financing models.	Not applicable	Yet to be determined
<u>Working Title:</u> Northern Australia Statistical Analysis	September 2012	Anticipated April 2013	Anticipated \$548,000	1x EL1	Estimated May 2013	Yet to be determined	Using statistical analysis and results of consultations, identify social and economic changes and outlooks across North Australia.	Not applicable	Not applicable

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. The Department has paid 95.52 per cent of all its invoices within 30 days of receipt of a correctly rendered invoice for the period 1 July 2012 to 30 September 2012. This is better than government payment policy which requires agencies to meet or exceed a performance benchmark of 90 per cent of correctly rendered invoices from small businesses.
2. N/A.
3. The Department has not paid any interest on overdue accounts during the period 1 July 2012 to 30 September 2012. Refer to question 171 in relation to the 2011-12 financial year.
4. Refer to the answer to question 171.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 2**

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. Since responding to Senator Heffernan's previous question on notice covering the period 1 February 2012 to 31 May 2012, the Department has paid 97.06 per cent of its invoices within 30 days of receipt of a correctly rendered invoice for the period 1 June 2012 to 30 June 2012. This is better than government payment policy which requires agencies to meet or exceed a performance benchmark of 90 per cent of correctly rendered invoices from small businesses.
2. N/A.
3. The Department has not paid any interest on overdue accounts during the period 1 June 2012 to 30 June 2012.



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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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4. Refer to Finance Circular 2012/02 for details of Government policy on the determination of penalty interest.
5. Payment has been made on correctly rendered invoices for 2011-12, where the receipt of goods and services have been verified.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. For the period of 1 July to 30 September 2012, \$695.00 was spent on the Minister's stationery requirements.
2. For the period of 1 July to 30 September 2012, \$17,696.71 was spent on departmental stationery requirements.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 173**

**Topic: Stationery 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. Since the answer provided to Question on Notice No 75 of 24 May 2012, there was no further expenditure on stationery requirements for the Minister's office in 2011-12.
2. For the period of 1 June to 30 June 2012, \$19,371.50 was spent on departmental stationery requirements.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**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: 2**

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. When the Department relocated to a new building Foxtel was installed to provide access to news channels.
  - a. The cost from 1 July to 30 September 2012 has been \$1,095.16

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**Department of Regional Australia, Local Government, Arts and Sport**

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2. a. To reduce costs the department has reduced all newspaper subscriptions so that only one hard copy of the following papers is received;
  - The Australian
  - The Sydney Morning Herald
  - The Canberra Times
  - The Financial Review
  - The Telegraph
  - The Age and the Sun Herald
2. b. The cost for newspapers since the 2012-13 Budget Estimates Question on Notice Number 76 on 24 May 2012 has been \$8,848.23.
3. a. There has been no change to the Department's magazine subscriptions.
4. Since the response provided to Question on Notice No 76 of 24 May 2012, the following costs were incurred for 2011-12.
  - a. TV subscriptions - \$285.00
  - b. Newspaper subscriptions - \$9,741.72
  - c. Magazine subscriptions - \$0
5. The Department does provide media subscriptions to the Minister. His office receives:
  - The Financial Review
  - The Australian
  - The Age
  - The Guardian
  - The Canberra Times
  - The Sydney Morning Herald
  - The Herald Sun.

The cost for these subscriptions is \$419.90 for the month of June 2012.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 3**

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.

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**Answer:**

1. The table below lists travel by Departmental officers accompanying the Minister and/or Parliamentary Secretary for this financial year to date. The period of reporting is 1 July – 30 September 2012.

<b>Date</b>	<b>Reason for Travel</b>	<b>Destination</b>	<b>Airfares \$</b>	<b>Type of airfare</b>	<b>Accom \$</b>	<b>Meals \$</b>	<b>Other Travel Expenses \$</b>
02/7/2012 – 06/7/2012	Attending Northern Australia Ministerial Forum	Alice Springs	\$2,053.87	Business	\$607.00	\$155.70	\$177.88
3/7/2012 – 06/7/2012	To provide secretariat support to the Northern Australia Ministerial Forum	Alice Springs	\$819.48	Economy	\$390.00	\$88.25	\$283.66
3/7/2012– 6/7/2012	Northern Australia Ministerial Forum Meeting	Alice Springs	\$772.22	Economy	\$447.18	nil	\$279.34
10/7/2012 - 11/7/2012	Sport & Recreation Ministers Meeting	Perth	\$2,088.51	Business	\$275.00	nil	\$69.89
23/7/2012 - 10/08/2012	London Olympics	London, UK	\$9,830.67	Economy and Business	\$9,644.97	\$453.24	\$936.76
24/7/2012 - 27/7/2012	Accompany Minister as Media Advisor	Melbourne	\$549	Economy	\$200.00	\$104.72	\$100.72
2/8/2012 – 10/8/2012	Participate in stakeholder meetings on Christmas Island and Cocos (Keeling) Islands with Minister Crean. Meetings included the two shires, business groups, economic development groups and community meetings.	Cocos (Keeling) Islands/ Christmas Island	\$4,034.17	Business and Economy	\$717.00	\$272.85	\$301.78
4/8/2012 – 10/8/2012	To support the Minister on visit to Cocos (Keeling) Island/ Christmas Island	Melbourne, Cocos (Keeling) Island, Christmas Island and Darwin	\$361.05. Special purpose aircraft costs covered by Minister's office	Business and Special Purpose aircraft	\$908.00	\$145.75	\$594.00
27/08/2012 - 04/09/2012	Paralympics	London, UK	\$10,565.48	Economy and Business	\$2,520.00	nil	\$577.31
1/9/2012 – 7/9/2012	Paralympics	London, UK	\$9,721.14	Business	\$3,360.00	\$720.00	\$200.00
25/09/2012	Signing of MOU for cooperative regional development in the Upper Spencer Gulf	Whyalla	\$1,085.59	Economy	nil	\$46.10	\$120.41
25/09/2012	Signing of MOU for cooperative regional development in the Upper Spencer Gulf	Whyalla	\$1,928.79	Economy	nil	\$177.80	nil

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**Department of Regional Australia, Local Government, Arts and Sport**

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2.

Travel - 1 Jul 2012 - 30 September 2012	
Airfares	\$230,005.30
Accommodation	\$63,148.13
Meals	\$10,750.09
Other	\$95,158.92
Total	\$399,062.44

3. The Government policies, 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), are being followed. Adherence to these policies is a requirement for our travel and our service provider, HRG Australia.
4. Airline lounge memberships are made available to staff who travel frequently for work. The corporate rate includes joining fee and 1 year membership. The cost of membership with Qantas is \$485 and with Virgin Australia is \$448.
5. No administrative staff accompanied SES members on their travels for the reporting period.



# Senate Rural and Regional Affairs and Transport Legislation Committee

## ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

### 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: 2**

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. The table below list travel by Departmental officers accompanying the Minister and/or Parliamentary Secretary since responding to QoN 77 from Budget Estimates. The period of reporting is 1 June 2012 – 30 June 2012.

Date	Reason for Travel	Destination	Airfares \$	Type of airfare	Accom \$	Meals \$	Other Travel Expenses \$
2/06/2012	Arts funding announcement by Minister	Launceston	nil	n/a	nil	\$14.80	\$29.00
4/6/12 - 6/6/12	COAG and NAMF meetings	Alice Springs	\$2,461.36	Business	\$495.00	nil	nil
6/06/2012	Attended RDAF announcements	Orange/Bathurst	nil	n/a	nil	nil	Use of office car approx \$50
8/06/2012	Attended RDA Illawarra Update luncheon	Wollongong	nil	n/a	nil	nil	Use of office car approx \$50
14/6/2012 - 16/6/2012	Accompany Minister	Melbourne	\$305	Economy	\$286.04	nil	\$171.37

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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2.

<b>Travel - 1 June - 30 June 2012</b>	
Airfares	\$97,410.25
Accommodation	\$65,465.75
Meals	\$2,249.87
Other	\$19,729.44
<b>Total</b>	<b>\$184,855.31</b>

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. A response has previously been provided for the period 1 July 2011 to 31 May 2012. For the period from 1 June 2012 to 30 June 2012, the Department spent \$139,325 on legal services. This figure includes the Department's external legal spend as well as salary and overheads for in-house lawyers and administrative assistance.
2. The Department spent \$64,313 on legal services from the Australian Government Solicitor in the period from 1 June 2012 to 30 June 2012. Services included advice on contracts, procurement, grants, litigation support and general advice.
3. Please refer to the answer for question 1.
4. The Department did not procure legal services from any other sources in the period from 1 June 2012 to 30 June 2012.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**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**

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

**Answer:**

1. For the period from 1 July 2012 to 30 September 2012, the Department spent \$168,262 on legal services within the Department. This is comprised of salary and overheads for in-house lawyers and administrative assistance.
2. The Department spent \$31,386 on legal services from the Australian Government Solicitor in the period from 1 July 2012 to 30 September 2012. Services included advice on contracts, procurement, grants, litigation support and general advice.
3. The Department spent \$54,586 on legal services from private firms in the period from 1 July 2012 to 30 September 2012. Services included advice on contracts, procurement, grants and funding agreements, statutory interpretation, litigation support and general advice.
4. The Department did not procure legal services from any other sources in the period from 1 July 2012 to 30 September 2012.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 2**

1. Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates? 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. All education that incurred an expense to the Department for the financial year to 30 September 2012 is listed in the table on the next page.

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ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

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<b>Type of course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Number of participants</b>	<b>Classification</b>	<b>Hours study leave granted</b>	<b>Reason for study</b>
First Aid / Medical	\$1,488	\$862.40	6	Various	Nil	Personal development – pre-existing study assistance commitment from previous department Core skills development
Public Policy	\$1,626	\$1,626	1	APS5	54	Skills and capability development relevant to the work of the department
Social Research	\$2,213	\$2,213	1	EL1	44.5	Skills and capability development relevant to the work of the department
Business Administration	\$5,826	\$5,826	1	EL1	41.75	Skills and capability development relevant to the work of the department
Urban and Regional Planning	\$3,997	\$3,997	1	APS6	65	Skills and capability development relevant to the work of the department
Emergency Management	\$3,944	\$3,944	1	APS6	65	Skills and capability development relevant to the work of the department

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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**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: 3**

1. 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
  - 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:**

1. The details relating the period 1 July 2012 to 31 May 2012 was provided in the answer from Question 79 at Budget Estimates. The total cost of education expenses between 1 June 2012 and 30 June 2012 for the Department is **\$96,159**. Details are provided in the attached table. The education activities improve core skills or develop specialist skills and expertise relevant to the work of the Department.

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ANSWERS TO QUESTIONS ON NOTICE

**Department of Regional Australia, Local Government, Arts and Sport**

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<b>Type of course</b>	<b>Total cost</b>	<b>Cost per participant</b>	<b>Number of participants</b>	<b>Classification</b>	<b>Hours study leave granted</b>
Master of Security	\$1,900	\$1,900	1	EL1	Nil
Master of International Law	\$5,040	\$5,040	1	APS6	Nil
Master of International Law	\$2,520	\$2,520	1	APS6	Nil
Master of International Law	\$2,520	\$2,520	1	APS6	Nil
Master of International Law	\$2,520	\$2,520	1	EL1	Nil
Master of Public Policy	\$2,141	\$2,141	1	EL1	36
Master of Juris Doctor	\$1,257	\$1,257	1	EL2	Nil
Masters of Art History and Curatorship	\$2,213	\$2,213	1	APS6	Nil
Masters in Government and Commercial Law	\$2,520	\$2,520	1	APS6	30
Bachelor of Business/Bachelor of Laws	\$3,180	\$3,180	1	APS6	15
Bachelor of Communication	\$799	\$799	1	APS4	21
Bachelor of Human Resources	\$1,884	\$1,884	1	APS4	65
Bachelor of Commerce/Journalism	\$750	\$750	1	APS6	26
Bachelor of Commerce	\$2,184	\$2,184	1	APS6	Nil
Bachelor of Commerce	\$2,553	\$2,553	1	APS5	65



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**Department of Regional Australia, Local Government, Arts and Sport**

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Graduate Diploma in Urban and Regional Planning	\$2,890	\$2,890	1	APS6	22.5
Graduate Diploma in Legal Practice	\$6,869	\$6,869	1	APS6	30
Graduate Diploma Economics	\$5,148	\$5,148	1	EL2	98
Graduate Diploma in Commerce	\$2,675	\$2,675	1	APS6	65
Graduate Diploma in Museum Studies	\$353	\$353	1	APS6	30
Chartered Professional Accounting	\$815	\$815	1	EL1	35.5
Management Essentials Training	\$7,211	\$240	30	APS6 and EL1	Nil
Productive Working Relationships	\$7,301	\$912	8	APS6 and EL1	Nil
The Art of Presentation – 2 x workshops	\$19,868	\$1241	16	Various	Nil
Managers WHS Responsibilities	\$4,120	\$374	11	Various	Nil
Employees Work Health & Safety Responsibilities – snapshot	\$300	\$5.80	52	Various	Nil
AQIS Accreditation Training	\$300	\$150	2	1xEL2, 1xEL1	Nil
Business Continuity Exercise	\$4,125	\$412	10	Various	Nil
First Aid Level 2	\$203	\$203	1	APS6	Nil

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ANSWERS TO QUESTIONS ON NOTICE

**Department of Regional Australia, Local Government, Arts and Sport**

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Graduate Diploma in Urban and Regional Planning	\$2,890	\$2,890	1	APS6	22.5
Graduate Diploma in Legal Practice	\$6,869	\$6,869	1	APS6	30
Graduate Diploma Economics	\$5,148	\$5,148	1	EL2	98
Graduate Diploma in Commerce	\$2,675	\$2,675	1	APS6	65
Graduate Diploma in Museum Studies	\$353	\$353	1	APS6	30
Chartered Professional Accounting	\$815	\$815	1	EL1	35.5
Management Essentials Training	\$7,211	\$240	30	APS6 and EL1	Nil
Productive Working Relationships	\$7,301	\$912	8	APS6 and EL1	Nil
The Art of Presentation – 2 x workshops	\$19,868	\$1241	16	Various	Nil
Managers WHS Responsibilities	\$4,120	\$374	11	Various	Nil
Employees Work Health & Safety Responsibilities – snapshot	\$300	\$5.80	52	Various	Nil
AQIS Accreditation Training	\$300	\$150	2	1xEL2, 1xEL1	Nil
Business Continuity Exercise	\$4,125	\$412	10	Various	Nil
First Aid Level 2	\$203	\$203	1	APS6	Nil

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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)
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

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ANSWERS TO QUESTIONS ON NOTICE

**Department of Regional Australia, Local Government, Arts and Sport**

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**Answer:**

1-3. Between 1 July 2012 and 30 September 2012, DRALGAS spent \$1,950 in total on executive coaching and/or other leadership training services. Details are as follows:

Name of service provider	Name and nature of the service	Total spend	Description of fees (per hour/package)	Employees offered services	Employees utilised services and classification	Hours study leave granted*	One on one or group based	Total hours involved for all services	Location used	Costs incurred by Dept to use the location
Best Practice Consulting	Executive Coaching	\$400	Per session	1	1 x EL1	Nil	One on one	1	DRALGAS premises	Nil
Institute of Chartered Accountants	Leading for Excellence training course	\$1550	Per participant per course	2	2 (1x EL1, 1x EL2)	Nil	Group	7.5	Providers premises	Nil

\*Employees are not required to access study leave for executive coaching and/or attendance at leadership training.

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 2**

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

## Senate Rural and Regional Affairs and Transport Legislation Committee

### ANSWERS TO QUESTIONS ON NOTICE

Department of Regional Australia, Local Government, Arts and Sport

### Supplementary Budget Estimates 16 October 2012

**Answer:**

Details of executive coaching and leadership training for 2011-12 to the end of May 2012 were provided in the answer to Budget Estimates Question 80 on 24 May 2012. From 1 June 2012 to 30 June 2012, executive coaching and/or other leadership training services purchased by DRALGAS totalled **\$15,604**.

Details are as follows:

Name of service provider	Name and nature of the service	Total spend	Description of fees (per hour/package)	Employees offered services	Employees utilised services and classification	One on one or group based	Study leave granted*	Total hours involved for all services	Location used	Costs incurred to use the location
Australian Public Service Commission	Executive Level Transition – Training Course	\$577	Per single course attendance	1	1 APS6	Group	Nil	7.5	Provider premises	Nil
Australian Public Service Commission	Career Development Assessment Centre	\$11,750	Per single assessment centre participation	1	1 EL2	Group	Nil	25	Venue organised by provider	Nil
Australian Public Service Commission	EL2 Transition – Training Course	\$577	Per single course attendance	1	1 EL2	Group	Nil	7.5	Provider premises	Nil
Best Practice Consulting	Executive Coaching	\$2,700	Per session	3	3 (2 x EL1, 1 x APS6)	One on one	Nil	5	DRALGAS premises	Nil

\*Employees are not required to access study leave for executive coaching and/or attendance at leadership training.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Answer:**

The Department has not purchased any media training services for the financial year to date.



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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Answer:**

The Department did not purchase any media training services in FY 2011-12.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. Under the Paid Parental Leave Scheme, employees are required to register to be eligible for the scheme. The Department of Regional Australia, Local Government, Arts and Sport currently has 15 employees registered for the Paid Parental Leave scheme.
2. The Department of Regional Australia, Local Government, Arts and Sport, and its portfolio agencies currently provides its employees with payments under the Government's Paid Parental Leave scheme.

The Department has provided nine employees with payments under the scheme in this financial year to date:

- APS4 – 1
- APS6 – 3
- EL1 – 3
- EL2 – 2

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

The Department of Regional Australia, Local Government, Arts and Sports, and its portfolio agencies provide employees with payments under the Government's Paid Parental Leave scheme.

For the 2011-2012 financial year, nine departmental staff received payments under the Paid Parental Leave scheme, broken down in the following classifications:

- APS3 – 1
- APS4 – 2
- APS6 – 2
- EL1 – 4

Please note: Office for the Arts and Office for Sport were transferred to the DRALGAS as a result of a machinery of government change, with the move taking place effective 16 February 2012. Paid Parental Leave payments prior to this date for Office of the Arts and Office for Sports cannot be reported on.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 187**

**Topic: Training for Portfolio Ministers 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:**

1. to 3.

Nil.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

1. to 3.

For the period 1 – 30 June 2012 (since responding to Senator Heffernan's question from Budget Estimates), there has been no expenditure of this nature.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 189**

**Topic: Corporate Cars - Changes since Budget Estimates**

**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 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:**

1. There have been no changes in relation to departmental owned vehicles since May 2012.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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:**

- a – e. There has been no change since the Department's response to the same question at Budget Estimates.



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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. The Department has spent \$46,719.45 on taxis in the period 1 July – 30 September 2012.

A breakdown by business group is as follows:

<b>Business Group</b>	<b>Expense \$</b>
Executive	\$416.66
Corporate Services	\$20,196.79
Office for the Arts	\$11,165.84
Office for Sport	\$316.27
National Portrait Gallery	\$3,988.50
Regional Policy & Strategy	\$2,590.82
Regional Development Priorities & Programs	\$6,969.42
Local Government & Territories	\$1,075.15
<b>Total</b>	<b>\$46,719.45</b>

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

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. Since responding to Senator Heffernan's previous question on notice covering the period 1 July 2011 to 31 May 2012, the Department has spent \$17,078.04 on taxis in the period 1 June 2012 to 30 June 2012.

A breakdown by business group is as follows:

<b>Business Group</b>	<b>Expense \$</b>
Executive	\$37.84
Corporate Services	\$7,765.11
Office for the Arts	\$1,227.39
Office for Sport	\$244.34
National Portrait Gallery	\$296.00
Regional Policy & Strategy	\$677.33
Regional Development Priorities & Programs	\$4,050.52
Local Government & Territories	\$2,779.51
<b>Total</b>	<b>\$17,078.04</b>

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

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 193**

**Topic: Credit Cards 2012-13**

**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. 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. There are 42 administered credit cards:

Employment Classification	No. of CC Holders
APS2	1
APS3	1
APS6	9
EL1	12
EL2	16
SEB1	2
SEB2	1
Total	42

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

There are 235 departmental credit cards:

Employment Classification	No. of CC Holders
APS3	3
APS4	10
APS5	25
APS6	42
EL1	76
EL2	51
SEB1	19
SEB2	6
SEB3	2
Secretary	1
Total	235

2. Since Budget Estimates 2012-13 (May 2012):
- a. There has been no change in Departmental procedures since the response provided in question number 86.
  - b. There has been no change in Departmental procedures since the response provided in question number 86.
  - c. There has been no change in Departmental procedures since the response provided in question number 86.
  - d. There have been two instances of inadvertent personal use on corporate credit cards (1 x APS 5, 1 x APS 6). All funds related to these transactions have been repaid to the Department. There were no findings of fraud as a result of these two transactions.
  - e. There has been no change in Departmental procedures since the response provided in question number 86.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 194**

**Topic: Credit Card Misuse 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:**

In 2011-12, there were six instances of inadvertent personal use (1 x EL 2, 3 x EL 1 and 2 x APS 6). All funds related to these transactions have been repaid to the Department. There were no findings of fraud as a result of these six transactions. A full investigation was undertaken into one of the instances where the credit card was used for private use. As a result of these investigations, a code of conduct breach was recorded due to the time it took for the amount to be repaid to the Department.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

**Question: 195**

**Topic: Provision of Equipment 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 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 for this financial year to date.
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. Please see response to Question 128.
2. Please see response to Question 128.
3. Please see response to Question 129.
4. Not applicable.
5. Please see response to Question 128.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. See question 195.
2. See question 195.
3. See question 195.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. There has been no change to the department's electricity purchasing agreement since the Budget Estimates 2011-12.
2. The department's electricity costs for 25 May – 30 June 2012 are \$15,902.36.
3. The department's electricity costs this financial year to 30 September is \$57,422.36



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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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. The department did not purchase any shredders in June 2012.
2. The department has not purchased any shredders in the time since the last Budget Estimates 2011-12 (May 2012).

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 2**

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

**Answer:**

The Framework released in 2010 by the Department of the Attorney General to replace the previous protective security management and information security manual has 33 mandatory requirements which departments/agencies are required to implement by the 1 July 2013 and report compliance annually commencing August 2013.

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

Category	Number of mandatory requirements	Status
Governance	13	Significant progress has been made with all relevant policies under review and a Governance framework submitted for ratification.
Personnel Security	6	The Department has established a security section to oversee personnel security including processes to capture security clearances,

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**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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		progress clearances through the Australian Government Security Vetting Agency (AGSVA), review requirements for clearances based on role and undertake follow-up action as required.
Information Security	7	The Department receives ICT services from other Commonwealth agency and is governed by the Information Security policies and procedures of those agencies.
Physical Security	7	The Department has commenced a program of audits to review the physical security of the locations of all the Department's offices to ensure compliance or note remediation activities for these facilities.

Continued progress is subject to resource availability with exceptions being reported through our Minister in the annual compliance reporting.

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**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: 6**

1. 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:**

- 1 a) Department of Regional Australia, Local Government, Arts and Sport

b) Location	c) Leased or Owned	d) Size (sqm)	e) No. & Classification of Staff	f) If rented, cost per square metre	g) If owned, value	h) If owned, depreciation	i) Type and function of work
140-180 City Walk Canberra ACT	L	10,873	448  Secretary to APS 2	\$390	NA	NA	Central office
Village Road Jervis Bay	O	344  (shared with SEW- PAC)	Four  EL1 to APS3	NA	The Jervis Bay Territory Administration Building is owned by the Commonwealth and administered by this		Outcome 2

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

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					Department. As at 31 March 2012 the depreciated book value was \$344,000		
Section 28 King Edward Terrace Parkes ACT	O	15,960	51 SES Band 1 to APS 2	NA	Value: \$87 million Depreciation: 40 Years \$2.4 million/ per annum		International Gallery/ Museum Complex Outcome 3
NSW							
24 Beaumont St Newcastle NSW	L	314	Four EL1 to APS4	\$278	NA	NA	Outcome 1
Unit C, 50 -54 Rosebery Ave Rosebery NSW	L	Not available	Four EL1 to APS4	\$152,499 per annum flat fee	NA	NA	Outcome 3
Level 1 - 179A Anson St Orange NSW	L	238	5.5 EL1 to APS4	\$326	NA	NA	Outcome 1
87-89 Market St Wollongong NSW	L	166	3.5 EL1 to APS4	\$345	NA	NA	Outcome 1
17 Duke St Coffs Harbour NSW	L	**	1 x APS6	\$19,468 per person per annum	NA	NA	Outcome 3
65 Church St Dubbo NSW	L	**	1 x APS6	\$19,468 per person per	NA	NA	Outcome 3

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

				annum			
QUEENSLAND							
Level 1 100 Creek St Brisbane QLD	L	**	Two EL1 to APS4	\$19,468 per person per annum	NA	NA	Outcome 3
155 Hugh St Townsville QLD	L	239	Six EL1 to APS4	\$56,433	NA	NA	Outcome 1
Level 8 38 Sheridan St Cairns QLD	L	**	1 x APS5	\$19,468 per person per annum	NA	NA	Outcome 3
NORTHERN TERRITORY							
Level 7 TIO Bldg 24 Mitchell St Darwin NT	L	**	Vacant	\$6,953 per annum	NA	NA	Outcome 1
Level 5 Jacana House 39-41 Woods St Darwin NT	L	**	Five EL1 to APS5	\$19,468 per person per annum	NA	NA	Outcome 3 and 4
Level 2 Jock Nelson Bldg 16 Hartley St Alice Springs NT	L	**	Five EL2 to APS4	\$19,468 per person per annum	NA	NA	Outcome 3
WESTERN							

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

**ANSWERS TO QUESTIONS ON NOTICE**

**Department of Regional Australia, Local Government, Arts and Sport**

**Supplementary Budget Estimates 16 October 2012**

AUSTRALIA							
Level 21 2 Esplanade St Perth WA	L	307	10.8 EL2 to APS2	\$520	NA	NA	Outcome 1
Level 15 35 St George Terrace Perth WA	L	226	Seven EL 1 to APS4	\$603	NA	NA	Outcome 3 & 4
1 Short St Broome WA	L	**	1 x APS6	\$19,468 per person per annum	NA	NA	Outcome 3
SOUTH AUSTRALIA							
38 – 40 Stirling Road, Port Augusta	L	**	Four EL2 to APS 3	\$19,468 per person per annum	NA	NA	Outcome 3
Level 18 ANZ House 11 Weymouth St Adelaide SA	L	**	Seven EL2 to APS5	\$19,468 per person per annum	NA	NA	Outcome 1 & 3
VICTORIA							
Level 3 Casselden Place 2 Lonsdale St Melbourne VIC	L	**	Five SES B1 to APS4	\$19,468 per person per annum	NA	NA	Outcome 1 & 3

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845 High St Armadale NSW	L	Not available	Three APS6 to APS4	\$123,932 per annum	NA	NA	Outcome 3
52 Mitchell St, Bendigo	L	150	Three EL2 to APS 5	\$245	NA	NA	Outcome 1
TASMANIA							
Level 4 22 Elizabeth St Hobart TAS	L	112	Three EL2 to APS5	\$309	NA	NA	Outcome 1
TERRITORIES							
Indian Ocean Territories Administration Building Christmas Island	O	Not available	Two EL2 to APS6	N/A	The Administration Building on Christmas Island is owned by the Commonwealth and administered by this Department. As at 31 March 2012 the depreciated book value was \$723,000		Outcome 2
Administration Building Quality Row Norfolk Island	O	Not available	Two EL1 to APS6	N/A	The Administration Building on Norfolk Island is owned by the Commonwealth and administered by this Department. As at 31 March 2012 the depreciated book value was \$3,313,000		Outcome 2
		Key					



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NA		Not Available
•		Source Portfolio Additional Estimates Statement 2011-12
**		Staff are co-located with another Australian Government Department under a Memorandum of Understanding
		Type and Function of Work: Department of Regional Australia, Local Government, Arts and Sport
Outcome 1:		Coordinated community infrastructure and services in rural, regional and local government areas through financial assistance.
Outcome 2:		Good governance in the Australian Territories through the maintenance and improvement of the overarching legislative framework for self-governing territories, and laws and services for non self-governing territories.
Outcome 3:		Participation in, and access to, Australia's arts and culture through developing and supporting cultural expression.
Outcome 4:		Improved opportunities for community participation in sport and recreation, and excellence in high-performance athletes, including through investment in sport infrastructure and events, research and international cooperation.

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**Question: 201**

**Topic: PR / Communications / 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: 5**

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:**

Responses below relate to the Department:

- a. 16 staff

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Classification	No.	Type of work undertaken	Location
SES	1	<p>Oversee the development and delivery of a strategic framework to support the delivery of communications in the Department and by portfolio ministers, relationship management, stakeholder engagement, strategic communications advice on government information campaigns.</p> <p>Communication responsibilities include the Regional Development Australia Fund communications activities, Portfolio Communications Strategy, Peer Review Group, overseeing arts and sports related communications activities and Whole of Government communications.</p>	Canberra

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EL2	3	<p>Lead and manage teams to deliver:</p> <ul style="list-style-type: none"><li>• communication strategies on portfolio initiatives such as the Prime Minister’s Literary Awards, Tasmanian Economic Diversification Package, Murray-Darling assistance and Northern Australia Ministerial Forum.</li><li>• media liaison and issues management including the MV Tycoon response at Christmas Island.</li><li>• speechwriting and editorial for example key note addresses for major visits including India and China and speechwriting protocols for the Department.</li><li>• corporate communications and online engagement including the development and implementation of internal communications.</li><li>• online marketing to drive visits to the myregion website.</li><li>• stakeholder engagement across a range of initiatives including the myregion website.</li><li>• print management</li><li>• graphic design such as the annual Local Government report.</li> <li>• Branding and branding advice to the Department and stakeholders.</li></ul>	Canberra
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EL1	5.2	<p>Deliver communication activities including:</p> <ul style="list-style-type: none"> <li>• communication strategies</li> <li>• media materials</li> <li>• speeches and editorial</li> <li>• online communications</li> <li>• internal communications</li> <li>• whole-of-government communications</li> <li>• stakeholder engagement</li> </ul>	<p>Canberra 4.2 Wollongong 1</p>
APS6	4	<p>Deliver communications activities including</p> <ul style="list-style-type: none"> <li>• communication strategies</li> <li>• media materials</li> <li>• speeches and editorial</li> <li>• online communications</li> <li>• internal communications</li> <li>• whole-of-government communications</li> <li>• stakeholder engagement</li> </ul>	<p>Canberra</p>
APS5	2	<p>Assist to deliver communication and administrative assistance including:</p> <ul style="list-style-type: none"> <li>• publications</li> <li>• graphic design</li> <li>• media materials</li> <li>• administration support</li> </ul>	<p>Canberra</p>

b. Nil

c. one; EL1, Corporate communications and online engagement; Canberra