

**Additional Estimates 2019-20 - ACIAR QON Index**

<b>Portfolio Question No</b>	<b>Senator</b>	<b>Broad Topic</b>	<b>Question Text</b>	<b>Written Hansard</b>
1	Kitching	Executive Management	<p>1. In relation to executive management for the Department and its agencies, can the following be provided for FY 2018-19 and 2019-20 to date:</p> <ul style="list-style-type: none"> <li>a. The total number of executive management positions</li> <li>b. The aggregate total remuneration payable for all executive management positions.</li> <li>c. The change in the number of executive manager positions.</li> <li>d. The change in aggregate total remuneration payable for all executive management positions.</li> </ul>	Written
2	Ktiching	Ministerial functions	<p>1. In relation to any functions or official receptions hosted by Ministers or Assistant Ministers in the portfolio, can the following information be provided from the date of the last answer for Supplementary Estimates 2019-20:</p> <ul style="list-style-type: none"> <li>a. List of functions.</li> <li>b. List of all attendees.</li> <li>c. Function venue.</li> <li>d. Itemised list of costs (GST inclusive).</li> <li>e. Details of any food served.</li> <li>f. Details of any wines or champagnes served including brand and vintage.</li> <li>g. Any available photographs of the function.</li> <li>h. Details of any entertainment provided.</li> </ul>	Written

3	Kitching	Departmental functions	<p>1. In relation to expenditure on any functions or official receptions etc hosted by the Department or agencies within the portfolio, can the following information be provided from the date of the last answer for Supplementary Estimates 2019-20:</p> <ol style="list-style-type: none"> <li>List of functions.</li> <li>List of all attendees.</li> <li>Function venue.</li> <li>Itemised list of costs (GST inclusive).</li> <li>Details of any food served.</li> <li>Details of any wines or champagnes served including brand and vintage.</li> <li>Any available photographs of the function.</li> <li>Details of any entertainment provided.</li> </ol>	Written
4	Kitching	Executive office upgrades	<p>1. Have any furniture, fixtures or fittings of the Secretary's office, or the offices of any Deputy Secretaries been upgraded since 1 July 2018. If so, can an itemised list of costs please be provided (GST inclusive).</p>	Written
5	Kitching	Facilities upgrades	<p>1. Were there any upgrades to facility premises at any of the Departments or agencies subsequent to the date of the last answer for Supplementary Estimates 2019-20. This includes but is not limited to: staff room refurbishments, kitchen refurbishments, bathroom refurbishments, the purchase of any new fridges, coffee machines, or other kitchen equipment.</p> <p>2. If so, can a detailed description of the relevant facilities upgrades be provided together with an itemised list of costs (GST inclusive).</p> <p>3. If so, can any photographs of the upgraded facilities be provided.</p>	Written
6	Kitching	Staff travel	<p>1. What is the total cost of staff travel for departmental/agency employees for FY 2019-20 to date.</p>	Written
7	Kitching	Legal costs	<p>1. What are the total legal costs for the Department/agency for FY 2019-20 to date.</p>	Written

8	Kitching	Secretarial travel	<p>1. Can an itemised list of the costs of all domestic and international travel undertaken by the Secretary of the Department be provided from the date of the last answer for Supplementary Estimates 2019-20, including:</p> <ul style="list-style-type: none"><li>a. Flights for the Secretary as well as any accompanying departmental officials, and identify the airline and class of travel.</li><li>b. Ground transport for the Secretary as well as any accompanying departmental officials.</li><li>c. Accommodation for the Secretary as well as any accompanying departmental officials, and identify the hotels the party stayed at and the room category in which the party stayed.</li><li>d. Meals and other incidentals for the Secretary as well as any accompanying departmental officials. Any available menus, receipts for meals at restaurants and the like should also be provided.</li><li>e. Any available photographs documenting the Secretary's travel should also be provided.</li></ul>	Written
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9	Kitching	FOI	<p>1. Please list the number of Freedom of Information Act requests ('FOI requests') received by the Department for financial year 2019-20 to date.</p> <p>1. For 2019-20 to date, please provide:</p> <p>a. The number of FOI requests the Department granted in full;</p> <p>b. The number of FOI requests the Department granted in part;</p> <p>c. The number of FOI requests the Department refused in full; and</p> <p>d. The number of FOI requests the Department refused for practical reasons under the Freedom of Information Act.</p> <p>2. For 2019-20 to date, please provide:</p> <p>a. The number of times the Department failed to make any decision on a FOI request within the 30 day statutory period; and</p> <p>b. The number of times a request to the Department resulted in a practical refusal (i.e. no decision was made on the request).</p> <p>3. For 2019-20 to date, please provide:</p> <p>a. The number of times the Department's FOI decisions have been appealed to the OAIC; and</p> <p>b. The number of times has the OAIC overturned – in whole or in part – the Department's decision to refuse access to material.</p> <p>4. Please provide the staffing (both ASL and headcount) of staff at the Department who work exclusively on FOI requests, broken down by APS level (e.g. three EL1s, four APS6s, one SES) for 2019-20 to date.</p> <p>5. Please also list the number of officers who are designated decision makers under the Freedom of Information Act 1982 within the Department.</p> <p>6. In the past 12 months, has the Department seconded additional resources to processing Freedom of Information requests? If so, please detail those resources by APS level.</p> <p>7. Please provide the number of officers who are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office.</p> <p>8. Please provide the number of FOI requests currently under consideration by the Department. Please also provide the number of these requests that are currently overdue in response.</p> <p>9. Does the department consult or inform the Minister when it receives Freedom of Information requests? If so:</p> <p>a. How many times has this occurred in the past twelve months; and</p> <p>b. Please outline the process by which the Department consults the Minister.</p> <p>10. Has the Department consulted or informed another Department or agency about any FOI</p>	Written
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10	Kitching	Briefings	<p>1. Has the Department/agency or the Minister's office provided briefings to independents/minor parties in the Senate or House of Representatives since the date of the last answer for Supplementary Estimates 2019-20. If so, can the following be provided:</p> <p>a. The subject matter of the briefing.</p> <p>b. The location and date of the briefing.</p> <p>c. Who proposed the briefing.</p> <p>d. Attendees of the briefing by level/position</p>	Written
11	Kitching	Acting Minister arrangements	<p>1. Can the Department provide all leave periods of the portfolio Minister since the date of the last answer for Supplementary Estimates 2019-20.</p> <p>2. Can the Department further provide acting Minister arrangements for each leave period.</p>	Written
12	Kitching	Market research	<p>1. Does the Department/agency undertake any polling or market research in relation to government policies or proposed policies.</p> <p>2. If so, can the Department provide an itemised list for financial year 2019-20 to date:</p> <p>a. Subject matter</p> <p>b. Company</p> <p>c. Costs</p> <p>d. Contract date period</p> <p>3. Can the Department/agency advise what, if any, research was shared with the Minister or their office and the date and format in which this occurred.</p>	Written
13	Kitching	Advertising and information campaigns	<p>1. What is the Department/agency's total expenditure on advertising and information campaigns for the financial year 2019-20 to date.</p> <p>2. What advertising and information campaigns has the Department/agency run in this time. For each campaign, please provide:</p> <p>a. When approval was first sought.</p> <p>b. The date of approval, including whether the advertising went through the Independent Campaign Committee process.</p> <p>c. the timeline for each campaign, including any variation to the original proposed timeline.</p> <p>3. Can an itemised list of all Austender Contract Notice numbers for all advertising and information campaign contracts in each period be provided.</p>	Written
14	Kitching	Promotional merchandise	<p>1. What is the Department/agency's total expenditure on promotional merchandise for the financial year 2019-20 to date.</p> <p>2. Can an itemised list of all Austender Contract Notice numbers for all promotional merchandise contracts in that period please be provided.</p>	Written

			3. Can photographs or samples of relevant promotional merchandise please be provided.	
15	Kitching	Ministerial overseas travel	<p>1. Can an itemised list of the costs met by the department or agency for all international travel undertaken by Ministers or Assistant Ministers in the portfolio please be provided from the of date the last answer for the Supplementary Estimates 2019-20, including:</p> <p>a. Flights for the Minister and any accompanying members of the Minister’s personal staff or family members, as well as any accompanying departmental officials, together with the airline and class of travel.</p> <p>b. Ground transport for the Minister and any accompanying members of the Minister’s personal staff or family members, as well as any accompanying departmental officials.</p> <p>c. Accommodation for the Minister and any accompanying members of the Minister’s personal staff or family members, as well as any accompanying departmental officials, and identify the hotels the party stayed at and the room category in which the party stayed.</p> <p>d. Meals and other incidentals for the Minister and any accompanying members of the Minister’s personal staff or family members, as well as any accompanying departmental officials. Any available menus, receipts for meals at restaurants and the like should also be provided.</p> <p>e. Any available photographs documenting the Minister’s travel should also be provided.</p>	Written
16	Kitching	Social media influencers	<p>1. What was the Department/agency’s total expenditure on social media influencers for financial year 2019-20 to date.</p> <p>2. What advertising or information campaigns did the Department/agency use social media influencers to promote.</p> <p>3. Can a copy of all relevant social media influencer posts please be provided.</p> <p>4. Can an itemised list of all Austender Contract Notice numbers for all relevant social media influencer contracts please be provided.</p>	Written

17	Kitching	Commissioned Reports and Reviews	<ol style="list-style-type: none"> <li>1. Since the date of the last answer for Supplementary Estimates 2019-20, how many Reports or Reviews have been commissioned. Please provide details of each report including: <ol style="list-style-type: none"> <li>a. Date commissioned.</li> <li>b. Date report handed to Government.</li> <li>c. Date of public release.</li> <li>d. Terms of Reference.</li> <li>e. Committee members and/or Reviewers.</li> </ol> </li> <li>2. How much did each report cost/or is estimated to cost.</li> <li>3. The background and credentials of the Review personnel.</li> <li>4. The remuneration arrangements applicable to the Review personnel, including fees, disbursements and travel</li> <li>5. The cost of any travel attached to the conduct of the Review.</li> <li>6. How many departmental staff were involved in each report and at what level.</li> <li>7. What is the current status of each report. When is the Government intending to respond to each report if it has not already done so.</li> </ol>	Written
18	Kitching	Board Appointments	<ol style="list-style-type: none"> <li>1. Provide an update of portfolio boards, including board title, terms of appointment, tenure of appointment and members from the date of the last answer for Supplementary Estimates Round 2019-20.</li> <li>2. What is the gender ratio on each board and across the portfolio</li> <li>3. What has been the total value of all Board Director fees and disbursements paid.</li> <li>4. What is the value of all domestic travel by Board Directors.</li> <li>5. What is the value of all international travel by Board Directors.</li> </ol>	Written
19	Kitching	Appointments – briefs prepared	<ol style="list-style-type: none"> <li>1. How many times has the Department prepared a brief for statutory authorities, executive agencies, advisory boards, government business enterprises or any other Commonwealth body which includes a reference to a former Liberal or National member of parliament at a state, territory or federal level, since the answer was provided for Supplementary Estimates 2019-20.</li> <li>2. For each brief prepared, can the Department advise: <ol style="list-style-type: none"> <li>a. The former member.</li> <li>b. The board or entity.</li> <li>c. Whether the request originated from the Minister’s office.</li> <li>d. Whether the appointment was made.</li> </ol> </li> </ol>	
20	Kitching	Stationery	<ol style="list-style-type: none"> <li>1. How much has been spent on ministerial stationery requirements in FY 2019-19 and FY 2019-20 to date.</li> </ol>	Written

21	Kitching	Media monitoring	<p>1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the each Minister's office for financial year 2019-20 to date.</p> <p>a. Which agency or agencies provided these services.</p> <p>b. Can an itemised list of Austender Contract notice numbers for any media monitoring contracts in each period please be provided</p> <p>c. What is the estimated budget to provide these services for the year FY 2019-20.</p> <p>2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for financial year 2019-20 to date.</p> <p>a. Which agency or agencies provided these services.</p> <p>b. Can an itemised list of Austender Contract Notice numbers for any media monitoring contracts in each period please be provided</p> <p>c. What is the estimated budget to provide these services for the year FY 2019-20.</p>	Written
22	Kitching	Communications staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>2. By Department or agency:</p> <p>a. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b. How many non-ongoing staff, their classification, type of work they undertake and their location.</p> <p>c. How many contractors, their classification, type of work they undertake and their location.</p> <p>d. How many are graphic designers.</p> <p>e. How many are media managers.</p> <p>f. How many organise events.</p> <p>3. Do any departments/agencies have independent media studios.</p> <p>a. If yes, why.</p> <p>b. When was it established.</p> <p>c. What is the set up cost.</p> <p>d. What is the ongoing cost.</p> <p>e. How many staff work there and what are their classifications.</p>	Written
23	Kitching	Departmental staff in Minister's office	<p>1. Can the Department provide an update on the total number of departmental staff seconded to ministerial offices, including:</p> <p>a. Duration of secondment.</p> <p>b. APS level.</p> <p>2. Can the Department provide an update on the total number of DLOs/CLOs for ministerial offices</p>	Written

			including APS level.	
24	Kitching	CDDA Payments	<ol style="list-style-type: none"> <li>1. How many claims have been received under the Compensation for Detriment caused by Defective Administration scheme (CDDA) by the Department for financial year 2019-20 to date.</li> <li>2. How many claims were: <ol style="list-style-type: none"> <li>a. Accepted.</li> <li>b. Rejected.</li> <li>c. Under consideration.</li> </ol> </li> <li>3. Of the accepted claims, can the Department provide: <ol style="list-style-type: none"> <li>a. Details of the claim, subject to relevant privacy considerations</li> <li>b. The date payment was made</li> <li>c. The decision maker.</li> </ol> </li> </ol>	Written
25	Kitching	Congestion busting	<ol style="list-style-type: none"> <li>1. Can the Department/agency provide an update on how it is “congestion busting” in relation to bureaucratic bottlenecks and regulatory bottlenecks.</li> <li>2. Have any additional resources been allocated within the Department to achieve “congestion busting” within the department since an answer was provided for the Supplementary Estimates round 2019-20.</li> </ol>	Written
26	Kitching	Recruitment	<ol style="list-style-type: none"> <li>1. What amount has been expended by the department/agency on external recruitment or executive search services in financial year 2019-20 to date.</li> <li>2. Which services were utilised. Can an itemised list be provided.</li> </ol>	Written

27	Kitching	Staffing	<ol style="list-style-type: none"> <li>1. How many full-time equivalent staff are engaged at 1 March 2020. How does this differ from the figures presented in Budget Paper 4 in the 2019-20 Budget.</li> <li>2. How many of these positions are (a) on-going and (b) non-ongoing.</li> <li>3. How many redundancies have occurred in financial year 2019-20 to date. How many were: <ol style="list-style-type: none"> <li>a. voluntary</li> <li>b. involuntary.</li> </ol> </li> <li>4. How many of those redundancies occurred as a result of departmental restructuring. What is the total cost of those redundancies.</li> <li>5. What was the total value in dollar terms of all termination payments paid to exiting staff.</li> <li>6. How much overtime or equivalent has been paid to staff in financial year 2019-20 to date.</li> <li>7. How many section 37 notices under the Public Service Act 1999 have been offered in financial year 2019-20 to date.</li> </ol>	Written
28	Kitching	Comcare	<ol style="list-style-type: none"> <li>1. For financial year 2019-20 to date, can the Department advise whether it has been the subject of any investigations involving Comcare. If yes, please provide details of the circumstances and the status.</li> <li>2. Can the Department advise the number of sanctions it has received from Comcare in the FY2019-20 to date.</li> </ol>	Written
29	Kitching	Fair Work Commission	<ol style="list-style-type: none"> <li>1. For financial year 2019-20 to date, how many references have been made to the Fair Work Commission within the Department or agency.</li> </ol>	Written
30	Kitching	Fair Work Ombudsman	<ol style="list-style-type: none"> <li>1. For financial year 2019-20 to date, how many references have been made to the Fair Work Ombudsman within the Department or agency.</li> </ol>	Written
31	Kitching	Office of the Merit Protection Commissioner	<ol style="list-style-type: none"> <li>1. For financial year 2019-20 to date, how many references have been made to the Office of the Merit Protection Commissioner within the Department or agency.</li> </ol>	Written
32	Kitching	Public Interest Disclosures	<ol style="list-style-type: none"> <li>1. For financial year 2019-20 to date, how many public interest disclosures have been received.</li> </ol>	Written
33	Carr	A4 Paper Source	<ol style="list-style-type: none"> <li>1 From which country does the department and it's agencies source A4 photo copy paper? <ul style="list-style-type: none"> <li>• If from multiple countries please provide a breakdown of country of origin in percentage terms.</li> </ul> </li> </ol>	Written