

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

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Infrastructure and Regional Development**

**Question no.:** 01

**Program:** n/a

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

**Topic:** Machinery of Government Changes

**Proof Hansard Page/s:** 6 (18/11/2013)

**Senator Lines asked:**

**Senator LINES:** Can you provide the committee with a breakdown of all the costs, including the costs of staff time, associated with the change. You have said about \$2,000 in changing your letterheads et cetera, so can you give us a breakdown of the other costs.

**Mr Banham:** Our best estimate at this moment for the actual physical change is about \$6,000, and that was almost all going towards removalists to help people move furniture and equipment.

**Senator LINES:** And staff costs?

**Mr Banham:** We do not have a breakdown. We did not record the detail of staff costs.

**Senator LINES:** Given that you were leading, what would you estimate that to be?

**Mr Banham:** As I mentioned earlier, it does vary. For some people it was marginal, and some people would have spent a few days working on it.

**Senator LINES:** But for you it was 20 per cent of your time.

**Mr Banham:** For me it was 20 per cent.

**Senator LINES:** Can you get that cost, please?

**Mr Mrdak:** We will take that on notice and just see what further detail we can provide.

**Senator LINES:** That is a bit frustrating, because we have the person here who led the change, who cannot give us a sense of—if I were leading change, I would be able to say to you, 'Look, it involved this much staff time; therefore it is this cost.' I do not really think it should be a question on notice.

**Senator Sinodinos:** I think if you want accurate information, Senator, it is better to do it as a question on notice. I think the question should also cover the savings from bringing two departments together.

**Senator LINES:** I will put on notice my question of what the costs were, thank you—and thank you, Senator Sinodinos.

**Answer:**

The final cost for removalist charges for relocating staff and equipment associated with the machinery of government changes was \$75, 000.

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**Infrastructure and Regional Development**

**Question no.:** 02

**Program:** n/a

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

**Topic:** Sick Leave

**Proof Hansard Page/s:** 8 (18/11/2013)

**Senator Gallacher asked:**

**Senator GALLACHER:** Just to stick on the theme of efficiency and staffing levels, where people are going to be based and just to go to the normal costs of operation, since September this year how many sick days have been taken by your departmental officers?

**Mr Mrdak:** I think the average for the year is about 4.5 days per employee.

**Senator GALLACHER:** So 1,200 times 4.5?

**Mr Mrdak:** I think the average is about 4.5 days.

**Mr Banham:** It is 4.95.

**CHAIR:** Are you able to model whether they occur around long weekends, the footy final and those sorts of things?

**Mr Mrdak:** We do look very closely at such leave arrangements. There is not a pattern like that.

**Senator GALLACHER:** What is the cost—we are looking at taxpayers' dollars here. So if you have 4.9 or five days times 1,200, what does that actually cost in dollar terms?

**Mr Mrdak:** I do not have that detail with me. I will have to take it on notice. We obviously do, under our collective agreement, make provision for people to have a certain number of days, which is sick and personal leave. We would obviously factor that into our planning for the year. But I do not have any exact figures. I will take that on notice if that is okay.

**Answer: Using the pay rate**

Using the salary of an APS 5.1 classification (\$67,635) as the median salary rate and a departmental workforce of 1,200 gives an approximate annual PCL (leave) salary cost of \$1,528,000.

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**Infrastructure and Regional Development**

**Question no.:** 03

**Program:** n/a

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

**Topic:** Extended Sick Leave

**Proof Hansard Page/s:** 8 (18/11/2013)

**Senator Gallacher asked:**

**Senator GALLACHER:** How many staff do you have on extended sick leave?

**Mr Mrdak:** Again, I would have to check. I will take that on notice. It is a very small number who have some very serious health conditions, but we manage those in accordance with our requirements.

**Answer:**

The Department has 17 employees on extended sick leave (greater than 10 working days).

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**Infrastructure and Regional Development**

**Question no.:** 04

**Program:** n/a

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

**Topic:** Division of Ministerial Responsibilities

**Proof Hansard Page/s:** 9-10 (18/11/2013)

**Senator Lines asked:**

**Senator LINES:** Can you detail the division of responsibilities between Minister Truss and Assistant Minister Briggs?

**Mr Mrdak:** Yes. Assistant Minister Briggs has been given a number of specific responsibilities. They are, firstly, for the delivery of the government's significant infrastructure investment package, particularly the government's commitments to the Urban Roads projects, which, as you are aware, are significant commitments by the government in investment. Minister Briggs has responsibility for implementation of those projects. He also has responsibility for infrastructure investment financing reform—funding and financing options for the future of infrastructure investment. He also has particular responsibility for territories within the portfolio. In addition to that, he is also dealing with matters relating to road safety and vehicle standards.

**Senator LINES:** Have those arrangements been finalised or could they change on receipt of a charter letter from the Prime Minister?

**Mr Mrdak:** They have been finalised on the advice provided by the Prime Minister to the Deputy Prime Minister.

**Senator LINES:** Where are these arrangements recorded? Can we find them?

**Mr Mrdak:** They are set out in the way the department operates, and I will check, but I think the details have been publicly made known by ministers in their public comments.

**Answer:**

As portfolio Minister, the Deputy Prime Minister is responsible for all aspects of the Government's agenda for Infrastructure and Regional Development. Specific responsibilities, as stated, have been provided to Assistant Minister Briggs and both Ministers have or will comment publicly on their responsibilities as issues warrant it.

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

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Infrastructure and Regional Development**

**Question no.:** 05

**Program:** n/a

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

**Topic:** Briefings and Submissions

**Proof Hansard Page/s:** 10 (18/11/2013)

**Senator Lines asked:**

**Senator LINES:** How many briefings and submissions have you made?

**Mr Mrdak:** I would have to take that on notice. It would be a rather large number, I would imagine.

**Senator LINES:** I would want to know how many were information briefs and how many were decision briefs.

**Mr Mrdak:** We provide briefs to ministers which require action in terms of decisions. I can take on notice how many briefs have been provided.

**Answer:**

504 briefs were provided from 7 September to close of business 30 November 2013.

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

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Infrastructure and Regional Development**

**Question no.:** 06

**Program:** n/a

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

**Topic:** Incoming Government Brief

**Proof Hansard Page/s:** 21 (18/11/2013)

**Senator Ludwig asked:**

**Senator LUDWIG:** Yes, but what I am asking you to do is to provide the incoming government brief to the same extent that you have just outlined—that is, redacted to that which is material that you do not wish to provide and leave the material that is in the public domain within the incoming government brief and make it available to the committee.

**Mr Mrdak:** We are handling it consistently. If that is an available option, then we will consider that as part of our decisions on the FOI request.

**Senator LUDWIG:** This is my request here in this committee; it is not in relation to an FOI request. Could you take that on notice?

**Mr Mrdak:** I will take that on notice, but your request does pertain to an FOI request and we are handling it in accordance with the legislation.

**Senator LUDWIG:** No. Can I say separately that this is not a committee that is subject to FOI or a response from you that the information is unavailable because of an FOI request. I am making a request as a senator of this committee. It is in relation to an incoming government brief. Your response is to this committee, not in relation to an FOI request. I may have misled you, so I will accept that.

**Mr Mrdak:** I now understand. Sorry, Senator; I accept what you are saying. I will take that on notice.

**Answer:**

Aspects of the Incoming Government Brief have been made available on the Department's website. A hard copy of the published information is attached for the Committee's convenience.

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**Infrastructure and Regional Development**

**Question no.:** 07

**Program:** n/a

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

**Topic:** Departmental Reviews

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Since 7 September 2013, how many new reviews have been commenced? Please list them including:
  - a. the date they were ordered;
  - b. the date they commenced;
  - c. the Minister responsible;
  - d. the department responsible;
  - e. the nature of the review;
  - f. their terms of reference;
  - g. the scope of the review;
  - h. whom is conducting the review;
  - i. the number of officers, and their classification level, involved in conducting the review;
  - j. the expected report date; and
  - k. if the report will be tabled in parliament or made public.
  
2. For any review commenced or ordered since 7 September 2013, have any external people, companies or contractors been engaged to assist or conduct the review?
  - a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names.
  - b. If so, please list their managing director and the board of directors or equivalent.
  - c. If yes, for each what are the costs associated with their involvement, broken down to each cost item.
  - d. If yes, for each, what is the nature of their involvement?
  - e. If yes, for each, are they on the lobbyist register? Provide details.
  - f. If yes, for each, what contact has the Minister or their office had with them?
  - g. If yes, for each, who selected them?
  - h. If yes, for each, did the Minister or their office have any involvement in selecting them?
    - i. If yes, please detail what involvement it was.
    - ii. If yes, did they see or provided input to a short list.
    - iii. If yes, on what dates did this involvement occur.
    - iv. If yes, did this involve any verbal discussions with the department.
    - v. If yes, on what dates did this involvement occur.

**Answer:**

**Department of Infrastructure and Regional Development**

Aviation Safety Regulation Review

1. Yes, Aviation Safety Regulation Review
  - a. The review results from a 2013 election commitment.
  - b. 14 November 2013.
  - c. Deputy Prime Minister and Minister for Infrastructure and Regional Development.

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- d. Department of Infrastructure and Regional Development.
  - e. External review of aviation safety regulation in Australia.
  - f. See Attachment A.
  - g. See Attachment A.
  - h. Mr David Forsyth AM, Mr Don Spruston and Mr Roger Whitefield.
  - i. SES1 x 1, EL2 x 1, EL1 x 1, APS6 x 1, APS4 x 1.
  - j. May 2014.
  - k. This is a matter for Government.
2. Yes
- a. Mr David Forsyth AM, Mr Don Spruston, Mr Roger Whitefield, Mr Phillip Reiss (trading as Reiss Aviation).
  - b. Each person listed at 2.a. above is engaged as an individual or sole-trader.
  - c. Each person listed at 2.a. above is engaged at a rate of \$1,500.00 per day ex GST plus reasonable expenses incurred.
  - d. Each person listed at 2.a. above is engaged to provide advisory services.
  - e. None of the people listed at 2.a. above are on the lobbyist register.
  - f. The Minister met all four people listed at 2.a. above on 9 December 2013.
  - g. The Minister approved the selection of all four listed at 2.a. above on the basis of advice from the Department.
  - h. Yes.
    - i. The Minister approved the engagement of all four people on the basis of advice from the Department.
    - ii. Yes.
    - iii. Various dates in October/November 2013
    - iv. Yes.
    - v. Various dates in October/November 2013

National Road Safety Strategy

1. A review of the *National Road Safety Strategy 2011–2020* (NRSS) has commenced.
  - a. 15 November 2013
  - b. 15 November 2013
  - c. Assistant Minister for Infrastructure and Regional Development
  - d. Department of Infrastructure and Regional Development
  - e. In conjunction with state and territory governments, the Government will review the high-level content of the NRSS, assess implementation progress, and update the action priorities.
  - f. The terms of reference are provided at Attachment A.
  - g. The main aims of the review are to ensure that the goals, objectives and underlying principles of the 10-year NRSS remain appropriate and to recommend priority actions for the next three years.
  - h. The Department of Infrastructure and Regional Development is leading the review on behalf of all jurisdictions.
  - i. The review will involve three officers from the Department of Infrastructure and Regional Development: 1 SESB1, 1 EL2, 1 EL1.
  - j. A report is expected to be submitted to the Standing Council on Transport and Infrastructure (SCOTI) in November 2014.
  - k. The findings are expected to be released by SCOTI in November 2014.
2. No external people, companies or contractors have been engaged to assist or conduct the review.

**Airservices Australia**

Nil

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**Infrastructure and Regional Development**

**Australian Maritime Safety Authority**

Nil

**Australian Transport Safety Bureau**

Nil

**Civil Aviation Safety Authority**

Nil

**National Capital Authority**

Nil

**07 – Attachment A**

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

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates November 2013

**Infrastructure and Regional Development**

**Question no.:** 08

**Program:** n/a

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

**Topic:** Departmental Reviews

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Since 7 September 2013, what reviews are on-going? Please list them.
2. Since 7 September 2013, have any reviews been stopped, paused or ceased? Please list them.
3. Since Budget estimates, what reviews have concluded? Please list them.
4. Since 7 September 2013, how many reviews have been provided to Government? Please list them and the date they were provided.
5. When will the Government be responding to the respective reviews that have been completed?
6. What reviews are planned?
  - a. When will each planned review be commenced?
  - b. When will each of these reviews be concluded?
  - c. When will government respond to each review?
  - d. Will the Government release each review?
    - i. If so, when?
    - ii. If not, why not?

**Answer:**

**Department of Infrastructure and Regional Development**

1. One – Aircraft Noise Management - The review of the need for a curfew at Brisbane Airport
2. Nil
3. Nil
4. Nil
5. N/A
6. Nil

**Airservices Australia**

1. Nil
2. No
3. Nil
4. Nil
5. N/A
6. Nil

**Australian Maritime Safety Authority**

1. Nil
2. No
3. Nil
4. Nil
5. N/A
6. Nil

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**Infrastructure and Regional Development**

**Australian Transport Safety Bureau**

1. Nil
2. No
3. Nil
4. Nil
5. N/A
6. Nil

**Civil Aviation Safety Authority**

1. Nil
2. No
3. Nil
4. Nil
5. N/A
6. Nil

**National Capital Authority**

1. Nil
2. No
3. Nil
4. Nil
5. N/A
6. Nil

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**Question no.:** 09

**Program:** n/a

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

**Topic:** Commissioned Reports

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

Since 7 September 2013, how many Reports have been commissioned by the Government in your department/agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.

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

**Answer:**

**Department of Infrastructure and Regional Development**

Nil

**Airservices Australia**

Nil

**Australian Maritime Safety Authority**

Nil

**Australian Transport Safety Bureau**

Nil

**Civil Aviation Safety Authority**

Nil

**National Capital Authority**

Nil

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

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates November 2013

**Infrastructure and Regional Development**

**Question no.:** 10

**Program:** n/a

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

**Topic:** Briefings to Other Parties

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

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

**Answer:**

The Department appropriately responds to requests for information from the Australian Greens and Independent Members of Parliament as it does for other Members of Parliament and Senators. This includes preparation of information for ministerial correspondence, Parliamentary Questions on Notice, reports and briefings on portfolio issues.

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

ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Regional Development**

**Question no.:** 11

**Program:** n/a

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

**Topic:** Board Appointments

**Proof Hansard Page/s:** Written

**Senator Heffernan asked:**

1. Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments made from 7 September 2013 to date.

**Answer:**

1. As at 30 November 2013

<b>Title</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>AirServices Australia</b>	Air Chief Marshal Angus Houston, AC, AFC (Ret'd)	Chair	3 years	3/06/2012	2/06/2015
	Dr Warren Mundy	Deputy Chair	3 years	3/06/2011	2/06/2014
	Ms Fiona Balfour	Member	3 years	3/06/2013	2/06/2016
	Ms Samantha Betzien	Member	3 years	4/06/2012	3/06/2015
	Ms Annette Kimmitt	Member	3 years	6/06/2012	5/06/2015
	Mr Paul Lucas	Member	3 years	4/06/2012	3/06/2015
	Mr Anthony Mathews	Member	3 years	4/06/2012	3/06/2015
	Mr David Burden	Member	2 years	1/06/2012	31/05/2014
	Ms Margaret Staib, AM, CSC	CEO	Ex officio	N/A	
<b>Australian Maritime Safety Authority</b>	Mr Leo Zussino	Chair	3 years	22/11/2011	21/11/2014
	Mr Ross Brewer	Deputy Chair	3 years	1/03/2011	28/02/2014
	Dr Sarah Derrington	Member	3 years	8/05/2012	7/05/2015
	Dr Russell Reichelt	Member	3 years	10/08/2013	9/08/2016
	Captain Frederick Ross	Member	3 years	22/11/2011	21/11/2014
	Ms Jennifer Clark	Member	3 years	8/05/2012	7/05/2015
	Mr Stuart Richey AM	Member	3 years	1/07/2013	30/06/2016
	Mr Graham Peachey	CEO (ex officio)	3 years	4/05/2010	3/05/2015
	Officer of the Department of Infrastructure and Transport, Mr Andrew Wilson	Member	N/A	3/08/2009	N/A
<b>Australian Rail Track Corporation (Government Business Enterprise)</b>	Mr John Caldon	Chair	2 years	21/01/2013	20/01/2015
	Mr Barry Cotter	Director	3 years	18/03/2013	17/03/2016
	Mr Lucio di Bartolomeo	Director	3 years	5/08/2013	29/06/2016
	Ms Gillian Brown	Director	3 years	5/08/2013	29/06/2016
	Ms Lynelle Briggs	Director	3 years	10/11/2011	9/11/2014
	Ms Pamela Catty	Director	3 years	18/03/2013	17/03/2016
	Vacant	Director	N/A	N/A	N/A
	Mr John Fullerton	CEO and Managing Director	5 years	1/02/2011	31/01/2016
<b>Australian Transport Safety Bureau</b>	Mr Martin Dolan	Chief Commissioner	5 years	30/06/2013	30/06/2014
	Mr Noel Hart	Commissioner	3 years	1/07/2012	30/06/2015
	Ms Carolyn Walsh	Commissioner	3 years	8/03/2013	7/03/2016

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<b>Title</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>Civil Aviation Safety Authority</b>	Mr John McCormick	Chief Executive Officer, Director of Aviation Safety (ex officio)	5 years	1/03/2009	28/02/2014
	Mr Trevor Danos	Member	3 years	1/07/2012	30/06/2015
	Ms Helen Gillies	Member	2 years	1/07/2012	30/06/2014
	Dr Allan Hawke	Chair	3 years	1/07/2012	30/06/2015
	Mr David Gray	Member	3 years	1/07/2012	30/06/2015
<b>Infrastructure Australia</b>	Sir Rod Eddington	Chair	3 years	3/05/2011	8/04/2014
	Dr Ian Watt AO	Member	3 years	31/10/2011	30/10/2014
	Dr Martin Parkinson	Member	3 years	3/05/2011	2/05/2014
	Mr Jim Hallion	Member	3 years	21/05/2011	20/05/2014
	Ms Kerry Schott	Member	3 years	21/05/2011	20/05/2014
	Mr Anthony Kannis	Member	3 years	21/05/2011	20/05/2014
	The Hon Mark Birrell	Member	3 years	21/05/2011	20/05/2014
	Professor Peter Newman	Member	3 years	21/05/2011	20/05/2014
	Vacant	Member	N/A	N/A	N/A
	Mr Phil Hennessy	Member	3 years	21/05/2011	20/05/2014
	Cr Nicole Lockwood	Member	3 years	21/05/2011	20/05/2014
	Ms Elana Rubin	Member	3 years	21/05/2011	20/05/2014
<b>Infrastructure Coordinator</b>	Mr Michael Deegan	Infrastructure Coordinator	5 years	01/07/2013	30/06/2018
<b>Inspector of Transport Security</b>	Mr Andrew Hughes APM	Inspector	3 years	8/06/2012	7/06/2015
<b>International Air Services Commission</b>	Dr Jill Walker	Chairperson	3 years	9/02/2011	8/02/2014
	Mr John King	Member	3 years	1/07/2013	30/06/2016
	Dr Ian Douglas	Member	3 years	8/11/2012	7/11/2015
<b>Moorebank Intermodal Company (Government Business Enterprise)</b>	Dr Kerry Schott	Chairperson	3 years	13/12/2012	12/12/2015
	Ms Claire Filson	Director	3 years	13/12/2012	12/12/2015
	Mr Andrew Fraser	Director	3 years	13/12/2012	12/12/2015
	Mr Ray Wilson	Director	3 years	13/12/2012	12/12/2015
	Mr Stephen Williams	Director	3 years	13/12/2012	12/12/2015
	Mr Paul Binstead	Director	3 years	8/05/2013	7/05/2016
	Mr Christopher Brown	Director	3 years	8/05/2013	7/05/2016
	Ms Zorana Bull	Director	3 years	8/05/2013	7/05/2016
	Ms Louise Thurgood	Director	3 years	8/05/2013	7/05/2016
	Mr Ian Hunt	CEO	N/A	25/06/2013	N/A
<b>National Capital Authority</b>	Ms Shelley Penn	Chair	2 years	14/06/2012	31/12/2014
	Mr Peter Core	Member	5 years	18/06/2009	17/06/2014
	Mr Andrew Smith	Chief Executive Officer	3 months	4/10/2013	4/01/2014
	2 x Vacancies	Member	N/A	N/A	N/A
<b>National Transport Commission</b>	Mr Greg Martin PSM	Chair/Commissioner	6 months	1/07/2013	31/12/2013
	Professor Ian Johnston	Deputy Chair	6 months	1/07/2013	31/12/2013
	Ms Julie-Anne Schafer	Ordinary Member	6 months	1/07/2013	31/12/2013
	Mr Bill Noonan OAM	Ordinary Member	6 months	1/07/2013	31/12/2013
	Professor Frank Muller	Ordinary Member	6 months	1/07/2013	31/12/2013
	Mr Paul Retter AM	CEO	N/A	8/07/2013	Ex officio

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<b>Boards</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>Regional Development Australia (RDA) ACT Australian Capital Territory</b>	Mr Craig Sloan	Chair	4 years	16/07/2010	30/06/2014
	Prof Barbara Norman	Deputy Chair	4 years	16/07/2010	30/06/2014
	Ms Jean McIntyre	Member	4 years	16/07/2012	30/06/2016
	Ms Christine Macauley	Member	4 years	16/07/2010	28/06/2014
	Mr Des Walsh	Member	4 years	16/07/2010	28/06/2014
	Mr Gary Chapman	Member	4 years	16/07/2010	30/06/2014
	Mr Adrian Best	Member	4 years	1/07/2012	30/06/2016
	Mr Peter Elford	Member	4 years	1/07/2012	30/06/2016
	Ms Susan Still	Member	4 years	1/07/2012	30/06/2016
<b>RDA NSW Central Coast</b>	Vacant	Member	N/A	N/A	N/A
	Vacant	Chair	N/A	N/A	N/A
	Mr Phil Walker	Deputy Chair	3 years	21/12/2011	30/06/2015
	Ms Katie Smith	Member	3 year	21/12/2011	30/06/2014
	Ms Kim Williams	Member	3 year	21/12/2011	30/06/2014
	Ms Lynette Webster (Cr)	Member	3 year	21/12/2011	30/06/2014
	Mr Christopher King	Member	3 years	21/12/2011	30/06/2015
	Mr Laurence Maher	Member	3 years	21/12/2011	30/06/2015
	Mr David Humphries	Member	4 years	21/12/2011	30/06/2015
Mr John Davidson	Member	4 years	21/12/2011	30/06/2015	
3 x Vacancies	Member	N/A	N/A	N/A	
<b>RDA NSW Central West</b>	Mr Sandy Morrison	Chair	1 year	30/06/2013	30/06/2014
	Mr Gavin Priestley	Deputy Chair	1 year	30/06/2013	30/06/2014
	Ms Kathryn Woolley	Member	1 year	30/06/2013	30/06/2014
	Mr David Sherley	Member	1 year	30/06/2013	30/06/2014
	Mr Garry Styles	Member	1 year	30/06/2013	30/06/2014
	Mr John Magill	Member	1 year	30/06/2013	30/06/2014
	Mr David Carter	Member	4 years	21/12/2011	30/06/2015
	Mr Mark Burdack	Member	4 years	21/12/2011	30/06/2015
	Mr Reg Kidd	Member	4 years	21/12/2011	30/06/2015
	Ms Emma Thomas	Member	4 years	21/12/2011	30/06/2015
	Ms Kate Baxter	Member	4 years	21/12/2011	30/06/2015
	Ms Libby Skipworth	Member	4 years	21/12/2011	30/06/2015
<b>RDA NSW Far West</b>	Ms Robyn Edgecumbe	Chair	4 years	21/12/2011	30/06/2014
	Ms Darriea Turley (Cr)	Deputy Chair	4 years	21/12/2011	30/06/2014
	Mr John Harris	Member	4 years	21/12/2011	30/06/2015
	Mr Jason King	Member	4 years	21/12/2011	30/06/2015
	Mr Terry Smith	Member	4 years	21/12/2011	30/06/2015
	Ms Sue Andrews	Member	4 years	21/12/2011	30/06/2015
6 x Vacancies	Member	N/A	N/A	N/A	
<b>RDA NSW Hunter</b>	Ms Gaye Hart AM	Chair	1 year	30/06/2013	30/06/2014
	Mr John Tate	Deputy Chair	1 year	30/06/2013	30/06/2014
	Ms Julie Lyford	Member	1 year	30/06/2013	30/06/2014
	Mr Neville Sawyer AM	Member	1 year	30/06/2013	30/06/2014
	Mr Paul Hughes	Member	4 years	21/12/2011	30/06/2015
	Dr Cameron Archer AM	Member	4 years	21/12/2011	30/06/2015
	Mr Gary Kennedy	Member	4 years	21/12/2011	30/06/2015
	Mr Geoff Lilliss	Member	4 years	21/12/2011	30/06/2015
	Mr John Lyons	Member	4 years	21/12/2011	30/06/2015
	Ms Susan Ivens	Member	4 years	21/12/2011	30/06/2015
	Ms Lee Watts (Cr)	Member	4 years	21/12/2011	30/06/2015
Vacant	Member	N/A	N/A	N/A	
<b>RDA NSW Illawarra</b>	Mr Eddy de Gabriele	Chair	4 years	21/12/2011	30/06/2015
	Mr Roger Summerill OAM	Deputy Chair	1 year	30/06/2013	30/06/2014
	Ms Annelies Voorthuis	Member	1 year	30/06/2013	30/06/2014
	Ms Leanne Taylor	Member	1 year	30/06/2013	30/06/2014
	Mr Christopher Quigley	Member	1 year	30/06/2013	30/06/2014

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<b>Boards</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>RDA NSW Illawarra (Continued)</b>	Mr Arthur Rorris	Member	1 year	30/06/2013	30/06/2014
	Mr Craig Osbourne	Member	4 years	21/12/2011	30/06/2015
	Mr Daniel Rowan	Member	4 years	21/12/2011	30/06/2015
	Mr Warwick Shanks	Member	4 years	21/12/2011	30/06/2015
	Ms Helen Backhouse	Member	4 years	21/12/2011	30/06/2015
	Ms Dianne Murray	Member	4 years	21/12/2011	30/06/2015
	Vacant	Member	N/A	N/A	N/A
<b>RDA NSW Mid North Coast</b>	Mr Tony Marshall	Chair	4 years	21/12/2011	30/06/2015
	Mr Richard Wilson	Deputy Chair	1 year	30/06/2013	30/06/2014
	Ms Jan Strom	Member	1 year	30/06/2013	30/06/2014
	Mr Stewart Dowick	Member	4 years	21/12/2011	30/06/2015
	Mr Richard O'Leary	Member	4 years	21/12/2011	30/06/2015
	Mr Jim Hutcheon	Member	4 years	21/12/2011	30/06/2015
	Mr Tony Rothacker	Member	4 years	21/12/2011	30/06/2015
	Ms Andrea Caldwell	Member	4 years	21/12/2011	30/06/2015
	Ms Dawn Thornton	Member	4 years	21/12/2011	30/06/2015
	Ms Jacquie Houlden	Member	4 years	21/12/2011	30/06/2015
	Ms Jo-Anne Stavely	Member	4 years	21/12/2011	30/06/2015
	Vacant	Member	N/A	N/A	N/A
	<b>RDA NSW Murray</b>	Mr Peter Crowe	Chair	4 years	21/12/2011
Ms Jennifer Weller		Deputy Chair	4 years	21/12/2011	30/06/2015
Ms Margaret Thomas (Cr)		Member	1 year	30/06/2013	30/06/2014
Mr Chistopher Ryan		Member	1 year	30/06/2013	30/06/2014
Mr Brian Mitsch (Cr)		Member	4 years	21/12/2011	30/06/2015
Mr Chris Littlemore		Member	4 years	21/12/2011	30/06/2015
Mr Les Tomish		Member	4 years	21/12/2011	30/06/2015
Mr Mike Duncan		Member	4 years	21/12/2011	30/06/2015
Mr Pete Clinnick		Member	4 years	21/12/2011	30/06/2015
Ms Christine Sanger		Member	4 years	21/12/2011	30/06/2015
2 x Vacancies		Member	N/A	N/A	N/A
<b>RDA NSW Northern Inland</b>		Mr Mal Peters OAM	Chair	1 year	30/06/2013
	Mr Les Parsons	Deputy Chair	4 years	21/12/2011	30/06/2015
	Ms Heather Ranclaud	Member	1 year	30/06/2013	30/06/2014
	Mr Raymond Tait	Member	1 year	30/06/2013	30/06/2014
	Dr Neil Argent	Member	4 years	21/12/2011	30/06/2015
	Mr Ian Lobsey OAM	Member	4 years	21/12/2011	30/06/2015
	Ms Anita Taylor	Member	4 years	21/12/2011	30/06/2015
	Ms Jane Kreis	Member	4 years	21/12/2011	30/06/2015
	Ms Mel Dowell	Member	4 years	21/12/2011	30/06/2015
	Ms Sue Price	Member	4 years	21/12/2011	30/06/2015
	2 x Vacancies	Member	N/A	N/A	N/A
	<b>RDA NSW Northern Rivers</b>	Dr Ian Tiley	Chair	1 year	30/06/2013
Ms Lynne De Weaver		Deputy Chair	4 years	21/12/2011	30/06/2015
Ms Janet Wilson (Cr)		Member	1 year	30/06/2013	30/06/2014
Ms Rose Wright		Member	1 year	30/06/2013	30/06/2014
Mr Max Boyd		Member	1 year	30/06/2013	30/06/2014
Mr Ben Roche		Member	4 years	21/12/2011	30/06/2015
Mr Douglas Jardine		Member	4 years	21/12/2011	30/06/2015
Mr Murray Richardson		Member	4 years	21/12/2011	30/06/2015
Mr Terry Watson		Member	4 years	21/12/2011	30/06/2015
Mr Tony Radanovic		Member	4 years	21/12/2011	30/06/2015
Ms Gillian Gray		Member	4 years	21/12/2011	30/06/2015
Vacant		Member	N/A	N/A	N/A
<b>RDA NSW Orana</b>		Mr John Walkom (Cr)	Chair	1 year	30/06/2013
	Ms Belinda Colless	Deputy Chair	4 years	21/12/2011	30/06/2015
	Ms Louisa Kiely	Member	1 year	30/06/2013	30/06/2014
	Mayor Peter Shinton	Member	4 years	21/10/2011	30/06/2014
	Mr Kim Williams	Member	1 year	30/06/2013	30/06/2014

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<b>Boards</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>RDA NSW Orana (continued)</b>	Mr Allan Smith (Cr)	Member	1 year	30/06/2013	30/06/2014
	Mr Bill Burnheim	Member	4 years	21/12/2011	30/06/2015
	Mr Des Kennedy	Member	4 years	21/12/2011	30/06/2015
	Mr Ian Stanford	Member	4 years	21/12/2011	30/06/2015
	Mr Peter Gibbs	Member	4 years	21/12/2011	30/06/2015
	Mr Peter Yench	Member	4 years	21/12/2011	30/06/2015
<b>RDA NSW Riverina</b>	Mr Thomas Watson	Chair	4 years	1/11/2011	30/06/2014
	Mr Joseph Burns	Deputy Chair	4 years	1/11/2011	30/06/2014
	Mr Michael Rutledge (Cr) OAM	Member	4 years	1/11/2011	30/06/2014
	Mr William Thompson OAM	Member	1 year	30/06/2013	30/06/2014
	Mr Robert Tuck	Member	4 years	1/11/2011	30/06/2014
	Mr Brett Stonestreet	Member	4 years	21/12/2011	30/06/2015
	Mr Gary Lavelle	Member	4 years	21/12/2011	30/06/2015
	Mr Phil Pinyon	Member	4 years	21/12/2011	30/06/2015
	Ms Diana Gibbs	Member	4 years	21/12/2011	30/06/2015
	Ms Kerry Penton	Member	4 years	21/12/2011	30/06/2015
	Ms Margaret Andrezza	Member	4 years	21/12/2011	30/06/2015
	Ms Tracey Valenzisi	Member	4 years	21/12/2011	30/06/2015
<b>RDA NSW South Coast</b>	Mr Rob Pollock (Cr) OAM	Chair	1 year	30/06/2013	30/06/2014
	Mr John Lamont	Deputy Chair	4 years	21/12/2011	30/06/2015
	Ms Judith Reardon	Member	1 year	30/06/2013	30/06/2014
	Mr Peter Tegart	Member	1 year	30/06/2013	30/06/2014
	Mr Gary Smith	Member	1 year	30/06/2013	30/06/2014
	Mr Paul Anderson	Member	4 years	21/12/2011	30/06/2015
	Mr Russell Pigg	Member	4 years	21/12/2011	30/06/2015
	Mr Ken Merrifield	Member	4 years	21/12/2011	30/06/2015
	Mr Nick Machan	Member	4 years	21/12/2011	30/06/2015
	Mr Paul Goodwin	Member	4 years	21/12/2011	30/06/2015
	Mr Russell Fitzpatrick	Member	4 years	21/12/2011	30/06/2015
	Vacant	Member	N/A	N/A	N/A
<b>RDA NSW Southern Inland</b>	Mr Kenneth Prendergast	Chair	1 year	30/06/2013	30/06/2014
	Mr Brian Brown	Deputy Chair	4 years	21/12/2011	30/06/2015
	Ms Jayne Sellers	Member	1 year	30/06/2013	30/06/2014
	Dr Geoffery Pritchard	Member	1 year	30/06/2013	30/06/2014
	Mr John Vuvic	Member	1 year	30/06/2013	30/06/2014
	Mr John Bell	Member	4 years	21/12/2011	30/06/2015
	Mr David Guthery	Member	4 years	21/12/2011	30/06/2015
	Mr Peter Millins	Member	4 years	21/12/2011	30/06/2015
	Ms Elke Clevedon	Member	4 years	21/12/2011	30/06/2015
	Mr Sue Whelan (Cr)	Member	4 years	21/12/2011	30/06/2015
	Mayor Wendy Tuckerman	Member	4 years	21/12/2011	30/06/2015
	Mr Terry Oakes-Ash	Member	2 years	29/05/2012	30/06/2014
<b>RDA NSW Sydney</b>	Mr Alan Pendleton (Cr)	Chair	1 year	30/06/2013	30/06/2014
	Mr Roy Medich OAM	Deputy Chair	1 year	30/06/2013	30/06/2014
	Ms Mary Waterford	Member	1 year	30/06/2013	30/06/2014
	Ms Jozefa Sobski	Member	1 year	30/06/2013	30/06/2014
	Mr Marcus Testoni	Member	1 year	30/06/2013	30/06/2014
	Mr Les McMahon	Member	4 years	21/12/2011	30/06/2015
	Mr Mike Da Silva	Member	4 years	21/12/2011	30/06/2015
	Mr Stephen Finlay	Member	4 years	21/12/2011	30/06/2015
	Ms Narelle Kennedy	Member	4 years	21/12/2011	30/06/2015
3 x Vacancies	Member	N/A	N/A	N/A	

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<b>RDA NT Northern Territory</b>	Mayor Damien Ryan	Chair	2 years	3/04/2012	30/06/2014
	Ms Bevil Glover	Deputy Chair	2 years	7/05/2012	30/06/2014
	Mr Christopher Young	Member	2 years	7/05/2012	30/06/2014
	Ms Kerry Moir	Member	2 years	7/05/2012	30/06/2014
	Ms Barbara Shaw	Member	2 years	7/05/2012	30/06/2014
	Ms Denise Fincham	Member	2 years	7/05/2012	30/06/2014
	Mr Tom Harris	Member	2 years	25/06/2013	30/06/2015
	Mr Vincent Lange	Member	3 years	24/07/2013	30/06/2016
	Mr Peter Herden RFD	Member	3 years	24/07/2013	30/06/2016
	Mr James Rowe	Member	3 years	24/17/2013	30/06/2016
	Ms Tracey Brand	Member	3 years	24/07/2013	30/06/2016
Vacant	Member	N/A	N/A	N/A	
<b>RDA QLD Brisbane City</b>	Mr John Shepley	Chair	3 years	24/10/2011	30/10/2014
	Ms Linda Carroli	Deputy Chair	2 years	23/01/2012	30/10/2014
	Dr Petra Behrens	Member	2 years	30/06/2011	31/12/2013
	Mr David Hansen	Member	2 years	30/06/2011	31/12/2013
	Dr Patricia Rowe	Member	2 years	30/06/2011	31/12/2013
	Mr Mark Townsend	Member	4 years	29/10/2009	31/12/2013
	Mr Nicholas Xynia AO BEM	Member	4 years	29/10/2009	31/12/2013
	Mr Donald Whitehouse OAM	Member	2 years	23/01/2012	30/10/2014
	Mr Norm Wyndham (Cr)	Member	2 years	9/11/2012	30/10/2014
	Mr John Cowie	Member	2 years	31/10/2012	30/10/2014
<b>RDA QLD Darling Downs and South West</b>	Mr Bill Cahill	Chair	4 years	1/06/2009	31/12/2013
	Ms Vic Pennisi	Deputy Chair	2 years	23/01/2012	30/10/2014
	Ms Donna Georfeson	Member	2 years	23/01/2012	30/10/2014
	Mr Paul Clayton	Member	2 years	1/06/2011	31/12/2013
	Ms Anne Alroe	Member		29/10/2009	31/12/2013
	Mr Derek Tuffield	Member	2 years	23/01/2012	30/10/2014
	Mr Glen Postle	Member	2 years	23/01/2012	30/10/2014
	Mr Phil Currey	Member	2 years	23/01/2012	30/10/2014
	2 x Vacancies	Member	N/A	N/A	N/A
<b>RDA Far North Queensland and Torres Strait</b>	Mr Allan Dale	Chair	2 years	10/05/2011	31/12/2013
	Vacant	Deputy Chair	N/A	N/A	N/A
	Ms Felicity Croker	Member	1 year	5/02/2013	30/10/2014
	Mr Campell Charlton	Member	4 years	29/10/2009	31/12/2013
	Mr William Moller	Member	4 years	29/10/2009	31/12/2013
	Mr Paul Gadek	Member	2 years	23/01/2012	30/10/2014
	Mr Peter Scott	Member	2 years	23/01/2012	30/10/2014
	Mr Clive Skarrot	Member	2 years	23/01/2012	30/10/2014
	Mr Peter Miller	Member	2 years	23/01/2012	30/10/2014
	Mr Elizah Wasaga	Member	2 years	23/01/2012	30/10/2014
	Ms Geraldine McGuire	Member	2 years	23/01/2012	30/10/2014
	Ms Katrina Spies	Member	2 years	23/01/2012	30/10/2014
	Ms Joann Schmider	Member	2 years	23/01/2012	30/10/2014
	Ms Susan Darby	Member	2 years	23/01/2012	30/10/2014
	Mr William Shannon	Member	2 years	5/02/2013	30/10/2014
Vacant	Member	N/A	N/A	N/A	
<b>RDA QLD Fitzroy and Central West</b>	Mr Paul Bell AOM	Chair	1 year	5/02/2013	30/10/2014
	Mr Peter Milne	Deputy Chair	2 years	23/01/2012	30/10/2014
	Mr David Arnold	Member	2 years	1/06/2011	31/12/2013
	Ms Jenny Moore	Member	4 years	29/10/2009	31/12/2013
	Mr Gregory Belz	Member	4 years	29/10/2009	31/12/2013
	Mr Rob Chandler	Member	2 years	23/01/2012	30/10/2014
	Mr Kurt Heidecker	Member	2 years	23/01/2012	30/10/2014
	Mr Matthew Cooke	Member	2 years	23/01/2012	30/10/2014

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<b>RDA QLD Fitzroy and Central West (continued)</b>	Mr Peter Dowling	Member	2 years	23/01/2012	30/10/2014	
	Ms Sandy Paton	Member	2 years	23/01/2012	30/10/2014	
	Ms Gail Sellers	Member	2 years	5/02/2013	30/10/2014	
	Ms Suzanne Blair	Member	2 years	5/02/2013	30/10/2014	
<b>RDA QLD Gold Coast</b>	Mr Craig Devlin	Chair	4 years	2/07/2009	31/12/2013	
	Ms Colette McColl	Deputy Chair	4 years	29/10/2009	31/12/2013	
	Ms Vivienne Mallinson	Member	4 years	29/10/2009	31/12/2013	
	Ms Anne Norton Knight	Member	4 years	29/10/2009	31/12/2013	
	Ms Jevena O'Brien	Member	4 years	29/10/2009	31/12/2013	
	Mr John Jones OAM	Member	4 years	29/10/2009	31/12/2013	
	Mr Paul Burton	Member	2 years	23/01/2012	30/10/2014	
	Mr Steve Simpson	Member	2 years	23/01/2012	30/10/2014	
	Ms Trina Hockley	Member	2 years	23/01/2012	30/10/2014	
	Ms Kerrie Young	Member	2 years	5/02/2013	30/10/2014	
	<b>RDA QLD Ipswich and West Moreton</b>	Ms Kathy Bensted (Acting)	Chair	1 year	23/01/2012	31/12/2013
		Mr Michael Krafft (Acting)	Deputy Chair	2 years	23/01/2012	30/10/2014
Mr Timothy Eltham		Member	2 years	1/07/2011	31/12/2013	
Mr Victor Attwood (Cr)		Member	2 years	23/01/2012	30/10/2014	
Mr Paul Emmerson		Member	2 years	10/02/2012	30/10/2014	
Mr Simon Warner		Member	2 years	23/01/2012	30/10/2014	
4 x Vacancies		Member	N/A	N/A	N/A	
<b>RDA QLD Logan and Redlands</b>	Mr Robert Hannaford	Chair	2 years	31/10/2012	30/10/2014	
	Ms Gail Ker OAM	Deputy Chair	4 years	29/10/2009	31/12/2013	
	Mr William Richards	Member	4 years	29/10/2009	31/12/2013	
	Ms Christine Briggs	Member	2 years	23/01/2012	30/10/2014	
	Ms Myann Burrows	Member	2 years	23/01/2012	30/10/2014	
	Ms Alison Blomkamp	Member	2 years	23/01/2012	30/10/2014	
	Ms Glenda Stanley	Member	2 years	23/01/2012	30/10/2014	
	Mr Jianbin (JB) Wu	Member	1 year	5/02/2013	30/10/2014	
	Mr Nicholas Clarke	Member	2 years	31/10/2012	30/10/2014	
	Mr Oliver Simon	Member	4 years	29/10/2009	31/12/2013	
	Vacant	Member	N/A	N/A	N/A	
<b>RDA QLD Mackay-Isacc-Whitsunday</b>	Mr Graham Smith	Chair	4 years	30/06/2011	31/12/2013	
	Mr Peter Freeleagus (Cr)	Deputy Chair	2 years	1/06/2011	31/12/2013	
	Dr Pierre Viljeon	Member	2 years	1/06/2011	31/12/2013	
	Ms Narelle Pearse	Member	2 years	29/10/2009	31/12/2013	
	Mr Quinton Hildebrand	Member	1 year	29/10/2009	31/12/2013	
	Mr Darryl Camilleri	Member	1 year	23/01/2012	31/12/2013	
	Mr Robert Cocco	Member	1 year	23/01/2012	30/10/2014	
	Ms Joy Deguara	Member	1 year	23/01/2012	30/10/2014	
	Mr Scott Waters	Member	1 year	5/02/2013	30/10/2014	
2 x Vacancies	Member	N/A	N/A	N/A		
<b>RDA QLD Moreton Bay</b>	Mr Neil Hoddinett	Chair	4 years	29/10/2009	31/12/2013	
	Mr Greg Chippendale (Cr)	Deputy Chair	4 years	29/10/2009	29/10/2013	
	Mr Mike Charlton (Cr)	Member	2 years	23/01/2012	30/10/2014	
	Mr Andrew Grimshaw	Member	2 years	23/01/2012	30/10/2014	
	Mr Chris Hay	Member	2 years	23/01/2012	30/10/2014	
	Mr Craig Dunn	Member	2 years	23/01/2012	30/10/2014	
	Ms Bec Soric	Member	2 years	23/01/2012	30/10/2014	
	4 x Vacancies	Member	N/A	N/A	N/A	
<b>RDA QLD Sunshine Coast</b>	Professor Max Standage	Chair	3 years	24/10/2011	30/10/2014	
	Mr Michael Graham OAM	Deputy Chair	2 years	23/01/2012	30/10/2014	
	Mr John Sargent	Member	2 years	23/01/2012	30/10/2014	
	Mr Mike Hefferan	Member	2 years	23/01/2012	30/10/2014	
	Ms Alexina Johnson	Member	2 years	23/01/2012	30/10/2014	
	Ms Beth Berghan	Member	2 years	23/01/2012	30/10/2014	

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<b>RDA QLD Sunshine Coast (continued)</b>	Ms Johanna Rosier	Member	2 years	23/01/2012	30/10/2014
	Mr Mark Jamieson (Cr)	Member	2 years	31/10/2012	30/10/2014
	Mr John Knaggs	Member	2 years	31/10/2012	30/10/2014
	Ms Carmel Crouch	Member	1 year	5/02/2013	30/10/2014
	Vacant	Member	N/A	N/A	N/A
<b>RDA QLD Townsville and North West</b>	Mr Paul Woodhouse	Chair	2 years	23/01/2012	30/10/2014
	Ms Lynette McLaughlin	Deputy Chair	4 years	29/10/2009	31/12/2013
	Mr Trevor Goldstone	Member	4 years	29/10/2009	31/12/2013
	Mr Eric Britton	Member	4 years	29/10/2009	31/12/2013
	Mr Jeff Jimmieson	Member	4 years	29/10/2009	31/12/2013
	Mr Greg Jones (Cr)	Member	2 years	23/01/2012	30/10/2014
	Mr David Kippin	Member	2 years	23/01/2012	30/10/2014
	Mr Mike Westerman	Member	2 years	23/01/2012	30/10/2014
	Mr Scott Crawford	Member	2 years	23/01/2012	30/10/2014
	Professor Sabina Knight	Member	2 years	5/02/2013	30/10/2014
	Mr Jeremy Moffatt	Member	2 years	5/02/2013	30/10/2014
	Vacant	Member	N/A	N/A	N/A
	<b>RDA QLD Wide Bay Burnett</b>	Mr Grant Maclean	Chair	3 years	24/10/2011
Ms Donna Neilson		Deputy Chair	1 year	23/01/2012	31/12/2013
Mr Paul Francis		Member	2 years	1/06/2011	31/12/2013
Ms Kristi Kee		Member	4 years	29/10/2009	31/12/2013
Professor Phillip Clift		Member	2 years	23/01/2012	30/10/2014
Mr Peter McIntosh		Member	2 years	23/01/2012	30/10/2014
Mr Gerard O'Connell		Member	2 years	23/01/2012	30/10/2014
Mr Paul Dare		Member	2 years	23/01/2012	30/10/2014
Mr Shane Granger		Member	2 years	23/01/2012	30/10/2014
3 x Vacancies		Member	N/A	N/A	N/A
<b>RDA SA Adelaide Hills, Fleurieu and Kangaroo Island</b>	Ms Ann Ferguson (Mayor)	Chair	3 years	21/02/2012	20/11/2015
	Ms Carol Schofield AM	Deputy Chair	3 months	21/11/2013	14/02/2014
	Ms Jen Rodger	Member	3 months	21/11/2013	14/02/2014
	Mr Graham Philp	Member	3 years	21/02/2012	20/11/2015
	Mr Peter Clements (Cr)	Member	3 years	21/02/2012	20/11/2015
	Ms Janet Loveday (Cr)	Member	5 years	22/12/2010	20/11/2015
	Mr Peter Dinning	Member	3 years	22/12/2012	20/11/2015
	Mr Craig Wickham (Cr)	Member	3 years	22/12/2012	20/11/2015
	Mr Angus Williams	Member	3 years	21/02/2012	20/11/2015
	Ms Lorraine McLoughlin	Member	2 years	27/08/2012	14/02/2014
	Ms Rebecca Sullivan	Member	2 years	27/08/2012	14/02/2014
	Vacant	Member	N/A	N/A	N/A
	<b>RDA SA Adelaide Metropolitan</b>	Ms Gail Sulich	Chair	3 months	21/11/2013
Ms Felicity-Ann Lewis (Mayor)		Deputy Chair	3 years	21/02/2012	20/11/2015
Ms Barbara Rapaport		Member	3 months	21/11/2013	14/02/2014
Mr Glenn Docherty (Mayor)		Member	3 years	21/02/2012	20/11/2015
Mr Martin Milane		Member	3 years	21/02/2012	20/11/2015
Ms Christine James		Member	3 years	21/02/2012	20/11/2015
Ms Mei Schwartz		Member	3 years	21/02/2012	20/11/2015
Ms Pippa Webb		Member	3 years	21/02/2012	20/11/2015
Ms Skye Akbar		Member	3 years	21/02/2012	20/11/2015
Ms Catherine Duncan		Member	3 months	21/11/2013	14/02/2014
2 x Vacancies		Member	N/A	N/A	N/A

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<b>Boards</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	<b>Boards</b>	
<b>RDA SA Barossa</b>	Mr Ian O'Loan OAM	Chair	3 months	21/11/2013	14/02/2014	
	Mr Alex Zimmermann	Deputy Chair	3 months	21/11/2013	14/02/2014	
	Ms Natasha Mooney	Member	3 months	21/11/2013	14/02/2014	
	Ms Rhia Vines	Member	3 months	21/11/2013	14/02/2014	
	Mr Brian Carr	Member	3 months	21/11/2013	14/02/2014	
	Mr Charles Mansueto	Member	3 months	21/11/2013	14/02/2014	
	Mr Wayne Perry	Member	3 months	21/11/2013	14/02/2014	
	Mr Rolf Binder	Member	3 years	21/02/2012	20/11/2015	
	Mr Tony Clarke	Member	3 years	21/02/2012	20/11/2015	
	Ms Victoria McClurg	Member	3 years	20/02/2012	20/11/2015	
	Ms Lynette Seccafien	Member	3 years	21/02/2012	20/11/2015	
	Mr Chris McCann	Member	3 years	21/02/2012	20/11/2015	
	Ms Joanne Thomas	Member	3 years	21/02/2012	20/11/2015	
	Vacant	Member	N/A	N/A	N/A	
<b>RDA SA Far North</b>	Ms Jennifer Cleary	Chair	3 months	21/11/2013	14/02/2014	
	Mr Mark Sutton	Deputy Chair	3 months	21/11/2013	14/02/2014	
	Ms Rose Marie Berry	Member	3 months	21/11/2013	14/02/2014	
	Ms Kaye Doyle	Member	3 months	21/11/2013	14/02/2014	
	Mr Geoff Hood	Member	3 months	21/11/2013	14/02/2014	
	Mr Tony Mitchell (Cr)	Member	3 years	21/02/2012	20/11/2015	
	Mr Colin Davies	Member	3 years	21/02/2012	20/11/2015	
	Mr Drew Potts	Member	3 years	21/02/2012	20/11/2015	
	Mr Rob Gibb	Member	3 years	21/02/2012	20/11/2015	
	Ms Deborah Alexander	Member	3 years	5/03/2013	14/02/2014	
	2 x Vacancies	Member	N/A	N/A	N/A	
	<b>RDA SA Limestone Coast</b>	Dr Ruth Schubert (Acting)	Chair	1 year	5/03/2013	14/02/2014
		Ms Gwenda Lawlor (Acting)	Deputy Chair	1 year	5/03/2013	14/02/2014
		Ms Erica Vickery	Member	3 months	21/11/2013	14/02/2014
Mr Richard Vickery		Member	2 years	21/02/2012	14/02/2014	
Ms Ann Aldersey		Member	3 years	21/02/2012	20/11/2015	
Mr Rob Foggo		Member	3 years	21/01/2012	20/11/2015	
Mr Harvey Nolan		Member	3 years	21/01/2012	20/11/2015	
Mr Darren O'Halloran		Member	3 months	26/04/2013	14/02/2014	
Mr Alan Richardson		Member	3 months	3/05/2013	14/02/2014	
3 x Vacancies		Member	N/A	N/A	N/A	
<b>RDA SA Murraylands and Riverlands</b>	Mr Neil Martinson (Mayor)	Chair	3 months	21/11/2013	14/02/2014	
	Mr Tony Sharley	Deputy Chair	2 years	28/08/2012	14/02/2014	
	Ms Annette Cameron	Member	3 months	21/11/2013	14/02/2014	
	Mr David Burgess (Cr)	Member	3 months	21/11/2013	14/02/2014	
	Mr Philip Sims	Member	3 months	21/11/2013	14/02/2014	
	Ms Kym Webber	Member	2 years	21/02/2012	20/11/2015	
	Mr Barry Laubsch (Cr)	Member	3 years	21/02/2012	20/11/2015	
	Mr Trevor Norton (Cr)	Member	3 years	21/02/2012	20/11/2015	
	Mr Jerry Wilson	Member	3 years	21/02/2012	20/11/2015	
	Ms Yvonne Smith	Member	3 years	21/02/2012	20/11/2015	
	Ms Robin Foley	Member	3 years	21/02/2012	20/11/2015	
	Mr Patrick O'Brien	Member	1 year	15/04/2013	14/02/2014	
	<b>RDA SA Whyalla and Eyre Peninsula</b>	Mr Jim Pollock (Mayor)	Chair	3 months	21/11/2013	14/02/2014
Ms Angela Faulkner		Deputy Chair	3 years	21/02/2012	20/11/2015	
Mr Eduardo Donoso		Member	3 years	1/11/2011	14/02/2014	
Mr Sidney Wilson		Member	3 years	1/11/2011	14/02/2014	
Ms Deidre Turvey		Member	3 months	21/11/2013	14/02/2014	
Ms Annette Kirby		Member	3 months	21/11/2013	14/02/2014	

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<b>Boards</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>RDA SA Whyalla and Eyre Peninsula (continued)</b>	Mr Jack Velthuisen (Cr)	Member	3 months	21/11/2013	14/02/2014
	Mr Allan Suter	Member	3 years	21/02/2012	20/11/2015
	Mr Bryan Trigg	Member	3 years	21/02/2012	20/11/2015
	Mr Colin Carter (Cr)	Member	3 years	21/02/2012	20/11/2015
	Mr Malcolm Catt	Member	3 years	21/02/2012	20/11/2015
	Dr Annie Lane	Member	3 years	21/02/2012	20/11/2015
	Ms Elizabeth McLaughlin	Member	3 years	21/02/2012	20/11/2015
<b>RDA SA York and Mid North</b>	Ms Sarah Adamson	Member	3 years	21/02/2012	20/11/2015
	Ms Kay Matthias	Chair	4 years	28/09/2011	20/11/2015
	Mr Bill Vandeppeer	Deputy Chair	3 years	28/09/2011	14/02/2014
	Dr Andrew Johnson	Member	5 years	9/09/2009	14/02/2014
	Mr Neil Jericho	Member	3 years	21/02/2012	20/11/2015
	Mr Paul Thomas	Member	4 years	28/09/2011	20/11/2015
	Mr Barry Hay	Member	3 years	21/02/2012	20/11/2015
	Ms Jodie Gregg-Smith	Member	3 years	21/02/2012	20/11/2015
	Mr Warren Luckraft	Member	3 years	21/02/2012	20/11/2015
	Ms Judy Partington (Deputy Mayor)	Member	3 years	21/02/2012	20/11/2015
	Ms Patricia Hamilton	Member	3 years	21/02/2012	20/11/2015
	Mr John Rich (Cr)	Member	1 year	5/03/2013	14/02/2014
<b>RDA TAS Tasmania</b>	Vacant	Member	N/A	N/A	N/A
	Mr Tom Black	Chair	2 years	1/07/2013	30/06/2016
	Ms Louise Clarke	Deputy Chair	2 years	1/07/2013	30/06/2016
	Ms Phyllis Pitchford	Member	2 years	1/07/2013	30/06/2016
	Ms Janelle Allison	Member	3 years	23/07/2012	30/06/2015
	Mr Andrew Morgan	Member	3 years	1/01/2012	30/06/2015
	Mr Bob Frost	Member	3 years	1/01/2012	30/06/2015
	Mr Tim Hess	Member	4 years	23/05/2011	30/06/2015
	Ms Kathleen Broderick	Member	3 years	1/01/2012	30/06/2015
	Ms Madeleine Skerritt	Member	3 years	1/01/2012	30/06/2015
	Professor Sue Kilpatrick	Member	3 years	1/07/2013	30/06/2016
	Dr Christine Mucha	Member	3 years	1/07/2013	30/06/2016
	Mr Paul Kregor OAM	Member	3 years	1/07/2013	30/06/2016
Dr Bruce Williams	Member	3 years	1/07/2013	30/06/2016	
<b>RDA VIC Barwon South West</b>	Mr Bruce Anson	Chair	3 years	22/08/2012	30/06/2015
	Mr Eddy Coppe	Deputy Chair	3 years	22/08/2012	30/06/2015
	Mr Peter Dorling	Deputy Chair	3 years	22/08/2012	30/06/2015
	Mr Andrew Westlake	Member	3 years	22/08/2012	30/06/2015
	Ms Elizabeth Coker (Cr)	Member	3 years	22/08/2012	30/06/2015
	Ms Ruth Gstrien (Cr)	Member	3 years	22/08/2012	30/06/2015
	Ms Elaine Carbines	Member	3 years	22/08/2012	30/06/2015
	Dr Ann Hodgkinson	Member	3 years	22/08/2012	30/06/2015
	Mr Geoffrey White (Cr)	Member	3 years	22/08/2012	30/06/2015
	Dr Kaye Scholfield	Member	3 years	22/08/2012	30/06/2015
<b>RDA VIC Gippsland</b>	Mr Richard Elkington	Chair	3 years	22/08/2012	30/06/2015
	Mr Timothy Weight	Deputy Chair	3 years	22/08/2012	30/06/2015
	Ms Angela Hutson	Member	3 years	22/08/2012	30/06/2015
	Mr David Morcom	Member	3 years	22/08/2012	30/06/2015
	Mr Steve Kolowski	Member	3 years	22/08/2012	30/06/2015
	Ms Anna Kilborn	Member	3 years	22/08/2012	30/06/2015
	Mr Paul Buckley	Member	3 years	2/08/2012	30/06/2015
	Mr Timothy Tamlin	Member	3 years	22/08/2012	30/06/2015
	Mr Alex Arbuthnot AM	Member	3 years	22/08/2012	30/06/2015
	Vacant	Member	N/A	N/A	N/A

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<b>Boards</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>RDA VIC Grampians</b>	Mr Stuart Benjamin	Chair	3 years	22/08/2012	30/06/2015
	Ms Joanne Bourke	Deputy Chair	3 years	22/08/2012	30/06/2015
	Mr David Miller	Member	3 years	22/08/2012	30/06/2015
	Mr Robert Croxford	Member	3 years	22/08/2012	30/06/2015
	Mr Craig Fletcher (Cr)	Member	3 years	22/08/2012	30/06/2015
	Mr Mark Hogan	Member	3 years	22/08/2012	30/06/2015
	Mr Pat McAloon	Member	3 years	22/08/2012	30/06/2015
	Professor Frank Stagnitti	Member	3 years	22/08/2012	30/06/2015
	Ms Justine Linley	Member	3 years	22/08/2012	30/06/2015
Ms Judith Verlin	Member	3 years	22/08/2012	30/06/2015	
<b>RDA VIC Hume</b>	Mr Mark Byatt (Mayor)	Chair	3 years	22/08/2012	30/06/2015
	Vacant	Deputy Chair	N/A	N/A	N/A
	Mr Steve Crawcour	Member	3 years	22/08/2012	30/06/2015
	Mr Colin Elliot	Member	3 years	22/08/2012	30/06/2015
	Mr Benedict Hardman	Member	3 years	22/08/2012	30/06/2015
	Ms Rowena Allen	Member	3 years	22/08/2012	30/06/2015
	Mr Douglas Sharp	Member	3 years	22/08/2012	30/06/2015
	Ms Elizabeth Mellor	Member	3 years	22/08/2012	30/06/2015
	Ms Janelle Boynton	Member	3 years	22/08/2012	30/06/2015
	Mr Anthony Thompson	Member	3 years	22/08/2012	30/06/2015
	Mr Craig Niemann	Member	3 years	22/08/2012	30/06/2015
<b>RDA VIC Lodden Mallee</b>	Ms Jenny Dawson	Chair	3 years	22/08/2012	30/06/2015
	Mr Stuart McLean (Cr)	Deputy Chair	3 years	22/08/2012	30/06/2015
	Ms Jennider Collins	Member	3 years	22/08/2012	30/06/2015
	Ms Linda Beilharz	Member	3 years	22/08/2012	30/06/2015
	Mr Hayden Cook	Member	3 years	22/08/2012	30/06/2015
	Mr Greg Cruickshank	Member	3 years	22/08/2012	30/06/2015
	Ms Kerry Anderson	Member	3 years	22/08/2012	30/06/2015
	Mr Mark Johnston	Member	3 years	22/08/2012	30/06/2015
	Ms Anne Mansell	Member	3 years	22/08/2012	30/06/2015
Mr Craig Niemann	Member	3 years	22/08/2012	30/06/2015	
<b>RDA VIC Melbourne East</b>	Mr Roderick Hill	Chair	3 years	22/08/2012	30/06/2015
	Mr Frank Dixon	Deputy Chair	3 years	22/08/2012	30/06/2015
	Mr Neil Grenfell	Member	3 years	22/08/2012	30/06/2015
	Mr Simon O'Callaghan	Member	3 years	22/08/2012	30/06/2015
	Mr Peter Chaffey	Member	3 years	22/08/2012	30/06/2015
	Ms Christine Wallis	Member	3 years	22/08/2012	30/06/2015
	Mr Phillip Meggs (Cr)	Member	3 years	22/08/2012	30/06/2015
	Mr Darren Parker	Member	3 years	22/08/2012	30/06/2015
3 x Vacancies	Member	N/A	N/A	N/A	
<b>RDA VIC Northern Melbourne</b>	Mr Rober McQuillen	Chair	3 years	21/06/2012	30/06/2015
	Mr David Ensor	Deputy Chair	3 years	21/06/2012	30/06/2015
	Mr David Turnbull	Member	3 years	22/08/2012	30/06/2015
	Mr Michael Grogan	Member	3 years	22/08/2012	30/06/2015
	Mr Terence Larkins	Member	3 years	22/08/2012	30/06/2015
	Ms Leone Wheeler	Member	3 years	22/08/2012	30/06/2015
	Mr Tom Melican	Member	3 years	22/08/2012	30/06/2015
	Mr Robert Waite	Member	3 years	22/08/2012	30/06/2015
	Mr Mick Butera	Member	3 years	22/08/2012	30/06/2015
	Ms Anne Badenhorst	Member	3 years	22/08/2012	30/06/2015
	Vacant	Member	N/A	N/A	N/A
<b>RDA VIC Southern Melbourne</b>	Mr John Bennie	Chair	3 years	21/06/2012	30/06/2015
	Ms Faith Fitzgerald	Deputy Chair	3 years	21/06/2012	30/06/2015
	Mr Greg Hunt	Member	3 years	22/08/2012	30/06/2015
	Mr Matthew Coleman	Member	3 years	22/08/2012	30/06/2015
	Ms Katherine Hulusi	Member	3 years	22/08/2012	30/06/2015

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<b>Boards</b>	<b>Members</b>	<b>Position</b>	<b>Term</b>	<b>Tenure</b>	
<b>RDA VIC Southern Melbourne (continued)</b>	Mr Lyndon Joss	Member	3 years	22/08/2012	30/06/2015
	Mr Tony Lupton	Member	3 years	22/08/2012	30/06/2015
	Mr Stephen Chapple	Member	3 years	22/08/2012	30/06/2015
	Mr Jason Mattock	Member	3 years	22/08/2012	30/06/2015
	Mr Geoffrey Spring	Member	3 years	22/08/2012	30/06/2015
<b>RDA VIC Western Melbourne</b>	Mr William Jaboor	Chair	3 years	21/06/2012	30/06/2015
	Mr Bill Noonan OAM	Deputy Chair	3 years	21/06/2012	30/06/2015
	Ms Vivienne Amery	Member	3 years	22/08/2012	30/06/2015
	Mr Anton Mayer	Member	3 years	22/08/2012	30/06/2015
	Mr Greg Aplin	Member	3 years	22/08/2012	30/06/2015
	Mr Kenneth Matthews	Member	3 years	22/08/2012	30/06/2015
	Mr William Horrocks	Member	3 years	22/08/2012	30/06/2015
	Ms Katarina Persic	Member	3 years	22/08/2012	30/06/2015
	Professor Peter Dawkins	Member	3 years	22/08/2012	30/06/2015
	Vacant	Member	N/A	N/A	N/A
<b>RDA WA Goldfields Esperance</b>	Ms Julia Shadlow-Bath	Chair	2 years	6/02/2012	31/12/2014
	Mr Robert Hicks	Deputy Chair	2 years	21/12/2011	31/12/2013
	Mr Gregory Benvenuti	Member	2 years	9/04/2013	31/12/2014
	Mr Ian Goldfinch	Member	2 years	21/12/2011	31/12/2013
	Ms Nola Wolski	Member	1 year	3/04/2013	31/12/2014
	Mr Keith Adams	Member	2 years	6/02/2012	31/12/2014
	Mr Jeffery Carter	Member	3 years	21/12/2011	31/12/2014
	Mr Patrick Hill	Member	3 years	21/12/2011	31/12/2014
	Mr Dale Piercey	Member	3 years	21/12/2011	31/12/2014
	Ms Kylie Bishop	Member	1 year	10/04/2013	31/12/2014
	Mr Anthony Bright	Member	1 year	29/03/2013	31/12/2014
	Vacant	Member	N/A	N/A	N/A
<b>RDA WA Great Southern</b>	Mr Milton Evans	Chair	3 years	21/12/2011	31/12/2014
	Ms Susan Bennett-Ng	Deputy Chair	3 years	21/09/2011	31/12/2013
	Mr Bruce Manning	Member	3 years	21/09/2011	31/12/2013
	Mr Bill Hollingworth	Member	3 years	1/07/2007	31/12/2013
	Mr Des Wolfe	Member	3 years	21/12/2011	31/12/2014
	Ms Anne Sparrow	Member	3 years	21/12/2011	31/12/2014
	Ms Cassandra Stipanicev	Member	3 years	21/12/2011	31/12/2014
	Ms Liz Guidera	Member	3 years	21/12/2011	31/12/2014
	Ms Sally Malone	Member	3 years	21/12/2011	31/12/2014
	2 x Vacancies	Member	N/A	N/A	N/A
<b>RDA WA Kimberly</b>	Mr Glen Chidlow	Chair	3 years	21/12/2011	31/12/2013
	Ms Elsie Archer	Deputy Chair	3 years	21/12/2011	31/12/2013
	Mr Kelvin Barr	Member	3 years	21/12/2011	31/12/2013
	Ms Katya Tripp	Member	3 years	21/12/2011	31/12/2014
	Ms Susan Bradley	Member	3 years	21/12/2011	31/12/2014
	3 x Vacancies	Member	N/A	N/A	N/A
<b>RDA WA Mid West Gascoyne</b>	Ms Vickie Petersen	Chair	3 years	21/12/2011	31/12/2013
	Ms Leonie Noble	Deputy Chair	3 years	21/12/2011	31/12/2013
	Ms Yvonne Messina	Member	3 years	22/12/2011	31/12/2013
	Mr John Thompson	Member	3 years	30/06/2013	31/12/2013
	Mr Ronald Allen	Member	3 years	21/12/2011	31/12/2013
	Mr Tony Turner	Member	3 years	30/06/2013	31/12/2013
	Mr Bevan Gray	Member	3 years	21/12/2011	31/12/2014
	Mr Dean Carslake	Member	3 years	21/12/2011	31/12/2014
	Mr Gavin Treasure	Member	3 years	21/12/2011	31/12/2014
	Mr Jamie Strickland	Member	3 years	21/12/2011	31/12/2014
	Mr Peter Clarke	Member	3 years	21/12/2011	31/12/2014
	Ms Amanda Silvester	Member	3 years	21/12/2011	31/12/2014
	Mr Chris Douglas	Member	3 years	21/12/2011	31/12/2014
	Ms Kirra Warr	Member	3 years	21/12/2011	31/12/2014
Vacant	Member	N/A	N/A	N/A	

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<b>RDA WA Peel</b>	Ms Coral Richards	Chair	2 years	21/12/2011	31/12/2013
	Mr Rhys Williams	Deputy Chair	2 years	21/12/2011	31/12/2013
	Ms Patricia Creevey	Member	2 years	22/12/2011	31/12/2013
	Ms Denyse Needham	Member	2 years	22/11/2011	31/12/2013
	Mr Noel Nancarrow	Member	2 years	22/11/2011	31/12/2013
	Mr John Read	Member	3 years	21/12/2011	31/12/2014
	Mr Wally Barrett (Cr)	Member	3 years	21/12/2011	31/12/2014
	Mr Geof Samuels	Member	3 years	21/12/2011	31/12/2014
	Mr Ian Hill	Member	3 years	21/12/2011	31/12/2014
	Ms Elizabeth Hoek	Member	3 years	21/12/2011	31/12/2014
	Ms Jan Star AM	Member	3 years	21/12/2011	31/12/2014
Vacant	Member	N/A	N/A	N/A	
<b>RDA WA Perth</b>	Mr Peter Schneider	Chair	2 years	21/12/2011	31/12/2013
	Mr Peter Cook	Deputy Chair	2 years	21/12/2011	31/12/2013
	Mr John Garland	Member	3 years	21/12/2011	31/12/2014
	Mr Mick McCarthy	Member	3 years	21/12/2011	31/12/2014
	Mr Richard Kilbane	Member	3 years	21/12/2011	31/12/2014
	Ms Elizabeth Taylor	Member	3 years	21/12/2011	31/12/2014
	Ms Marilynn Horgan	Member	3 years	21/12/2011	31/12/2014
	Ms Sheryl Froese	Member	3 years	21/12/2011	31/12/2014
	Ms Joanne Burges	Member	3 years	1/07/2013	30/06/2016
	Ms Sue Burrows	Member	3 years	1/07/2013	30/06/2016
<b>RDA WA Pilbara</b>	Vacant	Chair	N/A	N/A	N/A
	Ms Kelly Howlett (Cr)	Deputy Chair	2 years	21/12/2011	31/12/2013
	Mr Harry Hipworth	Member	3 years	21/12/2011	31/12/2014
	Ms Fiona White	Member	3 years	21/12/2011	31/12/2014
	Ms Gloria Jacob	Member	3 years	21/12/2011	31/12/2014
	Ms Annette Eyre	Member	3 years	21/12/2011	31/12/2014
	Ms Veronica	Member	3 years	21/12/2011	31/12/2014
Vacant	Member	N/A	N/A	N/A	
<b>RDA WA South West</b>	Mr David Trench	Chair	2 years	21/12/2011	31/12/2013
	Ms Posy Barnes	Deputy Chair	2 years	21/12/2011	31/12/2013
	Ms Amanda Lovitt	Member	2 years	21/12/2011	31/12/2013
	Mr Matt Granger	Member	3 years	21/12/2011	31/12/2014
	Mr Ian Stubbs	Member	3 years	21/12/2011	31/12/2014
	Mr Ray Philip	Member	3 years	21/12/2011	31/12/2014
	Ms Alison Companti	Member	3 years	21/12/2011	31/12/2014
	Ms christine Kershaw	Member	3 years	21/12/2011	31/12/2014
	Ms Fiona Skilbeck	Member	3 years	21/12/2011	31/12/2014
3 x Vacancies	Member	N/A	N/A	N/A	
<b>RDA WA Wheatbelt</b>	Mrs Cynthia McMorran OAM	Chair	2 years	21/09/2011	31/12/2013
	Mr Graham Cooper	Deputy Chair	2 years	21/09/2011	31/12/2013
	Ms Jan Trenorden	Member	3 years	1/01/2010	31/12/2013
	Ms Wendy Newman	Member	2 years	21/09/2011	31/12/2013
	Heidi Cowcher	Member	2 years	21/09/2011	31/12/2013
	Mr Gary Tuffin	Member	3 years	21/12/2011	31/12/2014
	Mr Hendy Cowan	Member	3 years	21/12/2011	31/12/2014
	Mr Tony Nottle	Member	3 years	21/12/2011	31/12/2014
	Ms Anna-Lisa Newman	Member	3 years	21/12/2011	31/12/2014
2 x Vacancies	Member	N/A	N/A	N/A	
<b>Regional Development Australia Fund Advisory Panel</b>	Mr Christian Zahra	Chair	3 years	23/06/2011	23/06/2014
	Ms Barbara Norman	Deputy Chair	3 years	23/06/2011	23/06/2014
	Mr Brad Orgill	Member	3 years	23/06/2011	23/06/2014
	Mr Justin Hanney	Member	3 years	23/06/2011	23/06/2014
	Ms Fiona McKenzie	Member	3 years	23/06/2011	23/06/2014

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2. As at 30 November 2013:

<b>Board</b>	<b>Gender Ratio</b>
AirServices Australia	Total = 8 M = 5 (63%) F = 3 (38%)
Australian Maritime Safety Authority	Total = 8 M = 6 (75%) F = 2 (25%)
Australian Rail Track Corporation (Government Business Enterprise)	Total = 8 7 reportable for GBT M = 4 (67%) F = 2 (33%) Vacant = 1
Australian Transport Safety Bureau	Total = 3 M = 2 (67%) F = 1 (33%)
Civil Aviation Safety Authority	Total = 5 M = 4 (80%) F = 1 (20%)
Infrastructure Australia	Total = 8 7 reportable for GBT M = 4 (57%) F = 3 (43%) Vacant = 1
International Air Services Commission	Total = 3 M = 2 (67%) F = 1 (33%)
National Capital Authority	Total = 5 M = 2 (67%) F = 1 (33%) Vacant = 2
National Transport Commission	Total = 5 M = 4 (80%) F = 1 (20%)
RDA ACT Australian Capital Territory	Total = 10 M = 5 (56%) F = 4 (44%) Vacant = 1
RDA NSW Central Coast	Total = 12 M = 5 (63%) F = 3 (37%) Vacant = 4
RDA NSW Central West	Total = 12 M = 8 (67%) F = 4 (33%)
RDA NSW Far West	Total = 12 M = 3 (50%) F = 3 (50%) Vacant = 6
RDA NSW Hunter	Total = 12 M = 7 (64%) F = 4 (36%) Vacant = 1

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<b>Board</b>	<b>Gender Ratio</b>
RDA NSW Illawarra	Total = 12 M = 7 (64%) F = 4 (36%) Vacant = 1
RDA NSW Mid North Coast	Total = 12 M = 6 (55%) F = 5 (45%) Vacant = 1
RDA NSW Murray	Total = 12 M = 7 (70%) F = 3 (30%) Vacant = 2
RDA NSW Northern Inland	Total = 12 M = 5 (50%) F = 5 (50%) Vacant = 2
RDA NSW Northern Rivers	Total = 12 M = 7 (64%) F = 4 (36%) Vacant = 1
RDA NSW Orana	Total = 12 M = 10 (83%) F = 2 (17%)
RDA NSW Riverina	Total = 12 M = 8 (67%) F = 4 (33%)
RDA NSW South Coast	Total = 12 M = 10 (91%) F = 1 (9%) Vacant = 1
RDA NSW Southern Inland	Total = 12 M = 8 (67%) F = 4 (33%)
RDA NSW Sydney	Total = 12 M = 6 (67%) F = 3 (33%) Vacant = 3
RDA NT Northern Territory	Total = 12 M = 7 (64%) F = 4 (36%) Vacant = 1
RDA QLD Brisbane City	Total = 10 M = 7 (70%) F = 3 (30%)
RDA QLD Darling Downs and South West	Total = 10 M = 6 (75%) F = 2 (25%) Vacant = 2
RDA Far North Queensland and Torres Strait	Total = 16 M = 9 (64%) F = 5 (36%) Vacant = 2
RDA QLD Fitzroy and Central West	Total = 12 M = 8 (67%) F = 4 (33%)
RDA QLD Gold Coast	Total = 10 M = 4 (40%) F = 6 (60%)

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Board	Gender Ratio
RDA QLD Ipswich and West Moreton	Total = 10 M = 5 (83%) F = 1 (17%) Vacant = 4
RDA QLD Logan and Redlands	Total = 11 M = 5 (50%) F = 5 (50%) Vacant = 1
RDA QLD Mackay-Isacc-Whitsunday	Total = 11 M = 7 (78%) F = 2 (22%) Vacant = 2
RDA QLD Moreton Bay	Total = 11 M = 6 (86%) F = 1 (14%) Vacant = 4
RDA QLD Sunshine Coast	Total = 11 M = 6 (60%) F = 4 (40%) Vacant = 1
RDA QLD Townsville and North West	Total = 12 M = 9 (82%) F = 2 (18%) Vacant = 1
RDA Wide Bay Burnett	Total = 12 M = 7 (78%) F = 2 (22%) Vacant = 3
RDA SA Adelaide Hills, Fleurieu and Kangaroo Island	Total = 12 M = 5 (46%) F = 6 (54%) Vacant = 1
RDA SA Adelaide Metropolitan	Total = 12 M = 2 (20%) F = 8 (80%) Vacant = 2
RDA SA Barossa	Total = 14 M = 8 (61%) F = 5 (39%) Vacant = 1
RDA SA Far North	Total = 12 M = 6 (60%) F = 4 (40%) Vacant = 2
RDA SA Limestone Coast	Total = 12 M = 5 (55%) F = 4 (45%) Vacant = 3
RDA SA Murraylands and Riverlands	Total = 12 M = 8 (67%) F = 4 (33%)
RDA SA Whyalla and Eyre Peninsula	Total = 14 M = 8 (57%) F = 6 (43%)
RDA SA York and Mid North	Total = 12 M = 7 (64%) F = 4 (36%) Vacant = 1

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Board	Gender Ratio
RDA TAS Tasmania	Total = 13 M = 6 (46%) F = 7 (54%)
RDA VIC Barwon South West	Total = 10 M = 5 (50%) F = 5 (50%)
RDA VIC Gippsland	Total = 10 M = 7 (78%) F = 2 (22%) Vacant = 1
RDA VIC Grampians	Total = 10 M = 7 (70%) F = 3 (30%)
RDA VIC Hume	Total = 11 M = 7 (70%) F = 3 (30%) Vacant = 1
RDA VIC Loddon Mallee	Total = 10 M = 5 (50%) F = 5 (50%)
RDA VIC Melbourne East	Total = 11 M = 7 (88%) F = 1 (12%) Vacant = 3
RDA VIC Northern Melbourne	Total = 11 M = 8 (80%) F = 2 (20%) Vacant = 1
RDA VIC Southern Melbourne	Total = 10 M = 8 (80%) F = 2 (20%)
RDA VIC Western Melbourne	Total = 10 M = 7 (78%) F = 2 (22%) Vacant = 1
RDA WA Goldfields Esperance	Total = 12 M = 8 (72%) F = 3 (28%) Vacant = 1
RDA WA Great Southern	Total = 11 M = 4 (44%) F = 5 (56%) Vacant = 2
RDA WA Kimberly	Total = 8 M = 2 (40%) F = 3 (60%) Vacant = 3
RDA WA Mid West Gascoyne	Total = 15 M = 9 (64%) F = 5 (36%) Vacant = 1
RDA WA Peel	Total = 12 M = 6 (55%) F = 5 (45%) Vacant = 1
RDA WA Perth	Total = 12 M = 5 (56%) F = 4 (44%) Vacant = 3

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Board	Gender Ratio
RDA WA Pilbara	Total = 8 M = 1 (16%) F = 5 (84%) Vacant = 2
RDA WA South West	Total = 12 M = 4 (44%) F = 5 (56%) Vacant = 3
RDA WA Wheatbelt	Total = 11 M = 4 (45%) F = 5 (55%) Vacant = 2
Regional Development Australia Fund Advisory Panel	Total = 5 M = 3 (60%) F = 2 (40%)
<b>Boards Gender Balance Total</b>	<b>Total = 689</b> <b>M = 383 (63%)</b> <b>F = 225 (37%)</b> <b>Vacant = 81</b>

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

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**Question no.:** 12

**Program:** n/a

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

**Topic:** Stationary Requirements

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio from 7 September 2013 to date?

**Answer:**

\$19,921.

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**Question no.:** 13

**Program:** n/a

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

**Topic:** Media Subscriptions

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. What pay TV subscriptions does your department/agency have?
  - a. Please provide a list of what channels and the reason for each channel.
  - b. What is the cost from 7 September 2013 to date?
  - c. What is provided to the Minister or their office?
  - d. What is the cost from 7 September 2013 to date?
2. What newspaper subscriptions does your department/agency have?
  - a. Please provide a list of newspaper subscriptions and the reason for each.
  - b. What is the cost from 7 September 2013 to date?
  - c. What is provided to the Minister or their office?
  - d. What is the cost from 7 September 2013 to date?
3. What magazine subscriptions does your department/agency have?
  - a. Please provide a list of magazine subscriptions and the reason for each.
  - b. What is the cost from 7 September 2013 to date?
  - c. What is provided to the Minister or their office?
  - d. What is the cost from 7 September 2013 to date?
4. What publications does your department/agency purchase?
  - a. Please provide a list of publications purchased by the Department and the reason for each.
  - b. What is the cost from 7 September 2013 to date?
  - c. What is provided to the Minister or their office?
  - d. What is the cost from 7 September 2013 to date?

**Answer:**

**Department of Infrastructure and Regional Development**

1. The Department has a subscription with Foxtel.
  - a. The package provided by Foxtel contains a package of channels and has been assessed as the most cost effective and relevant package for the Department.
  - b. \$6,984.
  - c. There is one Foxtel subscription for the Ministers and their offices.
  - d. \$343.
2. The Canberra Times, Australian, Sydney Morning Herald, Financial Review, Age, telegraph, Herald Sun, Business Review Weekly and The Land.
  - a. The newspaper subscriptions are relevant to the department's industry and professional work.
  - b. \$5,147.
  - c. The Canberra Times, Age, Australian, Courier Mail, Financial Review, Melbourne Herald Sun, Sydney Morning Herald, Daily Telegraph, Land, Adelaide Advertiser.

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- d. \$1,228.
- 3. The Economist, Aviation Business, Australian Flying, Owner Driver and New Scientist.
  - a. Annual subscriptions and one off purchases are relevant to the department's industry and professional work.
  - b. \$354.
  - c. Nil
  - d. N/A
- 4.
  - a. Any publications purchased are one off and relevant to the department's industry and professional work.
  - b. Nil
  - c. Nil
  - d. N/A

**Airservices Australia**

- 1.
  - a. The National Operations Centre and Air Traffic Control Centres require Foxtel to gain information regarding relevant alerts/activities within Australia, in order to responsibly manage the air traffic network. Airservices subscribes to Parliamentary TV to ensure the organisation remains up-to-date with relevant aviation legislation and regulatory developments. The Aviation Rescue and Fire Fighting (ARFF) group subscribe to the standard Foxtel package. The ARFF fire-fighters cannot leave the immediate vicinity of their fire station whilst on shift. The length of shifts worked at some of the stations, and the fact that some stations are in remote or regional localities with limited choice or duration of standard TV coverage, has prompted ARFF to make available to staff a base package. Any local arrangements beyond the standard package are financed by those individuals.
  - b. \$19,000.
  - c. N/A
  - d. N/a
- 2.
  - a. Airservices newspaper subscriptions (The Australian, Canberra Times, Financial Review, The Age, Sydney Morning Herald, BRW) ensure the organisation keeps informed on news and current events.
  - b. \$2,925.
  - c. N/A.
  - d. N/A.
- 3 and 4.
  - a. Airservices subscribes to a large number of on-line databases, paper and electronic journals, magazines, books and articles to ensure staff are informed of aviation industry events, technical matters, innovations, policy changes, regulations and standards. Examples of magazines are: Training and Development Magazine, Asian Aviator, The Project Manager Journal, Ultra Fit Magazine, The Economist, Firehouse Magazine, Aerosafety World, Harvard Business Review.
  - b. The cost from 7 September to 30 November 2013 on subscriptions and publications is \$154,026.12. Note that there are a large number of renewals in October/ November compared to the rest of the year – this is not indicative of the spread of costs across the year.

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- c. N/A
- d. N/A

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) subscribes to Foxtel.
  - a. The channels are those provided with the Business Premium package offered by Foxtel. The reason the Business Premium package has been selected by AMSA is that it provides Sky News.
  - b. The cost for Foxtel from 7 September 2013 to 30 November 2013 was \$1,214.
  - c. N/A
  - d. N/A
2. AMSA offices have subscriptions for major daily and regional newspapers as a means of keeping AMSA staff informed about news and current events which may be relevant to AMSA's operations.
  - a. AMSA receives the following newspapers on business days Monday to Friday at the following locations:
    - Canberra Office – The Australian, The Canberra Times, Daily Telegraph and The Sydney Morning Herald.
    - Brisbane Office - Courier Mail.
    - Sydney Office – The Sydney Morning Herald.
    - Melbourne Office – The Australian.
    - Fremantle Office – The Australian and The West Australian.
  - b. The total cost from 7 September 2013 to 30 November 2013 is: \$1,567.
  - c. N/A
  - d. N/A
- 3-4: AMSA subscribes to and purchases relevant business, trade, professional and industry magazines and publications relevant to its role as the national agency responsible for maritime safety, protection of the marine environment and maritime and aviation search and rescue. AMSA does not maintain centralised records for each subscription that would make it possible to provide a detailed breakdown in the terms sought in question 3 (a) and (b) and 4 (a) and (b) without an unreasonable diversion of resources.
  - c. N/A
  - d. N/A

**Australian Transport Safety Bureau**

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

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- c. N/A
- d. N/A
- 4.
  - a. *PsycINFO*. Reason: Literature search database used by Human Factors and Research investigators.
  - b. \$2,531.51
  - c. N/A
  - d. N/A
  
  - a. *Springer*. Reason: Journal of failure analysis and prevention used by Technical Analysis investigators.
  - b. \$1,141.66
  - c. N/A
  - d. N/A

**Civil Aviation Safety Authority**

- 1.
  - a. CASA subscribes to Foxtel’s Business Premium Package to provide particular staff with a wider range of access to news and other appropriate channels.

Only two business packages are available: Flexi 10 which offers 10 channels for \$90/month or the premium package of all 80 channels for \$150/month (High Definition options for no additional charges). The business packages offered by FOXTEL have recently changed and the Business Value Package, which CASA used to subscribe to, is no longer available. Channels included in the Business Premium Package are:

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

- b. \$1,677 for the period September 2013 to November 2013.
- c. N/A
- d. N/A
  
- 2.-4.
  - a. CASA subscribes to newspapers and to aviation magazines and publications to allow staff to be kept informed of news items and of aviation industry developments. For the purpose of efficiencies in purchasing, CASA does not track the titles of individual newspapers and magazines.

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- b. \$21,785 for the period September 2013 to November 2013.
- c. N/A
- d. N/A

**National Capital Authority**

- 1. Nil
- 2. Yearly subscriptions to The Australian, The Canberra Times, Sunday Telegraph and the Daily Telegraph for media monitoring. Between 1 September and 30 November 2013, subscriptions cost \$440.55.
- 3. Nil.
- 4. Nil.

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**Infrastructure and Regional Development**

**Question no.:** 14

**Program:** n/a

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

**Topic:** Media Monitoring

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date?
  - a. Which agency or agencies provided these services?
  - b. What is the estimated budget to provide these services for the year 2013-14?
  - c. What has been spent providing these services from 7 September 2013 to date?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?
  - a. Which agency or agencies provided these services?
  - b. What is the estimated budget to provide these services for the year 2013-14?
  - c. What has been spent providing these services from 7 September 2013 to date?

**Answer:**

**Department of Infrastructure and Regional Development**

1. The Department's arrangement involves a flat-rate fee which includes access for Ministers' offices.
  - a. iSentia (Media Monitors).
  - b. The Department's arrangement involves a flat-rate fee which includes access for Ministers' offices.
  - c. The Department's arrangement involves a flat-rate fee which includes access for Ministers' offices.
2. The total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Department from 7 September 2013 to date is \$175,646 (GST Exc.).
  - a. iSentia (Media Monitors).
  - b. \$713,862 (GST Exc.)
  - c. \$175,646 (GST Exc.) – (1 September to 30 November 2013)

**Airservices Australia**

1. N/A
2. All responses are from 7 September 2013 to 30 November 2013.
  - a. iSentia
  - b. Approximately \$45,000
  - c. \$13,080

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**Australian Maritime Safety Authority**

1. N/A
2. The total cost of media monitoring services for AMSA from 7 September 2013 to 30 November 2013 was \$8,436.
  - a. Media Monitors (iSentia) and CCH Parliamentary Alerts.
  - b. \$115,000.
  - c. \$8,436.

**Australian Transport Safety Bureau**

1. N/A
2. Nil. Media Monitoring services to the ATSB are provided by the Department of Infrastructure and Regional Development.
  - a. N/A
  - b. Nil
  - c. Nil

**Civil Aviation Safety Authority**

1. N/A
2. The total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Agency from 7 September 2013 to date is \$12,288 (GST Exc.).
  - a. iSentia and AAP.
  - b. \$112,000
  - c. For the period 7 September 2013 to 30 November 2013 the total cost was \$12,288.

**National Capital Authority**

1. N/A
2. Nil.

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**Question no.: 15**

**Program:** n/a

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

**Topic:** Media Training

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 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); and
  - d. The names of all service providers engaged.
2. For each service purchased from a provider listed under (4), please provide:
  - a. The name and nature of the service purchased;
  - b. Whether the service is one-on-one or group based;
  - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification);
  - d. The total number of hours involved for all employees (provide a breakdown for each employment classification);
  - e. The total amount spent on the service; and
  - 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); and
  - d. Any costs the department or agency's incurred to use the location.

**Answer:**

**Department of Infrastructure and Regional Development**

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

**Airservices Australia**

1. a. \$6,520.
  - b. This training was offered to communication and media officers within Corporate Communication.
  - c. Six employees undertook this training over one day – 1 x Level 4 Contract Manager, 1 x ASA7, 3 x ASA6

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- d. Mediasavvy.
- 2. a. As above.  
b. Group based training.  
c. As above.  
d. One day.  
e. \$6,520  
f. Complete package.
- 3. N/A

**Australian Maritime Safety Authority**

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

**Australian Transport Safety Bureau**

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

**Civil Aviation Safety Authority**

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

**National Capital Authority**

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

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**Question no.: 16**

**Program:** n/a

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

**Topic:** Communications Staff

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

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

**Answer:**

**Department of Infrastructure and Regional Development**

1.
  - a. 36 ongoing staff. With the exception of one officer, all staff are located in Canberra. Refer to attachment A.
  - b. Nil.
  - c. Nil.
  - d. 3.
  - e. 2.
  - f. 5 staff directly responsible for event organisation, however other staff assist with event organisation, when required.
2. The Department does not have independent media studios.

**Airservices Australia**

1.
  - a. Refer to attachment A.
  - b. Nil.
  - c. Website developer – 1 contractor, Canberra based.
  - d. Refer to attachment A.
  - e. 1.
  - f. Nil. All of the team undertakes event management as required.
2. No.

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**Australian Maritime Safety Authority**

1.
  - a. Refer to attachment A.
  - b. Nil.
  - c. Refer to attachment A.
  - d. 4.
  - e. 1.
  - f. 3 are engaged in functions related to the organisation of AMSA events and conferences.
2. AMSA does not have independent media studios.

**Australian Transport Safety Bureau**

1.
  - a. Refer to attachment A.
  - b. Nil.
  - c. Nil.
  - d – f. Refer to attachment A.
2. ATSB does not have independent media studios.

**Civil Aviation Safety Authority**

1.
  - a – c. Refer to attachment A.
  - d. Nil.
  - e. 1.
  - f. Nil.
2. CASA does not have independent media studios.

**National Capital Authority**

1. Refer to Attachment A.
2. No.

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**ATTACHMENT A**

**Department of Infrastructure and Regional Development**

<b>Function</b>	<b>Classification</b>
<p><b>Media Officers</b>                      Provide media assistance to the Department, the Deputy Prime Minister and Assistant Minister, including drafting of media releases, media monitoring and management, liaison with media agencies.</p>	1 x EL1 1 x APS5
<p><b>Speechwriters</b>                      Provide assistance to draft speeches for the Deputy Prime Minister and Assistant Minister and senior departmental staff, together with drafting of magazine articles.</p>	3 x EL1
<p><b>Graphic designers</b>                      Provide design work for departmental publications. The work ranges from large publications to small internal communication promotional work.</p>	3 x APS6
<p><b>Strategic Communications</b>                      Working on the development of strategies to implement a range of initiatives to support the government's agenda. Preparation of talking points, arranging launches and events for the Deputy Prime Minister and Assistant Minister.</p>	1 x EL2 4 x EL1 4 x APS6 1 x APS5 1x APS4
<p><b>Internal Communications</b>                      Undertake internal communications activities newsletters, promotional activities across the department, arranging and managing seminars and departmental activities, events management assistance, together with other coordination activities.</p>	2 x EL2* 1 x APS5 3 x EL1 *one EL2 is part-time through maternity leave arrangements

**Online Services**

<b>Function</b>	<b>Classification</b>
<p>Management of the department's external and internal websites and a number of hosted sites.</p>	1 x EL2 3 x APS6 4 x EL1

**Administrative Staff**

<b>Function</b>	<b>Classification</b>
<p><b>General Manager</b>                      To set the direction and have oversight of the work functions of the branch, both administrative and in strategic communications.</p>	1 x SES Band 1 1 x APS 4 1 x APS6
<p><b>Executive Assistant (APS 4)</b>                      Assists in the day to day administration of the branch together with assisting the General Manager.</p>	
<p><b>Librarian (APS6)</b>                      Manages the departmental library including departmental subscription service and interagency book loans and departmental borrowing.</p>	

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**Airservices Australia**

<b>Function</b>	<b>Classification</b>
<b>Manager Corporate Communication</b> Deliver internal and external communications Location: Canberra	1 x Level 3 Manager 1 x ASA4 (PA)
<b>Senior Communication Advisor</b> Media management and external communications Location: Canberra	1 x Senior Advisor
<b>Communication Advisor</b> Deliver internal and external communications Location: 4 Canberra based, 1 Melbourne based	5 x FTE (1 x contract manager, 1 x ASA7, 3 x ASA6)
<b>Graphic Designers</b> Provide graphic design work for Airservices. The work ranges from large publications, including the Annual Report, corporate and business plans to small promotions including posters and one page documents. Maintain Airservices web site. Location: Canberra	1 x ASA7 1 x ASA6

**Australian Maritime Safety Authority**

**a.**

<b>Function</b>	<b>Number of Staff</b>	<b>Classification</b>	<b>Location</b>
Website management, writing and editing, publishing and design	3	AMSA Level 6	Canberra
Publishing and design	2	AMSA Level 5	Canberra
Media officers	1	AMSA Level 6	Canberra
	3	AMSA Level 5	Canberra
Engagement officers (organising events, marketing)	1	AMSA Level 6	Canberra
	2	AMSA Level 5	Canberra
Manager	2	Manager*	Canberra

*\*AMSA Managers are employed on renewable term contracts.*

**c.**

<b>Function</b>	<b>Number of Staff</b>	<b>Classification</b>	<b>Location</b>
Website Management	1	AMSA Level 4	Canberra
Publishing and Design	1	AMSA Level 4	Canberra

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**Australian Transport Safety Bureau**

<b>Function</b>	<b>Classification</b>
<p><b>Media Officers</b></p> <p>Provide media assistance such as:</p> <ul style="list-style-type: none"> <li>• developing media releases, articles and web news items that promote ATSB investigation reports and findings to industry and travelling public</li> <li>• monitoring media</li> <li>• handling general enquiries from the public via email and telephone</li> <li>• liaising with media agencies to respond to enquiries.</li> </ul> <p>Location: Canberra</p>	<p>1 x EL1 (ongoing) 1 x APS6 (ongoing)</p>
<p><b>Graphic design/web management</b></p> <p>Provide design work for ATSB publications such as ATSB reports, information material, annual report, safety promotion material.</p> <p>Provide web management and support to ATSB. Includes publishing reports online, managing web content and ensuring web accessibility requirements are met.</p> <p>Location: Canberra</p>	<p>1 x EL1 (ongoing) 1 x APS5 (ongoing)</p>
<p><b>Strategic Communications</b></p> <p>Duties involve:</p> <ul style="list-style-type: none"> <li>• managing the communication team priorities, budget and people</li> <li>• developing and implementing communication plans to promote ATSB safety messages to industry and travelling public</li> <li>• distributing letters to directly involved parties of an investigation</li> <li>• briefing the Minister's office of upcoming report releases</li> <li>• coordinating the ATSB's industry engagement program to help reach industry with safety advice</li> </ul> <p>Location: Canberra</p>	<p>1 x EL2 (ongoing) 1 x EL1 (ongoing)</p>

**Civil Aviation Safety Authority**

<b>Function</b>	<b>Number of Staff and Classification</b>
<p>The Corporate Communications section provides advice on CASA's approach to aviation safety issues occurring in the media and develops internal and external corporate communications.</p> <p>This includes liaison with media organisations and the development of media releases. The section also develops a monthly electronic CASA briefing to industry and a fortnightly electronic newsletter to staff.</p> <p>Location: Canberra</p>	<p>2 ongoing staff and 1 non-ongoing staff (backfilling an ongoing CS4 (EL1) level position)</p> <p>i) Section Head Corporate Communications (CS 5) ongoing</p> <p>ii) Corporate Communications Officer (CS3-A) ongoing</p> <p>iii) Corporate Communications Officer (CS3-B) non-ongoing</p>

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**National Capital Authority**

Class'n	Ongoing Staff		Non-ongoing		Contracted		All Graphic design skills
	Type of Work	Location	Type of Work	Location	Type of Work	Location	
EL2	National engagement, public relations, communications and media, community consultation including event management, information and education programs (including management of the National Capital Exhibition)	Treasury Building (Block D), King Edward Terrace, Parkes, ACT	N/A	N/A	N/A	N/A	N/A
APS6	National engagement, public relations, communications, media, and community consultation and information including event organisation.	As above	N/A	N/A	N/A	N/A	N/A

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**Infrastructure and Regional Development**

**Question no.:** 17

**Program:** n/a

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

**Topic:** Provision of Equipment

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs from 7 September 2013 to date?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes, provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
4. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.

**Answer:**

**Department of Infrastructure and Regional Development**

1. Mobile Phones types and purchase costs (excl GST) are: iPhone 5 and 5S \$999-\$1,129.
2. The ongoing costs from 7 September 2013 to date are \$1,904.
3. a. Yes  
b. Equipment provided to departmental staff includes computers, mobile phones / blackberries, iPhones and iPads. The value of the equipment currently provided is \$2.14m (excl GST). This is an estimate only – not the actual cost.

The ongoing cost is as follows:

Data cards:	Laptops	\$44.54 to \$99 per month plus charges where plan usage is exceeded
iPads		Ipads - \$49 OBBG49USTD - Optus Broadband Standard \$49 Unlimited - minimum monthly cost
iPhones		Optus 3GB data Plan for \$24 p.m. plus voice calls based on usage.
Blackberry's		Optus - BB38BB Casual Blackberry BES Plan - \$29.95 per month plus charges where plan usage is exceeded
		Telstra - Casual Blackberry BES plan - \$59.95 per month plus charges where plan usage is exceeded
Mobile Phones		Optus - \$0 Standard voice plan - charges based on usage
		Telstra – \$5 Enterprise fleet plan - \$5 per month plus charges where plan usage is exceeded

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

4. a. Yes.  
b. Equipment provided includes computers, iPhones / Blackberries, iPads and printers. The cost of the equipment is \$105,851 (ex GST). The equipment is provided to the Deputy Prime

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Minister's and the Assistant Minister's Offices to allow connectivity back to the Department's environment.

**Airservices Australia**

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

Item		Item Numbers	Upfront Cost (ex GST)	Ongoing Cost (ex GST)	Equipment Custodian Classifications
Laptops	Basic Laptop	1498 leased	No upfront cost as leased over 36 months. Total price to lease for the period is approx \$1,836	\$51/month*	Any level staff that has a requirement to travel or work remotely
	Lightweight Laptop	303 leased	No upfront cost as leased over 36 months. Total price to lease for the period is approx \$2,520	\$70/month*	Primarily senior managers or staff who have WH&S restrictions
RSA Tokens		1536	\$50	No ongoing cost	Any staff member that has a requirement to connect remotely or work from home
Standard Mobile Phones		883	\$167	\$5 per month plus call costs	Any staff member that has a requirement for remote or after hours contact
iPhones **		169	\$726	\$5 monthly fee plus \$30 per month on the standard 3GB data plan	Primarily senior managers unless an approved business case is received
iPads **		28	\$925	\$29/month on the standard 4GB data plan	Primarily senior managers unless an approved business case is received
IronKey USB***		22	\$331 for 16GB \$221 for 4GB	Approx \$93 every additional 3 years for updated security and virus protection	Any staff member that has a requirement for secure and protected USB connectivity
Wireless Data Cards This includes SIM cards to provide data services		408	\$215	\$29/month on the standard 4GB data plan**	Any level staff that has a requirement to travel or work remotely

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

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

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

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**Australian Maritime Safety Authority**

1. N/A
2. N/A
3. a. Yes.  
b. Equipment provided to staff of the Australian Maritime Safety Authority includes desktop and laptop computers and screens, mobile phones and smartphones, iPads, small printers, cameras and consumable equipment such as thumb drives. The current estimated value of all computer and electronic equipment (not exclusively mobile or portable devices) provided is \$1.76 million. AMSA is unable to provide a breakdown in the terms sought without an unreasonable diversion of resources. Ongoing costs to provide the equipment vary per device, depending on voice and data usage plans. The equipment is available to all levels of staff across the agency and is issued dependent upon operational need and business requirements and the nature of the officer's work.
4. N/A

**Australian Transport Safety Bureau**

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

Equipment Type	Number of items	Purchase Cost (per unit)	Ongoing costs (per unit)	Staff numbers and Classification
BlackBerry	89	\$675	\$34.95 per month	89 – Technical, Management and operational corporate
Mobile Phones (Nokia 6720)	1	\$424	\$5.00 per month	1 - Technical
Network Security Tokens	102	\$75	\$13.00 per year	102 - Technical, Management and operational corporate
Data Cards	19	\$318	\$19.00 per month (1Gig)	19 - Technical, Management and operational corporate
Computer Laptops	88	\$2,145	Nil	80 - Technical, Management and some operational corporate

4. N/A

**Civil Aviation Safety Authority**

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

Electronic Equipment Item	Quantity	Total Purchase Cost	Ongoing Cost
Laptops	517	\$1,280,347	Not Applicable
iPads	45	\$44,100	<ul style="list-style-type: none"> <li>• \$19 per month (1 gig)</li> <li>• \$29 (4 gig)</li> <li>• \$39 (8 gig)</li> </ul>
Wireless Cards (Next G Modem)	273	\$40,950	<ul style="list-style-type: none"> <li>• \$19 per month (1 gig)</li> <li>• \$29 (4 gig)</li> <li>• \$39 (8 gig)</li> </ul>
Blackberry	202	\$112,312	\$34.95 per month
Mobile Phones	251	\$112,950	<ul style="list-style-type: none"> <li>• \$5 per month – phone</li> <li>• \$19 per month (1 gig)</li> <li>• \$29 (4 gig)</li> <li>• \$39 (8 gig)</li> </ul>
iPhones	5	\$4,950	<ul style="list-style-type: none"> <li>• \$5 per month – phone</li> <li>• \$19 per month (1 gig)</li> </ul>

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			<ul style="list-style-type: none"><li>• \$29 (4 gig)</li><li>• \$39 (8 gig)</li></ul>
Physical Security Tokens (VASCO) - \$40 per token	100	\$4,000	Not Applicable
Software Security Tokens (VASCO) - \$15 per token	400	\$6,000	Not Applicable
Blackberry Playbook	12	\$4,800	Not Applicable
Thumb Drives	Untracked	Considered stationery	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>

4. N/A

**National Capital Authority**

1. N/A

2. N/A

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

As at 30 November 2013, the total number of devices currently allocated to NCA staff and Authority Members consists of five Blackberries, 18 mobile devices, 45 iPads and five laptops. The purchase cost of the equipment listed above is \$41,348 (GST exclusive).

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

4. N/A

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**Infrastructure and Regional Development**

**Question no.:** 18

**Program:** n/a

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

**Topic:** Grants

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Could the department/agency provide an update list of all grants, including ad hoc and one-off grants from 7 September 2013 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?
3. Please list all grants that were approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants. Please list which grant applications had been contacted advising of their success. Please provide the current status of these grants. Have any of these grants been cancelled, paused, discontinued or cut?

**Answer:**

**Department of Infrastructure and Regional Development**

1. Information on grants awarded by the Department is available on the Department's website.
2. Yes.
3. A list of all grants that were approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013 is at [Attachment A](#).

**Airservices Australia**

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

**Australian Maritime Safety Authority**

4. Nil.
5. N/A
6. N/A

**Australian Transport Safety Bureau**

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

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**Civil Aviation Safety Authority**

1.

<b>Recipient</b>	<b>Amount</b>	<b>Description</b>	<b>Location</b>
Fearless Flyers ACT Inc	\$2,000	Twice yearly program for people with a fear or phobia of flying	Canberra
Royal Federation of Aero Clubs	\$10,000	Funding to assist with the Annual Flying Training Conference 7-12 April 2014	Newcastle
Aircraft Owners & Pilots Association	\$5,000	Funding to assist with Jandakot Safety Seminar 31/8-1/9/13	Perth
PACDEFF	\$5,000	Funding to assist with 2014 Human Factors & Non-Technical Skills Training – 1 March 2014	Brisbane
Aust Society of Aerospace Medicine	\$2,500	Funding to assist with Workshop for Designated Aviation Medical Examiners 1-3 Oct 2013	Melbourne
Australian Sport Rotorcraft Association	\$5,700	Funding to assist with workshop focusing on pre-flight checks 18/4-21/4/13	Kenmore, Qld
Safe Skies Australia	\$55,000	Contribution to Safeskiies Conference October 2013	Canberra

2. No.

3. Nil.

**National Capital Authority**

1. Nil.

2. N/A

3. N/A

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**Question no.:** 19

**Program:** n/a

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

**Topic:** Government Payments of Accounts

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. For 7 September 2013 to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?
  - a. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached.
  - b. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
  - c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

**Department of Infrastructure and Regional Development**

1.
  - a. The total number of invoices paid from 7 September 2013 to 30 November 2013 was 4,768. Of these, 2.0 per cent were not paid within 30 days due to delays from vendors responding to clarifications with relation to invoices and/or unplanned staff absence/temporary staff shortages.

Please see the table below for a breakdown:

<b>Timeframe</b>	<b>No. of invoices</b>
Paid within 30 days	4,654
Paid within 31 to 60 days	67
Paid within 61 to 90 days	28
Paid within 91 to 120 days	8
Greater than 120 days	11
<b>Total</b>	<b>4,768</b>

- b. No interest has been paid from 7 September 2013 to 30 November 2013.
    - c. N/A

**Airservices Australia**

1. This policy does not apply to Airservices, as it is not a *Financial Management and Accountability Act 1997* (FMA Act) agency.
  - a. Airservices has internal accounts payable policy which follows the standard terms of trade of 28 days.
  - b. No interest is being paid on overdue accounts.
  - c. N/A

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**Australian Maritime Safety Authority**

The Australian Maritime Safety Authority (AMSA) pays its accounts to suppliers upon acceptance of the good and/or service. Where the acceptance is immediate, AMSA pays its accounts in accordance with the terms and conditions applicable to each procurement. Although these are generally 30 days, other payments are agreed from time to time between the parties for business reasons. Accounts in dispute are paid in a timely manner upon resolution of the dispute.

**Australian Transport Safety Bureau**

All responses represent the period 7 September 2013 to 5 December 2013.

1. No.

- a. Table A below identifies the number of invoices paid to Small Business and the value and number within specified payment periods. For the invoices paid outside the 30 day payment period, payments have been made on average 6 days post the 30 days. The ATSB is conscious of the Government policy as outlined in Finance Circular No. 2012/02 and continues to review its processes to ensure invoices are paid within the timeframes outlined in the Government Policy.

<b>Timeframe</b>	<b>Number of invoices</b>	<b>% of Number</b>	<b>Value \$</b>	<b>% of Value</b>
Paid within 30 days	7	64	11,586	30
Paid within 31 to 60 days	4	36	27,178	70
Paid within 61 to 90 days	0	0	0	0
Paid within 91 to 120 days	0	0	0	0
Greater than 120 days	0	0	0	0
<b>Total</b>	<b>11</b>	<b>100</b>	<b>38,764</b>	<b>100</b>

- b. For the current financial year 7 September 2013 to 5 December 2013 interest has not been paid on accounts that have not been paid within 30 days. For the previous financial year, 2012-13, interest was not paid on accounts that were not paid within 30 days.
- c. If interest were to be paid, the calculation would be in accordance with the guidance as outlined in Finance Circular No. 2012/02.

**Civil Aviation Safety Authority**

1. Yes, where an appropriately rendered invoice has been provided to CASA.
- a. N/A
- b. No.
- c. N/A

**National Capital Authority**

Between 7 September and 30 November 2013, ninety per cent of payments were made within 30 days of receipt of invoice. The remaining 10 per cent of payments were delayed pending acceptable completion of the services being provided. No interest has been paid.

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**Question no.:** 20

**Program:** n/a

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

**Topic:** Consultancies

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. How many consultancies have been undertaken from 7 September 2013 to date?
  - a. Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
  - b. How many consultancies are planned for this calendar year? 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:**

**Department of Infrastructure and Regional Development**

1.
  - a. A list of Consultancies for the financial year to date valued at \$10,000 or more can be found on the AusTender website.
  - b. Planned consultancies for the 2013 calendar year are covered in the Department's Annual Procurement Plan list which can be found on the AusTender website.

**Airservices Australia**

1. Airservices undertook consultancies totalling \$2.588m from 7 September 2013 to 30 November 2013.
  - a. Consultancies were undertaken in a number of broad areas as follows:

<b>Category of Consultancy</b>	<b>Total expenditure (\$'000)</b>
Safety Management Systems	175
Engineering and Projects	1,005
Air Traffic Control	91
Environmental services	151
Aviation Rescue and Fire-Fighting	80
Training and Human Resources	95
Compliance and Governance	732
Information Technology	259
<b>Total</b>	<b>2,588</b>

- b. There is no fixed number of consultancies planned in this calendar year as they are used on an as required basis. Airservices does not publish an APP as it is a non-prescribed *Commonwealth Authorities and Companies Act 1997* agency.

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**Australian Maritime Safety Authority**

1. From 7 September 2013 to 30 November 2013 four consultancies were let.
  - a. Total value of expenditure by AMSA on all consultancies for the period 7 September to 30 November 2013 is \$1,361,291. Other details of the four consultancies let during the period are as follows:

AMSA No	Company	Services	Date	Value	Duration	Method
13AMSA040	RMR Consultancy	Maximo Consultancy Services	11 Oct 13	\$30,000	9 months (6 month extension option available)	Limited Tender (extension of previous works)
13AMSA098	Galent	Probity Advice	1 Oct 13	\$29,000	9 months (3 month extension option available)	Limited tender
13AMSA139	Ernst & Young	Probity Advice	4 Dec 13	\$25,000	6 months	Limited Tender
13AMSA140	EMC Technologies PL	ATON Assessment	19 Nov 13	\$61,000	3 Months	Limited Tender

- b. Planned consultancies, that meet the reporting criteria, are outlined in AMSA's Annual Procurement Plan (APP) list which can be found on the Australian Government Tender System website.

**Australian Transport Safety Bureau**

1.
  - a. The details and number of consultancies undertaken, valued at more than \$10,000, from 7 September 2013 to 30 November 2013 are available on the Australian Government Tender system (AusTender) website.
  - b. Planned consultancies for the 2013 calendar year are covered in the ATSB's Annual Procurement Plan (APP) list which can be found on the AusTender system website. Please refer to AusTender for further detail.

**Civil Aviation Safety Authority**

1.
  - a. One consultancy was performed in the period September to November 2013.

Supplier Name	Subject Matter	Dollar Value	Start Date	End Date	Method
Visual Ergonomics (Barry L Cole)	Expert report for Administrative Appeals Tribunal Hearing	\$10,200	20/11/13	28/02/14	Limited Tender

- b. There is one consultancy planned for the remainder of the calendar year.

Supplier Name	Subject Matter	Dollar Value	Duration	Method
TBD	External analysis to support CASA's workforce planning process	\$70,000	3 months	Limited Tender

CASA does not publish an APP on AusTender as it is a non-prescribed Commonwealth Authorities and Companies Act Agency.

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**National Capital Authority**

Between 7 September and 30 November 2013, four consultancies were entered into with a total value of \$190,693. Consultancy details are available on the Austender website.

The National Capital Authority has not identified any specific planned consultancies to be let in the remainder of this calendar year.

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**Infrastructure and Regional Development**

**Question no.:** 21

**Program:** n/a

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

**Topic:** Meeting Costs

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. What is the Department/Agency's meeting spend from 7 September to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from 7 September 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer:**

**Department of Infrastructure and Regional Development**

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

**Airservices Australia**

1. Airservices does not record data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. N/A
3. There are trips planned which relate to internal and external meetings for the remainder of the financial year, however, these plans include travel and other incidental costs. Discrete costs for planned meetings alone are not recorded in a manner that would separate only the cost of the meeting from the total of the planned cost. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
4. N/A

**Australian Maritime Safety Authority**

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

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**Australian Transport Safety Bureau**

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

**Civil Aviation Safety Authority**

1. CASA has spent \$15,991 on meetings and safety seminars in the September to November 2013 period. Meetings were with the aviation industry and international visitors, and costs included venue, audio-visual hire, catering and the provision of non-alcoholic beverages.
2. N/A
3. CASA has forecast \$26,000 on meetings and safety seminars for the remainder of the 2013-14 financial year from 1 December 2013.
4. N/A

**National Capital Authority**

1. Expenditure for the period 6 September to 30 November 2013 for meeting costs was \$504. The National Capital Authority (NCA) holds a small number of meetings in the process of its routine business. Given the relatively low value of the meeting costs, a detailed list of events has not been provided.
2. N/A
3. \$13,000. This represents the total available meeting cost budget. Around \$10,000 of this is allocated to the annual NCA public forum.
4. N/A

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**Question no.: 22**

**Program:** n/a

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

**Topic:** Public Services Efficiencies

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

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

**Answer:**

**Department of Infrastructure and Regional Development**

1. The number of business flights has reduced. Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance.
2. The Department reviews the use of contractors and consultants on a case-by-case basis and will only engage a contractor or consultant where it is considered more cost-effective than using a permanent employee or where skills are required that are not available in the Department. The Department has implemented a range of panels in addition to utilising whole-of-government arrangements that enable the efficient selection of contractors and consultants at competitive rates. Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance and will be dependent on the demand for the use of contractors and consultants over the period.
3. Online advertising is used for all external recruitment advertising. Graduate recruitment is predominately advertised online with limited advertising in specialist graduate printed publications. SES specialist roles may be advertised in the national press. Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance.
4. The Department's preferred means of publication is online and our use of printed publications is now largely limited to publications requiring parliamentary tabling (such as annual reports) and short-run hardcopies of keystone reports. Continuing this approach will likely bring us further savings although it will be difficult to quantify an exact amount as this will be determined by the number and complexity of reports requiring publication over future years.

**Airservices Australia**

N/A

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**Australian Maritime Safety Authority**

1-4: AMSA has adopted a strategy to absorb the efficiency dividend through reductions in travel and delayed recruitment of staff. The reductions in travel relate to reductions in travel and aircraft hire relating to audits of airborne search and rescue service suppliers by adopting a risk based approach for audit of these services. The Single National Regulator will absorb the efficiency dividend through a staged delaying of staff recruitment to replace attrition so as to reduce staff costs, together with an increased use of technology and video conferences where possible to reduce travel costs.

**Australian Transport Safety Bureau**

1. The number of business flights has reduced. Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance.
2. The ATSB reviews the use of contractors and consultants on a case by case basis and will only engage a contractor or consultant where it is considered more cost effective than using a permanent employee or where skills are required that are not available to the agency. The ATSB has access to a range of panels in addition to using whole of government arrangements that enable efficient selection of contractors and consultants at competitive rates.

Although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance and will be dependent on the demand and use of contractors and consultants over the period.

3. Online advertising is used for all recruitment advertising and although savings will be achieved, the amount to be achieved over the forward estimates is unable to be quantified in advance.
4. a-b. The ATSB is conscious of the five per cent savings target and aims to reduce overall printing costs. The ATSB's principle means of publishing is online. The major publishing requirement relates to safety education material and ATSB investigation reports for industry, which is demand driven. Where printed material is required, for items such as safety awareness material, investigation reports, and a range of corporate documents, the costs have been minimised through the targeted use of appropriate equipment and by limiting print runs.  
c. Any potential savings in each year over the forward estimates is unable to be quantified due to the responsive nature of investigation work.

**Civil Aviation Safety Authority**

1. There was a reduction in business flights from 2011-12 to 2012-13. The table below provides details of the number of tickets issued.

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14 to end Nov</b>
Number of tickets issued	8,722	6,407	2,967

No savings specifically relating to business flights have been identified over the forward estimates.

2. There has been a reduction in the use of external consultants and contracted services/personnel as follows:

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<b>Description</b>	<b>2011-12 \$'000</b>	<b>2012-13 \$'000</b>	<b>2013-14 to end Nov \$'000</b>
Contract Staff	\$1,531	\$968	\$595
Consultancies and Service Contracts	\$14,145	\$9,367	\$2,914

There has been no significant impact on the agency outcomes.

No savings specifically relating to external consultants and contractors have been identified over the forward estimates.

3. Limited advertising in national press is used for aviation specialist recruitment and Senior Management roles. This is because certain national press features focus on aviation specifically and consequently have the ability to reach and attract the maximum number of targeted applicants with one advertisement.

No specific savings relating to online recruitment advertising have been identified over the forward estimates.

4. Yes
  - a. No
  - b. N/A
  - c. No specific savings relating to printing costs have been identified over the forward estimates.

**National Capital Authority**

1. The National Capital Authority (NCA) makes only small expenditures for air travel and has minimal saving opportunities. All air travel for staff is undertaken at the lowest practical fare for official business. Board members air travel entitlement allows for Business Class flights.
2. Yes. No, it has not impacted on the NCA's core responsibilities. Estimated annual saving is \$50,000.
3. Since 1 July 2012, recruitment advertising has been carried out online in accordance with the non-campaign recruitment advertising policy.
4. Yes. The NCA achieved the five per cent savings target and has an annual saving of \$10,000 forecast over the forward estimates.

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**Question no.:** 23

**Program:** n/a

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

**Topic:** Ministerial Office Security Classifications

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. What is the policy for ministerial staff security clearances?
2. How many staffers employed by the Government under the MOPS Act have security clearance?
  - a. At what level?
  - b. If not, why not?
3. How many seconded departmental officers acting in ministerial offices, including DLOs have security clearances?
  - a. At what level?
  - b. If not, why not?

**Answer:**

1. The Department of Finance is responsible for the policy for ministerial staff security clearances.
2. The Department of Finance are responsible for the managing MOPS staff security clearances.
3. Seven departmental staff seconded to Ministerial offices have security clearances.
  - a. Baseline and above
  - b. N/A

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**Infrastructure and Regional Development**

**Question no.: 24**

**Program:** n/a

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

**Topic:** Executive Coaching and Leadership Training

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:

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

**Answer:**

Refer to Attachment A.

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**ATTACHMENT A:**

**Department of Infrastructure and Regional Development**

All answers are provided GST Exclusive and for the period 7 September 2013 to 30 November 2013

<b>Total expenditure on Executive Coaching and Leadership Training – 7 September 2013 – 30 November 2013 (1)</b>	<b>The number of employees offered these services and their employment classification (2)</b>	<b>The number of employees who have utilised these services and their employment classification (3)</b>	
		# employees	Classification
\$2,278	Executive Coaching and Leadership training is generally available to all Executive Level and Senior Executive Service employees. APS level employees can participate on an as required basis.	6	APS 5 to SES 1

<b>Provider Name (4)</b>	<b>Service (5a)</b>	<b>Group or One on One (5b)</b>	<b>Number of employees who received training (5c)</b>	<b>Classification (5c)</b>	<b>Total Number of employee hours (5d)</b>	<b>Total Expenses (Ex GST) (5e)</b>	<b>Description of fees charge (5f)</b>
Yellow Edge	Executive Coaching	One on One	1	EL1	1	350	Per Hour
Yellow Edge	Executive Coaching	One on One	1	EL2	1	450	Per Hour
Effective People	Executive Coaching	One on One	1	APS 5	1	309	Per Hour

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Yellow Edge	Executive Coaching	One on One	1	EL2	1	450	Per Hour
Yellow Edge	Executive Coaching	One on One	1	APS 6	1	350	Per Hour
Effective People	Executive Coaching	One on One	1	SES 1	1	369	Per Hour

6 - The Department does not record where Executive Coaching sessions take place, they may be conducted in-house or at the providers premises.

6(d) No costs were incurred.

**Airservices Australia**

Nil

**Australian Maritime Safety Authority**

All answers are provided GST exclusive and for the period 7 September to 30 November 2013.

<b>Total expenditure on Executive Coaching and Leadership Training – 7 September – 30 November 2013 (1)</b>	<b>The number of employees offered these services and their employment classification (2)</b>	<b>The number of employees who have utilised these services and their employment classification (3)</b>	
		# employees	Classification
\$800	1 Employee was offered these services The employee is employed on a Common Law Contract	1	Common Law Contract

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<b>Provider Name (4)</b>	<b>Service (5a)</b>	<b>Group or One on One (5b)</b>	<b>Number of employees who received training and their classification (5c)</b>		<b>Total Number of employee hours (5d)</b>	<b>Total Expenses (5e)</b>	<b>Description of fees charge (5f)</b>
Building Effectiveness Pty Ltd	Executive Coaching	One on One	1	Common Law Contract	3 hours	\$800	Per session

<b>Location (6a)</b>	<b>Number of employees who took part on each occasion (6b)</b>	<b>The total number of hours involved for all employees who took part (6c)</b>	<b>Any costs the department or agency's incurred to use the location (6d)</b>
AMSA Office – 82 Northbourne Avenue Braddon ACT	1	3 hours	None

**Australian Transport Safety Bureau**

Nil

**Civil Aviation Safety Authority**

<b>Total expenditure on Executive Coaching and Leadership Training – 7 September – 30 November 2013 (1)</b>	<b>The number of employees offered these services and their employment classification (2)</b>	<b>The number of employees who have utilised these services and their employment classification (3)</b>	
		<b># employees</b>	<b>Classification</b>
\$4,650	Executive Coaching and Leadership training is generally available to staff at CS3AB (APS6) and above who are in an existing management/leadership role or are identified as high performing candidates	5	1 x SMGB 3 x SMGC 1 x SMGD

<b>Provider Name (4)</b>	<b>Service (5a)</b>	<b>Group or One on One (5b)</b>	<b>Number of employees who received training and their classification (5c)</b>		<b>Total Number of employee hours (5d)</b>	<b>Total Expenses (5e)</b>	<b>Description of fees charge (5f)</b>
Institute of Executive Coaching	Individual Coaching	One on One	4	SMGC x 3 SMGD x 1	12	\$4,182.50	Individual coaching

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							sessions
Lisa Trotter	Individual Coaching	One on One	1	SMGB x 1	1.5	\$468.50	Individual coaching sessions

<b>Location (6a)</b>	<b>Number of employees who took part on each occasion (6b)</b>	<b>The total number of hours involved for all employees who took part (6c)</b>	<b>Any costs the department or agency's incurred to use the location (6d)</b>
N/A	N/A	N/A	N/A

**National Capital Authority**

Nil.

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**Infrastructure and Regional Development**

**Question no.: 25**

**Program:** n/a

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

**Topic:** Staffing Reductions

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. How many staff reductions/voluntary redundancies have occurred from 7 September 2013 to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut?
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.

**Answer:**

**Department of Infrastructure and Regional Development**

1. No staff reductions/voluntary redundancies from 7 September 2013 to date.
2. No involuntary redundancies from 7 September 2013 to date.
3. Not at this time.
4. N/A
5. N/A

**Airservices Australia**

1. 1 voluntary redundancy occurred in the reporting period.
2. 1 involuntary redundancy occurred in the reporting period.
  - a. ASA 7 from Projects and Engineering Business Group with termination date of 23 October 2013.
3. There are no current plans for voluntary redundancies.
4. Not applicable.
5. There are no current plans for involuntary redundancies.

**Australian Maritime Safety Authority**

1. In the period 7 September to 30 November 2013, one voluntary redundancy occurred. This redundancy was due to a section restructure.
2. There were no involuntary redundancies during the period.
3. There are two redundancies pending, including one voluntary redundancy which has been accepted and one which is currently being considered. There is potential for a further voluntary redundancy.
4. The redundancies which are pending are due to section restructures.
5. There are no plans for involuntary redundancies.

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**Australian Transport Safety Bureau**

1. Nil
2. N/A
3. In accordance with the ATSB's 2013-14 published Portfolio Budget Statement, the estimated average staffing level will be gradually reduced by approximately 22 staff (representing an overall reduction of approximately 18.6 percent). Based on our workforce projections this target will be primarily managed through attrition although the application of redundancies cannot be ruled out. This reduction of staff will result in reduced numbers and scope of transport safety investigations
4. Forward budget constraints.
5. Refer to question 3 response.

**Civil Aviation Safety Authority**

1. None
2. N/A
3. No
4. N/A
5. No

**National Capital Authority**

1. No staff reductions/voluntary redundancies from 7 September 2013 to date.
2. No involuntary redundancies from 7 September 2013 to date.
3. The NCA has no staff reduction plans, but will make decisions in accordance with Australian Public Service Commission guidelines.
4. N/A
5. N/A

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**Question no.:** 26

**Program:** n/a

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

**Topic:** Staffing Cessations

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. How many ongoing staff left the Department/agency from 7 September 2013 to date?  
What classification were these staff?
2. How many non-ongoing staff left the Department/agency from 7 September 2013 to date?  
What classification were these staff?

**Answer:**

**Department of Infrastructure and Regional Development**

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>Total</b>
APS 2	-	1	1
APS 3	-	1	1
APS 5	2	1	3
APS 6	5	-	5
EL 1	4	-	4
EL 2	1	1	2
SES	1	-	1
<b>Total</b>	<b>13</b>	<b>4</b>	<b>17</b>

**Airservices Australia**

1. 28 On-going (Permanent) staff left the organisation during the reporting period 7 September 2013 to 30 November 2013.

<b>CLASSIFICATION</b>	<b>TOTAL</b>
High Frequency Senior Manager	1
Unit Tower Supervisor	1
Air Traffic Controller	2
Leading Fire Fighter	5
ASA 4	1
ASA 5	1
ASA 6	1
ASA 7	2
ASA 8	1
Senior Manager	4
Executive Manager	1
Technical Officer Band 2	1
Technical Officer Band 4	1
Academy	5
Cadet	1

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2. 5 Non-going (Fixed Term) staff left the organisation during the reporting period.

<b>CLASSIFICATION</b>	<b>TOTAL</b>
ASA 3	1
ASA 6	1
ASA 7	2
Senior Manager	1

**Australian Maritime Safety Authority**

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>Total</b>
AMSA 2	2	-	2
AMSA 4	-	1	1
AMSA 5	1	-	1
AMSA 6	1	1	2
AMSA 7	1	-	1
AMSA 8	1	-	1
<b>Total</b>	<b>6</b>	<b>2</b>	<b>8</b>

**Australian Transport Safety Bureau**

Nil

**Civil Aviation Safety Authority**

<b>Classification</b>	<b>Ongoing</b>	<b>Non-Ongoing</b>	<b>Total</b>
Aviation Safety Regulator Level 1	2	-	2
Certificate Management Team Leader	2	-	2
Flying Operations Inspector	2	-	2
Flight Training Examiner	1	-	1
Senior Management Group Band D	-	1	1
Corporate Services Level 1 (APS 1/2 equivalent)	-	1	1
Corporate Services Level 2 Below Barrier (APS 3 equivalent)	1	-	1
Corporate Services Level 2 Above Barrier (APS 4 equivalent)	1	1	2
Corporate Services Level 3 Above Barrier (APS 6 equivalent)	1	-	1
Corporate Services Level 4 (EL 1 equivalent)	2	1	3
Corporate Services Level 5 (EL2 equivalent)	1	1	2
<b>TOTAL</b>	<b>13</b>	<b>5</b>	<b>18</b>

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**National Capital Authority**

1. Between 7 September 2013 and 30 November 2013, no ongoing employees left the National Capital Authority (NCA).
2. Between 7 September 2013 and 30 November 2013, three non-ongoing employees left the NCA. The classifications of the employees ranged from APS Level 3 to ASP Level 5.

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**Question no.:** 27

**Program:** N/A

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

**Topic:** Staffing Recruitment

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. How many ongoing staff recruited from 7 September 2013 to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created from 7 September 2013 to date? What classification are these staff?
3. From 7 September 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?

**Answer:**

**Department of Infrastructure and Regional Development**

1 & 2.

Classification	Question 1 Recruited Ongoing	Question 2 Recruited Non-Ongoing
APS 1	-	-
APS 2	-	1
APS 3	-	1
APS 4	1	-
APS 5	1	-
APS 6	8	2
EL 1	3	1
EL 2	2	1
<b>Grand Total</b>	<b>15</b>	<b>6</b>

3.

No. Contractors	Average length of contract
8	44 business days

**Airservices Australia**

1. 62 On-going (permanent) staff commenced during the reporting period.

Business Group	Position Name	Total
Air Traffic Control	ASA Level 5	1
	Unit Manager	1

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Aviation Rescue & Fire Fighting	ASA Level 7	1
	Aviation Fire Officer-Substation Officer	1
	EVT Band 3	2
Corporate & Industry Affairs	ASA Level 6	1
	ATC Line Manager	1
	Senior Manager	1
Environment	ASA Level 8	1
Finance & Corporate	ASA Level 6	2
	ASA Level 7	2
Future Service Delivery	ASA Level 4	1
Learning Academy	ASA Level 3	3
	ASA Level 5	1
	ASA Level 6	2
	ASA Level 7	4
	ATC Trainee	24
People & Culture	ASA Level 4	1
	ASA Level 5	1
	ASA Level 6	1
	Branch Manager	1
	Unit Manager	1
Projects & Engineering	ASA Level 4	1
	ASA Level 5	1
	ASA Level 7	2
	General Services Officer Band 3	1
	Technical Officer Band 3	1
	Technical Officer Level 4	1
	Safety & Assurance	ASA Level 6
<b>Grand Total</b>		<b>62</b>

2. 12 Non-going (Fixed Term) commencements occurred during the reporting period.

<b>Business Group</b>	<b>Position Name</b>	<b>Total</b>
Air Traffic Control	ATC Operational	1
Aviation Rescue & Fire Fighting	Unit Manager	1
Finance & Corporate	ASA Level 4	3
	ASA Level 7	1
Information & Communication Technology	ASA Level 7	1
People & Culture	ASA Level 5	2
	ASA Level 7	1
Projects & Engineering	ASA Level 4	2
<b>Grand Total</b>		<b>12</b>

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**Australian Maritime Safety Authority**

1. The number of ongoing staff recruited from 7 September to 30 November 2013 is shown in the table below:

<b>Classification</b>	<b>Ongoing employees recruited</b>
AMSA 2	3
AMSA 4	3
AMSA 5	3
AMSA 7	2
<b>Total</b>	<b>11</b>

2. The total number of non-ongoing positions which existed as at 30 November 2013, and which were created in the period 7 September to 30 November 2013 are shown in the table below:

<b>Classification</b>	<b>Non-ongoing positions as at 30 November 2013</b>	<b>Non-ongoing positions created since 7 September 2013</b>
AMSA 2	1	
AMSA 3	7	3
AMSA 4	2	
AMSA 5	4	1
AMSA 6	8	
AMSA 7	8	
AMSA 8	1	
Senior Manager	4	
<b>Total</b>	<b>35</b>	<b>4</b>

3. The number of contractors and their average length of employment for the period 7 September to 30 November 2013 is shown in the table below:

<b>Number of contractors</b>	<b>Average length of contract</b>
14	4.21 months

**Australian Transport Safety Bureau**

1. Nil
2. 5 non-ongoing positions existed and nil have been created.
3. Nil

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**Civil Aviation Safety Authority**

1.

<b>Classification</b>	<b>Ongoing</b>
ASR1	2
ASR2	1
FOI1	2
FOI2	1
CS3-B (APS 5 equiv)	2
CS3-A (APS 6 equiv)	2
CS4 (EL1 equiv)	3
CS5 (EL 2 equiv)	1
SMGD	1
<b>Total</b>	<b>15</b>

ASR = Aviation Safety Regulator – unique to CASA, FOI = Flying Operations Inspector, CS = Corporate Services, SMG = Senior Manager Group

2.

<b>Classification</b>	<b>Number</b>
ASR1	1
CS2-A (APS 4 equiv)	3
CS3-B (APS 5 equiv)	1
CS3-A (APS 6 equiv)	2
CS4 (EL1 equiv)	3
CS5 (EL 2 equiv)	1
<b>Total</b>	<b>11</b>

ASR = Aviation Safety Regulator – unique to CASA, FOI = Flying Operations Inspector, CMTL = Certificate Management Team Leader, CS = Corporate Services, PS = Professional Services

3.

	<b>Total</b>	<b>Average of length of contract (Months)</b>
Employed under contract since 07 Sept 2013	17	4.7

**National Capital Authority**

1. Between 7 September 2013 and 30 November 2013, one ongoing employee was recruited. The classification of the employee is APS Level 2.
2. As at 30 November 2013, the National Capital Authority has 14 non-ongoing APS employees. The numbers by classification of the existing positions are:
  - a. APS Level 2 7
  - b. APS Level 3 2
  - c. APS Level 4 1
  - d. APS Level 5 3
  - e. Executive Level 1 1

Two new positions have been created since 7 September 2013. The classification of the new positions range from ASP Level 3 to APS Level 4.

3. Between 7 September 2013 and 30 November 2013, one employee has been engaged as a non-ongoing APS employee for a fixed-term. The fixed-term engagement is for 8.5 months.

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**Question no.:** 28

**Program:** n/a

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

**Topic:** Coffee Machines

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Has the department/agency purchased coffee machines for staff usage since 7 September 2013?
  - a. 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?
  - b. Why were coffee machines purchased?
  - c. Has there been a noticeable difference in staff productivity since coffee machines were purchased?
  - d. Are staff leaving the office premises less during business hours as a result?
  - e. Where did the funding for the coffee machines come from?
  - f. Who has access?
  - g. Who is responsible for the maintenance of the coffee machines? How much was spent on from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
  - h. What are the ongoing costs of the coffee machine, such as the cost of coffee?
2. Does the department/agency rent coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
  - a. 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.
  - b. Why are coffee machines rented?
  - c. Has there been a noticeable difference in staff productivity since coffee machines were rented?
  - d. Are staff leaving the office premises less during business hours as a result?
  - e. Where does the funding for the coffee machines come from?
  - f. Who has access?
  - g. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
3. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

**Department of Infrastructure and Regional Development**

1. No
2. No
3. N/A

**Airservices Australia**

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

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

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**Australian Maritime Safety Authority**

1. No
2. No
3. \$7,381

**Australian Transport Safety Bureau**

1. No
2. No
3. Staff supply their own coffee and consumables.

**Civil Aviation Safety Authority**

1. No
2. No
3. As coffee may be purchased as groceries with other items such as biscuits under staff amenities, it is not possible to single out coffee purchases.

**National Capital Authority**

1. No
2. No
3. N/A

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

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**Infrastructure and Regional Development**

**Question no.:** 29

**Program:** n/a

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

**Topic:** Printing

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

How many documents (include the amount of copies) have been printed from 7 September 2013 to date?  
How many of these printed documents were also published online?

**Answer:**

**Department of Infrastructure and Regional Development**

The department produced 5 documents from 7 September 2013 to 30 November 2013, with a total print run of 38,181. All 5 of these documents were also published online.

**Airservices Australia**

Airservices printed three major corporate publications at a total of 1250 copies. All three documents – Airservices Annual Report 2012-13, Airservices Commitment to Aircraft Noise Management and Airservices Environmental Action Plan 2012-13 were also published online.

**Australian Maritime Safety Authority**

AMSA produced 16 documents from 7 September 2013 to 30 November 2013, with a total print run of 14,620. Six of these documents were also published online.

**Australian Transport Safety Bureau**

The ATSB has commercially printed 420 copies of one document (ATSB Annual Report 2012–13) since 7 September 2013. This document is available online.

**Civil Aviation Safety Authority**

From 7 September to 30 November 2013:  
Regulatory Reform Fact Sheets x 4 topics, 2100 copies of each  
Fatigue Booklets x 3000 copies  
CASA Annual Report 2012-2013 x 1,225 copies

All these documents were published on the CASA website

**National Capital Authority**

The National Capital Authority (NCA) publishes online and in print a number of corporate documents each year (e.g. Annual Reports, Consultation Reports and Development Control Plans). Between 7 September 2013 and 30 November 2013, the NCA printed 10 000 Anzac Parade Walking tour brochures. The tour is also available via a podcast and a mobile website in line with the NCA's commitment to providing accessible information, communications and services to the community.

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

ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Regional Development**

**Question no.:** 30

**Program:** n/a

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

**Topic:** Corporate Cars

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

How cars are owned by each department/agency?

- a. Where is the car/s located?
- b. What is the car/s used for?
- c. What is the cost of each car from 7 September 2013 to date?
- d. How far did each car travel from 7 September 2013 to date?

**Answer:**

**Department of Infrastructure and Regional Development**

Nil

**Airservices Australia**

There are 260 cars including the executive fleet, maintenance and operational support vehicles.

- a. ACT - 21  
NSW - 48  
QLD - 73  
SA - 13  
VIC - 51  
WA - 29  
TAS - 9  
NT - 16
- b. The cars are used for operational reasons including travel to remote locations and facilities maintenance and business administration use.
- c. The total cost of all cars for the period 1 September to 30 November 2013 is \$580,704.92 (ex GST)
- d. The total kilometres travelled by all cars for the period 1 September to 30 November 2013 is 1,007,492

**Australian Maritime Safety Authority**

Nil

**Australian Transport Safety Bureau**

Nil

**Civil Aviation Safety Authority**

Nil

**National Capital Authority**

Nil

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

ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Regional Development**

**Question no.:** 31

**Program:** n/a

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

**Topic:** Taxi Costs

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

How much did each department/agency spend on taxis from 7 September 2013 to date?  
Provide a breakdown for each business group in each department/agency.

- a. What are the reasons for taxi costs?

**Answer:**

**Department of Infrastructure and Regional Development**

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

- a. Staff use taxi's for official business.

**Airservices Australia**

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

**Australian Maritime Safety Authority**

The Australian Maritime Safety Authority (AMSA) spent \$19,579 on taxi expenses for the period 7 September – 30 November 2013 (GST exclusive). The following table provides a breakdown for AMSA divisions:

<b>AMSA Division</b>	<b>7 September – 30 November 2013</b>
Chief Executive Officer/Deputy CEO (including Board and corporate secretary)	\$647
Corporate Services Division	\$872
Corporate Relations Division	\$2,045
Domestic Vessels Division	\$2,348
Emergency Response Division	\$3,072
Marine Environment Division	\$2,877
Navigation Safety and International Division	\$4,256
Ship Safety Division	\$3,462
<b>Total</b>	<b>\$19,579</b>

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

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**Australian Transport Safety Bureau**

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

- a. ATSB staff generally use taxis to attend meetings and whilst on official travel.

**Civil Aviation Safety Authority**

Taxi expenses for September to November 2013 were \$118,497 (GST exclusive).

Of the \$118,497 in taxi fares that CASA incurred for that period:

- \$90,058 (76%) relates to CASA's core activities (such as surveillance, audit, regulatory services, drug testing, enforcement, oversight of sports aviation organisations, safety analysis, flying standards, safety education and promotion and standards development and implementation)
  - \$28,439 (24%) relates to support activities (such as finance, human resources, information technology, governance, executive management, industry complaints and, international activities such as representation at the International Civil Aviation Organization).
- a. As per above, CASA uses taxi services to travel for many reasons including travel to perform assessments and investigations, drug testing, training, airport transfers and meeting engagements. While CASA is unable to provide details on the specific nature of the use reflected in each individual case, all taxi use must be acquitted in accordance with applicable policies on appropriate use and expenditure.

**National Capital Authority**

Between 7 September 2013 and 30 November 2013, the NCA spent \$701.12 on taxis. The breakdown of taxi costs per business unit was:

- Corporate – \$213.08
- National Capital Estate – \$28.49
- Executive (including Board members) – \$459.55

Taxis are used by NCA employees or Authority Members to attend official meetings.

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Regional Development**

**Question no.:** 32

**Program:** n/a

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

**Topic:** Hire Cars

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

How much did each department/agency spend on hire cars from 7 September 2013 to date?  
Provide a breakdown of each business group in each department/agency.

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

**Answer:**

**Department of Infrastructure and Regional Development**

\$20,337 was spent on hire cars relating to official business travel.

**Domestic Hire**

Aviation and Airports	\$1,291.53
Corporate OITS	\$40.21
Departmental Corporate	\$41.73
Infrastructure Australia	\$50.00
Infrastructure Investment	\$251.38
Office of Transport Security	\$9,984.18
Policy and Research	\$313.88
Surface Transport Policy	\$3,342.08
	<b>\$15,314.99</b>

**International Hire**

Departmental Corporate	\$429.63
Infrastructure Australia	\$194.93
Office of Transport Security	\$4,397.61
	<b>\$5,022.17</b>

**Airservices Australia**

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

**Australian Maritime Safety Authority**

During the period specified the Australian Maritime Safety Authority (AMSA) did not incur any costs in relation to hire cars.

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**Infrastructure and Regional Development**

**Australian Transport Safety Bureau**

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

- a. ATSB staff rarely use hire cars, however if used it is for airport transfers due to reliability of taxis in the area.

**Civil Aviation Safety Authority**

Amounts paid by CASA for hire car related expenditure for the period September 2013 to November 2013 was: \$57,363 (excluding GST). Breakdown into business group is reflected in the table below:

<b>Division</b>	<b>Amount</b>
Office of the Director of Aviation Safety	\$ 3,619
Airspace and Aerodrome Regulation	\$ 6,151
Industry Permissions	\$ 1,354
Legal Services	\$ 3,563
Operations	\$ 32,604
Safety Education and Promotion	\$ 4,238
Standards	\$ 5,834
<b>Grand Total</b>	<b>\$ 57,363</b>

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

**National Capital Authority**

Nil

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

**Question no.:** 33

**Program:** n/a

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

**Topic:** Credit Cards

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

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

**Answer:**

**Department of Infrastructure and Regional Development**

1. As of the 30 November 2013 the Department has 901 staff who hold a Departmental Corporate Credit card, this includes the Departmental travel card.

Classification	Total
APS LEVEL 2	2
GAPSAP3 (Graduate)	18
APS LEVEL 3	7
APS LEVEL 4	48
APS LEVEL 5	122
APS LEVEL 6	198
EXECUTIVE LEVEL 1	258
EXECUTIVE LEVEL 1 (Lawyer)	3
EXECUTIVE LEVEL 2	175
GENERAL COUNSEL	1
HOLDER OF PUBLIC OFFICE	3
SENIOR EXECUTIVE BAND 1	39
SENIOR EXECUTIVE BAND 2	12
SENIOR EXECUTIVE BAND 3	2
CONTRACTOR	0
TERRITORIES EXECUTIVE 1	3
TERRITORIES EXECUTIVE 2	4
TERRITORIES EXECUTIVE 3	5
TERRITORIES OFFCIER 5	1
	901

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

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

**Airservices Australia**

1.

<b>Employee Classification</b>	<b>Travel Credit Card (for travel use only)</b>	<b>Corporate Credit Card (for low value corporate expense where appropriate)</b>
ARFF Operational	2	51
ARFF Technical		26
ASA 1 - 6	39	133
ASA 7 - 9	166	53
ATC Operational	62	32
GSO	1	62
Senior Manager	160	98
TO	3	130
TP	30	10
<b>Total</b>	<b>463</b>	<b>595</b>

2.

- a. In the event of inappropriate use of a corporate credit card, Airservices has Code of Conduct and Fraud Control Policies which apply during the investigation and any consequent disciplinary procedures. Depending on the nature and or severity of the misuse the following sanctions may be applied:
- i. Remedial training/formal counselling;
  - ii. Written warning;
  - iii. Conditions which the employee must comply with;
  - iv. Reduce the employee in classification for a period of time or indefinitely;
  - v. Termination of employment (with or without notice); or
  - vi. Other steps or actions appropriate to the circumstances of the case.
- b. All card transactions have to be acquitted within a four week period after the credit card statement date. The cardholder must ensure:
- i. all travel related expenses are acquitted against an approved travel plan
  - ii. All transactions are allocated to the appropriate General Ledger code, Cost Centre code and tax code
  - iii. All expenses include a description of the transaction detail and purpose

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iv. The supporting documentation for all credit card expense is appropriately reviewed, signed off and filed.

The minimum level for approving the transactions is a senior level manager.

In addition the one over one principle applies i.e. Senior Manager card transactions are approved by the appropriate General Manager or Executive General Manager (EGM). EGM transactions are reviewed and approved by the Chief Executive Officer (CEO).

c. Refer to 2(a)

d. There were two instances of credit card misuse during the last financial year, details of which were included in the May 2013 Senate Estimates response.

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

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

The return and cancellation of credit cards is built into the exit procedure for all staff upon cessation of employment. Final payments are withheld until such time as all Airservices property, including credit cards are returned. On a quarterly cycle a listing of active credit cardholders within the respective business groups is provided to the EGM. The EGM is then responsible for ensuring a review of this list for relevancy and currency and notifying credit card support of any changes, including required card cancellations.

**Australian Maritime Safety Authority**

1. As at 30 November 2013 the Australian Maritime Safety Authority has 234 staff who hold a corporate credit card.

<b>Classification</b>	<b>Total</b>
AMSA Grade 2	3
AMSA Grade 3	1
AMSA Grade 4	15
AMSA Grade 5	13
AMSA Grade 6	32
AMSA Grade 7	31
AMSA Grade 8	23
CONTRACTOR	2
SEARCH AND RESCUE OFFICER	14
SENIOR SEARCH AND RESCUE OFFICER	14
PORT MARINE SURVEYOR	41
RESCUE COORDINATION CENTRE CHIEF	5
SENIOR MANAGER	31
GENERAL MANAGER	7
DEPUTY CHIEF EXECUTIVE OFFICER	1

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CHIEF EXECUTIVE OFFICER	1
	234

2. (a) Misuse of the corporate credit card is dealt with under the AMSA code of conduct policy, including referral for criminal proceedings if necessary.
- (b) Credit card holders are required to acquit credit card transactions monthly and have the transactions approved by their manager. Additional monitoring is undertaken from time to time through independent audit of credit card transactions.
- (c) See response at question a.
- (d) No.
- (e) In addition to the response provided at (b), cardholders are required to pass an 'on-line' induction and subsequent refresher courses on the use of corporate credit cards. This is supplemented by presentations of the appropriate use of corporate credit cards from time to time.

**Australian Transport Safety Bureau**

1. As of 30 November 2013 the Agency has 108 staff who hold a corporate credit card.

Classification	Total
APS LEVEL 4	3
APS LEVEL 5	11
APS LEVEL 6	7
EXECUTIVE LEVEL 1	26
EXECUTIVE LEVEL 2	56
SENIOR EXECUTIVE BAND 1	2
ATSB - COMMISSIONER	3
	108

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

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

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

- b. The Finance team extract data from the credit card expense management system on a monthly basis. From this data a reconciliation report is completed. The Finance team also conduct audits on credit card files on a regular basis. Cards are chosen at random following a risk management approach where reports are run, reviewed and assessed based on patterns of use. Specific card use might be based on the volume of transactions, the value of transactions or a combination of both.
- c. Refer answer to 2(a) above.

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- d. During the period 7 September 2013 to 30 November 2013 there was 1 report of credit card misuse, by a staff member at the APS5 level. This instance was recorded as accidental/inadvertent personal expenditure and the monies were paid back to the agency immediately. The staff member was counselled and reminded of the conditions and responsibilities that come with being issued a corporate credit card, they were directed to refer back to the relevant Chief Executive Instructions.

As stated in 2(a) above, this instance of misuse will also be reported in the ATSB annual Certificate of Compliance return.

- e. All employees that apply for a corporate credit card are required to sign an Undertakings form. This form outlines the conditions of use and is signed by the employee acknowledging that they have understood and agree to those conditions of issue. If an employee is identified as a repeat offender, especially during the internal audit process, their supervisor is made aware and their credit card usage is monitored by both supervisor and the Finance team and may result in the card being blocked or cancelled.

Practical user guides and training is also provided to card users.

**Civil Aviation Safety Authority**

1.

<b>Classification</b>	<b>Number of credit card holders</b>
Aviation Safety Regulator Level 1 (Non APS equivalent)	85
Aviation Safety Regulator Level 2 (Non APS equivalent)	89
Aviation Safety Regulator Level 3 (Non APS equivalent)	21
Flying Operations Inspector (Non APS equivalent)	75
Flight Training Examiner (Non APS equivalent)	7
Certificate Management Team Leader (Non APS equivalent)	40
Professional Stream (Non APS equivalent)	12
Contractors	2
Corporate Services Level 2 Below Barrier (APS 3 equivalent)	10
Corporate Services Level 2 Above Barrier (APS 4 equivalent)	42
Corporate Services Level 3 Below Barrier (APS 5 equivalent)	42
Corporate Services Level 3 Above Barrier (APS 6 equivalent)	46
Corporate Services Level 4 (EL1 equivalent)	45
Corporate Services Level 5 (EL2 equivalent)	52
Senior Management Group Band D	39
Senior Management Group Band C (SES Band 1 equivalent)	19
Senior Management Group Band B (SES Band 2 equivalent)	11
Senior Management Group Band A (SES Band 3 equivalent)	2
<b>Total</b>	<b>639</b>

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

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c. See 2a.

d. Eight instances of misuse have been identified in the 2013-14 financial year to end November 2013.

All eight instances were of using the Corporate Card for personal expenditure in error:

<b>Classification</b>	<b>Occurrences</b>
Aviation Safety Regulator Level 2 (Non APS equivalent)	2
Flight Training Examiner (Non APS equivalent)	1
Flying Operations Inspector (Non APS equivalent)	2
Corporate Services Level 3 Above Barrier (APS 6 equivalent)	1
Senior Management Group Band D	1
Senior Management Group Band B (SES Band 2 equivalent)	1
<b>Total</b>	<b>8</b>

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

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

**National Capital Authority**

1. Six credit cards are issued to:

- EL 2 – 1 card
- EL 1 – 1 card
- APS 6 – 3 cards
- APS 5 – 1 card

2.

- a. Any suspected misuse of a credit card is to be reported in accordance with the Chief Executive Instructions on Fraud Prevention and Control. After an initial investigation, a brief for consideration by the Chief Executive who will determine if a case is to be referred to the Australian Federal Police (AFP). If the AFP declines the referral for certain reasons, the NCA may still investigate the incident based on a decision to proceed made by the Chief Executive. If misuse of a credit card is proven, a sanction may be imposed under the APS Code of Conduct and/or the matter referred to the Director of Public Prosecutions for potential criminal charges.
- b. Credit card expenditure is monitored by an independent review of each monthly statement and checking of supporting receipts.
- c. See the answer to a. above.
- d. Between 1 July 2013 and 30 November 2013, there were no reported or identified instances of corporate credit card misuse.
- e. On issue of a credit card, employees are informed of their responsibilities under the Chief Executive Instructions and required to sign a Cardholder Agreement Form advising them of their responsibilities and potential sanctions if misuse of a credit card is found. Employees are also required to attend fraud and security awareness training before being issued with a credit card.

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**Infrastructure and Regional Development**

**Question no.:** 34

**Program:** n/a

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

**Topic:** Electricity Purchasing

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. What are the details of the department/agency electricity purchasing agreement?
2. What are the department/agency electricity costs from 7 September 2013 to date?

**Answer:**

**Department of Infrastructure and Regional Development**

1. Department of Infrastructure and Regional Development entered into the Department of Defence contract for Supply of Electricity to Whole of Government in 2008. The current agreement came into effect on 1 July 2011 and the agreement ends on 30 June 2015.
2. \$203,050.

**Airservices Australia**

1. Airservices has agreements with a number of vendors within different States and Territories to provide electricity services.
2. Electricity costs from the 1 September to the 30 November 2013 were \$2,079,777.

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority (AMSA) has a range of standard client/supplier agreements with electricity providers directly and/or via building owners for electricity for AMSA offices and marine surveyor residences located in capital cities and regional locations.
2. The cost for electricity for the period 7 September – 30 November 2013 is \$133,790.

**Australian Transport Safety Bureau**

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

**Civil Aviation Safety Authority**

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

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**Supply Arrangements**

Brisbane – Building owner

Sydney – Energy Australia

Melbourne – Origin Energy

Adelaide – Building owner

Perth – Building owner

Cairns – Building owner

Darwin – Building owner

2. \$272,060 for the period September 2013 to November 2013.

**National Capital Authority**

1. The National Capital Authority (NCA) has purchasing agreements with ACTEW Retail and ERM Power Retail to supply electricity to buildings and other assets (e.g. street lights) owned or leased by the NCA.
2. The NCA's total electricity costs for the period 7 September 2013 to 30 November 2013 was \$213,620.

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**Infrastructure and Regional Development**

**Question no.:** 35

**Program:** n/a

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

**Topic:** Ministerial Briefings

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Does the Department provide a regular briefing to the Minister on the activities of the Department and/or any upcoming issues and/or any upcoming matters to come before the Minister?
2. In what form does that occur?
3. On what basis is that provided?
4. What title is this briefing given?

**Answer:**

1. Yes.
2. An oral briefing is provided to the Deputy Prime Minister. The Deputy Prime Minister also has access to a broad range of departmental briefings on current and emerging issues.
3. The Department schedules meetings during sitting weeks and at other times as required.
4. Portfolio Business Meeting and other specific titles.

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Regional Development**

**Question no.:** 36

**Program:** n/a

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

**Topic:** Departmental Senate Estimates Briefing

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. How many officers were responsible for preparing the Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing this information? Please break down the hours by officer APS classification.
3. Were drafts shown to the Minister or their office before senate estimates?
  - a. If so, when did this occur?
  - b. How many versions of this information were shown to the Minister or their office?
4. Did the Minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  - a. If so, when did this occur?
  - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  - c. When were the changes made?

**Answer:**

- 1-2. The Department does not record data that would readily allow answers to be provided to this question. To attempt this level of detail would be an unreasonable diversion of resources.
3. No
4. No

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ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Regional Development**

**Question no.:** 37

**Program:** n/a

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

**Topic:** Freedom of Information

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Can the Department please outline the process it undergoes to access Freedom of Information requests?
2. Does the Department consult or inform the Minister when it receives Freedom of Information requests?
  - a. If so, when?
  - b. If so, how does this occur?
3. Does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?
  - a. If so, which Departments or Agencies?
  - b. If so, when?
  - c. If so, how does this occur?
4. Does the Department consult or inform the Minister when or before it makes a decision on a Freedom of Information request?
  - a. If so, when?
  - b. If so, how does this occur?
5. Does the Department consult or inform other Departments or Agencies when or before it makes a decision on a Freedom of Information request?
  - a. If so, which Departments or Agencies?
  - b. If so, when?
  - c. If so, how does this occur?
6. What resources does the Department commit to its Freedom of Information team?
7. List the staffing resources by APS level assigned solely to Freedom of Information requests.
8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests.
9. Does the Department ever second additional resources to processing Freedom of Information requests?
  - a. If so, please detail those resources by APS level.
10. How many officers are currently designated decision makers under the *Freedom of Information Act 1982* within the Department?
  - a. How does this differ to the number of officers designated as at 6 September 2013?
11. How many officers are currently designated decision makers under the *Freedom of Information Act 1982* within the Minister's office?
  - a. How does this differ to the number of officers designated as at 6 September 2013?
12. Of the officers that are designated decision makers under the *Freedom of Information Act 1982* within the Minister's office, how many are seconded officers from the Department?

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13. What training does the Department provide to designated decision makers under the *Freedom of Information Act 1982* who work within the department?
  - a. Of the officers designated as decision makers within the Department, how many have received formal training?
  - b. Of the officers designated as decision makers within the Department, how many have received informal training?
  - c. How long after each officers appointment as a designated decision maker did they receive formal training?
  - d. What did the training involve?
  - e. How long was the training?
  - f. By whom was the training conducted?
14. What training does the Department provide to designated decision makers under the *Freedom of Information Act 1982* who work within the Minister's office, excluding those officers on secondment from the Department?
  - a. Of the officers designated as decision makers, how many have received formal training?
  - b. Of the officers designated as decision makers, how many have received information training?
  - c. How long after each officers appointment as a designated decision maker did they receive formal training?
  - d. What did the training involve?
  - e. How long was the training?
  - f. By whom was the training conducted?

**Answer:**

1. The Department accesses Freedom of Information (FOI) requests which are lodged via email at [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au) or sent to the Department in hard copy.
2. Yes, the Minister is informed when the Department receives FOI requests.
  - a. on a weekly basis.
  - b. through a weekly FOI status report.
3. Yes, when processing a request and it is required under the *Freedom of Information Act 1982*.
  - a. any Department or agency that is relevant to the request and requires consultation.
  - b. when processing the request.
  - c. usually via email.
4. Yes, the Minister is informed of FOI decisions that are not administrative in nature.
  - a. after they have been signed by the decision-maker.
  - b. via a 'For Information' brief.
5. See answer to question 3.
6. As required, depending on the request.
7. One APS 6 level employee is the Department's FOI Coordinator.
8. An EL1 supervises the FOI Coordinator and oversees the FOI work amongst other duties. The FOI team resides in a section led by a section head, and within a branch led by a General Manager. The COO has responsibility within the division for FOI. A decision-maker, usually at the SES Band 2 level, is assigned for each request who identifies a divisional action officer(s) (can be various levels depending on the request) to assist the FOI Coordinator.
9. No.
10. Ten.
  - a. this is an increase of one due to the transfer of an SES Band 2 officer to the Department as a result of machinery of Government changes.
11. An FOI request made to the Minister can be decided by the Minister or a member of his or her staff acting on the Minister's behalf.
  - a. N/A
12. Nil.

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13. Advice on the FOI process is provided to decision-makers from the centralised FOI processing team.
  - a. None
  - b. All decision makers.
  - c. N/A
  - d. N/A
  - e. N/A
  - f. N/A
14. N/A

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**ANSWERS TO QUESTIONS ON NOTICE**

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**Infrastructure and Regional Development**

**Question no.:** 38

**Program:** n/a

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

**Topic:** Functions

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister, include:
  - a. The guest list of each function
  - b. The party or individual who initiated the request for the function
  - c. The menu, program or list of proceedings of the function
  - d. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office.

**Answer:**

1. There have been no formal functions or forms of hospitality conducted by the Department for the Deputy Prime Minister or the Assistant Minister.
2. There is no wine, beer or other alcoholic beverages held in stock or on order by the Department for the offices of the Deputy Prime Minister or the Assistant Minister.

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**Infrastructure and Regional Development**

**Question no.:** 39

**Program:** n/a

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

**Topic:** Red Tape Reduction

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. Please detail what structures, officials, offices, units, taskforce, or other processes has the department dedicated to meeting the government's red tap reduction targets?
  - a. What is the progress of that red tape reduction target
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. Do members of the unit have access to cabinet documents?
7. List the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.

**Answer:**

1. The Department has established a Deregulation Unit to coordinate the deregulation agenda. The unit works closely with the departments Regulatory Practitioners Forum – the forum is a network comprising of all Senior Executive Service officers in the Department engaged in industry regulation – and the Divisions with responsibility for implementing regulation. The Unit also draws on the resources of the Bureau of Infrastructure, Transport and Regional Economics.
2. The Deregulation Unit currently consists of three departmental officers.
3. The Deregulation Unit was established using existing staff.
4. See 3.
5. Approximately \$250, 000 per year.
6. Yes.
7. Non-SES employees have a minimum security clearance of Baseline. SES employees have a minimum security clearance of Negative Vetting 1.

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ANSWERS TO QUESTIONS ON NOTICE

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**Infrastructure and Regional Development**

**Question no.:** 40

**Program:** n/a

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

**Topic:** Hospitality and Entertainment

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. What is the Department/Agency's hospitality spend for all events including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What is the Department/Agency's entertainment spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are they?

**Answer:**

**Department of Infrastructure and Regional Development**

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

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**Airservices Australia**

1. Hospitality and entertainment expenditure from 7 September to 30 November 2013 totalled \$140,000 and related predominately to events such as Airservices' annual industry consultation conference 'Waypoint', staff functions with external clients, workshops and conferences, graduation ceremonies, end of financial year functions, industry events and staff functions.
2. N/A
3. See response to Q1 as we do not split hospitality and entertainment costs for reporting purposes.
4. N/A
5. \$244,000 is planned to be spend during the remainder of the year for Hospitality and Entertainment. This funding is for Day of Safety, graduation ceremonies, Christmas functions, staff functions and industry events.
6. N/A
7. See response to Q5 as we do not split hospitality and entertainment costs for reporting purposes.
8. N/A
9. General costs are managed at or below CPI increase and will vary according to scheduled industry events such as Waypoint and Day of Safety.

**Australian Maritime Safety Authority**

1. The Australian Maritime Safety Authority's (AMSA) expenditure on hospitality costs for the period 7 September – 30 November 2013 was \$23,006.
2. N/A
3. AMSA's expenditure on official entertainment for the period 7 September – 30 November 2013 was \$2,721. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
4. N/A
5. The budget for hospitality costs for 2013-14 is \$145,800. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
6. N/A
7. The budget for official entertainment for 2013-14 is \$10,000. AMSA does not record data in a way that is possible to provide a breakdown in the terms sought without an unreasonable diversion of resources.
8. N/A
9. Expenditure on corporate hospitality/meetings and official entertainment is primarily demand driven.

**Australian Transport Safety Bureau**

1. The total amount spent on hospitality between 1 July 2013 and 30 November 2013 for the ATSB was \$5,114.77, detailed in the table below.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
9/8/2013	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	Function dinner and beverages for Human Factors Course delegates	\$2,297
11/09/2013	SAMMY's Kitchen, Bunda St, Canberra Centre	Indonesian Transport Assistance Package (ITSAP) - ATSB Analysis Course Dinner with delegates from the National Transportation Safety Commission of Indonesia	\$132

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28/10/2013	Chairmans YIP, 108 Bunda Street, Canberra ACT	Dinner with delegates from the Transportation Safety Board of Canada	\$280
29/11/2013	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	Function dinner and beverages for Human Factors Course delegates	\$2,405**
<b>Total</b>			<b>\$5,114</b>

\*All figures are GST Exclusive

\*\* This event occurred. ATSB is awaiting final invoice. This figure is based on an estimate from previous events.

2. N/A
3. The total amount spent on entertainment between 7 September 2013 and 30 November 2013 for the ATSB was \$1,074.00, detailed in the table below.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
11/09/2013	SAMMY's Kitchen, Bunda St, Canberra Centre	5 attendees from the ATSB to attend the ITSAP - ATSB Analysis Course Dinner with delegates from the National Transportation Safety Commission of Indonesia	\$165
28/10/2013	Chairmans YIP, 108 Bunda Street, Canberra ACT	4 attendees from the ATSB to attend dinner with delegates from the Transportation Safety Board of Canada	\$374
29/11/2013	Clifton on Northbourne , 100 Northbourne Avenue , Canberra	6 attendees from the ATSB to attend the Function dinner and beverages for Human Factors Course	\$535**
<b>Total</b>			<b>\$1,074</b>

\*All figures are GST Exclusive

\*\* This event occurred. ATSB is awaiting final invoice. This figure is based on an estimate from previous events.

4. N/A
5. Hospitality expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of hospitality expenditure for ATSB represents less than 0.1 per cent of the overall expenditure budget for the ATSB in 2013-14 and it is anticipated that this trend will continue.
6. N/A
7. Entertainment expenditure is typically reserved for events involving overseas visitors or in support of training programs for external parties. The level of entertainment expenditure for ATSB represents less than 0.1 per cent of the overall expenditure budget for the ATSB in 2013-14 and it is anticipated that this trend will continue.
8. N/A
9. ATSB manages its overall budget, both employee and supplier expenses, through prioritisation and careful management of business activities. The level of hospitality and entertainment expenditure is less than 0.1 per cent of the overall ATSB expenditure budget in 2013-14. Any savings in this area would be of minimal effect.

**Civil Aviation Safety Authority**

1. CASA has spent \$48,509 on hospitality for the financial year to 30 November 2013. This expenditure includes venue and catering for aviation safety seminars, venue hire and catering for

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consultative forums, hosting of other meetings with the aviation industry and for meetings with international visitors.

2. N/A
3. CASA has spent \$20,274 on entertainment from 7 September to 30 November 2013 of which the largest component relates to an annual contribution to staff social clubs of \$19,460.
4. N/A
5. \$59,929 has been planned on hospitality for the remainder of the financial year. This planned expenditure includes venue and catering for aviation safety seminars, venue hire and catering for consultative forums, hosting of other meetings with the aviation industry and for meetings with international visitors.
6. N/A
7. \$25,064 has been planned for hospitality for the remainder of this financial year. This includes expenditure for event dinners and staff awards.
8. N/A
9. CASA has no particular initiatives in place to reduce spend on these items.

**National Capital Authority**

1. The hospitality expense for the period 6 September to 30 November 2013 was \$680. This cost represents the supply of light refreshments at a variety of National Capital Authority (NCA) activities. Given the relatively low value of the hospitality, a detailed list of events has not been provided.
2. N/A
3. Nil.
4. N/A
5. \$4,600. This represents the total available hospitality budget for 2013-14. The majority of this is reserved for the NCA Public Forum, an open community engagement event, held annually in Canberra.
6. N/A
7. The NCA has allocated no budget for entertainment in the current financial year. No specific events are currently planned.
8. N/A
9. The NCA is reviewing how it conducts its annual public forum which may result in a reduction in light refreshments.

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**ATTACHMENT A**

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
09/09/2013	Indonesia	Official hospitality dinner in Jakarta.	\$290.73
09/09/2013	-	Official hospitality gift of flowers in appreciation.	\$56.05
10/09/2013	Indonesia	Official hospitality gift for Senior Executive from Indonesia's Directorate General of Land Transport.	\$103.64
10/09/2013	Melbourne	Official hospitality dinner for Civil Aviation Administration of China (CAAC) visitors.	\$454.64
12/09/2013	Various	Official hospitality representational allowance at overseas posts.	\$1,863.62
18/09/2013	Canberra	Official hospitality dinner to discuss on infrastructure and transport projects in Queensland.	\$165.50
24/09/2013	Sydney	Official hospitality lunch for Infrastructure Australia.	\$1,800.64
27/09/2013	Sydney	Official hospitality lunch to discuss project governance.	\$184.09
27/09/2013	Sydney	Official hospitality lunch to discuss tax administration issue.	\$81.82
<b>30/09/2013</b>	Montreal	International Civil Aviation Organisation official hospitality.	\$1,471.47
<b>04/10/2013</b>	Adelaide	Official hospitality dinner for the Infrastructure Australia Council.	\$1,448.45
<b>04/10/2013</b>	-	Official hospitality gift to member of the Transportation Working group.	\$34.95
<b>04/10/2013</b>	-	Official hospitality gifts for international delegates to the Transportation Ministers' meeting.	\$19.80
<b>08/10/2013</b>	Canberra	Official hospitality lunch for the Australian Awards Fellowship.	\$292.54
<b>11/10/2013</b>	Sydney	Official hospitality dinner to host discussions on Infrastructure.	\$172.95
<b>18/10/2013</b>	-	Official hospitality gifts for industry chair.	
<b>23/10/2013</b>	Indonesia	Farewell function for Departmental employee with Indonesian Officials.	\$119.94
<b>23/10/2013</b>	Canberra	Official hospitality dinner to host discussions on Infrastructure.	\$227.27

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<b>23/10/2013</b>	Vietnam	Official hospitality dinner with the Civil Aviation Authority of Vietnam.	\$87.89
<b>25/10/2013</b>	Sydney	Official hospitality lunch for Infrastructure Australia.	\$454.54
<b>25/10/2013</b>	Sydney	Official hospitality dinner to host discussions on planning initiatives and infrastructure in Melbourne.	\$90.45
<b>30/10/2013</b>	Canberra	Official hospitality dinner for the Airport Building Control and Airport Environment Officer conference.	\$1,110.46
<b>31/10/2013</b>	Montreal	Official hospitality for the Asia Pacific Function	\$2,044.70
<b>01/11/2013</b>	Sydney	Official hospitality lunch to host discussions on telecommunications policy.	\$136.36
<b>04/11/2013</b>	Canberra	Official hospitality dinner for the Community Aviation Consultation Group Chair Forum.	\$1,580.91
<b>05/11/2013</b>	Sydney	Official hospitality lunch with the Australian Maritime Complex.	\$109.09
<b>05/11/2013</b>	Sydney	Official hospitality lunch to host discussions on indigenous infrastructure funding.	\$86.36
<b>08/11/2013</b>	East Timor	Official hospitality dinner for the Timor-Leste Aviation Emergency Management Project.	\$462.35
<b>08/11/2013</b>	Various	Official hospitality representational allowance at overseas posts.	\$1,318.29
<b>12/11/2013</b>	Brisbane	Official hospitality lunch with Hong Kong aviation representatives.	\$410.91
<b>12/11/2013</b>	Canberra	Official hospitality dinner for Austroads Board meeting.	\$1,818.18
19/11/2013	-	Official hospitality gifts for the PNG-Australia Transport Senior Officials' meeting.	\$447.54
27/11/2013	Sydney	Official hospitality function hosted by Infrastructure Australia.	\$1,036.37
<b>Total</b>			<b>\$19,982.50</b>

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**ATTACHMENT B**

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>
<b>09/09/2013</b>	Canberra	Reward and recognition for financial statement completion.	\$82.25
<b>27/09/2013</b>	Sydney	Infrastructure Australia lunch.	\$81.82
<b>25/10/2013</b>	Sydney	Infrastructure Australia lunch.	\$73.05
<b>04/11/2013</b>	Canberra	Airports branch rewards and recognition function.	\$152.27
<b>Total</b>			<b>\$389.39</b>

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**Infrastructure and Regional Development**

**Question no.:** 41

**Program:** n/a

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

**Topic:** Travel Costs

**Proof Hansard Page/s:** Written

**Senator Ludwig asked:**

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of the year from 7 September 2013? Also provide a reason and brief explanation for the travel.
4. What is the policy for business class airfare tickets?
5. 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.
6. 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.
7. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer:**

**Department of Infrastructure and Regional Development**

1. Nil.
2. The costs below relate to official business travel.

	Domestic	International
Total Airfares	\$ 909,072	\$ 458,544
Economy Class	\$ 644,671	\$ 188,359
Business Class	\$ 264,401	\$ 270,185
Accommodation	\$ 236,608	\$ 30,354
Includes all debits and credits		
Meals	\$ 87,825	\$ 43,423
Incidentals	\$ 34,878	\$ 51,361

3. Travel for the remainder of the financial year will depend on the business requirements of the department.
4. Business class can only be used by SES for domestic travel and is standard for international.
5. No.
6. No.
7. No.

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**Airservices Australia**

1. No Airservices employees travelled with the Minister.
2. For the financial year to date, Airservices has spent \$9.7m on travel. Of this \$0.7m relates to International Travel and \$9.0m relates to Domestic travel. Of the \$9.7m, approximately \$6.0m relates to airfares, \$1.6m relates to hotels & accommodation and \$2.1m to meals and other incidentals. Airservices staff members travel for a variety of reasons including rostered provision of (fly in fly out) services, corrective and preventative maintenance, meetings both internal and external, project work, work relating to the generation of other revenue and operational training.
3. For the rest of the financial year, \$10m of travel has been planned. This travel relates primarily to fly-in-fly-out activity, operational training at the centralised hot fire training ground and maintenance activity.
4. Business class travel is governed by the organisation's employment instruments which state that business class travel may be booked where:
  - a. An individual flight sector is 3 hours or greater in duration, or
  - b. An individual flight sector of 3 hours or greater is booked in conjunction with a sector less than 3 hours in duration, and a through business class fare for both flights is less expensive than an economy class sector and business class sector combined.
5. Airline lounge memberships are provided to employees under the following circumstances;
  - a. Where an Aviation Rescue Fire Fighting employee undertakes Fly In Fly Out (FIFO) duties to a FIFO location, as per 4.8.3g of the Aviation Rescue Enterprise Agreement 2013 -2017. In this instance an airline lounge membership will be provided for the first twelve months of the FIFO arrangement, or until the employee reaches a frequent flier status which allows for lounge access for no charge to the employee, or;
  - b. Any other employee at the discretion of the employee's Executive General Manager for valid business reasons.

For the financial year to 30 November 2013, twenty one employees from an employee base of 4,000 have received an airline lounge membership paid for by Airservices Australia. Of these two were for Aviation Rescue Fire Fighting (ARFF) employees, and nineteen were for other employees and were in all cases authorised by an Executive General Manager. The combined cost of airline lounge memberships for these employees was \$8637.80.

6. For the financial year to 30 November 2013 there have been seven instances where an administrative support officer has accompanied an EGM on work related travel. In each of these instances the travel was authorised by the appropriate General Manager/Executive General Manager. The purpose of the trip was the provision of administrative support.
7. No.

**Australian Maritime Safety Authority**

1. Nil.
2. AMSA undertakes both domestic and international travel in delivering the core functions of maritime safety regulation, maritime environmental protection and maritime and aviation search and rescue. Total cost of all travel for AMSA officers for the financial year to date (to 30 November 2013) is \$2,390,321. This comprised \$1,380,133 in domestic travel and \$1,010,188 in international travel. The major activities that contribute to the overall year to date travel expenditure are:
  - representation at regional forums, inter-governmental bodies and a number of national consultative groups;

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- in support of AMSA's regulatory function for seafarer and ship safety and environmental regulatory and compliance monitoring.
  - representing Australia's interests at the International Maritime Organisation and the International Association of Marine Aids to Navigation and Lighthouse Authorities.
- AMSA does not record travel data in a way that would readily allow for provision of details of individual trips and answering this question would be an unreasonable diversion of resources.
3. Answering this question would be an unreasonable diversion of resources.
  4. Business class travel on domestic routes in AMSA is restricted to the AMSA Executive or staff undertaking a long duration flight of 3.5 hours or more in their own time. However, there may be circumstances where staff travelling with an Executive officer, may fly business class in order to brief/provide advice to the Executive officer in relation to the travel topic being undertaken. Business class travel is available to all AMSA staff travelling to an international destination.
  5. Yes, Qantas and Virgin lounge memberships are provided to AMSA staff employed on managerial contract and Marine Surveyors. Other staff can be provided lounge membership on the basis that they can demonstrate regular travel of at least 12 trips per year. AMSA has 138 lounge memberships of which 53 are complimentary and 85 are paid. The cost of lounge memberships, including renewals, for the period 7 September 2013 to 30 November 2013 was \$3,207 and further detail is provided in the following table.

Classification	Total
AMSA Grade 4	1
AMSA Grade 5	8
AMSA Grade 6	22
AMSA Grade 7	18
AMSA Grade 8	16
Port Marine Surveyor	30
Principal Liaison - East	1
RCC Chief	4
Search and Rescue Officer	2
Senior Search and Rescue Officer	5
Snr Manager	25
GM	4
DCEO	1
CEO	1

6. No.
7. No.

#### Australian Transport Safety Bureau

1. Nil
2. The majority of ATSB travel is undertaken as part of aviation, rail and marine investigations. Other travel includes the attendance at, and presentations to national and international aviation, rail and marine conferences.

Travel Type	Domestic	International	Total
Air Travel - Business Class	\$9,990.16	\$103,990.41	\$113,980.57
Air Travel - Economy Class	\$77,844.00	\$38,649.99	\$116,493.99
Accommodation	\$63,000.13	\$30,757.15	\$93,757.28

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Meals	\$18,738.17	\$3,332.27	\$22,070.44
Incidentals/out of pocket	\$9,528.95	\$11,517.05	\$21,046.00
<b>Total:</b>	<b>\$179,101.41</b>	<b>\$188,246.87</b>	<b>\$367,348.28</b>

3.

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Reason</b>
Marine Accident Investigators International Forum (MAIIF) & KMST international conference on safety investigation into maritime casualties	25 October to 3 November 2013	Seoul, South Korea	Participant and Presenter
Investigation Analysis workshop ITSAP Program review Meeting	17 – 23 November	Jakarta, Indonesia	Training NTSC to run its own course. Attend meeting
Fundamentals of Marine Electronic Data course in conjunction with the NTSC	1 -8 December 2013	Jakarta, Indonesia	Presenter
Annual Confidential Reporting Conference & AAIB and CHIRP (Uk's version of REPCON)	6 -18 November 2013	Spain & London	Participant and Presenter

Also due to the unpredictable nature of ATSB's core business, the ATSB is unable to forecast other travel for the rest of the year.

4. For official business, Senior Executive Service officers and Commissioners are entitled to travel business class, where appropriate.
5. Yes. In recognition of the requirements for Transport Safety Investigators (TSIs) to travel frequently and to improve their operational efficiency, access to airline lounges is provided as an employment condition. This access is facilitated through an annual QANTAS lounge membership. In addition, a Virgin Velocity Gold membership will be provided to those TSIs that qualify under their frequent flyer program. The total costs of the lounge memberships for the financial year to date is \$1,750.02
6. No.
7. No.

**Civil Aviation Safety Authority**

1. No CASA officers accompanied the Minister and/or Parliamentary Secretary on their travel.
2. Refer to Attachment A.
3. The travel budget for the period September 2013 to June 2014 is \$7,948,616. Planned travel for the remainder of the calendar year will consist of CASA core and support activities but precise details cannot be provided.
4. CASA's policy for business class airfare is as follows:
  - The Deputy Director and Associate Director may travel business class when travelling domestically.
  - Executive Managers are entitled to travel business class when travelling domestically where the flight time is in excess of 90 minutes.
  - All other employees are to travel economy at all times when travelling domestically.

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- Travel to New Zealand from the Eastern seaboard of Australia is in economy. All other international travel is in Business Class.
5. CASA does not pay for any lounge memberships.
6. There have only been two trips in which an SES officer was supported by an Executive Assistant. The details are tabled below:

<b>Start Date</b>	<b>End Date</b>	<b>SES Officer</b>	<b>Reason</b>	<b>Total \$</b>
30/10/2013	30/10/2013	John McCormick (DAS)	Provide Secretariat support to Regional Aviation Safety Forum meeting	463
24/11/2013	30/11/2013	John McCormick (DAS)	Industry visits in Darwin, Kununurra and Broome	4,542 (Estimate - final cost not confirmed)

7. No, CASA does not elect to offset emissions for work related travel.

**National Capital Authority**

1. Nil.
2. Between 1 July 2013 and 30 November 2013, approximately \$1,000 was spent on airfares for staff and board members of the National Capital Authority (NCA). Approximately \$5,100 was spent in the same period on other travel related expenses including accommodation.
3. NCA interstate board members are flown into Canberra for board meetings the next scheduled board meeting is 13 December 2013.
4. Staff air travel, including the Chief Executive, is undertaken at the lowest practical fare. Board members air travel entitlement allows for Business Class flights in accordance with Remuneration Tribunal Determination 2013/16 - Official Travel by Office Holders and Finance Circular 2012/04 Use of the Lowest Practical Fare for Official Domestic Air Travel.
5. No.
6. No.
7. No.

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**Attachment A**

**CASA**

	<b>Airfare</b>	<b>Accommodation</b>	<b>Allowance</b>	<b>Car Hire</b>	<b>Taxi and Other</b>	<b>Totals</b>
Enforcement/Surveillance	\$259,331	\$203,788	\$172,283	\$18,679	\$44,526	<b>\$698,607</b>
International Commitments	\$107,894	\$31,448	\$29,930	\$0	\$5,153	<b>\$174,425</b>
Regulatory Services	\$288,757	\$133,771	\$125,976	\$13,576	\$35,174	<b>\$597,254</b>
Staff Training – Mandatory	\$79,578	\$81,747	\$65,840	\$4,964	\$13,701	<b>\$245,828</b>
Staff Flying Training	\$66,280	\$34,498	\$33,567	\$6,742	\$8,096	<b>\$149,184</b>
Conferences	\$125,717	\$40,371	\$32,915	\$955	\$12,060	<b>\$212,017</b>
Meetings – CASA	\$343,023	\$188,493	\$152,269	\$6,375	\$65,939	<b>\$756,099</b>
General Training	\$186,662	\$163,291	\$124,308	\$6,672	\$33,177	<b>\$514,111</b>
Meetings with external parties	\$177,188	\$75,929	\$68,792	\$6,993	\$28,106	<b>\$357,008</b>
<b>Grand Total</b>	<b>\$1,634,429</b>	<b>\$953,335</b>	<b>\$805,879</b>	<b>\$64,956</b>	<b>\$245,932</b>	<b>\$3,704,532</b>

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**Question no.:** 42

**Program:** n/a

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

**Topic:** Office Arrangements

**Proof Hansard Page/s:** Written

**Senator Sterle asked:**

1. Since the amalgamation of the department have you closed or moved any offices or workplaces?  
If not – do you have any plans to do so?
2. What will be the cost of these moves?
3. Have these costs been budgeted? If not – which program will be cut to pay for this / these moves?

**Answer:**

1. Yes.
2. Approximately \$75,000 in removalists costs.
3. The costs of the moves will be met through the savings achieved from consolidating accommodation – currently estimated at approximately \$5m per year.

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**Infrastructure and Regional Development**

**Question no.:** 43

**Program:** n/a

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

**Topic:** Graduate Programs

**Proof Hansard Page/s:** Written

**Senator Sterle asked:**

1. Does the Department have a graduate program?
2. Can you give the committee some details on how it works and what has been the intake over the last three years?
3. What are the benefits of running this program – it is obviously important for renewal within the Department?
4. Has there been any change to this program since the last election?  
If so, what is the nature of those changes?

**Answer:**

1. Yes.
2. The Graduate Development Program (GDP) provides a number of learning and development activities including:
  - on the job training through three workplace rotations and participation in an industry tour;
  - coaching and mentoring through buddying, supervisors, managers and GDP Manager;
  - personal development; and
  - formal training and development including a Graduate Certificate in Public Administration.Intake (commencements)
  - 2011 – 19 Graduates;
  - 2012 – 29 Graduates;
  - 2013 – 29 Graduates.
3. The GDP is a training and development program designed to prepare Graduates for a career within the Department and the Australian Public Service (APS). It assists the Department to meet its vision by:
  - building a talent pool of competitively selected, degree qualified, Graduates to help meet the Department's current business needs and future workforce requirements;
  - developing and integrating Graduates into the Department and APS business environments;
  - providing broad exposure to a variety of roles and relevant training and development in preparation for a career within the Department and APS; and
  - enabling Graduates to develop networks throughout the Department and the APS.
4. No.

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**Question no.:** 44

**Program:** n/a

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

**Topic:** Ministerial Offices

**Proof Hansard Page/s:** Written

**Senator Sterle asked:**

1. What are the funding arrangements for the Minister and Assistant Minister's offices?
2. Is there a specific budget for both offices? or has a specific funding allocation been set aside within the department to meet the costs of operating the ministerial offices in the portfolio?
3. Are there administrative arrangements that apply to these budgets?  
Obviously the Minister(s) or his office cannot spend these funds on anything they like. Can you provide details of those administrative arrangements?
4. Can you advise the Committee of the arrangement for expenditure by Minister Truss or his office on hospitality?
5. Has the Minister or his office used the office budget or directly drawn on departmental funds for hospitality purposes? If so what are the details?  
For example, has the Minister or his office purchased wine funded through the office budget or directly drawing on departmental funds? If so, what are the details?
6. I understand that a number of Ministers and Assistant Ministers, or their offices, have required new crockery and cutlery for ministerial suites. Has that happened in this portfolio? If so, how was it funded and how was the cost met?
7. Which budget did the funding come from – the minister's office budget or the Department? Can you provide me with advice of the basis for approving this sort of purchase?

**Answer:**

1. A funding allocation has been set aside within the Department to meet the costs of operating the offices of the Deputy Prime Minister and Assistant Minister.
2. See response to question 1.
3. Requests for goods and services are approved by the appropriate departmental delegate prior to the Department organising and spending the funds.
4. Requests for hospitality need to be submitted to the appropriate departmental delegate prior to the function.
5. No.
6. The purchase of crockery and cutlery was funded from the allocation set aside within the Department to meet the costs of operating the Ministers' offices.
7. A departmental delegate approved the request prior to purchase on the basis that crockery and cutlery is an operating cost.

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**Question no.:** 45

**Program:** n/a

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

**Topic:** Regulatory Reform

**Proof Hansard Page/s:** Written

**Senator Sterle asked:**

1. What methodology will this department use to calculate the cost of regulation within the portfolio?
2. The policy suggests there will be a standard approach based on a model used in Victoria. The policy requires this department to establish a dedicated unit led by an officer of at least SES1 level. Has the unit been established, how many staff have been assigned to this new unit and from where have the staff be redeployed?
3. Is this a full time job for these officers?
4. Is the officer who is heading this new unit available to appear?
5. According to the policy, Mr Mrdak will be set a specific regulatory performance target both in terms of the number of regulations to be cut and the extent of the impact of those regulations. Has that target been set for this department yet? If yes, what is the target? If no, when do you expect to finalise this target?
6. The performance in this area is to be linked to SES pay and also the reappointment of departmental secretaries. How will this work – will missing the target result in a pay cut for SES officers?
7. The policy also requires this Department to establish a Ministerial Advisory Council – this council will meet quarterly and provide the Minister with advice on opportunities to cut red and green tape. What is the process for establishing this new council? How will the members be selected and who will be the final decision maker – I assume the Minister? When do you expect the council to be up and running?

**Answer:**

1. The portfolio will be using the Commonwealth Regulatory Burden Measurement (RBM) framework to calculate the cost of regulation.
2. Yes, three.
3. Not at this stage. Staff of the Deregulation Unit are currently developing the Department's deregulation framework. Once the framework is finalised (early 2014) it is expected that the Unit will commence work on the deregulation agenda on a fulltime capacity.
4. Yes.
5. The target is currently being considered by Government.
6. Please refer this question to the Department of Prime Minister and Cabinet.
7. The industry consultative arrangements for the deregulation agenda are still under consideration.

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**Infrastructure and Regional Development**

**Question no.:** 46

**Program:** n/a

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

**Topic:** Agency Review

**Proof Hansard Page/s:** Written

**Senator Sterle asked:**

1. Has the Department undertaken review of all advisory bodies and agencies in this portfolio?
2. Was that at the request of the Minister, or his office or PM&C?
3. Is it possible to give the committee a list of all the bodies reviewed – if some were left out of this process - why?

**Answer:**

1. An assessment of all portfolio bodies and whether they could be rationalised or abolished was undertaken. A list of bodies and their legal status was also separately prepared.
2. No. The assessment was not at the request of the Minister, his office or PM&C. The list was provided in response to a request from the Secretariat to the Commission of Audit and is an extract of information from the Department's Catalogue of Portfolio Bodies.
3. The Catalogue of Portfolio Bodies is available online at <http://www.infrastructure.gov.au/department/publications/index.aspx>

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**Question no.:** 47

**Program:** n/a

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

**Topic:** Freedom of Information

**Proof Hansard Page/s:** Written

**Senator Sterle asked:**

1. Who is the Department's FOI decision-maker?
2. How long has that person been the Department's decision-maker?
3. How many FOI applications have they processed for the Department?
4. Has the Department received an FOI request to provide the "blue book"? How many? If so, can you advise of your determination/s?
5. Is the Department aware of any changes in Government policy to release of documents under FOI since September 18, 2013?
6. Have you received information, advice or instructions with respect to changes in policy or processing of FOI requests since September 18? If so, what was the nature of the information, advice or instructions?
7. Have you communicated with other parts of Government about FOI requests you have received, since September 18? If so, who with and what was the nature of that correspondence?

**Answer:**

1. The Department has 10 designated FOI decision-makers; the Secretary, two Deputy Secretary's and seven Executive Directors (SES Band 2).
2. Executive Directors are decision-makers for FOI requests in the first instance. Requests are assigned to Executive Directors based on the subject matter of the request. This process has been in place for several years.
3. For the period 1 July 2013 to 30 November 2013, the Department has received 57 FOI requests.
4. Yes, 9 requests. For 1 request, the Department refused access to the "blue book" as information contained within it is considered to be exempt under sections 47C (deliberative matter) and 47E (certain operations of agencies) of the *Freedom of Information Act 1982*.
5. No.
6. Information on the *Freedom of Information Act 1982* has been provided to the Secretary from the Information Commissioner.
7. Yes, various Government agencies for the purposes of consultation or transfer of requests pursuant to the *Freedom of Information Act 1982*.