

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE ADDITIONAL ESTIMATES 2019 – February 2019
 PARLIAMENTARY DEPARTMENTS – Department of Parliamentary Services

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date Rec'd
1	DPS	Senator Kitching	Security Upgrade - Lendlease contract commencement	<p>Senator KITCHING: What was the date of contract with Lendlease?</p> <p>Mr Cooper: Do you mean the commencement date?</p> <p>Senator KITCHING: Yes.</p> <p>Mr Cooper: I'll just confirm that for you, Senator. Senator, I'll have to get the date of the original contract. I can advise you that the contract between Lendlease and Steelvision was executed in August 2017.</p>	p 8	18- Feb-19
2	DPS	Senator Kitching	Security Upgrade – Clayton Utz and Legal Costs	<p>Senator KITCHING: How much is the Clayton Utz legal work costing? Can you tell me that to the current date and any estimate going forward?</p> <p>Mr Cooper: We will have to take that on notice.</p> <p>...</p> <p>Senator KITCHING: Can I take it to 1 November last year—</p> <p>...</p> <p>Senator KITCHING: I'd like a cost on the legals and how much you've spent. So I'm not going to contain that just to Clayton Utz; I want to know the timing and the costs for any legal work or any advice that was also passed on to AGDs. Let's not leave it at AGDs. If there is any other government agency or department from whom you might have sought legal advice or advice, I would like some costings on that—a general cost and then a breakdown of any cost that has occurred. My understanding is that Steelvision has an administrator.</p> <p>Mr Stefanic: It's under voluntary administration at the moment.</p> <p>Senator KITCHING: Okay. And I'd like to know the cost of any correspondence you might have had with the administrator—with Hamilton Murphy, I think it is.</p> <p>Mr Stefanic: We have had no direct communication with the administrator. So, for clarity, you are seeking legal costs in relation to dealings with Steelvision, in association with Steelvision?</p> <p>Senator KITCHING: No, I'd like to know the legal costs of the contract from the beginning, so Clayton Utz. I think either Mr Healy or Mr Cooper said that Clayton Utz was doing—have they always been the solicitors on the record in relation to this matter?</p> <p>Mr Healy: Yes.</p>	p 9	18- Feb-19
3	DPS	Senator Kitching	Security Upgrade – Legal Advice	<p>Senator KITCHING: Just checking. Were they the ones who gave you the advice about the form of the contract? Was it the construction division at Clayton Utz?</p> <p>Mr Healy: As Mr Cooper said, none of us were here at the time, but another company, RPS, who were a project management company—they were known as Point Project Management at the time; they've changed the name of the company since then—were engaged to give advice on the best form of contract back in 2015.</p> <p>Senator KITCHING: They're a construction project management company, are they?</p> <p>Mr Healy: That's correct.</p>	p 10	18- Feb-19

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				<p>Senator KITCHING: Did you run their advice by Clayton Utz? Mr Healy: I would have to take that on notice.</p>		
4	DPS	Senator Kitching	Security Upgrade – Spend to Date	<p>The PRESIDENT: The first issue was 2018. I know because on taking this role I was briefed on the issue when the project was about to start in November 2017. I think it was March, or April it might have been, that there was a Victorian government court case after the Victorian government gave Steelvision a grant and then another part of the Victorian government decided to take it to court in the same month but that didn't go anywhere. The issue with the delivery of this project, I would say early June was the time which I indicated in my statement. But the delay at that point looked short. Senator KITCHING: Of the \$75 million for this contract, how much have you paid so far? Mr Cooper: I will have to get that figure for you, Senator, if we have it.</p>	p 11	18- Feb-19
5	DPS	Senator McAllister	Security Upgrade – Issues	<p>Senator McALLISTER: On how many occasions did DPS raise queries with Lendlease about Steelvision's supplier payment arrangements? Mr Healy: On quite a few occasions. This was the subject of meetings, which were happening every few days, where we had concern about the payments. Senator McALLISTER: Can you document on how many occasions you raised the issue with Lendlease? Mr Healy: I would need to take that on notice, and that's not something I could respond to quickly. Senator McALLISTER: I understand. Were they raised exclusively in those management meetings, or were they raised in writing? Mr Healy: I'll take that on notice. I believe they were in writing—some of them. Some of them were in meetings. But I'll take that on notice.</p>	p 12	18- Feb-19
6	DPS	Senator Kitching	Internal Doors	<p>Senator KITCHING: I want to move on to another topic. Can I put some questions on notice on the internal doors? How many internal doors have required maintenance or repair in the last six months? The PRESIDENT: Just to clarify, do you mean the link ways and things? Senator KITCHING: No, I mean parliamentarian suite doors. Can the department indicate the nature of each fault? How many could be classified as wear and tear and how many faults have been associated with the installation of the new security swipe-card system? Is it true that one of the doors leading to the ministerial courtyard has been inoperative since October 2018? How many doors are presently non-functional? The operation of the doors is critical for security purposes, so is the fact that some may be non-functional a security issue? Can the department explain the delays in having the doors repaired? And is the contractor, in this case BAE, at fault? The PRESIDENT: Sure.</p>	p 14	18- Feb-19

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				<p>Senator KITCHING: And what's the quantum around that? I want you to take those questions on notice. I would like them back—you've 30 days, but faster would be appreciated</p>		
7	DPS	Senator Bernardi	Library Staff	<p>Senator BERNARDI: Do you feel—I shouldn't ask about how you feel—or is there a risk that that may compromise or be seen to compromise the integrity of the parliamentary librarians' impartiality?</p> <p>Dr Heriot: It is something that we regard seriously in terms of a potential perceived conflict. For example, when someone has been seconded, we take steps around their reintegration so that they would, for example, work in a different policy area to the one they had been working in when seconded. That's to create an assurance, for example, that they're not dealing on specialist knowledge that they have acquired in that regard. Also, a staff member was once seconded to support a senator but in their committee duties rather than in broad duties. We try to handle it dextrously. It doesn't happen a great deal, but I'm aware, in terms of my tenure and that of my predecessors, that it has happened from time to time. We try to put careful measures around it.</p> <p>Senator BERNARDI: Would you be able to provide me, on notice, with a list? I don't need the individual names, but the list of staff from the Parliamentary Library who have been seconded into either political parties or political offices and the nature of those—meaning: are they Liberal, Labor, Greens, National, Independent?</p> <p>Dr Heriot: Do you have a time frame for that, Senator?</p> <p>Senator BERNARDI: On notice; I don't need it today. I beg your pardon—I'm not going to say, 'Go back through the whole history.' Let's just deal with the last few years. Is that all right?</p> <p>Dr Heriot: Okay. I'll make best endeavours.</p>	p 16	18- Feb-19
8	DPS	Senator Bernardi	APH Food preparation	<p>Senator BERNARDI: Sure. In respect, is all the food prepared within Parliament House?</p> <p>Mr Stefanic: I would have to take—are you talking percentage terms?</p> <p>Senator BERNARDI: Well, I'll tell you about a specific. This is what was suggested to me—that, for example, meat is brought into Parliament House, it is cooked here and then it's shipped to Sydney to make pies, which then come back here. Would that be correct?</p> <p>Mr Stefanic: It's my understanding that all our pastries are made in-house. That is why I was talking percentage terms. A large proportion of our products are made in-house. But I'll get some clarity—</p> <p>Senator BERNARDI: Perhaps you can give me the percentage terms—I'm intrigued to know this</p>	p 17	18- Feb-19

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9	DPS	Senator Bernardi	Code of Conduct – Investigation process	<p>Senator BERNARDI: And what is the process for managing that code of conduct complaint?</p> <p>Mr Stefanic: I might defer to Ms Saunders, who might be able to provide some detail.</p> <p>Ms Saunders: Both of those investigations are being undertaken by external investigators.</p> <p>Senator BERNARDI: Are you able to tell me who's undertaking them, which firm?</p> <p>Ms Saunders: I will have to take one on notice, because I can't remember the name. One is being undertaken by Ashurst, a legal firm. They also have an investigation area.</p>	p 17	18- Feb-19
10	DPS	Senator Bernardi	CFO Headcount	<p>Senator BERNARDI: But it is still being managed by DPS. It hasn't been outsourced to anyone else.</p> <p>Mr Creagh: Absolutely.</p> <p>Senator BERNARDI: How many people are in that unit now?</p> <p>Mr Creagh: The central rosters unit, at the moment, has four people—</p> <p>Senator BERNARDI: That's doing pays and everything, is it?</p> <p>Mr Creagh: No, just the central rosters unit. Let me correct that.</p> <p>Senator BERNARDI: I'm thinking about your whole co-located—</p> <p>Mr Creagh: My whole co-located team, because it's payroll for the entire department—I'd have to take that on notice because I can't do a headcount in my head right now.</p> <p>Senator BERNARDI: Sure. I might put another few questions on notice for you, Mr Creagh. Thank you.</p>	p 19	18- Feb-19
11	DPS	Senator Kitching	Comcare improvement notice	<p>Senator KITCHING: I will read a short extract from Comcare's website:</p> <p style="padding-left: 40px;">If an inspector encounters a situation that amounts to, or may amount to, a contravention of the Commonwealth Work Health and Safety Act 2011...or the Commonwealth Work Health and Safety Regulations 2011... the inspector may decide to issue an improvement notice.</p> <p>The issuance of the improvement notice formally confirms and records the contravention of the Commonwealth Work Health and Safety Act, so the department has actually not followed the law. Are you able to produce a copy of that improvement notice?</p> <p>Mr Anderson: Yes, we can produce a copy.</p> <p>Senator KITCHING: Are you able to produce it now?</p> <p>Mr Anderson: I don't have it with me at the moment.</p> <p>Senator KITCHING: But your officers are in the building, so we could have it shortly?</p> <p>Mr Anderson: I can give you a brief summary of what the—</p> <p>Senator KITCHING: No, I'd like to see the notice as well.</p> <p>Mr Anderson: No worries.</p> <p>Mr Stefanic: We'll take that on notice</p>	p 20-21	18- Feb-19

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12	DPS	Senator Kitching	Payroll Systems Error	<p>Senator KITCHING: I am happy for you to take this on notice, because I want to go very quickly to another topic: I think an error occurred in the payroll systems on or about 7 November 2018. Is that correct?</p> <p>Mr Creagh: I'm not aware, Senator.</p> <p>Senator KITCHING: Would you mind taking that on notice?</p> <p>Mr Creagh: Senator, without specific details, it's very difficult for me to—</p> <p>Senator KITCHING: 'An upload of information to one of the payroll systems caused another miscalculation of the leave balances on or around 7 November last.'</p> <p>Mr Creagh: I can take that on notice, but I'm not aware of anything.</p>	p 21-22	18-Feb-19
13	DPS	Senator Waters	Parliament House Pass holders	<p>(a) How many people are sponsored pass-holders for Parliament House?</p> <p>(b) Are you able to provide this list of people?</p> <p>(c) How many people on that list are also on the Australian Government Lobbyists Register?</p> <p>(d) According to the most recently accessible data, from 2015, the number of people with sponsored passes is around three times the number of people listed on the Lobbyists Register. Are you able to explain this discrepancy?</p> <p>(e) Is there any plan to ensure the total field of lobbyists, as loosely captured by those with sponsored passes, is actually included on the Lobbyists Register?</p>	Written	26-Feb-19
14	DPS	Senator Bilyk	Departmental Functions	<p>In relation to expenditure on any functions or official receptions etc. hosted by the Department in calendar year 2018, please provide the following:</p> <p>(a) List of functions;</p> <p>(b) List of attendees;</p> <p>(c) Function venue;</p> <p>(d) Itemised list of costs (GST inclusive);</p> <p>(e) Details of any food served;</p> <p>(f) Details of any wines or champagnes served including brand and vintage;</p> <p>(g) Any available photographs of the function; and</p> <p>(h) Details of any entertainment provided.</p>	Written	28-Feb-19
15	DPS	Senator Bilyk	Executive Office Upgrade	<p>Were the furniture, fixtures or fittings of the Secretary's office, or the offices of any Deputy Secretaries, upgraded in calendar year 2018? If so, please provide an itemised list of costs (GST inclusive).</p>	Written	28-Feb-19

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16	DPS	Senator Bilyk	Facilities Upgrade	(a) Were the facilities of any of the Department's premises upgraded in calendar year 2018, for example, staff room refurbishments, kitchen refurbishments, bathroom refurbishments, the purchase of any new fridges, coffee machines, or other kitchen equipment? (b) If so, please provide a detailed description of the relevant facilities upgrade together with an itemised list of costs (GST inclusive). Please provide any photographs of the upgraded facilities.	Written	28-Feb-19
17	DPS	Senator Bilyk	Staff Travel	(a) What was the total cost of staff travel for departmental employees in calendar year 2018? (b) Please provide an itemised list of the costs of all international travel in calendar year 2018. This list should include the costs of: <ul style="list-style-type: none"> • Flights and identify the airline and class of travel; • Ground transport; • Accommodation and identify the hotels the party stayed at and the room category in which the party stayed; • Meals and other incidentals. Any available menus, receipts for meals at restaurants and the like should also be provided; and • Any available photographs documenting the travel should also be provided. 	Written	28-Feb-19
18	DPS	Senator Bilyk	Media Monitoring	(a) What was the Department's total expenditure on media monitoring in calendar year 2018? (b) Please provide an itemised list of all Austender Contract Notice numbers for all media monitoring contracts in that period.	Written	28-Feb-19
19	DPS	Senator Bilyk	Advertising and Information Campaigns	(a) What was the Department's total expenditure on advertising and information campaigns in calendar year 2018? (b) What advertising and information campaigns did the Department run in the relevant period? (c) Please provide an itemised list of all Austender Contract Notice numbers for all advertising and information campaign contracts in that period.	Written	28-Feb-19
20	DPS	Senator Bilyk	Promotional Merchandise	(a) What was the Department's total expenditure on promotional merchandise in calendar year 2018? (b) Please provide an itemised list of all Austender Contract Notice numbers for all promotional merchandise contracts in that period. (c) Please provide photographs or samples of relevant promotional merchandise.	Written	28-Feb-19
21	DPS	Senator Bilyk	Social Media Influencers	(a) What was the Department's total expenditure on social media influencers in calendar year 2018? (b) What advertising or information campaigns did the Department use social media influencers to promote?	Written	28-Feb-19

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				(c) Please provide a copy of all relevant social media influencer posts. (d) Please provide an itemised list of all Austender Contract Notice numbers for all relevant social media influencer contracts		
22	DPS	Senator Kitching	Reallocation of security related tasks	(a) Has the Department considered the allocation of security tasks to other employees, officers or contractors of the Department? (b) Can the Department advise if it has any future plans to reassign functions to employees, officers or contractors of the Department which are currently performed by security guards? (c) Would the AFP be consulted in relation to any such plans? (d) Is the Department able to rule out the replacement of security guards who issue visitor passes at the front desk in the Marble Foyer with other employees, offices or contractors?	Written	1-Mar-19
23	DPS	Senator Kitching	Adherence to the CCTV Code of Practice	(a) On how many occasions has an Authorised Officer accessed the CCTV system, operated CCTV equipment and/or viewed footage before he/she completed Parliamentary Privileges training and/or signed the declaration of compliance? If there are instances, provide dates and details. (b) With reference to Senate question on notice number 1194, in relation to the one alleged and investigated Code of Practice breach in the 2018/19 year: (i) When was that breach reported to the Director of Policy and Governance? (ii) When did the Director of Policy and Governance report it to the Assistant Secretary Security Branch? (iii) When was the independent investigator engaged? (iv) Please produce a copy of the investigator's report, with confidential details redacted.	Written	1-Mar-19
24	DPS	Senator Kitching	CCTV system complaints	With reference to clause 16.1 of the CCTV Code of Practice, how many complaints were recorded in the complaints register for the period: (a) 1 January 2017 to 30 June 2017; (b) 1 July 2017 to 31 December 2017; (c) 1 January 2018 to 30 June 2018; (d) 1 July 2018 to 31 December 2018; and (e) 1 January 2019 to 1 March 2019?	Written	1-Mar-19
25	DPS	Senator Kitching	Digital Strategy Update	(a) Can the Department provide an update as to the timeline for the development of the roadmaps for the new digital strategic plan? (b) Is implementation of the plan still expected to commence on or about 1 July 2019? (c) Can the Chief Information Officer confirm that he plans to continue to engage with Senators and Members in the future in relation to the new digital plan?	Written	1-Mar-19

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26	DPS	Senator Kitching	Car parking for contractors engaged to undertake works at Parliament House	(a) Where do external contractors and tradespeople park when they work at Parliament House? (b) If parking is provided at Parliament House, what is the daily or hourly cost? (c) What information are contractors required to provide to enable a parking pass to be issued? (d) What other information are contractors required to provide to enable a car parking pass to be issued from a security prospective?	Written	1-Mar-19
27	DPS	Senator Kitching	People & Governance Branch Assistant Secretary	When is it expected that a permanent appointment will be made for this position?	Written	1-Mar-19
28	DPS	Senator Kitching	Communication	Can the Department explain how it plans to improve communication with Senators, Members and their staff regarding existing services, disruptions to services and new initiatives?	Written	1-Mar-19
29	DPS	Senator Kitching	APS employee census results	(a) Following on from the Department's answer to Senate question on notice 1134, can the Department advise how it plans to address change, communication, personal interactions, recognition, inclusivity and inspiration within the Department? (b) Has the Chief Information Officer been specifically requested to counsel in this regard	Written	1-Mar-19
30	DPS	Senator Kitching	Emergency testing in Parliament House	(a) With reference to Senate questions on notice number 831, can the Department confirm that evacuation drills are mandatory for all building occupants? (b) Can the Department provide the date when the last evacuation drill was conducted during a parliamentary sitting week, when a maximum number of building occupants are present? (c) In relation to question (b) above, if no, why doesn't the Department consider Senators and Members of Parliament to be building occupants?	Written	1-Mar-19
31	DPS	Senator Kitching	Re-establishment of ICT consultative group	With reference to the Department's answer to Supplementary Budget Estimates question on notice number 25: (a) When is it expected that the Department will issue an invitation to MOPS employees to participate in a re-established ICT consultative group comprising Department officers and MOPS employees? (b) When is the first meeting expected to be convened?	Written	1-Mar-19
32	DPS	Senator Kitching	Mandatory department training	Can the Department advise why the First Assistant Secretary Building & Security Branch and the Assistant Secretary Security Branch failed to complete the Department's mandatory training modules within 6 months of the commencement of their respective employment?	Written	1-Mar-19

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33	DPS	Senator Kitching	Apprenticeship Program 2019	Can the Department provide a general update in relation to the Apprenticeship Program 2019? Please include the number of applications received for each apprenticeship, the selection process and whether any positions remain vacant.	Written	1-Mar-19
34	DPS	Senator Kitching	Temporary staff	What is the dollar value of temporary personnel services attributed to each of the four divisions (specify the division and the respective dollar value) for the period 1 July 2018 to 31 December 2018? <ul style="list-style-type: none"> • Library \$ • Chief Operating Officer Division \$ • Information Services Division \$ • Building & Security Division \$ 	Written	1-Mar-19
35	DPS	Senator Kitching	Overtime	What is the dollar value of overtime paid to employees attributed to each of the four divisions (specify the division and the respective dollar value) for the period 1 July 2018 to 31 December 2018? <ul style="list-style-type: none"> • Library \$ • Chief Operating Officer Division \$ • Information Services Division \$ • Building & Security Division \$ 	Written	1-Mar-19
36	DPS	Senator Kitching	Acting Secretary	For each occasion since 1 July 2018, please advise: (a) the dates on which an acting secretary was in place; (b) who held the position of acting secretary; and (c) the date the President and the Speaker were advised the Secretary would be absent.	Written	1-Mar-19
37	DPS	Senator Kitching	Missing security manual	(a) Has the missing security manual been located? (b) If yes, where is it?	Written	1-Mar-19
38	DPS	Senator Kitching	False fire alarm	(a) What was the cause of the fire alarm in the morning of 19 February 2019? (b) What was the report from the fire brigade? (c) Should the alarm have sounded?	Written	1-Mar-19
39	DPS	Senator Kitching	Comcare improvement notice issued on 12 July 2018	Comcare has advised that it conducted due diligence training for senior executive service (SES) employees of the Department at the Department's request on 6 August 2018. Can the Department provide a list by title of the SES employees who attended the due diligence training?	Written	1-Mar-19

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40	DPS	Senator Kitching	Credit cards	(a) As at 1 January 2019, how many credit cards were on issue to employees? (b) How many employees hold multiple credit cards?	Written	1-Mar-19										
41	DPS	Senator Kitching	Mandatory training	(a) With reference to the ten mandatory training modules for employees, as at 1 January 2019, how many employees were non-compliant (complete the table below): <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Division</th> <th>Number of employees</th> </tr> </thead> <tbody> <tr> <td>Library</td> <td></td> </tr> <tr> <td>Chief Operating Officer Division</td> <td></td> </tr> <tr> <td>Information Services Division</td> <td></td> </tr> <tr> <td>Building & Security Division</td> <td></td> </tr> </tbody> </table> (b) For each employee who was non-compliant as at 1 January 2019, provide a reason why the mandatory training was not completed within the prescribed timeframe; if the training has now been completed and when any outstanding training has been scheduled to be undertaken.	Division	Number of employees	Library		Chief Operating Officer Division		Information Services Division		Building & Security Division		Written	1-Mar-19
Division	Number of employees															
Library																
Chief Operating Officer Division																
Information Services Division																
Building & Security Division																
42	DPS	Senator Dodson	Indigenous jobs in Parliament House	(a) How many Indigenous staff are employed by DPS in Parliament House? (b) Please break down the number of Indigenous staff on an annual basis from 2016 to 2018, by ongoing, non-ongoing employment, APS level. (c) How many Indigenous staff have been recruited on an ongoing basis in 2018-19? (d) How many Indigenous staff have been recruited on a non- ongoing basis in 2018-19? (e) What targets and strategies for increasing Indigenous employment are included in the DPS Reconciliation Action Plan?	Written	1-Mar-19										
43	DPS	Senator Kitching	Reallocation of tasks to the Visitors Services team	With reference to the Department's information circular sent on 1 March 2019 at 2.45pm: 1. When was the decision made to reassign management of the Main Front Pass Desk in the Marble Foyer to the Visitor Services Team? 2. Who made the decision? 3. Who was consulted prior to the decision being made? 4. When was this consultation undertaken? 5. When was this matter first taken to the Security Management Board? 6. When were the Presiding Officers first consulted? 7. Who made the decision to announce this significant change, which is due to commence on Monday, 4 March 2019, on Friday, 1 March 2019 at 2.45pm? 8. Is it planned that a Visitor Services Team member will be stationed at each of the other entrances to manage the visitor sign in process? If yes, provide details including commencement date(s)?	Written	1-Mar-19										

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				9. Are all staff who comprise the Visitor Services Team employees of the Department? 10. Does the Visitor Services Team use contractors to undertake tasks? 11. What is the likelihood that a contractor will be positioned to the Main Front Pass Desk to sign in visitors? 12. What training will be undertaken by the Visitor Services Team in terms of identification checking of visitors? 13. Will the Visitor Services Team employees and contractors require security clearances? 14. Will contractors of the Visitor Services Team stationed at the Main Front Pass Desk and potentially other entrances need to be issued with permanent non-escorted security passes? 15. Specifically what security considerations have been given to this decision? 16. What other plans does the Department have to provide 'seamless' services to building occupants and visitors?		