FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
1	Senate	Wong	Screening trial	1. Were the Security Management Board provided with a security threat assessment when considering this [screening] trial?	p.3	28/5/14	
2	Senate	Wong	Screening trial	2. Can you provide any documents provided to the Security Management Board which references the security trial.	p.12	28/5/14	
3	Senate	Lundy	Transfers	1. How many people does your department/agency currently employ? Please provide a breakdown of this figure based on the following: a. State and Territory. b. Age. c. Gender. d. APS level classification. e. Contract type (ongoing or non-ongoing). 2. How many people did your department/agency employ as of 30 June 2013? Please provide a breakdown of this figure based on the following variables: a. State and Territory. b. Age. c. Gender. d. APS level classification. e. Contract type (ongoing or non-ongoing). 3. How many people did your department/agency employ as of 18 September 2013? Please provide a breakdown of this figure based on the following: a. State and Territory. b. Age. c. Gender. d. APS level classification. e. Contract type (ongoing or non-ongoing). 4. Since 18 September 2013, what department/agency functions have been transferred from one state or territory to another? 5. For all functions transferred, can you please provide figures for the following: a. Number of staff employed before and after the transfer,	Written		

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				b. Where the function was based before and after the transfer. 6. For each employee transferred please provide the followings: a. Their age. b. Their gender. c. Their APS classification. d. The wage of the employee before and after the transfer. e. The area of the department/agency they worked in before and after their transfer. f. A description of their position before and after the transfer. g. The dates of their transfer. h. An explanation for why the employee was transferred. i. Whether they were transferred to or from Canberra. j. Any costs incurred by the department/agency due to this transfer.			
4	Senate	Lundy	Redundancies	1. Since 18 September 2013, how may positions have been made redundant in your department/agency? a. How many of these positions were ongoing? b. How many of these positions were non-ongoing? c. How many of these positions were situated in the Australian Capital Territory? 2. How many of the employees filling these redundant positions were redeployed? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 3. How many of these employees were offered voluntary redundancies? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory?	Written		

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				4. How many accepted voluntary redundancies? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 5. How many employees were offered the choice between a voluntary redundancy and redeployment? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 6. For all employees who accepted voluntary redundancies please provide the following: a. Their age. b. Their gender. c. A description of their position. d. The APS classification level of their position. e. Their wage. f. Their contract type (non-ongoing versus ongoing). g. Where they were located. h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.). i. The reason a voluntary redundancy was offered for their position. j. Details pertaining to any other costs incurred by the department/agency because of this redundancy. k. Please provide all relevant dates. 7. For all employees who were redeployed please provide: a. Their age. b. Their gender. c. A description of their position before and after redeployment.			

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				d. The APS classification level of their position before and after redeployment. e. Their wage before and after redeployment. f. Contract type (non-ongoing versus ongoing) before and after redeployment. g. Where they were located before and after redeployment. h. Please provide the reason for the redeployment. i. Please specify any other costs incurred by the department/agency because of this redeployment. j. Please provide all relevant dates. 8. Since the 18 September 2013, how many employees in your department/agency have been made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 10. For employees who were made forcibly redundant since the 18 September 2013 please provide: a. Their age. b. Their gender. A description of their position. c. The APS classification level of their position. d. Their wage at retrenchment. e. Their contract type (non-ongoing versus ongoing). f. Where they were located.			

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				g. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.). h. The reason why the employee was made forcibly redundant. i. Details pertaining to any other costs incurred by the department/agency because of this redundancy. j. Please provide all relevant dates			
5	Senate	Lundy	Extensions	1. Since the 18 September 2013 how many non-ongoing contracts has your department/agency extended? 2. How many non-ongoing contract extensions did your department/agency submit the Public Service Commission for approval? 3. How many of these extensions were approved by the Australian Public Service Commission (APSC)? 4. For every approved extension please provide the following details: a. The employee's age. b. Their gender. c. A description of their position. d. Their APS classification level. e. Their wage. f. Where they are located. g. Their length of continuous employment at the APS. h. The length of the approved extension. i. The reason why the extension was submitted. j. The reason why the extension was approved by the APSC. k. Please provide all relevant dates. 5. How many of these extensions were rejected by the APSC? 6. For every rejected extension please provide the following details: a. The employee's age. b. Their gender. c. A description of their position.	Written		

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				d. Their wage. e. Where they were located. f. Their length of continuous employment at the APS. g. The length of the extension sought by the department/agency. h. The reason why the extension was submitted. i. The reason why the extension was rejected by the APSC. j. Please provide all relevant dates. 7. Since 18 September 2013, how many non-ongoing contracts have been extended by your department/agency without the APSC's approval? 8. For every unapproved extension please provide the following details: a. The employee's age. b. Their gender. c. A description of their position. d. Their wage. e. Their position's APS level classification. f. Where they were located. g. Their length of continuous employment at the APS. h. The length of the extension granted by the department/agency. i. The reason why the extension was granted. j. Whether the extension was submitted to the APSC for approval and if not why the extension was not submitted for APSC approval? k. The reasons why the extension was granted without the APSC's approval. l. Please provide all relevant dates. 9. Since the 18 September 2013 how many non-ongoing contracts have expired without extension? 10. For every non-ongoing contract that has expired without extension please provide the following details: a. The employee's age. b. Their gender.			

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				c. A description of their position. d. Their wage. Their position's APS level classification. e. Where they were located. f. Their length of continuous employment at the APS. g. The reason why the extension was not sought for their position. h. Please provide all relevant dates. 11. Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts? 12. Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval? 13. How many of these new non-ongoing engagements were approved by the APSC? 14. For every approved new engagement of a non-ongoing employee please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their non-ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason given by the APSC for approving this engagement. k. Please provide all relevant dates 15. How many of these new non-ongoing employee applications were rejected by the Public Service Commission? 16. For every rejected new engagement of a non-ongoing employee please provide the following details: a. Their age.			

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				b. Their gender. c. A description of their position. d. Where their position is located. e. Their wage. f. Their position's APS level classification. g. The length of their non-ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason given by the APSC for rejecting this engagement. k. Please provide all relevant dates 17. Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission? 18. For every unapproved new engagement of a non-ongoing employee please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their non-ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason for engaging this employee without the APSC's approval. k. Please provide all relevant dates			

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				19. Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts? 20. Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval? 21. How many of these new ongoing engagements were approved by the Public Service Commission? 22. For every approved new engagement of a ongoing employee please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason provided by APSC for approving this engagement. k. Please provide all relevant dates. 23. How many of these new ongoing employee applications were rejected by the Public Service Commission? 24. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Where their position is located. e. Their wage. f. Their position's APS level classification. g. The length of their ongoing contract.			

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				h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason provided by APSC for approving this engagement. k. Please provide all relevant dates. 25. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission? 26. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Where their position is located. e. Their wage. f. Their position's APS level classification. g. The length of their ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason for engaging this employee without the APSC permission. k. Please provide all relevant dates.			
6	Senate	Bernardi	'Truest Patriotism' conference	In November 2013 a free conference was held at Parliament House: 'The Truest Patriotism: Andrew Inglis Clark and the Building of an Australian Nation'. Speakers included the Senate Clerk, Dr David Headon (history and heritage adviser for the Centenary of Canberra); Reverend Professor Michael Tate AO; Professor Henry Reynolds; the Hon John Bannon AO etc. 1. Who initiated the conference?	Written		

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				2. What was the cost of holding the conference? 3. Who decided on the programme, including the speakers, for the conference? 4. Were the speakers paid? 5. Did the Senate meet any of the costs for the speakers (e.g. travel)? 6. How many people attended? 7. The Senate website indicates that a special edition of *Papers on Parliament* will be published in 2014; are those papers available?			
7	Senate	Bernardi	Black Rod	1. Is it unusual for a senior officer from one parliamentary chamber to transfer to another chamber? 2. Is there value in introducing a rotation policy to allow officers to gain experience in another chamber? 3. Do you expect there will be more transfers between the Department of the Senate and the Department of the House of Representatives? 4. What programmes are in place to build the skills and expertise of Senate staff? Please outline any succession planning.	Written		
8	Senate	Bernardi	Odgers	The House of Representatives Practice does not feature the name of the editor on the publication, while *Odgers* does display the names of the editors (Harry Evans and Rosemary Laing) on the cover. 1. Why the different approach? 2. It is conceivable that every Senate Clerk will eventually have their name included on *Odgers*? 3. How many copies of the 13th Edition have been produced and at what cost? 4. Does the Senate make a profit or a loss from the sale of *Odgers*?	Written		
9	Senate	Bernardi	Senate	1. When was the last Senate Biographical Dictionary published?	Written		

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			Biographical Dictionary	2. What is the timetable for the next volume of the Dictionary? 3. Has consideration been given to publishing the Dictionary online rather than in hardcopy?			
10	Senate	Bernardi	Parliament House Displays for the public areas	1. What public displays has the Department of the Senate been preparing? 2. When are they due to be moved into the public areas of Parliament House? 3. What is the process for selecting the subject for display? Who makes the decision on what is being developed for future displays?	Written		
11	Senate	Ludwig	Stationery requirements	1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from Additional Estimates in February, 2014 to date? a. Detail the items provided to the minister's office 2. How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written		
12	Senate	Ludwig	Travel costs - department	a) Since Additional Estimates in February, 2014, 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). b) Since Additional Estimates in February, 2014, 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. d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written		
13	Senate		Enterprise Bargaining Agreements (EBAs)	1. Please list all related EBAs with coverage of the department. 2. Please list their starting and expiration dates. 3. What is the current status of negotiations for the next	Written		

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				agreement/s? Please detail.			
14	Senate	Ludwig	Staff Transfers	1. How many people does your department employ? 2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level? 3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level? 4. What functions have been transferred from one state or territory to another since the federal election in 2013? 5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to? 6. How many of these people are employed in Canberra? 7. How many people did your department employ in Canberra immediately prior to the 2013 federal election? 8. How many employees have been transferred out of Canberra since the 2013 9. How many of your employees have been transferred to Canberra since the 2013 federal election? 10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age. 11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer. 12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender. 13. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.	Written		

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				14. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer. 15. For every transferred employee please provide and explanation for their transfer? 16. For every transferred employee please provide any other cost incurred by the department because of that transfer? 17. Please provide all relevant dates. *Redundancies* 1. How may positions have been made redundant in your department since the 2013 federal election? a) How many of these positions were ongoing? b) How many of these positions were non-ongoing? c) How many of these positions were situated in the Australian Capital Territory? 2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election? a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian Capital Territory? 3. How many of these employees were offered voluntary redundancies since the 2013 federal election? a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian			

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				Capital Territory? 4. How many accepted voluntary redundancies since the 2013 federal election? a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian Capital Territory? 5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election? a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian Capital Territory? 6. For all employees who accepted voluntary redundancies since the 2013 federal election please: a) Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located. b) Please specify what component of that figure was paid out entitlements (annual leave etc). c) Please specify any other costs incurred by the department because of this redundancy. d) Please provide the reason a voluntary redundancy was offered for their position.			

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				e) Please provide all relevant dates. 7. For all employees who were redeployed please provide: a) Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located. b) Please specify any other costs incurred by the department because of this redeployment. c) Please provide the reason for that redeployment. d) Please provide all relevant dates. 8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant? a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian Capital Territory? 9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant? a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian Capital Territory? 10. For employees who were made forcibly redundant since the 2013 federal election please provide: a) Their age, gender, the dollar figure of their pay out and a			

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				description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located. b) Please specify what component of that figure was paid out entitlements (annual leave etc). c) Please specify any other costs incurred by the department because of this redundancy. d) Please provide the reason for that redundancy. e) Please provide all relevant dates. *Hiring* 1. How many people are employed in your department on non-ongoing contracts? 2. How many people are employed in your department on ongoing contracts? 3. How many non-ongoing contracts has your department extended since the 2013 federal election? 4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval? 5. How many of these extensions were approved by the Public Service Commission? a) For every approved extension please provide the following details: i) the employee's age; ii) gender; iii) wage; iv) APS level; v) a description of their job;			

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				vi) their length of continuous employment by the APS; vii) the length of approved extension; viii) the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission; and ix) all relevant dates. 6. How many of these extensions were rejected by the Public Service Commission? a) For every rejected extension please provide the following details: i) the employee's age; ii) gender; iii) wage; iv) APS level; v) a description of their job; vi) their length of continuous employment by the APS; vii) the length of extension sought by the department; viii) the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission; and ix) all relevant dates. 7. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval? a) For every unapproved extension please provide the following details: i) the employee's age; ii) gender; iii) wage;			

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				iv) APS level; v) a description of their job; vi) their length of continuous employment by the APS; vii) the length of the unapproved extension, the reasons why the extension was granted; viii) whether the extension was submitted to the Public Service Commission for approval; ix) the reasons why the extension was granted without the approval of the Public Service Commission; and x) all relevant dates. 8. How many non-ongoing contracts have expired without extension since the 2013 federal election? a) For every expired non-ongoing contract please provide the following details: i) the employee's age; ii) gender; iii) wage; iv) APS level; v) a description of their job; vi) their length of continuous employment by the APS; vii) the reason why an extension was not sought; and viii) all relevant dates. 9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election? 10. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?			

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				11. How many of these new non-ongoing engagements were approved by the Public Service Commission? a) For every approved new engagement of a non-ongoing employee please provide the following details: i) the employee's age; ii) gender; iii) wage; iv) APS level; v) a description of their job; vi) the length of their non-ongoing contract; vii) whether this position was advertised externally; viii) the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement; and ix) all relevant dates relating to this application. 12. How many of these new non-ongoing employee applications were rejected by the Public Service Commission? a) For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: i) APS level; ii) a description of their job; iii) the length of their non-ongoing contract; iv) the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement; and v) all relevant dates relating to this application.			

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				13. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission? a) For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: i) the employee's age; ii) gender; iii) wage; iv) APS level; v) a description of their job; vi) the length of their non-ongoing contract; vii) whether this position was advertised externally; viii) the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval; and ix) all relevant dates. 14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election? 15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election? 16. How many of these new ongoing engagements were approved by the Public Service Commission? a) For every approved new engagement of a ongoing employee please provide the following details: i) the employee's age; ii) gender;			

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				iii) wage; iv) APS level; v) a description of their job; vi) the length of their ongoing contract; vii) whether this position was advertised externally; viii) the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement; and ix) all relevant dates relating to this application. 17. How many of these new ongoing employee applications were rejected by the Public Service Commission? a) For every new ongoing engagement rejected by the Public Service Commission please provide the following details: i) APS level; ii) a description of their job; iii) the length of their ongoing contract; iv) the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement; and v) all relevant dates relating to this application. 18. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission? a) For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: i) the employee's age; ii) gender; iii) wage;			

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				iv) APS level; v) a description of their job; vi) the length of their ongoing contract; vii) whether this position was advertised externally; viii) the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval; and *ix)* all relevant dates.			
15	Senate	Ludwig	Existing Resources Program	1. Since 7 September how many major projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'? 2. List each project or piece of work 3. List the staffing assigned to each task 4. What is the nominal total salary cost of the officers assigned to the project? 5. What resources or equipment has been assigned to the project?	Written		
16	Senate	Ludwig	Reviews	1. Since Additional Estimates in February, 2014, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) 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	Written		

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				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 k) the budgeted, projected or expected costs l) If the report will be tabled in parliament or made public 2. For any review commenced or ordered since Additional Estimates in February, 2014, have any external people, companies or contractors being 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 is the cost associated with their involvement, including a break down for 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			

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				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 3. Since Additional Estimates in February, 2014, what reviews are on-going? a) Please list them. b) What is the current cost to date expended on the reviews? 4. Since Additional Estimates in February, 2014, have any reviews been stopped, paused or ceased? Please list them. 5. Since Additional Estimates in February, 2014, what reviews have concluded? Please list them. 6. Since Additional Estimates in February, 2014, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 8. 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?			

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				1. If so, when? If not, why not?			
17	Senate	Ludwig	Commissioned reports	1. Since Additional Estimates in February, 2014, how many Reports (including paid external advice) have been commissioned by the Minster, department or 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. 2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3. What is the current status of each report? When is the Government intending to respond to these reports?	Written		
18	Senate	Ludwig	Legal Costs	1. List all legal costs incurred by the department or agency since Additional Estimates in February, 2014 a) List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external b) List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) c) How was each piece of advice procured? Detail the method of identifying legal advice			
19	Senate	Ludwig	Appointments	1. Please detail any board appointments made from Additional Estimates in	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				February, 2014 to date. 2. What is the gender ratio on each board and across the portfolio? 3. Does the department have a gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board. 4. Please specify when these gender ratio or participation policies were put in place. 5. Has there been any change to this ratio or policy since September 7, 2013? If yes, please detail t			
20	Senate	Ludwig	Vending machines	Since Additional Estimates in February, 2014 has the department/agency purchased or leased or taken under contract any vending machine facilities? a) If so, list these b) If so, list the total cost for these items c) If so, list the itemised cost for each item of expenditure d) If so, where were these purchased e) If so, list the process for identifying how they would be purchased f) If so, what is the current location for these items? g) If so, what is the current usage for each of these items?	Written		
21	Senate	Ludwig	Electronic equipment	Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office since Additional Estimates in February, 2014. a. List the items b. List the items location or normal location c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level d. List the total cost of the items	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department			
22	Senate	Ludwig	Media subscriptions	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 Additional Estimates in February, 2014 to date? c) What is provided to the Minister or their office? d) What is the cost for this from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 to date? c) What is provided to the Minister or their office? d) What is the cost for this from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 to date? c) What is provided to the Minister or their office? d) What is the cost for this from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 to date? c) What is provided to the Minister or their office? d) What is the cost for this from Additional Estimates in February, 2014 to date?	Written		
23	Senate	Ludwig	Media	1. What is the total cost of media monitoring services, including press clippings,	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
			monitoring	electronic media transcripts etcetera, provided to the Minister's office from Additional Estimates in February, 2014 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from Additional Estimates in February, 2014 to date? c) Itemise these expenses. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from Additional Estimates in February, 2014 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from Additional Estimates in February, 2014 to date? c) Itemise these expenses			
24	Senate	Ludwig	Media training	1. In relation to media training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date: a) Total spending on these services b) an itemised cost breakdown of these services c) The number of employees offered these services and their employment classification d) The number of employees who have utilised these services and their employment classification e) The names of all service providers engaged f) the location that this training was provided 2. For each service purchased from a provider listed under (1), 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)	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) 3. Where a service was provided at any location other than the department or agency's own premises, please provide: a) The location used b) The number of employees who took part on each occasion c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d) Any costs the department or agency's incurred to use the location			
25	Senate	Ludwig	Provision of equipment - ministerial	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? a. Itemise equipment and cost broken down by staff or minister classification 2. 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 a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.	Written		
26	Senate	Ludwig	Advertising	1. How much has the Department/Agency spent on Advertising since Additional Estimates in February, 2014? Including through the use of agencies. 2. Please detail each advertising campaign including it's cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning	Written		
27	Senate	Ludwig	Computers	1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used. 2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location. 3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs.			
28	Senate	Ludwig	Briefings for other parties	Since Additional Estimates in February, 2014 have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? 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 Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
29	Senate	Ludwig	Ministerial website	1. How much has been spent on the Minister's website since Additional Estimates in February 2014? List each item of expenditure and cost. 2. Who is responsible for uploading information to the Minister's website? 3. Are any departmental staff required to work outside regular hours to maintain the Minister's website?	Written		
30	Senate	Ludwig	Report Printing	1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of? A. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal	Written		
31	Senate	Ludwig	FoI Requests	Since September 7, 2013: 1. How many requests for documents under the FOI Act have been received? 2. Of these, how many documents have been determined to be deliberative documents? 3. Of those assessed as deliberative documents: a) For how many has access to the document been refused on the basis that it would be contrary to the public interest? b) For how many has a redacted document been provided?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
32	Senate	Ludwig	Ministerial Motor vehicle	1. Has the minister been provided with a motor vehicle since Additional Estimates in February, 2014? If so: a) What is the make and model? b) How much did it cost? c) When was it provided? d) Was the entire cost met by the department? If not, how was the cost met? e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f) Are these costs met by the department? If not, how are these costs met? g) Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i) Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
33	Senate	Ludwig	Ministerial Staff vehicles (non-MoPS)	1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle since Additional Estimates in February, 2014? If so: a) What is the make and model? b) How much did it cost? c) When was it provided? d) Was the entire cost met by the department? If not, how was the cost met? e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f) Are these costs met by the department? If not, how are these costs met? g) Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i) Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.	Written		
34	Senate	Ludwig	Ministerial Staff vehicles	1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements since Additional Estimates in February, 2014? If so:	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				a) What is the make and model? b) How much did it cost? c) When was it provided? d) Was the entire cost met by the department? If not, how was the cost met? e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f) Are these costs met by the department? If not, how are these costs met? g) Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i) Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.			
35	Senate	Ludwig	Building Lease Costs	1. What has been the total cost of building leases for the agency / department since Additional Estimates in February, 2014? a) Please provide a detailed list of each building that is currently leased. Please detail by: i. Date the lease agreement is active from. ii. Date the lease agreement ends.	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				iii. Is the lease expected to be renewed? If not, why not? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building is necessary for the operations of the agency / department. 1. Please provide a detailed list of each building that had a lease that was not renewed since Additional Estimates in February, 2014. Please detail by: a) Date from which the lease agreement was active. b) Date the lease agreement ended. c) Why was the lease not renewed? d) Location of the building (City and state). e) Cost of the lease. f) Why the building was necessary for the operations of the agency / department. 2. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: a) Date the lease agreement is expected to become active. b) Date the lease agreement is expected to end. c) Expected location of the building (City and state). d) Expected cost of the lease. 3. Has this cost been allocated into the budget? 4. Why the building is necessary for the operations of the agency / department.			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				5. For each building owned or leased by the department: a) What is the current occupancy rate for the building? b) If the rate is less than 100%, detail what the remaining being used for.			
36	Senate	Ludwig	Lobbyist Register Meetings	1. List all interactions between the department/agency with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting	Written		
37	Senate	Ludwig	Workplace assessments	1. How much has been spent on workplace ergonomic assessments since 7 September 2013? a) List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? 3. If so, list each item of expenditure and cost related to those changes	Written		
38	Senate	Ludwig	Provision of equipment - departmental	1. Other than desktop computers, list all electronic equipment provided to department/agency staff since Additional Estimates in February, 2014. 2. List the items 3. List the purchase cost	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				4. List the ongoing cost 5. List the staff and staff classification that receive the equipment.			
39	Senate	Ludwig	Ministerial staff turnover	1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment	Written		
40	Senate	Ludwig	Multiple tenders	1. List any tenders that were re-issued or issued multiple times since Additional Estimates in February, 2014: a) Why were they re-issued or issued multiple times? b) Were any applicants received for the tenders before they were re-issued or repeatedly issued? c) Were those applicants asked to resubmit their tender proposal?	Written		
41	Senate	Ludwig	Market Research	1. List any market research conducted by the department/agency since Additional Estimates in February, 2014: a) List the total cost of this research b) List each item of expenditure and cost, broken down by division	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				and program c) Who conducted the research? d) How were they identified? e) Where was the research conducted? f) In what way was the research conducted? g) Were focus groups, round tables or other forms of research tools used? h) How were participants for these focus groups et al selected?			
42	Senate	Ludwig	Departmental Upgrades	1. Since Additional Estimates in February, 2014 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? a) If so, list these b) If so, list the total cost for these changes c) If so, list the itemised cost for each item of expenditure d) If so, who conducted the works? e) If so, list the process for identifying who would conduct these works f) If so, when are the works expected to be completed?	Written		
43	Senate	Ludwig	Wine Coolers / Fridges	1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? a) If so, list these b) If so, list the total cost for these items c) If so, list the itemised cost for each item of expenditure d) If so, where were these purchased	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				e) If so, list the process for identifying how they would be purchased f) If so, what is the current location for these items? g) If so, what is the current stocking level for each of these items?			
44	Senate	Ludwig	Office Plants	1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new office plants? a) If so, list these b) If so, list the total cost for these items c) If so, list the itemised cost for each item of expenditure d) If so, where were these purchased e) If so, list the process for identifying how they would be purchased f) If so, what is the current location for these items?	Written		
45	Senate	Ludwig	Office recreation facilities	1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? a) If so, list these b) If so, list the total cost for these items c) If so, list the itemised cost for each item of expenditure d) If so, where were these purchased e) If so, list the process for identifying how they would be purchased f) If so, what is the current location for these items? g) If so, what is the current usage for each of these items?	Written		
46	Senate	Ludwig	Government	1. How much has been spent on government advertising (including job	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
			advertising	ads) since Additional Estimates in February, 2014? a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising d. What government advertising is planned for the rest of the financial year? i. List the total expected cost ii. List each item of expenditure and cost iii. List the approving officer for each item iv. Detail the outlets that have been or will be paid for the advertising			
47	Senate	Ludwig	Boards (for Departments or agencies with boards)	1. Since September Additional Estimates in February, 2014; a. how often has each board met, break down by board name; b. what travel expenses are provided; c. what is the average attendance at board meetings; d. how does the board deal with conflict of interest; e. what conflicts of interest have been registered; f. what remuneration is provided to board members; g. how does the board dismiss board members who do not meet attendance standards? h. Have any requests been made to ministers to dismiss board members since Additional Estimates in February, 2014? i. Please list board members who have attended less than 51% of meetings j. what have catering costs been for the board meetings held this year; is alcohol served;	Written		
48	Senate	Ludwig	Senate estimates briefing	1) How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2) How many officer hours were spent on preparing that information? a. Please	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				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? 5) Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Budget 2014hearings.			
49	Senate	Ludwig	Travel costs - ministerial	1. From Additional Estimates in February, 2014, detail all travel conducted by the Minister/parliamentary secretary 2. List each location, method of travel, itinerary and purpose of trip; 3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; 4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. 5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written		
50	Senate	Ludwig	Freedom of Information	The following questions relate to requests made pursuant to the *Freedom of Information Act 1982* (the Act):	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				Consultations with other Departments, Agencies and the Minister 1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests? 2. If so, for each instance provide a table setting out the following information: a) The Department or Agency which was consulted; b) The document; c) The purpose of the consultation; d) Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension; e) Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension 3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received? 4. If yes, provide a table setting out the following information: a) The requests with respect to which the Minister or Ministerial office was consulted; b) The Minister or Ministerial office which was consulted; c) The purpose of the consultation; d) Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				length of the extension; e) Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension f) Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office ***Staffing resources*** The following questions relate to the period from 18 September 2013: 1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests? ***FOI Disclosure Log*** For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency: a) Maintain a webpage allowing download of documents released under section 11A (direct download)? b) Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)? c) Facilitate to those documents in a different manner (if so, specify). 2. If the department or agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information: a) The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				b) The total number of direct downloads of documents released under 11A the departmental or agency website; c) The total number of requests for provision to documents that had been directly received, and how many had been processed by Friday 6 June? d) What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision? e) What was the approximate cost for salaries for the FTE staff allocated to this task? 3. Has the department or agency charged any for access to a document under section 11C(4)? 4. If so, please provide the following information in a table: a) On how many occasions charges have been imposed; b) The amount charged for each document c) The total amount charged; d) What is the highest charge that has been imposed.			
51	Senate	Ludwig	Communications staff	1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: 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?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				e) How many are media managers? f) How many organise events?			
52	Senate	Ludwig	Red tape reduction	1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape 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. What is the estimated total salary cost of the officers assigned to the unit. 7. Do members of the unit have access to cabinet documents? 8. Lease 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. 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?	Written		
53	Senate	Ludwig	Official residences	1) Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences since Additional Estimates in February, 2014. Include: a. The guest list of each function, including if any ministerial staff attended 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	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				on order at any of the official residences, or venues or offices acting as official residences.			
54	Senate	Ludwig	Credit cards	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 misued? 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 since Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse?	Written		
55		Ludwig	Ministerial staff code	1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? * If so, list the breaches identified, broken by staffing classification level * If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? * If so, when was the breach identified? By whom? When was the Minister made aware? 2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? * If not, how many staff don't comply, broken down by classification level? * How long have they worked for the Minister? 3. Can you confirm they all complied with the code on the date of their employment? * If not, on what date did they comply? 4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? * If so, on what date were those disclosure made? 5. By position title list the date each staff member was approved by government staff committee 6. Can you confirm all staff have divested themselves of any and all relevant			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				shares as of the date of their appointment 7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level			
56	Senate	Ludwig	Question time	1) How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2) How many officer hours are spent each sitting day on preparing that information? a. Please break down the hours by officer APS classification 3) Are drafts shown to the Minister or their office before Question Time? a. If so, when does this occur? b. How many versions of this information are shown to the minister or their office? 4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information? a. If so, when does this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5) Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.	Written		
57	Senate	Ludwig	Shared resources following MOG changes	1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?	Written		
58	Senate	Ludwig	Departmental Rebranding	1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so: a. Please detail why this name change / rebrand were considered necessary and a	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				justified use of departmental funds? i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.			
59	Senate	Ludwig	Contracts under $10,000	1. Please list all contracts entered into worth between $4,000 and $10,000 since September 7th, 2013.	Written		
60	Senate	Ludwig	Contracts for Temporary Staff	1. How much did the department/agency spend on temporary or contract staff since September 7th 2013? 2. How many temporary or contract staff were employed since September 7th 2013? 3. How many temporary or contract staff are currently employed? 4. How much was paid for agencies/companies to find temporary/contract staff? 5. How much is budgeted in the 2014/15 year for contract staff? 6. What policies/criteria govern the appointment of Contract staff? 7. How is the use of contract staff consistent with a professional, independent public service?	Written		
61	Senate	Ludwig	Prequalified,	1. Does the Department/Agency have existing Prequalified or Multi-use list	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
			Multi-use list tenders	panels for tenders? 2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency? 3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels? 4. Do any Ministerial staff have directorships in any of the firms on your panels? 5. Do any Ministerial staff have interest- financial or otherwise- in any of the firms on your panel 6. Have the minister or ministerial staff made represention concerning the panels 7. Is Australian Public Affairs on any of your panels?			
62	Senate	Ludwig	Unallocated Equipment	1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff 2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.	Written		
63	Senate	Ludwig	Land costs	1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included) 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)?			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included). 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?			
64	Senate	Ludwig	Staffing reductions	a) How many staff reductions/voluntary redundancies have occurred from Additional Estimates in February, 2014 to date? What was the reason for these reductions? b) Were any of these reductions involuntary redundancies? If yes, provide details. c) 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. d) If there are plans for staff reductions, please give the reason why these are happening. e) Are there any plans for involuntary redundancies? If yes, provide details. f) How many ongoing staff left the department/agency from Additional Estimates in February, 2014 to date? What classification were these staff?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				g) How many non-ongoing staff left department/agency from Additional Estimates in February, 2014 to date? What classification were these staff? h. What are the voluntary redundancy packages offered? Please detail for each staff level and position i. How do the packages differ from the default public service package? j. How is the department/agency funding the packages?			
65	Senate	Ludwig	Government payments of accounts	a) From Additional Estimates in February, 2014 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? b) How many payments owed (as a number andas a percentage of the total) have been paid in under 30 days? c) How many payments owed (as a number andas a percentage of the total) have been paid in between 30 and 60 days? d) How many payments owed (as a number andas a percentage of the total) have been paid in between 60 and 90 days? e) How many payments owed (as a number andas a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number andas a percentage of the total) have been paid in over 120 days? g) 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 since Additional Estimates in February, 2014? h) Where interest is being paid, what rate of interest is being paid and how is this rate determined?	Written		
66	Senate	Ludwig	Consultancies	a) How many consultancies have been undertaken from Additional Estimates in February, 2014 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				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. c) Have any consultancies not gone out for tender? i. If so, which ones and why?			
67	Senate	Ludwig	Functions	1) Provide a list of all formal functions or forms of hospitality conducted for the Minister since Additional Estimates in February, 2014. 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	Written		
68	Senate	Ludwig	Grants	1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in Additional Estimates in February, 2014 to date. a) Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to Additional Estimates in February, 2014, but did not have financial contracts in place at that time. a) Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
69	Senate	Ludwig	Hospitality and entertainment	1. What is the department/agency's hospitality spend from Additional Estimates in February 2014 to date including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. a) 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 Additional Estimates in February 2014 to date? a) 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 Additional Estimates in February, 2014 to date. a) 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? a) 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? a) Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				7. What entertainment spend is the Department/Agency's planning on spending? a) 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? a) 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?			
70	Senate	Ludwig	Staffing profile	1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state)	Written		
71	Senate	Ludwig	Meeting costs	1. What is the Department/Agency's meeting spend from Additional Estimates in February 2014 to date? a) 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 Additional Estimates in February, 2014 to date. a) 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?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				a) 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? a) Detail date, location, purpose and cost of each event including any catering and drinks costs.			
72	Senate	Ludwig	Staffing recruitment	1. How many ongoing staff were recruited from Additional Estimates in February, 2014 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Additional Estimates in February, 2014 to date? What classification are these staff? 3. From Additional Estimates in February, 2014 to date, how many employees have been employed on contract and what is the average length of their employment period?	Written		
73	Senate	Ludwig	Coffee machines	1. Has the department/agency purchased coffee machines for staff useage since Additional Estimates in February, 2014? 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? Are staff leaving the office premises less during business hours as a result? d) Where did the funding for the coffee machines come from? e) Who has access? f) Who is responsible for the maintenance of the coffee machines? How much	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g) What are the ongoing costs of the coffee machine, such as the cost of coffee? 2. Since Additional Estimates in February, 2014, has the department/agency rented or leased any coffee machines for staff useage? 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? Are staff leaving the office premises less during business hours as a result? d) Where does the funding for the coffee machines come from? e) Who has access? f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g) What are the ongoing costs of the coffee machine, such as the cost of coffee?			
74	Senate	Ludwig	Printing	1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? a. If so, what companies were sued? b. How were they selected?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				c. What was the total cost of this printing?			
75	Senate	Ludwig	Corporate cars	1. How any cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Additional Estimates in February, 2014 to date? 5. How far did each car travel from Additional Estimates in February, 2014 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Additional Estimates in February, 2014 to date? 10. j) How far did each car travel from Additional Estimates in February, 2014 to date?	Written		
76	Senate	Ludwig	Taxi costs	1. How much did each department/agency spend on taxis from Additional Estimates in February, 2014 to date? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs?			
77	Senate	Ludwig	Hire cars	1. How much did each department/agency spend on hire cars from Additional Estimates in February, 2014 to date? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written		

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QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
78	Senate	Ludwig	Executive coaching and leadership training	1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date: a) Total spending on these services. b) The number of employees offered these services and their employment classification c) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) d) The names of all service providers engaged. For each service purchased form a provider listed under (d), please provide: i) The name and nature of the service purchased. ii) Whether the service is one-on-one or group based. iii) The number of employees who received the service and their employment classification. iv) The total number of hours involved for all employees (provide a breakdown for each employment classification). v) The total amount spent on the service. vi) A description of the fees charged (i.e. per hour, complete package). 2. Where a service was provided at any location other than the department or agency's own premises, please provide:	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				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. 3. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed? 4. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.			
79	Senate	Wong	Staffing – redundancies	Have any redundancies occurred since 18 September 2013? If so, how many are (a) voluntary (b) involuntary?	Written		
80	Senate	Wong	Staffing – numbers	How many full-time equivalent staff are engaged at 7 March 2014? How many of these positions are (a) on-going and (b) non-ongoing?	Written		
81	Senate	Wong	Consultants	How many consultants have been engaged since 18 November 2013?	Written		
82	Senate	Wong	Portraits of Her Majesty The Queen	Have any portraits (including photographs) of Her Majesty The Queen been hung or re-hung on department/agency premises since 11 February 2014? If so, (a) in what locations (b) who directed the action and (c) what costs, if any, have been incurred?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
83	Senate	Wong	Graduate program	1. How many applicants applied for the agency's 2014 graduate program? 2. How many were accepted? 3. What is the anticipated intake of graduates for the beginning of the 2015 year? 4. Is this a reduction from the previous year? 5. If so, what are the reasons for the decrease in the graduate intake? 6. Have any Government decisions affected the level of graduate intake in the agency?	Written		
84	Senate	Wong	Stationery	1. What is the total cost expended on stationery since 11 February 2014? 2. Is stationery purchased by the department/agency provided to the office of a Minister or Parliamentary Secretary? 3. If so, please provide details of the stationery, including the total cost by Minister or Parliamentary Secretary.	Written		
85	Senate	Wong	Attendance at meetings of the House	1. Can the process for inviting Senators to attend meetings of the House of Representatives to hear addresses from foreign Heads of State and Heads of Government be outlined? 2. Has the Department of the Senate received any advice of proposed invitations to attend the House in the remainder of 2014? If so, can details be provided?	Written		
86	Senate	Wong	Swearing-in of Governor-General	With reference to the swearing-in of the Governor-General in the Senate on 28 March 2014: a) What role did the Department of the Senate play in determining the arrangements, including the chamber seating plan? b) Can a copy of the chamber seating plan be provided? c) What costs did the Department of the Senate meet in relation to the	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				swearing-in?			
PARLIAMENTARY BUDGET OFFICE							
87	PBO	Lundy	Transfers	1 How many people does your department/agency currently employ? Please provide a breakdown of this figure based on the following: a State and Territory b Age c Gender d APS level classification, and e Contract type (ongoing or non-ongoing). 2 How many people did your department/agency employ as of 30 June 2013? Please provide a breakdown of this figure based on the following variables: a State and Territory b Age c Gender d APS level classification, and e Contract type (ongoing or non-ongoing). 3 How many people did your department/agency employ as of 18 September 2013? Please provide a breakdown of this figure based on the following: a State and Territory b Age c Gender d APS level classification, and e Contract type (ongoing or non-ongoing). 4 Since 18 September 2013, what department/agency functions have been transferred from one state or territory to another?	Written		

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				5 For all functions transferred, can you please provide figures for the following: a Number of staff employed before and after the transfer, and b Where the function was based before and after the transfer. 6 For each employee transferred please provide the followings: a Their age b Their gender c Their APS classification d The wage of the employee before and after the transfer e The area of the department/agency they worked in before and after their transfer f A description of their position before and after the transfer g The dates of their transfer h An explanation for why the employee was transferred i Whether they were transferred to or from Canberra, and j Any costs incurred by the department/agency due to this transfer.			
88	PBO	Lundy	Redundancies	1 Since 18 September 2013, how may positions have been made redundant in your department/agency? a How many of these positions were ongoing? b How many of these positions were non-ongoing? c How many of these positions were situated in the Australian Capital Territory? 2 How many of the employees filling these redundant positions were redeployed? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				3 How many of these employees were offered voluntary redundancies? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 4 How many accepted voluntary redundancies? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 5 How many employees were offered the choice between a voluntary redundancy and redeployment? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 6 For all employees who accepted voluntary redundancies please provide the following: a Their age b Their gender c A description of their position d The APS classification level of their position e Their wage f Their contract type (non-ongoing versus ongoing) g Where they were located h A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.) i The reason a voluntary redundancy was offered for their position j Details pertaining to any other costs incurred by the department/agency			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				because of this redundancy, and k Please provide all relevant dates. 7 For all employees who were redeployed please provide: a Their age b Their gender c A description of their position before and after redeployment d The APS classification level of their position before and after redeployment e Their wage before and after redeployment f Contract type (non-ongoing versus ongoing) before and after redeployment g Where they were located before and after redeployment h Please provide the reason for the redeployment i Please specify any other costs incurred by the department/agency because of this redeployment, and j Please provide all relevant dates. 8 Since the 18 September 2013, how many employees in your department/agency have been made forcibly redundant? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 9 How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 10 For employees who were made forcibly redundant since the 18 September			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				2013 please provide: a Their age b Their gender c A description of their position d The APS classification level of their position e Their wage at retrenchment f Their contract type (non-ongoing versus ongoing) g Where they were located h A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.) i The reason why the employee was made forcibly redundant j Details pertaining to any other costs incurred by the department/agency because of this redundancy, and k Please provide all relevant dates.			
89	PBO	Lundy	Extensions	1 Since the 18 September 2013 how many non-ongoing contracts has your department/agency extended? 2 How many non-ongoing contract extensions did your department/agency submit the Public Service Commission for approval? 3 How many of these extensions were approved by the Australian Public Service Commission (APSC)? 4 For every approved extension please provide the following details: a The employee's age b Their gender c A description of their position d Their APS classification level e Their wage f Where they are located g Their length of continuous employment at the APS h The length of the approved extension	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				i The reason why the extension was submitted j The reason why the extension was approved by the APSC, and k Please provide all relevant dates. 5 How many of these extensions were rejected by the APSC? 6 For every rejected extension please provide the following details: a The employee's age b Their gender c A description of their position d 9Their wage e Where they were located f Their length of continuous employment at the APS g The length of the extension sought by the department/agency h The reason why the extension was submitted i The reason why the extension was rejected by the APSC, and j Please provide all relevant dates. 7 Since 18 September 2013, how many non-ongoing contracts have been extended by your department/agency without the APSC's approval? 8 For every unapproved extension please provide the following details: a The employee's age b Their gender c A description of their position d Their wage e Their position's APS level classification f Where they were located g Their length of continuous employment at the APS h The length of the extension granted by the department/agency i The reason why the extension was granted j Whether the extension was submitted to the APSC for approval and if not why the extension was not submitted for APSC approval?			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				k The reasons why the extension was granted without the APSC's approval, and l Please provide all relevant dates. 9 Since the 18 September 2013 how many non-ongoing contracts have expired without extension? 10 For every non-ongoing contract that has expired without extension please provide the following details: a The employee's age b Their gender c A description of their position d Their wage e Their position's APS level classification f Where they were located g Their length of continuous employment at the APS h The reason why the extension was not sought for their position, and i Please provide all relevant dates. 11 Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts? 12 Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval? 13 How many of these new non-ongoing engagements were approved by the APSC? 14 For every approved new engagement of a non-ongoing employee please provide the following details: a Their age b Their gender c A description of their position d Their wage			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				e Where their position is located f Their position's APS level classification g The length of their non-ongoing contract h Whether their position was advertised externally i The reason for engaging this new employee j The reason given by the APSC for approving this engagement, and k Please provide all relevant dates. 15 How many of these new non-ongoing employee applications were rejected by the Public Service Commission? 16 For every rejected new engagement of a non-ongoing employee please provide the following details: a Their age b Their gender c A description of their position d Where their position is located e Their wage f Their position's APS level classification g The length of their non-ongoing contract h Whether their position was advertised externally i The reason for engaging this new employee j The reason given by the APSC for rejecting this engagement, and k Please provide all relevant dates. 17 Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission? 18 For every unapproved new engagement of a non-ongoing employee please provide the following details: a Their age b Their gender			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				c A description of their position d Their wage e Where their position is located f Their position's APS level classification g The length of their non-ongoing contract h Whether their position was advertised externally i The reason for engaging this new employee j The reason for engaging this employee without the APSC's approval, and k Please provide all relevant dates. 19 Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts? 20 Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval? 21 How many of these new ongoing engagements were approved by the Public Service Commission? 22 For every approved new engagement of a ongoing employee please provide the following details: a Their age b Their gender c A description of their position d Their wage e Where their position is located f Their position's APS level classification g The length of their ongoing contract h Whether their position was advertised externally i The reason for engaging this new employee j The reason provided by APSC for approving this engagement, and k Please provide all relevant dates.			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				23 How many of these new ongoing employee applications were rejected by the Public Service Commission? 24 For every new ongoing engagement rejected by the Public Service Commission please provide the following details: a Their age b Their gender c A description of their position d Where their position is located e Their wage f Their position's APS level classification g The length of their ongoing contract h Whether their position was advertised externally i The reason for engaging this new employee j The reason provided by APSC for approving this engagement, and k Please provide all relevant dates. 25 How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission? 26 For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: a Their age b Their gender c A description of their position d Where their position is located e Their wage f Their position's APS level classification g The length of their ongoing contract h Whether their position was advertised externally i The reason for engaging this new employee j The reason for engaging this employee without the APSC permission,			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				and k Please provide all relevant dates.			
90	PBO	Bernardi	Costings	1 How many costing requests has the PBO received since Additional Estimates in February? a How many are from Parliamentary Parties? b How many are from Individual Parliamentarians? 2 How many costing requests have been withdrawn and why? a How many were from Parliamentary Parties? b How many were from Individual Parliamentarians? 3 How many costing requests have been completed since Additional Estimates in February? a How many were from Parliamentary Parties? b How many were from Individual Parliamentarians? 4 Of those not completed, what is the reason (i.e. complex or awaiting information from departments?) a How many are for Parliamentary Parties? b How many are for Individual Parliamentarians? 5 What is the PBO average response time for completed requests? As at 31 January 2014 the PBO average response time for completed requests was 21.7 days. Can you give an update about this? a Please explain if the response time has improved or not. b The Charter of Budget Honesty Policy Costing Guidelines state that costings should be completed in five working days. What is the PBO doing to achieve this? c What is average response time for completed requests for Parliamentary Parties? d What is the average response time for completed requests for Individual Parliamentarians	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				6 What has been the longest costing request turnaround and why? 7 Is the PBO undertaking information requests? a Please give general information on the types of information requests you are processing. b How many are from Parliamentary Parties? c How many are from Individual Parliamentarians? d What is the turnaround time for information requests? 8 How is the general workload of the PBO? a Has this increased or decreased since the 2013 general election? b How does this compare to 12 months ago?			
91	PBO	Bernardi	Staff	1 Last Estimates you advised the Committee that the PBO had 36 permanent staff – seven of which are at the Senior Executive Level. a Has this changed? If yes, provide details. b How many staff positions are you funded for (previously Mr Bowen has said the PBO 2013-14 allows for the employment of 40 staff)?	Written		
92	PBO	Bernardi	PBO Work Plan 2013-14	1 Can you provide an update to the Committee on the Parliamentary Budget Office work plan for 2013-14? 2 What type of work has the PBO been focusing on in the months after the 2013 general election? 3 Your work plan for 2013-14 lists on pages 6 and 7 some broad areas that the PBO will focus on over the next few years such as trends in Government expenditure and revenue and their sensitivities, Commonwealth and State fiscal issues, budget reporting to name a few. Can you give an update on where you are with these? 4 Will the PBO publish any reports on these? 5 Has the PBO given thought to what might be in its work plan for 2014-15 and what its priorities might be?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
93	PBO	Ludwig	Stationery requirements	1 How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from Additional Estimates in February, 2014 to date? a Detail the items provided to the minister's office. 2 How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written		
94	PBO	Ludwig	Travel costs - department	1 Since Additional Estimates in February, 2014, 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 Since Additional Estimates in February, 2014, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. 3 What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written		
95	PBO	Ludwig	Enterprise Bargaining Agreements (EBAs)	1 Please list all related EBAs with coverage of the department. 2 Please list their starting and expiration dates. 3 What is the current status of negotiations for the next agreement/s? Please detail.	Written		
96	PBO	Ludwig	Staff transfers	1 How many people does your department employ? 2 What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level? 3 What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				4 What functions have been transferred between transferred from one state or territory to another since the federal election in 2013? 5 Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to? 6 How many of these people are employed in Canberra? 7 How many people did your department employ in Canberra immediately prior to the 2013 federal election? 8 How many employees have been transferred out of Canberra since the 2013 9 How many of your employees have been transferred to Canberra since the 2013 federal election? 10 For all employees transferred to or from Canberra since the 2013 federal election, please provide their age. 11 For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer. 12 For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender. 13 For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer. 14 For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer. 15 For every transferred employee please provide and explanation for their			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				transfer? 16 For every transferred employee please provide any other cost incurred by the department because of that transfer? 17 Please provide all relevant dates			
97	PBO	Ludwig	Redundancies	1 How may positions have been made redundant in your department since the 2013 federal election? a How many of these positions were ongoing? b How many of these positions were non-ongoing? c How many of these positions were situated in the Australian Capital Territory? 2 How many of the employees filling these redundant positions were redeployed since the 2013 federal election? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 3 How many of these employees were offered voluntary redundancies since the 2013 federal election? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 4 How many accepted voluntary redundancies since the 2013 federal election? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				5 How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 6 For all employees who accepted voluntary redundancies since the 2013 federal election please: a Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located. b Please specify what component of that figure was paid out entitlements (annual leave etc). c Please specify any other costs incurred by the department because of this redundancy. d Please provide the reason a voluntary redundancy was offered for their position. e Please provide all relevant dates. 7 For all employees who were redeployed please provide: a Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located. b Please specify any other costs incurred by the department because of this redeployment. c Please provide the reason for that redeployment. d Please provide all relevant dates. 8 Since the 2013 federal election, how many employees in your department have been made forcibly redundant?			

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				a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 9 How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant? a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? 10 For employees who were made forcibly redundant since the 2013 federal election please provide: a Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located. b Please specify what component of that figure was paid out entitlements (annual leave etc). c Please specify any other costs incurred by the department because of this redundancy. d Please provide the reason for that redundancy. e Please provide all relevant dates.			
98	PBO	Ludwig	Hiring	1 How many people are employed in your department on non-ongoing contracts? 2 How many people are employed in your department on ongoing contracts? 3 How many non-ongoing contracts has your department extended since the 2013 federal election? 4 How many non-ongoing contract extensions did your department submit	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				the Public Service Commission for approval? 5 How many of these extensions were approved by the Public Service Commission? a For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates 6 How many of these extensions were rejected by the Public Service Commission? a For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates 7 How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval? a For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates. 8 How many non-ongoing contracts have expired without extension since the 2013 federal election?			

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				a For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates. 9 How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election? 10 How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election? 11 How many of these new non-ongoing engagements were approved by the Public Service Commission? a For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application. 12 How many of these new non-ongoing employee applications were rejected by the Public Service Commission? a For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application. 13 How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission? a For every non-ongoing employee engaged without the Public Service			

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				Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates. 14 How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election? 15 How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election? 16 How many of these new ongoing engagements were approved by the Public Service Commission? a For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application. 17 How many of these new ongoing employee applications were rejected by the Public Service Commission? a For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application. 18 How many new employees have been engaged on ongoing contracts			

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				without the approval of the Public Service Commission? a For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.			
99	PBO	Ludwig	Existing Resources Program	1 Since 7 September how many major projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'? a List each project or piece of work. b List the staffing assigned to each task. c What is the nominal total salary cost of the officers assigned to the project? d What resources or equipment has been assigned to the project?	Written		
100	PBO	Ludwig	Reviews	1 Since Additional Estimates in February, 2014, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) 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	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				j the expected report date k the budgeted, projected or expected costs, and l If the report will be tabled in parliament or made public. 2 For any review commenced or ordered since Additional Estimates in February, 2014, have any external people, companies or contractors being 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 is the cost associated with their involvement, including a break down for 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, and (v) If yes, on what dates did this involvement occur. 3 Since Additional Estimates in February, 2014, what reviews are on-going? a Please list them. b What is the current cost to date expended on the reviews? 4 Since Additional Estimates in February, 2014, have any reviews been			

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				stopped, paused or ceased? Please list them. 5 Since Additional Estimates in February, 2014, what reviews have concluded? Please list them. 6 Since Additional Estimates in February, 2014, how many reviews have been provided to Government? Please list them and the date they were provided. 7 When will the Government be responding to the respective reviews that have been completed? 8 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? e If so, when? If not, why not?			
101	PBO	Ludwig	Commissioned reports	1 Since Additional Estimates in February, 2014, how many Reports (including paid external advice) have been commissioned by the Minster, department or 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. 2 How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3 What is the current status of each report? When is the Government intending to respond to these reports?	Written		
102	PBO	Ludwig	Legal costs	1 List all legal costs incurred by the department or agency since Additional Estimates in February, 2014 a List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of	Written		

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				counsel used in preparing the advice, whether the advice was internal or external. b List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial). c How was each piece of advice procured? Detail the method of identifying legal advice.			
103	PBO	Ludwig	Appointments	1 Please detail any board appointments made from Additional Estimates in February, 2014 to date. 2 What is the gender ratio on each board and across the portfolio? 3 Does the department have a gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board. 4 Please specify when these gender ratio or participation policies were put in place. 5 Has there been any change to this ratio or policy since September 7, 2013? If yes, please detail.	Written		
104	PBO	Ludwig	Vending machines	1 Since Additional Estimates in February, 2014 has the department/agency purchased or leased or taken under contract any vending machine facilities? a If so, list these. b If so, list the total cost for these items. c If so, list the itemised cost for each item of expenditure. d If so, where were these purchased. e If so, list the process for identifying how they would be purchased f If so, what is the current location for these items? g If so, what is the current usage for each of these items?	Written		
105	PBO	Ludwig	Electronic	1 Other than phones, ipads or computers – please list the electronic	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
			equipment	equipment provided to the Minister's office since Additional Estimates in February, 2014. a List the items. b List the items location or normal location. c List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level. d List the total cost of the items. e List an itemised cost breakdown of these items. f List the date they were provided to the office, and g Note if the items were requested by the office or proactively provided by the department.			
106	PBO	Ludwig	Media subscriptions	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 Additional Estimates in February, 2014 to date? c What is provided to the Minister or their office? d What is the cost for this from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 to date? c What is provided to the Minister or their office? d What is the cost for this from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 to date? c What is provided to the Minister or their office?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				d What is the cost for this from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 to date? c What is provided to the Minister or their office? d What is the cost for this from Additional Estimates in February, 2014 to date?			
107	PBO	Ludwig	Media monitoring	1 What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from Additional Estimates in February, 2014 to date? a Which agency or agencies provided these services? b What has been spent providing these services from Additional Estimates in February, 2014 to date? c Itemise these expenses. 2 What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from Additional Estimates in February, 2014 to date? a Which agency or agencies provided these services? b What has been spent providing these services from Additional Estimates in February, 2014 to date? c Itemise these expenses.	Written		
108	PBO	Ludwig	Media training	1 In relation to media training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date: a Total spending on these services. b an itemised cost breakdown of these services. c The number of employees offered these services and their employment	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				classification. d The number of employees who have utilised these services and their employment classification . e The names of all service providers engaged. f the location that this training was provided. 2 For each service purchased from a provider listed under (1), please provide: a The name and nature of the service purchased. b Whether the service is one-on-one or group based. c The number of employees who received the service and their employment classification (provide a breakdown for each employment classification). d The total number of hours involved for all employees (provide a breakdown for each employment classification). e The total amount spent on the service. f A description of the fees charged (i.e. per hour, complete package). 3 Where a service was provided at any location other than the department or agency's own premises, please provide: a The location used. b The number of employees who took part on each occasion. c The total number of hours involved for all employees who took part (provide a breakdown for each employment classification). d Any costs the department or agency's incurred to use the location.			
109	PBO	Ludwig	Communications staff	1 For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: 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.	Written		

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				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?			
110	PBO	Ludwig	Provision of equipment – ministerial	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? a Itemise equipment and cost broken down by staff or minister classification. 2 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 a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.	Written		
111	PBO	Ludwig	Advertising	1 How much has the Department/Agency spent on Advertising since Additional Estimates in February, 2014? Including through the use of agencies. 2 Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.	Written		
112	PBO	Ludwig	Briefings for other parties	1 Since Additional Estimates in February, 2014 have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? 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	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				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 Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?			
113	PBO	Ludwig	Report printing	1 Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of? a If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal.	Written		
114	PBO	Ludwig	FoI Requests	Since September 7, 2013: 1 How many requests for documents under the FOI Act have been received? 2 Of these, how many documents have been determined to be deliberative documents? 3 Of those assessed as deliberative documents: a For how many has access to the document been refused on the basis that it would be contrary to the public interest? 4 For how many has a redacted document been provided?	Written		
115	PBO	Ludwig	Computers	1 List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used. 2 List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location.	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				3 Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs.			
116	PBO	Ludwig	Lobbyist Register Meetings	1 List all interactions between the department/agency with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 2 List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.	Written		
117	PBO	Ludwig	Provision of equipment – departmental	1 Other than desktop computers, list all electronic equipment provided to department/agency staff since Additional Estimates in February, 2014 2 List the items. 3 List the purchase cost. 4 List the ongoing cost. 5 List the staff and staff classification that receive the equipment.	Written		
118	PBO	Ludwig	Departmental Upgrades	1 Since Additional Estimates in February, 2014 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? a If so, list these. b If so, list the total cost for these changes. c If so, list the itemised cost for each item of expenditure. d If so, who conducted the works? e If so, list the process for identifying who would conduct these works.	Written		

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				f If so, when are the works expected to be completed?			
119	PBO	Ludwig	Wine Coolers / Fridges	1 Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including eskies? a If so, list these. b If so, list the total cost for these items. c If so, list the itemised cost for each item of expenditure. d If so, where were these purchased. e If so, list the process for identifying how they would be purchased f If so, what is the current location for these items? g If so, what is the current stocking level for each of these items?	Written		
120	PBO	Ludwig	Office Plants	1 Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new office plants? a If so, list these. b If so, list the total cost for these items. c If so, list the itemised cost for each item of expenditure. d If so, where were these purchased? e If so, list the process for identifying how they would be purchased. f If so, what is the current location for these items?	Written		
121	PBO	Ludwig	Office recreation facilities	1 Since Additional Estimates in February, 2014 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? a If so, list these. b If so, list the total cost for these items. c If so, list the itemised cost for each item of expenditure. d If so, where were these purchased. e If so, list the process for identifying how they would be purchased. f If so, what is the current location for these items?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				g If so, what is the current usage for each of these items?			
122	PBO	Ludwig	Government advertising	1 How much has been spent on government advertising (including job ads) since Additional Estimates in February, 2014? a List each item of expenditure and cost. b List the approving officer for each item. c Detail the outlets that were paid for the advertising. 2 What government advertising is planned for the rest of the financial year? a List the total expected cost. b List each item of expenditure and cost. c List the approving officer for each item. d Detail the outlets that have been or will be paid for the advertising.	Written		
123	PBO	Ludwig	Travel costs – ministerial	1 From Additional Estimates in February, 2014, detail all travel conducted by the Minister/parliamentary secretary. a List each location, method of travel, itinerary and purpose of trip. b List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). c List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. 2 What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written		
124	PBO	Ludwig	Grants	1 Provide a list of all grants, including ad hoc and one-off grants from the Additional Estimates in February, 2014 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2 Update the status of each grant that was approved prior to Additional	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				Estimates in February, 2014, but did not have financial contracts in place at the time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.			
125	PBO	Ludwig	Government payments of accounts	1 From Additional Estimates in February, 2014 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2 How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3 How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4 How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5 How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6 How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 7 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 since Additional Estimates in February, 2014? 8 Where interest is being paid, what rate of interest is being paid and how is this rate determined?	Written		
126	PBO	Ludwig	Consultancies	1 How many consultancies have been undertaken from Additional Estimates in February, 2014 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				2 How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known 3 Have any consultancies not gone out for tender? a If so, which ones and why?			
127	PBO	Ludwig	Meeting costs	1 What is the Department/Agency's meeting spend from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 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.	Written		
128	PBO	Ludwig	Hospitality and entertainment	1 What is the Department/Agency's hospitality spend from Additional Estimates in February, 2014 to date including any catering and drinks costs. 2 For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Additional Estimates in February 2014 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				3 What is the Department/Agency's entertainment spend from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 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?			
129	PBO	Ludwig	Executive coaching and leadership training	In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date: 1 Total spending on these services. 2 The number of employees offered these services and their employment classification.	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				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. For each service purchased from a provider listed under (4), please provide: a The name and nature of the service purchased b Whether the service is one-on-one or group based c The number of employees who received the service and their employment classification d The total number of hours involved for all employees (provide a breakdown for each employment classification) e The total amount spent on the service, and f A description of the fees charged (i.e. per hour, complete package). 5 Where a service was provided at any location other than the department or agency's own premises, please provide: a The location used b The number of employees who took part on each occasion (provide a breakdown for each employment classification) c The total number of hours involved for all employees who took part (provide a breakdown for each employment classification), and d Any costs the department or agency's incurred to use the location. 6 In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed? 7 For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
130	PBO	Ludwig	Staffing profile	1 What is the current staffing profile of the department/agency? 2 Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state).	Written		
131	PBO	Ludwig	Staffing reductions	1 How many staff reductions/voluntary redundancies have occurred from Additional Estimates in February, 2014 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. 6 How many ongoing staff left the department/agency from Additional Estimates in February, 2014 to date? What classification were these staff? 7 How many non-ongoing staff left department/agency from Additional Estimates in February, 2014 to date? What classification were these staff? 8 What are the voluntary redundancy packages offered? Please detail for each staff level and position. 9 How do the packages differ from the default public service package? 10 How is the department/agency funding the packages?	Written		
132	PBO	Ludwig	Staffing recruitment	1 How many ongoing staff recruited from Additional Estimates in February, 2014 to date? What classification are these staff? 2 How many non-ongoing positions exist or have been created from Additional Estimates in February, 2014 to date? What classification are	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				these staff? 3 From Additional Estimates in February, 2014 to date, how many employees have been employed on contract and what is the average length of their employment period?			
133	PBO	Ludwig	Coffee machines	1 Has the department/agency purchased coffee machines for staff usage since Additional Estimates in February, 2014? 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 maintenance from Additional Estimates in February, 2014 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 Since Additional Estimates in February, 2014, has the department/agency rented or leased any coffee machines for staff usage? 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	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				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 Additional Estimates in February, 2014 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?			
134	PBO	Ludwig	Printing	1 How many documents (include the amount of copies) have been printed from Additional Estimates in February, 2014 to date. a How many of these printed documents were also published online? 2 Did the department/agency use external printing services for any print jobs since Additional Estimates in February, 2014? a If so, what companies were used? b How were they selected? c What was the total cost of this printing?	Written		
135	PBO	Ludwig	Corporate cars	1 How any cars are owned by each department/agency? 2 Where is the car/s located? 3 What is the car/s used for? 4 What is the cost of each car from Additional Estimates in February, 2014 to date? 5 How far did each car travel from Additional Estimates in February, 2014 to date? 6 How many cars are leased by each department/agency?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				7 Where are the cars located? 8 What are the cars used for? 9 What is the cost of each car from Additional Estimates in February, 2014 to date? 10 How far did each car travel from Additional Estimates in February, 2014 to date?			
136	PBO	Ludwig	Taxi costs	1 How much did each department/agency spend on taxis from Additional Estimates in February, 2014 to date? Provide a breakdown for each business group in each department/agency. 2 What are the reasons for taxi costs?	Written		
137	PBO	Ludwig	Hire cars	1 How much did each department/agency spend on hire cars from Additional Estimates in February, 2014 to date? a Provide a breakdown for each business group in each department/agency. 2 What are the reasons for hire car costs?	Written		
138	PBO	Ludwig	Credit cards	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 been discovered since Additional Estimates in February, 2014? e List staff classification and what the misuse was, and the action taken f What action is taken to prevent corporate credit card misuse?	Written		
139	PBO	Ludwig	Senate estimates briefing	1 How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				of senate estimates? 2 How many officer hours were spent on preparing that information? a 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? 5 Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Budget 2014 hearings.			
140	PBO	Ludwig	Question time	1 How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2 How many officer hours are spent each sitting day on preparing that information? a Please break down the hours by officer APS classification 3 Are drafts shown to the Minister or their office before Question Time? a If so, when does this occur? b How many versions of this information are shown to the minister or their office? 4 Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				a If so, when does this occur? b What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5 Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.			
141	PBO	Ludwig	Freedom of information	The following questions relate to requests made pursuant to the Freedom of Information Act (the Act): Consultations with other Departments, Agencies and the Minister 1 Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests? 2 If so, for each instance provide a table setting out the following information: a The Department or Agency which was consulted b The document c The purpose of the consultation d Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension, and e Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension. 3 Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received? 4 If yes, provide a table setting out the following information: a The requests with respect to which the Minister or Ministerial office	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				was consulted b The Minister or Ministerial office which was consulted c The purpose of the consultation d Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension e Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension, and f Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office. Staffing resources The following questions relate to the period from 18 September 2013: 1 For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests? FOI Disclosure Log 1 For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency: a Maintain a webpage allowing download of documents released under section 11A (direct download)? b Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)? c Facilitate to those documents in a different manner (if so, specify). 2 If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information: a The dates for which documents were made available for direct download, and the dates for which documents were made available			

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				through request for provision b The total number of direct downloads of documents released under 11A the Departmental or Agency website c The total number of requests for provision to documents that had been directly received, and how many had been processed by 6 June 2014? d What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision? (i) What was the approximate cost for salaries for the FTE staff allocated to this task? 3 Has the Department or Agency charged any for access to a document under section 11C(4)? 4 If so, please provide the following information in a table: a On how many occasions charges have been imposed b The amount charged for each document c The total amount charged, and d What is the highest charge that has been imposed?			
142	PBO	Ludwig	Functions	1 Provide a list of all formal functions or forms of hospitality conducted for the Minister since Additional Estimates in February, 2014. 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, and 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.	Written		
143	PBO	Ludwig	Red tape reduction	1 Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				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 What is the estimated total salary cost of the officers assigned to the unit? 7 Do members of the unit have access to cabinet documents? 8 Lease 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. 9 What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?			
144	PBO	Ludwig	Official residences	1 Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences since Additional Estimates in February, 2014. Include: a The guest list of each function, including if any ministerial staff attended b The party or individual who initiated the request for the function c The menu, program or list of proceedings of the function, and 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 at any of the official residences, or venues or offices acting as official residences.	Written		
145	PBO	Ludwig	Land costs	1 How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2 Please list by each individual land holding, the size of the piece of land,	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included.). 3 List the current assets, items or purse (buildings, facilities or other) on the land identified above. a What is the current occupancy level and occupant of the items identified in (3)? b What is the value of the items identified in (3)? c What contractual or other arrangements are in place for the items identified in (3)? 4 How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5 Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included). 6 In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?			
146	PBO	Ludwig	Ministerial staff code	1 Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				a If so, list the breaches identified, broken by staffing classification level. b If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? c If so, when was the breach identified? By whom? When was the Minister made aware? 2 Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? a If not, how many staff don't comply, broken down by classification level? b How long have they worked for the Minister? 3 Can you confirm they all complied with the code on the date of their employment? a If not, on what date did they comply? 4 Can you confirm that all disclosures as required by the code were made to the government staffing committee? a If so, on what date were those disclosure made? 5 By position title list the date each staff member was approved by government staff committee. 6 Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment. 7 Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level?			
147	PBO	Ludwig	Boards (for Department or agencies with boards)	1 Since Additional Estimates in February, 2014; a how often has each board met, break down by board name b what travel expenses are provided c what is the average attendance at board meetings d how does the board deal with conflict of interest	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				e what conflicts of interest have been registered f what remuneration is provided to board members g how does the board dismiss board members who do not meet attendance standards? h Have any requests been made to ministers to dismiss board members since Additional Estimates in February, 2014? i Please list board members who have attended less than 51% of meetings, and j what have catering costs been for the board meetings held this year; is alcohol served.			
148	PBO	Ludwig	Shared resources following MOG changes	1 Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2 What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3 What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?	Written		
149	PBO	Ludwig	Departmental rebranding	1 Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so: a please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? (i) Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b please provide the total cost associated with this rebrand and then break down by amount spent replacing: (i) signage (ii) stationery (please include details of existing stationery and how it was disposed of)	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				(iii) logos (iv) consultancy (v) any relevant IT changes, and (vi) office reconfiguration. c How was the decision reached to rename and/or rebrand the department? (i) Who was involved in reaching this decision? (ii) Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.			
150	PBO	Ludwig	Ministerial motor vehicle	1 Has the minister been provided with a motor vehicle since Additional Estimates in February, 2014? If so: a What is the make and model? b How much did it cost? c When was it provided? d Was the entire cost met by the department? If not, how was the cost met? e What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f Are these costs met by the department? If not, how are these costs met? g Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				uses. j Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.			
151	PBO	Ludwig	Ministerial staff vehicles (non-MoPS)	1 Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle since Additional Estimates in February, 2014? If so: a What is the make and model? b How much did it cost? c When was it provided? d Was the entire cost met by the department? If not, how was the cost met? e What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f Are these costs met by the department? If not, how are these costs met? g Please provide a copy of the guidelines that determine this entitlement to a motor vehicle h Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.	Written		
152	PBO	Ludwig	Ministerial staff vehicles	1 Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements since Additional Estimates in February, 2014? If so: a What is the make and model?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				b How much did it cost? c When was it provided? d Was the entire cost met by the department? If not, how was the cost met? e What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel f Are these costs met by the department? If not, how are these costs met? g Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.			
153	PBO	Ludwig	Building lease costs	1 What has been the total cost of building leases for the agency / department since Additional Estimates in February, 2014? a Please provide a detailed list of each building that is currently leased. Please detail by: (i) Date the lease agreement is active from (ii) Date the lease agreement ends (iii) Is the lease expected to be renewed? If not, why not? (iv) Location of the building (City and state) (v) Cost of the lease, and (vi) Why the building is necessary for the operations of the agency / department.	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				b Please provide a detailed list of each building that had a lease that was not renewed since Additional Estimates in February, 2014. Please detail by: (i) Date from which the lease agreement was active (ii) Date the lease agreement ended (iii) Why was the lease not renewed? (iv) Location of the building (City and state) (v) Cost of the lease, and (vi) Why the building was necessary for the operations of the agency / department. c Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: (i) Date the lease agreement is expected to become active (ii) Date the lease agreement is expected to end (iii) Expected location of the building (City and state) (iv) Expected cost of the lease, and (v) Has this cost been allocated into the budget? d Why the building is necessary for the operations of the agency / department. e For each building owned or leased by the department: (i) What is the current occupancy rate for the building? 2 If the rate is less than 100%, detail what the remaining being used for.			
154	PBO	Ludwig	Workplace assessments	1 How much has been spent on workplace ergonomic assessments since 7 September 2013? a List each item of expenditure and cost. 2 Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? If so, list each item of expenditure and cost related to those changes.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE

QUESTIONS ON NOTICE –BUDGET ESTIMATES 2013-14 – May 2014

PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
155	PBO	Ludwig	Ministerial website	1 How much has been spent on the Minister's website since Additional Estimates in February, 2014? a List each item of expenditure and cost. 2 Who is responsible for uploading information to the Minister's website? 3 Are any departmental staff required to work outside regular hours to maintain the Minister's website?	Written		
156	PBO	Ludwig	Ministerial staff turnover	1 List the current staffing allocation for each Minister and Parliamentary Secretary. 2 For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification. 3 For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification. 4 For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification. 5 For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment.	Written		
157	PBO	Ludwig	Multiple tenders	1 List any tenders that were re-issued or issued multiple times since Additional Estimates in February, 2014: a Why were they re-issued or issued multiple times? b Were any applicants received for the tenders before they were re-issued or repeatedly issued? c Were those applicants asked to resubmit their tender proposal?	Written		
158	PBO	Ludwig	Market research	1 List any market research conducted by the department/agency since Additional Estimates in February, 2014: a List the total cost of this research	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				b List each item of expenditure and cost, broken down by division and program c Who conducted the research? d How were they identified? e Where was the research conducted? f In what way was the research conducted? g Were focus groups, round tables or other forms of research tools used? h How were participants for these focus groups et al selected?			
159	PBO	Ludwig	Contracts under $10,000	1 Please list all contracts entered into worth between $4,000 and $10,000 since September 7th, 2013.	Written		
160	PBO	Ludwig	Contracts for temporary staff	1 How much did the department/agency spend on temporary or contract staff since September 7th 2013? 2 How many temporary or contract staff were employed since September 7th 2013? 3 How many temporary or contract staff are currently employed? 4 How much was paid for agencies/companies to find temporary/contract staff? 5 How much is budgeted in the 2014/15 year for contract staff? 6 What policies/criteria govern the appointment of Contract staff? 7 How is the use of contract staff consistent with a professional, independent public service?	Written		
161	PBO	Ludwig	Prequalified, Multi-use list tenders	1 Does the Department/Agency have existing Prequalified or Multi-use list panels for tenders? 2 Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency? 3 Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				4 Do any Ministerial staff have directorships in any of the firms on your panels? 5 Do any Ministerial staff have interest- financial or otherwise- in any of the firms on your panel? 6 Have the minister or ministerial staff made representations concerning the panels? 7 Is Australian Public Affairs on any of your panels?			
162	PBO	Ludwig	Unallocated Equipment	1 Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff. 2 Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.	Written		
163	PBO	Wong	Staffing - redundancies	1 Have any redundancies occurred since 18 September 2013? If so, how many are: a voluntary b involuntary?	Written		
164	PBO	Wong	Staffing – numbers	1 How many full-time equivalent staff are engaged at 7 March 2014? 2 How many of these positions are: a on-going b non-ongoing?	Written		
165	PBO	Wong	Consultants	1 How many consultants have been engaged since 18 November 2013?	Written		
166	PBO	Wong	Portraits of Her Majesty The Queen	1 Have any portraits (including photographs) of Her Majesty The Queen been hung or re-hung on department/agency premises since 11 February 2014? If so, a in what locations b who directed the action, and c what costs, if any, have been incurred?	Written		
167	PBO	Wong	Graduate	1 How many applicants applied for the agency's 2014 graduate program?	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
			Program	How many were accepted? 2 What is the anticipated intake of graduates for the beginning of the 2015 year? 3 Is this a reduction from the previous year? If so, what are the reasons for the decrease in the graduate intake? 4 Have any Government decisions affected the level of graduate intake in the agency?			
168	PBO	Wong	Hospitality	1 What is the total cost of hospitality since 11 February 2014? For each hospitality event please advise: a host b date c location d nature of event, and e cost.	Written		
169	PBO	Wong	FOI Handling	1 Since 11 February 2014 has any advice been received from the Attorney-General or the Attorney-General's Department on the handling of Freedom of Information requests? If so, please provide details of: a the date b the source c the subject of the advice, and d a copy of the written advice.	Written		
170	PBO	Wong	Advertising	1 What is the total cost (GST inclusive) of campaign advertising since 11 February 2014? 2 What additional campaign advertising is planned? 3 What is the estimated cost (GST inclusive) of planned campaign advertising? 4 What is the total cost (GST inclusive) of non-campaign advertising since	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				11 February 2014? 5 What additional non-campaign advertising is planned? 6 What is the estimated cost (GST inclusive) of planned non-campaign advertising?			
171	PBO	Wong	Media monitoring	1 What is the total cost of media monitoring services provided to the department/agency since 11 February 2014? Please provide details of: a the service provider, and b the cost. 2 Are media monitoring services purchased by the department/agency provided to the office of a Minister or Parliamentary Secretary? If so, please provide details of the service, including, if applicable, any additional costs incurred by the department/agency.	Written		
172	PBO	Wong	Social Media	1 Since 11 February 2014 has any guidance been provided to employees on the use of social media including, but not necessarily limited to, commentary on the Australian Government? Please provide a copy of any written guidance.	Written		
173	PBO	Wong	Stationery	1 What is the total cost expended on stationery since 11 February 2014? Is stationery purchased by the department/agency provided to the office of a Minister or Parliamentary Secretary? If so, please provide details of the stationery, including the total cost by Minister or Parliamentary Secretary.	Written		
174	PBO	Wong	Subscription TV	1 Please provide details of all current departmental/agency subscription TV services including: a provider b channels, and	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				c cost since 18 November 2013.			
175	PBO	Wong	Newspaper and magazine subscriptions	1 Please provide details of current departmental/agency newspaper and magazine subscription services including: a title of newspaper/magazine b whether the subscription is hardcopy/online/both, and c cost since 11 February 2014.	Written		
176	PBO	Wong	Domestic travel and accommodation costs	1 What total domestic travel and accommodation costs have been incurred since 11 February 2014?	Written		
177	PBO	Wong	International travel and accommodation costs	1 What total international travel and accommodation costs have been incurred since 11 February 2014?	Written		
178	PBO	Wong	Ministerial domestic travel and accommodation costs	1 Has the department/agency met any travel or accommodation incurred costs associated with domestic travel by a Minister or Parliamentary Secretary or their staff since 11 February 2014? If so, please provide details including a Minister or Parliamentary Secretary b date/s of travel c origin and destination, and d breakdown of costs.	Written		
179	PBO	Wong	Ministerial international travel and accommodation costs	1 Has the department/agency met any travel or accommodation incurred costs associated with international travel by a Minister or Parliamentary Secretary or their staff since 11 February 2014? If so, please provide details including a Minister or Parliamentary Secretary	Written		

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date answer Rec'd	Date answer Tabled
				b date/s of travel c origin and destination, and d breakdown of costs.			
DEPARTMENT OF PARLIAMENTARY SERVICES							
No	**Program: Division or Agency**	**Senator**	**Broad Topic**	**Question**	**Proof Hansard Page *or* Written Q**	**Date Rec'd**	**Date Tabled**
180.	DPS	Faulkner	CCTV Code of Practice	**Senator FAULKNER:** I could not get a copy of the code from the APH website. Is that because I am hopeless at finding it or because it is not there? **Ms Mills:** I do not know. I will have to look into that matter. I must say that it is a difficult website to navigate or certain policies, so I cannot be sure. But I will certainly look into that straightaway. **Senator FAULKNER:** You can just take that on notice.	22		
181.	DPS	Faulkner	CCTV footage	**Senator FAULKNER:** Is the security management board informed when CCTV footage is used in these circumstances? **Mr Skill:** Not to my knowledge. I will review the previous SMB reports, but to my knowledge they are not informed.	24		
182.	DPS	Heffernan	Security	**Ms Mills:** This is a very important building. The people who work here are very important. We are extremely cognisant of that. There are many ways in which we protect this building, not just at the gateway, not just by Xraying people's bags coming into the building. You have to look at this as an overall picture, and our judgement call through the security management board and having considered the security reports for the 44th parliament is that this is a way that we can allocate resources to equally-high-risk, if not high-risk strategy.	32		

				Senator HEFFERNAN: And this is to save $400,000—a bit like the pot plants, which turned into a disaster because the pot storage was more than the pots were worth and then someone stole half the pots. This is stupid. Could this committee see that report and who is on the committee that made the report? **Ms Mills:** I understand this morning someone asked to see the security management board papers—was it Senator Wong? That will be made available and will contain a significant amount. **Senator WONG:** What will it contain? **Ms Mills:** It will contain the discussion and the minutes of the security management board. Some of the background papers, because they relate to national security and arrangements of this building in more detail— **Senator HEFFERNAN:** The national security people are unhappy. **Ms Mills:** For the security of this building, the more detailed papers I would be happy to provide but not on a public basis. If there were some means by which they could be provided but not as part of the public part of the estimates hearing, that would be okay.			
183.	DPS	Wong	Security passes	**Senator WONG:** How many inactive passes or passes that belong to people who are no longer employed here still subsist? **Mr Skill:** I will see if I can find that detail for you. **Senator WONG:** Do you track that? **Mr Skill:** There is a process in place where people who leave that employment or leave the building have their pass suspended or terminated. So let me get the detail on that. **…** **Senator WONG:** So, you are not retrieving the passes. **Mr Skill:** Where we can, and where they are offered, we do so. But we do not actively go out and chase those passes. **Senator WONG:** So, how many non-retrieved passes are out there? **Mr Skill:** I might have to take that on notice. **Senator WONG:** You do not know? **Mr Skill:** No. **Senator WONG:** So, you do not know how many people, like Senator Tillem, have a pass that technically is still active, because obviously they are issued for a	33, 56		

				year. He is obviously a senator now, so he does not need a pass. But you do not know how many— **Mr Skill:** I cannot give you evidence here today that I can guarantee we have collected every pass or how many are on issue.			
184.	DPS	Heffernan	Security	**Senator HEFFERNAN:** There was a person who was a tradie in the building and he was allowed access. He had a criminal record around guns. I wonder how he got in? You can tell us after lunch. **CHAIR:** Take that on notice.	33		
185.	DPS	Faulkner	Hansard staffing	**Senator FAULKNER:** How many staff in Hansard in the same period have been, or are, subject to disciplinary or code of conduct actions? **Ms Mills:** I do not have that in front of me. I can check that for you and come back to that.	34		
186.	DPS	Faulkner	Hansard staffing	**Senator FAULKNER:** As I read the answers to questions on notice 3 and 4, we have got 15 trainee editors among the— **Ms Mills:** Fifty-seven editors. **Senator FAULKNER:** It is 15 out of 57? **Ms Mills:** Yes. **Senator FAULKNER:** Is that a very high proportion of staff at the level of trainee? **Ms Mills:** I would have to take advice on that.	34		
187.	DPS	Rhiannon	Fundraising events in PH	**Senator RHIANNON:** So you are saying that it is IHG who would have the list of who it is hired out to and what the costs are—what they charge. **Ms Mills:** Yes. As part of their role as engaged catering, food and beverage providers across the building, they need to know that information for the purposes of catering and charging. But it is not something that we require from them on a case by case basis. Our relationship with them is about the overall turnover and therefore our share of costs and their share of contribution towards utilities—electricity et cetera. **Senator RHIANNON:** To gain that information, do we go through you? **Ms Mills:** If you put those questions on notice, I can explore whether I can answer any of them for you. It would certainly not be because I do not wish to	37		

				answer them; it is more about whether that information is in fact available. **Senator RHIANNON:** I will put on notice that I would like a list of fundraising events for the last three financial years—2011-12, 2012-13 and 2013-14.			
188.	DPS	Wong	Billing process for catering	**Senator WONG:** Can you tell me, given that you have been on notice about this issue, how the billing for food and alcohol works when the Speaker chooses to use her suite for private fundraisers? **…** **Ms Mills:** What I am saying is that we do not have a report from IHG on every individual event or the cost of every individual event that they provide. We have a policy— **Senator WONG:** Then I suggest we work out a way of getting IHG to provide that information, because it is perfectly legitimate for this committee to be asking you about costs that are levied pursuant to a contract that you have. It is not a contract with the Department of the House of Representatives. **Ms Mills:** I am very happy to look into it, but I cannot give you a definitive answer at the moment because I do not know how that particular event—I assume we are all referencing the one that was covered in the newspaper article— **Senator WONG:** Well, not only. I think it is not unreasonable for us to be able to understand how a contract that you are part of—how billing arrangements for private fundraising events—work under that contract. That is a pretty reasonable proposition, isn't it?	38-39		
189.	DPS	Wong	Private catered functions	**Senator WONG**: Are you ever advised as to how many private functions are catered for under your contract? Who handles this contract? Can they come to the table? **Ms Mills**: They are not here at the moment, but I can take these questions.	39		
190.	DPS	Wong	Cost of private events	**Senator WONG:** Okay. I would like to know, under that contract—so, not separate—the total cost in the last financial year of private events within the Speaker's or the Prime Minister's—I think the President has already made his position clear this morning—events and on which dates those events occurred.	40		

191.	DPS	Wong	Furniture for private functions	**Senator WONG:** Do I take it from that that no officer from DPS would have been involved in any way in arranging this function? Is that right? **Ms Mills:** Possibly providing chairs, if requested. That would be the end of it. **…** **Senator WONG:** Was anybody involved in arranging more chairs or other furniture for the function? **Ms Mills:** I would have to look into that. **Senator WONG:** Is there no-one here who can assist? **Ms Mills:** No, but I can find that out fairly quickly. **…** **Senator WONG:** So you are telling me that, as far as you know, no-one from DPS was asked to do anything in relation to furniture, cutlery, glassware or crockery for this event? **Ms Mills:** To my knowledge. This is a newspaper article; I am describing to you the normal practices. I have no reason to believe that we did anything different. I have asked somebody to provide confirmation of that, and I am sure that will come forward soon. **Senator WONG:** I had four questions on that point plus the IHG question. Instead of hypothesising, if you have not investigated it, why don't you get the information and come back. Thank you.	40-41		
192.	DPS	Smith	Portrait sitting fee	**Senator SMITH:** The previous sitting fee—most immediate to the current sitting fee—what was that? **Ms Mills:** I would have to confirm this, but I believe it was $20,000. I believe that had been in place for many years and was obviously out of sync with the current value of such portraits. **Senator SMITH:** Please correct me if my understanding of what you have shared with us is wrong. The current sitting fee is $30,000 for official portraits. That current sitting fee has been in place for approximately two years. **Ms Mills:** Yes. I would have to confirm that date. **Senator SMITH:** The previous sitting fee was $20,000 and that had been in place for some time. **Ms Mills:** Yes, that is my recollection, but I do not have the specifics in front of me.	41-42		

193.	DPS	Smith	Cost of former Speaker's portrait	**Senator SMITH:** I have got in front of me the contract notice—I think you call it the CNID—No. 1812371, which, as you say, identifies Mr Paul Newton as the artist for the official portrait of the former Speaker, Mr Slipper. Am I correct in saying that the contract value is $35,200? **Ms Mills:** As I understand it, $30,000 is GST exclusive and an additional sum of $2,000 has been paid to the artist to assist with framing costs. As I said earlier, there are often small variations to the price either for travel or other incidentals connected with the portrait. **Senator SMITH:** Am I correct in saying that the official portrait yet to be done of the former Speaker, Mr Slipper, will cost the taxpayer $35,200? **Ms Mills:** I am sorry, I do not have the contract in front of me. The figure I have here is a working figure and is a little less than that, but I can confirm that.	42		
194.	DPS	Wong	Queen's Dining Set	**Senator WONG:** I had some questions about a dining set that is on display currently. Is it the Queen's dining set? **Ms Mills:** Yes, we have a set called the Queen's dining set. **…** **Senator WONG:** Do you know if it was made available to the Speaker for the function we have been describing? **Ms Mills:** Given that I am gathering information on that I will find that out for you. **Senator WONG:** Does anyone here know. This is a different issue, because this is owned by the— **Ms Mills:** I appreciate that. I will have to check that with some staff. **Senator WONG:** Is it available for party political fundraisers? **Ms Mills:** I would have to find the criteria, but I believe the criteria would be that it is for use by those people at their request, rather than specifying the purpose. **…** **Senator WONG:** If the President or the Prime Minister wants to use the crockery set who do they talk to? **Ms Mills:** It is normally stored in our Art Services branch, in the arts store, because of its value. But again—I am hypothecating here because I will have to get the answer—normally whoever is organising the event would contact us and	44, 49-50		

				arrange to have it delivered. **…** **Senator WONG:** So some of it is in the Speaker's suite and some of it is in the President's suite? **Ms Hanley:** Yes. **Senator WONG:** And how long has that arrangement been in place? **Ms Hanley:** I cannot answer that. I do not know. **…** **Senator WONG:** Are you able to tell me how many other additional allocations of the Queen's crockery have been made to the Speaker since September? **Ms Hanley:** I cannot. **Senator WONG:** Is that because there were not any or because you would need to check? **Ms Hanley:** We would need to check. **Senator WONG:** Okay. I would appreciate it if you take that on notice. Could you check also why it is that the Speaker has so much more of this crockery than the President? **…** **Senator WONG:** So there are no guidelines and no protocols—they can use it for whatever they like—and you are not aware whether or not anybody has used it before. And you will take on notice the history of the allocation? **Ms Hanley:** Yes. **Senator WONG:** What I am interested in is: how long has the Speaker had this many, how did it get up to 248? If you have got 248 pieces, that this a full dinner for how many people? I do not know; I do not do catering; it is a lot of people. **Ms Hanley:** It would be, yes.			
195.	DPS	McKenzie	Library research	**Senator McKENZIE:** So you would agree that the library does prioritise research requests? **Dr Heriot:** We do have a prioritising process. For example, things that are needed for chamber debate get the highest priority. That is also reflected in the fact that our *Bills Digest*s gets the highest priority; they are integral to our service to the chamber and they are used by multiple members and senators, so they get	48		

				our No. 1 priority. If someone needs some information for X or they are giving an address in the chamber, we do that sort of prioritising on the run because it is always a juggling event to try and provide the best service we can within the resources available. **Senator McKENZIE:** If on notice you could flesh out those prioritisation steps, that would be fabulous.			
196.	DPS	McKenzie	Library database subscriptions	**Senator McKENZIE:** Could you provide the committee with a list of the online databases that the library subscribes to and the cost of those subscriptions, please? **Dr Heriot:** Sure.	48		
197.	DPS	Madigan	Crockery	**Senator MADIGAN:** Could you take on notice, Ms Mills: could you inform the committee how much money has DPS spent on crockery, re-equipping members' rooms or the Prime Minister's room or whatever—a total? How much money you have spent? And where was the crockery sourced from? **Ms Mills:** Yes, I can take that on notice.	51		
198.	DPS	Heffernan	Security	**Senator HEFFERNAN:** Could you provide on notice to the committee the cost of clearing the building. **…** **Senator HEFFERNAN:** Yes, all of the above. But in terms of a clearance for a visit by someone important, such as the US president, I would have thought that within a month or two this building would have been well and truly declared a dirty building. Could you give an estimate to the committee of the cost of clearing the building back to clean status? **…** **Ms Mills:** We will certainly try to answer that on notice.	54-55		
199.	DPS	Wong	Security Threat Assessment	**Senator WONG:** Returning to the passes issue, I think Ms Mills or Mr Skill took on notice the security threat assessment question. **Mr Skill:** I think so, yes. **Senator WONG:** So you will provide that, with redactions, if required. **Mr Skill:** My interpretation was that you asked for some details around the number of passes on issue—	55		

				Senator WONG: No, I am coming to that. Earlier I asked about whether or not a security threat assessment, or risk assessment, was undertaken. I was told yes. I am asking on notice for details of that—a copy of the document, with appropriate redactions **…** **Senator WONG:** Who saw the final version? **Mr Skill:** I would have to check the final circulation, but my understanding is that it went to the Security Management Board.			
200.	DPS	Wong	Security passes	**Senator WONG:** These passes now entitle someone to enter the parliament without having any security screening whatsoever. So, how long does it take the Department of Finance to issue the automated email? That is the first question. **Mr Skill:** I would have to take that on notice. **Senator WONG:** You do not know? **Mr Skill:** No. I understood it was an automated system, so they do not have to actually do any manual intervention. When they make the change—the cessation—that comes through to us. **Senator WONG:** Is it before their employment actually ends? Is it within 24 hours? Is it within two weeks? Or is it within three months? Do you know? **Mr Skill:** No. **Senator WONG:** How come this was not checked at the time the risk assessment was being considered—how long someone would have an active pass out there? **Mr Skill:** I do not know the answer to that.	57		
201.	DPS	Wong	Security pass de-activation	**Senator WONG:** Next step: once your staff receive the automated email, what then occurs? **Mr Skill:** The pass access is revoked. **Senator WONG:** How quickly? **Mr Skill:** As I said before, it depends on the volume of these arriving. Generally it is immediately, but if they receive a large number as a result of Finance processing large numbers of changes then it may take them a couple of hours to work through them. It is not something that they do not treat as a priority. **Senator WONG:** How many people work in this area? **Mr Skill:** In the pass office? It depends on the time of day.	57		

				Senator WONG: Do you want to go through this step by step? **Mr Skill:** No. I am happy to take that on notice and give you an overview of the full— **Senator WONG:** How many people are engaged in the de-activation, as you describe it? **Mr Skill:** I will have to check that. **Senator WONG:** You do not know? **Mr Skill:** No. I know the assistant director of security— **Senator WONG:** We are talking one, two, five or 20? **Mr Skill:** It would not be any more than the assistant director of security and potentially two or three in the pass office. **Senator WONG:** And you can't tell me—do you track how long it takes? Do you have any KPIs in relation to receipt of the automated email, as you describe it, and formal de-activation of the pass? **Mr Skill:** Not that I am aware of, but I can check that for you. **Senator WONG:** So, you cannot tell us how long it might take to de-activate a pass? **Mr Skill:** No. **Senator WONG:** Or what the average time is or the longest time? **Mr Skill:** No, I cannot.			
202.	DPS	Wong	Security	**Senator WONG:** Here is the final question from me. I would like to know what the components are in the savings which have been calculated as a consequence of these revised arrangements. **CHAIR:** And that would have to conclude your questioning, Senator Wong. **Ms Mills:** We can certainly provide you with the rostering arrangements on notice, which will explain the costs. **Senator WONG:** No, that is not what I asked for. You have given evidence to this committee—to Senator Heffernan, from recollection—of a $400,000 saving per annum as a result of this. You would have had to cost that. I want to know what is contained in that costing. Is there a staffing reduction included in that? **Ms Mills:** If you mean, 'Are there fewer people at the gates?', the answer is, progressively, yes. If you mean, 'Are there fewer staff?', no. **Senator WONG:** Are there fewer staff in security roles? **Ms Mills:** No. The intention is that there will be less overtime paid, and that	58		

				some of the resources will be used to have additional staff doing mobile patrols across the building. **Senator WONG:** But fewer people doing overtime? **Ms Mills:** Yes.			
203.	DPS	Madigan	Security breaches	**Senator MADIGAN:** Thank you. Further to Senator Wong's questioning, Ms Mills, Mr Skill, could you inform the committee how many times you have detected breaches by former members of staff of former members of parliament, whether House of Representatives or the Senate, and/or of other people's former staff—who claim to be working for another senator? How many breaches of that are there? I know of one, which was against myself. The Parliamentary Library informed me of that, which I appreciate. I would just like to know how many times it has occurred that the department knows of? **Mr Skill:** I would have to take that on notice, to see what records we have of attempted entries or otherwise. **Senator MADIGAN:** Thank you.	58		
204.	DPS	Lundy	Transfers	1. How many people does your department/agency currently employ? Please provide a breakdown of this figure based on the following: a. State and Territory. b. Age. c. Gender. d. APS level classification. e. Contract type (ongoing or non-ongoing). 2. How many people did your department/agency employ as of 30 June 2013? Please provide a breakdown of this figure based on the following variables: a. State and Territory. b. Age. c. Gender. d. APS level classification. e. Contract type (ongoing or non-ongoing). 3. How many people did your department/agency employ as of 18 September 2013? Please provide a breakdown of this figure based on the following:	Written		

				a. State and Territory. b. Age. c. Gender. d. APS level classification. e. Contract type (ongoing or non-ongoing). 4. Since 18 September 2013, what department/agency functions have been transferred from one state or territory to another? 5. For all functions transferred, can you please provide figures for the following: a. Number of staff employed before and after the transfer, b. Where the function was based before and after the transfer. 6. For each employee transferred please provide the followings: a. Their age. b. Their gender. c. Their APS classification. d. The wage of the employee before and after the transfer. e. The area of the department/agency they worked in before and after their transfer. f. A description of their position before and after the transfer. g. The dates of their transfer. h. An explanation for why the employee was transferred. i. Whether they were transferred to or from Canberra. j. Any costs incurred by the department/agency due to this transfer.			
205.	DPS	Lundy	Redundancies	1. Since 18 September 2013, how may positions have been made redundant in your department/agency? a. How many of these positions were ongoing? b. How many of these positions were non-ongoing? c. How many of these positions were situated in the Australian Capital Territory? 2. How many of the employees filling these redundant positions were redeployed? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian	Written		

				Capital Territory? 3. How many of these employees were offered voluntary redundancies? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 4. How many accepted voluntary redundancies? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 5. How many employees were offered the choice between a voluntary redundancy and redeployment? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 6. For all employees who accepted voluntary redundancies please provide the following: a. Their age. b. Their gender. c. A description of their position. d. The APS classification level of their position. e. Their wage. f. Their contract type (non-ongoing versus ongoing). g. Where they were located. h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.). i. The reason a voluntary redundancy was offered for their position. j. Details pertaining to any other costs incurred by the department/agency because of this redundancy. k. Please provide all relevant dates. 7. For all employees who were redeployed please provide: a. Their age. b. Their gender.			

				c. A description of their position before and after redeployment. d. The APS classification level of their position before and after redeployment. e. Their wage before and after redeployment. f. Contract type (non-ongoing versus ongoing) before and after redeployment. g. Where they were located before and after redeployment. h. Please provide the reason for the redeployment. i. Please specify any other costs incurred by the department/agency because of this redeployment. j. Please provide all relevant dates. 8. Since the 18 September 2013, how many employees in your department/agency have been made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 10. For employees who were made forcibly redundant since the 18 September 2013 please provide: a. Their age. b. Their gender. c. A description of their position. d. The APS classification level of their position. e. Their wage at retrenchment. f. Their contract type (non-ongoing versus ongoing). g. Where they were located. h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.). i. The reason why the employee was made forcibly redundant.			

				j. Details pertaining to any other costs incurred by the department/agency because of this redundancy. k. Please provide all relevant dates.			
206.	DPS	Lundy	Extensions	1. Since the 18 September 2013 how many non-ongoing contracts has your department/agency extended? 2. How many non-ongoing contract extensions did your department/agency submit the Public Service Commission for approval? 3. How many of these extensions were approved by the Australian Public Service Commission (APSC)? 4. For every approved extension please provide the following details: a. The employee's age. b. Their gender. c. A description of their position. d. Their APS classification level. e. Their wage. f. Where they are located. g. Their length of continuous employment at the APS. h. The length of the approved extension. i. The reason why the extension was submitted. j. The reason why the extension was approved by the APSC. k. Please provide all relevant dates. 5. How many of these extensions were rejected by the APSC? 6. For every rejected extension please provide the following details: a. The employee's age. b. Their gender. c. A description of their position. d. Their wage. e. Where they were located. f. Their length of continuous employment at the APS. g. The length of the extension sought by the department/agency. h. The reason why the extension was submitted. i. The reason why the extension was rejected by the APSC. j. Please provide all relevant dates. 7. Since 18 September 2013, how many non-ongoing contracts have been	Written		

				extended by your department/agency without the APSC's approval? 8. For every unapproved extension please provide the following details: a. The employee's age. b. Their gender. c. A description of their position. d. Their wage. e. Their position's APS level classification. f. Where they were located. g. Their length of continuous employment at the APS. h. The length of the extension granted by the department/agency. i. The reason why the extension was granted. j. Whether the extension was submitted to the APSC for approval and if not why the extension was not submitted for APSC approval? k. The reasons why the extension was granted without the APSC's approval. l. Please provide all relevant dates. 9. Since the 18 September 2013 how many non-ongoing contracts have expired without extension? 10. For every non-ongoing contract that has expired without extension please provide the following details: a. The employee's age. b. Their gender. c. A description of their position. d. Their wage. e. Their position's APS level classification. f. Where they were located. g. Their length of continuous employment at the APS. h. The reason why the extension was not sought for their position. i. Please provide all relevant dates. 11. Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts? 12. Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval? 13. How many of these new non-ongoing engagements were approved by the APSC?		

				14. For every approved new engagement of a non-ongoing employee please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their non-ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason given by the APSC for approving this engagement. k. Please provide all relevant dates 15. How many of these new non-ongoing employee applications were rejected by the Public Service Commission? 16. For every rejected new engagement of a non-ongoing employee please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Where their position is located. e. Their wage. f. Their position's APS level classification. g. The length of their non-ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason given by the APSC for rejecting this engagement. k. Please provide all relevant dates 17. Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission? 18. For every unapproved new engagement of a non-ongoing employee please provide the following details: a. Their age. b. Their gender.			

				c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their non-ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason for engaging this employee without the APSC's approval. k. Please provide all relevant dates 19. Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts? 20. Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval? 21. How many of these new ongoing engagements were approved by the Public Service Commission? 22. For every approved new engagement of an ongoing employee please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason provided by APSC for approving this engagement. k. Please provide all relevant dates. 23. How many of these new ongoing employee applications were rejected by the Public Service Commission? 24. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: a. Their age. b. Their gender.		

				c. A description of their position. d. Where their position is located. e. Their wage. f. Their position's APS level classification. g. The length of their ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason provided by APSC for approving this engagement. k. Please provide all relevant dates. 25. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission? 26. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: a. Their age. b. Their gender. c. A description of their position. d. Where their position is located. e. Their wage. f. Their position's APS level classification. g. The length of their ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason for engaging this employee without the APSC permission. k. Please provide all relevant dates.			
207.	DPS	Rhiannon	Functions held in PH	1. Given Parliament House, and its rooms and facilities including MPs' suites, are publicly funded, on what basis do are facilities allowed to be hired out free of charge? 2. What are the guidelines for holding party political fund-raising events in APH rooms and facilities? 3. What is the process to ensure that APH rooms and facilities are not used for political fund-raising events? a. If so what are the rules around this? b. Are they publicly available?	Written		

				4. Please supply a list of party fundraising events that have been held in APH rooms and facilities in the last three years? a. Including details of what the event was, what room it was held in, who booked the room, what organisation hosted the event? b. If an existing list cannot be provided, why that list not publicly available? 5. If the DPS does not have clear guidelines on managing party political events and political fund raising events held in parliament, does the DPS have the power to draft such guidelines or would that have to come from the Minister's office? 6. Could such guidelines be considered under the Ministerial Code of Conduct or some similarly relevant procedural document?			
208.	DPS	Ludwig	Stationery requirements	1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from Additional Estimates in February, 2014 to date? a. Detail the items provided to the minister's office 2. How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date.	Written		
209.	DPS	Ludwig	Travel costs - department	1. Since Additional Estimates in February, 2014, 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. Since Additional Estimates in February, 2014, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. 3. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written		
210.	DPS	Ludwig	Enterprise Bargaining Agreements	1. Please list all related EBAs with coverage of the department. 2. Please list their starting and expiration dates. 3. What is the current status of negotiations for the next agreement/s? Please	Written		

			(EBAs)	detail.			
211.	DPS	Ludwig	Staff Transfers	1. How many people does your department employ? 2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level? 3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level? 4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013? 5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to? 6. How many of these people are employed in Canberra? 7. How many people did your department employ in Canberra immediately prior to the 2013 federal election? 8. How many employees have been transferred out of Canberra since the 2013 9. How many of your employees have been transferred to Canberra since the 2013 federal election? 10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age. 11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer. 12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender. 13. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer. 14. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer. 15. For every transferred employee please provide and explanation for their transfer?	Written		

				16. For every transferred employee please provide any other cost incurred by the department because of that transfer? 17. Please provide all relevant dates.			
212.	DPS	Ludwig	Redundancies	1. How may positions have been made redundant in your department since the 2013 federal election? a. How many of these positions were ongoing? b. How many of these positions were non-ongoing? c. How many of these positions were situated in the Australian Capital Territory? 2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 3. How many of these employees were offered voluntary redundancies since the 2013 federal election? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 4. How many accepted voluntary redundancies since the 2013 federal election? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 6. For all employees who accepted voluntary redundancies since the 2013	Written		

				federal election please: a. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located. b. Please specify what component of that figure was paid out entitlements (annual leave etc). c. Please specify any other costs incurred by the department because of this redundancy. d. Please provide the reason a voluntary redundancy was offered for their position. e. Please provide all relevant dates. 7. For all employees who were redeployed please provide: a. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located. b. Please specify any other costs incurred by the department because of this redeployment. c. Please provide the reason for that redeployment. d. Please provide all relevant dates. 8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 10. For employees who were made forcibly redundant since the 2013 federal election please provide:			

				a. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located. b. Please specify what component of that figure was paid out entitlements (annual leave etc). c. Please specify any other costs incurred by the department because of this redundancy. d. Please provide the reason for that redundancy. e. Please provide all relevant dates.			
213.	DPS	Ludwig	Hiring	1. How many people are employed in your department on non-ongoing contracts? 2. How many people are employed in your department on ongoing contracts? 3. How many non-ongoing contracts has your department extended since the 2013 federal election? 4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval? 5. How many of these extensions were approved by the Public Service Commission? a. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates. 6. How many of these extensions were rejected by the Public Service Commission? a. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates. 7. How many non-ongoing contracts have been extended by your department	Written		

				without the Public Service Comission's approval? a. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates. 8. How many non-ongoing contracts have expired without extension since the 2013 federal election? a. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates. 9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election? 10. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election? 11. How many of these new non-ongoing engagements were approved by the Public Service Commission? a. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application. 12. How many of these new non-ongoing employee applications were rejected by the Public Service Commission? a. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by			

				the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application. 13. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission? a. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates. 14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election? 15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election? 16. How many of these new ongoing engagements were approved by the Public Service Commission? a. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application. 17. How many of these new ongoing employee applications were rejected by the Public Service Commission? a. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application. 18. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission? a. For every ongoing employee engaged without the Public Service			

				Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.			
214.	DPS	Ludwig	Existing Resources Program	1. Since 7 September how many major projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'? 2. List each project or piece of work 3. List the staffing assigned to each task 4. What is the nominal total salary cost of the officers assigned to the project? 5. What resources or equipment has been assigned to the project?	Written		
215.	DPS	Ludwig	Reviews	1. Since Additional Estimates in February, 2014, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) 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 k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since Additional Estimates in February, 2014, have any external people, companies or contractors being engaged to assist or conduct the review? a. If so, please list them, including their name and/or trading name/s	Written		

				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 is the cost associated with their involvement, including a break down for 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 3. Since Additional Estimates in February, 2014, what reviews are on-going? a. Please list them. b. What is the current cost to date expended on the reviews? 4. Since Additional Estimates in February, 2014, have any reviews been stopped, paused or ceased? Please list them. 5. Since Additional Estimates in February, 2014, what reviews have concluded? Please list them. 6. Since Additional Estimates in February, 2014, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 8. 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? If not, why not?			
216.	DPS	Ludwig	Commissioned reports	1. Since Additional Estimates in February, 2014, how many Reports (including paid external advice) have been commissioned by the Minster, department or 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. 2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3. What is the current status of each report? When is the Government intending to respond to these reports?	Written		
217.	DPS	Ludwig	Legal Costs	1. List all legal costs incurred by the department or agency since Additional Estimates in February, 2014 a. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external b. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) c. How was each piece of advice procured? Detail the method of identifying legal advice	Written		
218.	DPS	Ludwig	Board Appointments	1. Please detail any board appointments made from Additional Estimates in February, 2014 to date. 2. What is the gender ratio on each board and across the portfolio? 3. Does the department have a gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board. 4. Please specify when these gender ratio or participation policies were put in place. 5. Has there been any change to this ratio or policy since September 7, 2013? If yes, please detail.	Written		

219.	DPS	Ludwig	Vending machines	1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased or taken under contract any vending machine facilities? a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current usage for each of these items?	Written		
220.	DPS	Ludwig	Electronic equipment	1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office since Additional Estimates in February, 2014. a. List the items b. List the items location or normal location c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level d. List the total cost of the items e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department	Written		
221.	DPS	Ludwig	Media subscriptions	1. What pay TV subscriptions does your department/agency have? a. a) Please provide a list of what channels and the reason for each channel. b. b) What is the cost from Additional Estimates in February, 2014 to date? c. c) What is provided to the Minister or their office? d. d) What is the cost for this from Additional Estimates in February, 2014 to date? 2. What newspaper subscriptions does your department/agency have? a. Please provide a list of newspaper subscriptions and the reason for	Written		

				each. b. What is the cost from Additional Estimates in February, 2014 to date? c. What is provided to the Minister or their office? d. What is the cost for this from Additional Estimates in February, 2014 to date? 3. 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 Additional Estimates in February, 2014 to date? c. What is provided to the Minister or their office? d. What is the cost for this from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 to date? c. What is provided to the Minister or their office? d. What is the cost for this from Additional Estimates in February, 2014 to date?			
222.	DPS	Ludwig	Media monitoring	1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from Additional Estimates in February, 2014 to date? a. Which agency or agencies provided these services? b. What has been spent providing these services from Additional Estimates in February, 2014 to date? c. Itemise these expenses. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from Additional Estimates in February, 2014 to date? a. Which agency or agencies provided these services? b. What has been spent providing these services from Additional	Written		

				Estimates in February, 2014 to date? c. Itemise these expenses			
223.	DPS	Ludwig	Media training	1. In relation to media training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date: a. Total spending on these services b. an itemised cost breakdown of these services c. The number of employees offered these services and their employment classification d. The number of employees who have utilised these services and their employment classification e. The names of all service providers engaged f. the location that this training was provided 2. For each service purchased from a provider listed under (1), please provide: a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) 3. Where a service was provided at any location other than the department or agency's own premises, please provide: a. The location used b. The number of employees who took part on each occasion c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location	Written		
224.	DPS	Ludwig	Provision of equipment - ministerial	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?	Written		

				a. Itemise equipment and cost broken down by staff or minister classification 2. 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? a. If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.			
225.	DPS	Ludwig	Advertising	1. How much has the Department/Agency spent on Advertising since Additional Estimates in February, 2014? Including through the use of agencies. 2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministrial or ministerial staff involvement in commissioning	Written		
226.	DPS	Ludwig	Computers	1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used 2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location 3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs	Written		
227.	DPS	Ludwig	Briefings for other parties	1. Since Additional Estimates in February, 2014 have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? 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	Written		

				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 Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?			
228.	DPS	Ludwig	Ministerial Website	1. How much has been spent on the Minister's website since Additional Estimates in February, 2014? 2. List each item of expenditure and cost 3. Who is responsible for uploading information to the Minister's website? 4. Are any departmental staff required to work outside regular hours to maintain the Minister's website?	Written		
229.	DPS	Ludwig	Report Printing	1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of? a. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal	Written		
230.	DPS	Ludwig	FoI Requests	Since September 7, 2013: 1. How many requests for documents under the FOI Act have been received? 2. Of these, how many documents have been determined to be deliberative documents? 3. Of those assessed as deliberative documents: a. For how many has access to the document been refused on the basis that it would be contrary to the public interest? b. For how many has a redacted document been provided?	Written		
231.	DPS	Ludwig	Ministerial Motor vehicle	1. Has the minister been provided with a motor vehicle since Additional Estimates in February, 2014? 2. If so: a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost	Written		

				met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.			
232.	DPS	Ludwig	Ministerial Staff vehicles (non-MoPS)	1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle since Additional Estimates in February, 2014? 2. If so: a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please	Written		

				include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.			
233.	DPS	Ludwig	Ministerial Staff vehicles	1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements since Additional Estimates in February, 2014? 2. If so: a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.	Written		
234.	DPS	Ludwig	Building Lease Costs	1. What has been the total cost of building leases for the agency / department since Additional Estimates in February, 2014? a. Please provide a detailed list of each building that is currently leased. Please detail by: i. Date the lease agreement is active from. ii. Date the lease agreement ends. iii. Is the lease expected to be renewed? If not, why not? iv. Location of the building (City and state).	Written		

				v. Cost of the lease. vi. Why the building is necessary for the operations of the agency / department. b. Please provide a detailed list of each building that had a lease that was not renewed since Additional Estimates in February, 2014. Please detail by: i. Date from which the lease agreement was active. ii. Date the lease agreement ended. iii. Why was the lease not renewed? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building was necessary for the operations of the agency / department. c. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: i. Date the lease agreement is expected to become active. ii. Date the lease agreement is expected to end. iii. Expected location of the building (City and state). iv. Expected cost of the lease. v. Has this cost been allocated into the budget? vi. Why the building is necessary for the operations of the agency / department. d. For each building owned or leased by the department: i. What is the current occupancy rate for the building? ii. If the rate is less than 100%, detail what the remaining being used for.			
235.	DPS	Ludwig	Lobbyist Register Meetings	1. List all interactions between the department/agency with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the	Written		

				meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.			
236.	DPS	Ludwig	Workplace assessments	1. How much has been spent on workplace ergonomic assessments since 7 September 2013? a. List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? a. If so, list each item of expenditure and cost related to those changes	Written		
237.	DPS	Ludwig	Provision of equipment – departmental	1. Other than desktop computers, list all electronic equipment provided to department/agency staff since Additional Estimates in February, 2014. 2. List the items 3. List the purchase cost 4. List the ongoing cost 5. List the staff and staff classification that receive the equipment.	Written		
238.	DPS	Ludwig	Ministerial staff turnover	1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment	Written		
239.	DPS	Ludwig	Multiple tenders	1. List any tenders that were re-issued or issued multiple times since Additional Estimates in February, 2014: a. Why were they re-issued or issued multiple times? b. Were any applicants received for the tenders before they were re-issued or repeatedly issued? c. Were those applicants asked to resubmit their tender proposal?	Written		

240.	DPS	Ludwig	Market Research	1. List any market research conducted by the department/agency since Additional Estimates in February, 2014: a. List the total cost of this research b. List each item of expenditure and cost, broken down by division and program c. Who conducted the research? d. How were they identified? e. Where was the research conducted? f. In what way was the research conducted? g. Were focus groups, round tables or other forms of research tools used? h. How were participants for these focus groups et al selected?	Written		
241.	DPS	Ludwig	Departmental Upgrades	1. Since Additional Estimates in February, 2014 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? a. If so, list these b. If so, list the total cost for these changes c. If so, list the itemised cost for each item of expenditure d. If so, who conducted the works? e. If so, list the process for identifying who would conduct these works f. If so, when are the works expected to be completed?	Written		
242.	DPS	Ludwig	Wine Coolers / Fridges	1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current stocking level for each of these items?	Written		
243.	DPS	Ludwig	Office Plants	1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new office plants?	Written		

				a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items?			
244.	DPS	Ludwig	Office recreation facilities	1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current usage for each of these items?	Written		
245.	DPS	Ludwig	Government advertising	1. How much has been spent on government advertising (including job ads) since Additional Estimates in February, 2014? a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising	Written		
246.	DPS	Ludwig	Boards (for Departments or agencies with boards)	Since September Additional Estimates in February, 2014; 1. how often has each board met, break down by board name; 2. what travel expenses are provided; 3. what is the average attendance at board meetings; 4. how does the board deal with conflict of interest; 5. what conflicts of interest have been registered;	Written		

				6. what remuneration is provided to board members; 7. how does the board dismiss board members who do not meet attendance standards? 8. Have any requests been made to ministers to dismiss board members since Additional Estimates in February, 2014? 9. Please list board members who have attended less than 51% of meetings 10. what have catering costs been for the board meetings held this year; is alcohol served;			
247.	DPS	Ludwig	Senate estimates briefing	1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? a. 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? 5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Budget Estimates hearings in May 2014.	Written		
248.	DPS	Ludwig	Travel costs - ministerial	1. From Additional Estimates in February, 2014, detail all travel conducted by the Minister/parliamentary secretary 2. List each location, method of travel, itinerary and purpose of trip; 3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; 4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane	Written		

				travelled, the classification of staff accompanying the Minister/parliamentary secretary. 5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.			
249.	DPS	Ludwig	Freedom of Information	The following questions relate to requests made pursuant to the Freedom of Information Act (the Act): **Consultations with other Departments, Agencies and the Minister** 1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests? a. If so, for each instance provide a table setting out the following information: i. The Department or Agency which was consulted; ii. The document; iii. The purpose of the consultation; iv. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension; v. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension 2. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received? a. If yes, provide a table setting out the following information: i. The requests with respect to which the Minister or Ministerial office was consulted; ii. The Minister or Ministerial office which was consulted; iii. The purpose of the consultation; iv. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was	Written		

				granted and the length of the extension; v. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension vi. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office **Staffing resources** The following questions relate to the period from 18 September 2013: 1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests? **FOI Disclosure Log** 1. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency: a. Maintain a webpage allowing download of documents released under section 11A (direct download)? b. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)? c. Facilitate to those documents in a different manner (if so, specify). 2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information: a. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision; b. The total number of direct downloads of documents released under 11A the Departmental or Agency website; c. The total number of requests for provision to documents that had been directly received, and how many had been processed by			

				Friday 6 June 2014? d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision? i. What was the approximate cost for salaries for the FTE staff allocated to this task? 3. Has the Department or Agency charged any for access to a document under section 11C(4)? a. If so, please provide the following information in a table: i. On how many occasions charges have been imposed; ii. The amount charged for each document iii. The total amount charged; iv. What is the highest charge that has been imposed.			
250.	DPS	Ludwig	Communications staff	1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: 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?	Written		
251.	DPS	Ludwig	Red tape reduction	1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape 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. What is the estimated total salary cost of the officers assigned to the unit. 7. Do members of the unit have access to cabinet documents?	Written		

				8. Lease 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. 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?			
252.	DPS	Ludwig	Official residences	1. Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences since Additional Estimates in February, 2014. Include: a. The guest list of each function, including if any ministerial staff attended 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 at any of the official residences, or venues or offices acting as official residences.	Written		
253.	DPS	Ludwig	Credit cards	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 misued? 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 since Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken. e. What action is taken to prevent corporate credit card misuse?	Written		
254.	DPS	Ludwig	Ministerial staff code	1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? * If so, list the breaches identified, broken by staffing classification level * If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? * If so, when was the breach identified? By whom? When was the Minister made aware?	Written		

				2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? * If not, how many staff don't comply, broken down by classification level? * How long have they worked for the Minister? 3. Can you confirm they all complied with the code on the date of their employment? * If not, on what date did they comply? 4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? * If so, on what date were those disclosure made? 5. By position title list the date each staff member was approved by government staff committee 6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment 7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level			
255.	DPS	Ludwig	Question time	1. How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2. How many officer hours are spent each sitting day on preparing that information? a. Please break down the hours by officer APS classification 3. Are drafts shown to the Minister or their office before Question Time? a. If so, when does this occur? b. How many versions of this information are shown to the minister or their office? 4. Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information? a. If so, when does this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5. Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.	Written		

256.	DPS	Ludwig	Shared resources following MOG changes	1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?	Written		
257.	DPS	Ludwig	Departmental Rebranding	1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so: a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.	Written		
258.	DPS	Ludwig	Contracts under $10,000	1. Please list all contracts entered into worth between $4,000 and $10,000 since September 7th, 2013.	Written		

259.	DPS	Ludwig	Contracts for Temporary Staff	1. How much did the department/agency spend on temporary or contract staff since September 7th 2013? 2. How many temporary or contract staff were employed since September 7th 2013? 3. How many temporary or contract staff are currently employed? 4. How much was paid for agencies/companies to find temporary/contract staff? 5. How much is budgeted in the 2014/15 year for contract staff? 6. What policies/criteria govern the appointment of Contract staff? 7. How is the use of contract staff consistent with a professional, independent public service?	Written		
260.	DPS	Ludwig	Prequalified, Multi-use list tenders	1. Does the Department/Agency have existing Prequalified or Multi-use list panels for tenders? 2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency? 3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels? 4. Do any Ministerial staff have directorships in any of the firms on your panels? 5. Do any Ministerial staff have interest- financial or otherwise- in any of the firms on your panel 6. Have the minister or ministerial staff made represention concerning the panels 7. Is Australian Public Affairs on any of your panels?	Written		
261.	DPS	Ludwig	Unallocated Equipment	1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff 2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.	Written		
262.	DPS	Ludwig	Land costs	1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or	Written		

				authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included) 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included). 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?			
263.	DPS	Ludwig	Staffing reductions	1. How many staff reductions/voluntary redundancies have occurred from Additional Estimates in February, 2014 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.	Written		

				5. Are there any plans for involuntary redundancies? If yes, provide details. 6. How many ongoing staff left the department/agency from Additional Estimates in February, 2014 to date? What classification were these staff? 7. How many non-ongoing staff left department/agency from Additional Estimates in February, 2014 to date? What classification were these staff? 8. What are the voluntary redundancy packages offered? Please detail for each staff level and position 9. How do the packages differ from the default public service package? 10. How is the department/agency funding the packages?			
264.	DPS	Ludwig	Government payments of accounts	1. From Additional Estimates in February, 2014 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 6. 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 since Additional Estimates in February, 2014? 7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?	Written		
265.	DPS	Ludwig	Consultancies	1. How many consultancies have been undertaken from Additional Estimates in February, 2014 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the	Written		

				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. 3. Have any consultancies not gone out for tender? a. If so, which ones and why?			
266.	DPS	Ludwig	Functions	1. Provide a list of all formal functions or forms of hospitality conducted for the Minister since Additional Estimates in February, 2014. 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	Written		
267.	DPS	Ludwig	Grants	1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in Additional Estimates in February, 2014 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 2. Update the status of each grant that was approved prior to Additional Estimates in February, 2014, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.	Written		
268.	DPS	Ludwig	Hospitality and entertainment	1. What is the Department/Agency's hospitality spend from Additional Estimates in February, 2014 to date including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 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 Additional Estimates in February, 2014 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written		

				4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Additional Estimates in February, 2014 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?			
269.	DPS	Ludwig	Staffing profile	1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state)	Written		
270.	DPS	Ludwig	Meeting costs	1. What is the Department/Agency's meeting spend from Additional Estimates in February, 2014 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 Additional Estimates in February, 2014 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.	Written		

271.	DPS	Ludwig	Staffing recruitment	1. How many ongoing staff were recruited from Additional Estimates in February, 2014 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Additional Estimates in February, 2014 to date? What classification are these staff? 3. From Additional Estimates in February, 2014 to date, how many employees have been employed on contract and what is the average length of their employment period?	Written		
272.	DPS	Ludwig	Coffee machines	1. Has the department/agency purchased coffee machines for staff useage since Additional Estimates in February, 2014? 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? Are staff leaving the office premises less during business hours as a result? d. Where did the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee? 2. Since Additional Estimates in February, 2014, has the department/agency rented or leased any coffee machines for staff useage? 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? Are staff leaving the office premises less during business hours as a result?	Written		

				d. Where does the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee?			
273.	DPS	Ludwig	Printing	1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? a. If so, what companies were sued? b. How were they selected? c. What was the total cost of this printing?	Written		
274.	DPS	Ludwig	Corporate cars	1. How any cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Additional Estimates in February, 2014 to date? 5. How far did each car travel from Additional Estimates in February, 2014 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Additional Estimates in February, 2014 to date? 10. How far did each car travel from Additional Estimates in February, 2014 to date?	Written		
275.	DPS	Ludwig	Taxi costs	1. How much did each department/agency spend on taxis from Additional Estimates in February, 2014 to date? Provide a breakdown for each business group in each department/agency.	Written		

				2. What are the reasons for taxi costs?			
276.	DPS	Ludwig	Hire cars	1. How much did each department/agency spend on hire cars from Additional Estimates in February, 2014 to date? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written		
277.	DPS	Ludwig	Executive coaching and leadership training	In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 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 For each service purchased form a provider listed under (4), please provide: a) The name and nature of the service purchased a. Whether the service is one-on-one or group based b. The number of employees who received the service and their employment classification c. The total number of hours involved for all employees (provide a breakdown for each employment classification) d. The total amount spent on the service e. A description of the fees charged (i.e. per hour, complete package) 5. Where a service was provided at any location other than the department or agency's own premises, please provide: a. The location used b. The number of employees who took part on each occasion (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 6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made	Written		

				with employees in regards to continuing employment after training has been completed? 7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.			
278.	DPS	Rhiannon	Cigars purchase	1. Were the cigars smoked by Treasurer Joe Hockey and Finance Minister Mathias Cormann in celebration of their recent budget purchased by the Dept Parl Services or by Dept Finance or any other agency? 2. Has the Department purchased cigars or cigarettes for the use of any Senators, MPs or parliamentary staff? a. If yes, may I have details of quantities and type, costs and for whom?	Written		
279.	DPS	Wong	Staffing – redundancies	1. Have any redundancies occurred since 18 September 2013? If so, how many are a. voluntary b. involuntary?	Written		
280.	DPS	Wong	Staffing – numbers	1. How many full-time equivalent staff are engaged at 7 March 2014? 2. How many of these positions are (a) on-going and (b) non-ongoing?	Written		
281.	DPS	Wong	Consultants	1. How many consultants have been engaged since 18 November 2013?	Written		
282.	DPS	Wong	Portraits of Her Majesty The Queen	1. Have any portraits (including photographs) of Her Majesty The Queen been hung or re-hung on department/agency premises since 11 February 2014? If so, a. in what locations; b. who directed the action; and c. what costs, if any, have been incurred?	Written		
283.	DPS	Wong	Graduate program	1. How many applicants applied for the agency's 2014 graduate program? a. How many were accepted? 2. What is the anticipated intake of graduates for the beginning of the 2015 year? 3. Is this a reduction from the previous year? a. If so, what are the reasons for the decrease in the graduate intake? 4. Have any Government decisions affected the level of graduate intake in	Written		

				the agency?			
284.	DPS	Wong	Hospitality	1. What is the total cost of hospitality since 11 February 2014? 2. For each hospitality event please advise a. host b. date c. location d. nature of event and e. cost.	Written		
285.	DPS	Wong	FOI handling	1. Since 11 February 2014 has any advice been received from the Attorney-General or the Attorney-General's Department on the handling of Freedom of Information requests? 2. If so, please provide details of a. the date b. the source c. the subject of the advice and d. a copy of the written advice.	Written		
286.	DPS	Wong	Advertising	1. What is the total cost (GST inclusive) of campaign advertising since 11 February 2014? 2. What additional campaign advertising is planned? 3. What is the estimated cost (GST inclusive) of planned campaign advertising? 4. What is the total cost (GST inclusive) of non-campaign advertising since 11 February 2014? 5. What additional non-campaign advertising is planned? 6. What is the estimated cost (GST inclusive) of planned non-campaign advertising?	Written		
287.	DPS	Wong	Media monitoring	1. What is the total cost of media monitoring services provided to the department/agency since 11 February 2014? 2. Please provide details of a. the service provider and b. the cost. 3. Are media monitoring services purchased by the department/agency provided to the office of a Minister or Parliamentary Secretary?	Written		

				a. If so, please provide details of the service, including, if applicable, any additional costs incurred by the department/agency.			
288.	DPS	Wong	Social media	1. Since 11 February 2014 has any guidance been provided to employees on the use of social media including, but not necessarily limited to, commentary on the Australian Government? Please provide a copy of any written guidance.	Written		
289.	DPS	Wong	Stationery	1. What is the total cost expended on stationery since 11 February 2014? 2. Is stationery purchased by the department/agency provided to the office of a Minister or Parliamentary Secretary? a. If so, please provide details of the stationery, including the total cost by Minister or Parliamentary Secretary.	Written		
290.	DPS	Wong	Subscription TV	1. Please provide details of all current departmental/agency subscription TV services including a. provider b. channels and c. cost since 18 November 2013	Written		
291.	DPS	Wong	Newspaper and magazine subscriptions	1. Please provide details of current departmental/agency newspaper and magazine subscription services including a. title of newspaper/magazine b. whether the subscription is hardcopy/online/both and c. cost since 11 February 2014	Written		
292.	DPS	Wong	Mandated use of catering contractor	1. With reference to evidence by the Secretary, Ms Mills, to the Finance and Public Administration Legislation Committee on 26 May 2014 (proof Hansard, pp.36-37) that the President, the Speaker and the Prime Minister are not required to use the DPS catering contractor IHG: On what basis are these office holders exempt from the requirement to use IHG?	Written		
293.	DPS	Wong	Queen's dining set – Speaker's suite	1. Can the department provide details of the 248 pieces of the Queen's dining set held in the Speaker's suite? 2. How many pieces have been transferred to the Speaker's suite since 12 November 2013?	Written		

294.	DPS	Wong	Queen's dining set – additional items for Speaker's suite	1. Who requested the provision of eight additional entrée plates from the Queen's dining set on behalf of the Speaker on 12 May 2014? 2. Can copies of documents recording the request and the provision be provided?	Written		
295.	DPS	Wong	Queen's dining set	1. Why do current arrangements for the use of the Queen's dining set not prohibit its use for non-parliamentary purposes, including Liberal Party fundraisers in the Speaker's suite?	Written		
296.	DPS	Wong	Queen's dining set	1. Has the Prime Minister, his office, or his department, requested the provision of any pieces from the Queen's dining set since 18 September 2013? a. If so, please provide details, including copies of documents recording the request and, if applicable, the provision of pieces.	Written		
297.	DPS	Wong	Speaker's suite	1. What equipment, furniture, crockery, cutlery and other goods has DPS provided to the Speaker and/or Speaker's suite since 12 November 2013? 2. What services has DPS provided to the Speaker and/or Speaker's suite since 12 November 2013?	Written		
298.	DPS	Wong	Parliamentary Library – client confidentiality	With reference to Senator Ronaldson's statement "it has come to my attention that there are a variety of ASIC searches being undertaken at the moment in relation to coalition staff" (proof Hansard, pg.85): 1. Does the parliamentary library provide non-partisan and confidential information, analysis and advice to Senators and Members in support of their parliamentary and representational duties? 2. Does the parliamentary library disclose the details of client requests to Ministers?	Written		
299.	DPS	Wong	Auspic	1. What is the total cost of services provided by Auspic to a. the Prime Minister's Office and b. the department of the Prime Minister and Cabinet since 18 September 2013?	Written		
300.	DPS	Faulkner	Live Captioning	1. Has DPS received advice or studies on whether Parliamentary proceedings could or should be captioned live?	Written		

				a. If so, what was asked for? b. Who gave the advice? c. When was the advice given? d. What was the cost of the advice? e. Please provide a copy of the advice.			
301.	DPS	Faulkner	Captioning Technology	1. Has DPS researched the technology available to deliver captioning? 2. Has any advice been sought by DPS on the technology available to deliver captioning? a. If so, when was the advice given? b. What was the cost of the advice? c. Please provide a copy of any advice received.	Written		
302.	DPS	Faulkner	Captioning Trial	1. Is DPS considering a trial of captioning? a. If so, which chambers will the trial encompass, and when will the trial be held? b. Who will be undertaking the trial? c. What are the staffing, IT and management arrangements for the trial? d. How will data and information from the trial be collected and assessed?	Written		
303.	DPS	Faulkner	Captioning	1. As part of DPS's "project to implement a Parliamentary Captioning Service", what has specifically been done to consider the issue of Parliamentary Privilege?	Written		
304.	DPS	Faulkner	Captioning	1. Has DPS considered a scenario where captioning of Parliament contains a mistake and the mistaken caption is published? a. In that scenario, what protection would the publisher have? b. What protection would a re-publisher relying on the caption have?	Written		
305.	DPS	Faulkner	Captioning	1. As part of DPS's "project to implement a Parliamentary Captioning Service", who would be legally responsible for the content of the captions? 2. What indemnities are being offered to or asked for by potential caption providers?	Written		

306.	DPS	Faulkner	Captioning	1. Has DPS assumed captioning of Parliament is covered by the current Standing Orders and *Parliamentary Privileges Act 1987*? a. If so, why? b. If not, what advice has DPS received on this matter? Please provide any advice.	Written		
307.	DPS	Faulkner	Captioning	1. Has DPS received legal advice on whether captioning of Parliament (whether live or not) is covered by Parliamentary Privilege? a. If so, when was the legal advice obtained? b. Who provided the legal advice? c. Specifically, what legal advice was asked for? d. What was the cost of the advice? e. Please provide a copy of any legal advice obtained by DPS on this matter.	Written		
308.	DPS	Faulkner	CCTV footage access	1. Who has access to Parliament House CCTV footage? Please provide a flow chart and organisation chart (including positions), and authorisations and security clearances required for access.	Written		
309.	DPS	Faulkner	CCTV usage	1. Has CCTV footage been used by anyone in DPS to monitor staff or assess staff behaviour in relation to the Code of Conduct or any other matter? a. If so, when? b. How was it used? c. Who authorised it? d. Who accessed the CCTV footage? e. Was the Parliament House CCTV Code of Practice followed on each occasion? f. Who checks that the CCTV Code is being adhered to?	Written		
310.	DPS	Faulkner	Access to staff emails	1. For what reason could a manager in DPS access a staff member's emails? a. If it is possible, what approval is required to do so? b. Has it ever happened? c. What records are made? d. Are staff notified?	Written		
311.	DPS	Faulkner	Access to parliamentaria	1. Has any Senator or Member of the House of Representatives had their emails accessed or monitored?	Written		

			ns emails	a. If so, when and by whom?			
312.	DPS	Faulkner	Refurbishments	Please provide details of all refurbishments, renovations and redevelopments in; a. the Prime Minister's Office and b. the Cabinet Suite. since 18 September 2013, including project timelines and costs."	Written		
313.	DPS	Faulkner	Hansard staffing	1. In the last 24 months, how many permanent Hansard staff have ceased work at DPS? a. For what reason did each of those staff members cease work (eg. Were they dismissed or suspended, or did they retire)? b. What position was each of those staff members in, and how long was their period of service in DPS and the APS?	Written		