

Senate Finance and Public Administration Legislation Committee
Budget Estimates 2020–21 – October 2020
Parliamentary departments
Questions on Notice

Q No.	Department or agency	Senator	Broad Topic	Question	Hansard page no. or Written Q	Date Rec'd
1	Department of the Senate	Senator Waters	Committees	<p>Senator WATERS: ... I'm interested in the cost to date of the joint committee family law select inquiry; the water quality inquiry into the Great Barrier Reef, under the Rural and Regional Affairs and Transport References Committee; and a Finance and Public Administration Committee inquiry into family violence that didn't actually hold any hearings.</p> <p>Mr Pye: I would be happy to have a look at what we can provide. In lots of ways it's easier to provide a figure for a standalone committee than for a single inquiry—within the work of a different committee, though—because, as you know, very often you're dealing with multiple matters in a set of hearings for which there may be one travel cost and that sort of thing. But we can certainly see what we can put forward.</p> <p>Senator WATERS: Yes, I understand. I am happy with an estimated apportionment to the best of your ability, thank you.</p>	Hansard, 19 October 2020, p. 7	19/10/2020
2	Department of the Senate	Senator Waters	Notices of motion	<p>Senator WATERS: Since the amendment to the standing orders to reduce the number of formal motions that can be moved each day, has the department observed any reduced cost or increased procedural workload? Have you noticed any impacts flowing from that decision as yet?</p> <p>...Have you been tracking the amount of time that that part of the program has taken under these new rules versus the amount of time it used to take, noting what you've just said about the peaks and troughs that have occurred?</p>	Hansard, 19 October 2020, pp. 7–8	19/10/2020
3	Department of the Senate	Senator Scarr	Committees	<p>Senator SCARR: First, I'd just like to follow up on a question that Senator Waters put on notice in relation to cost of Senate select committees. If I could add to the list, please, the cost of a Senate select committee that was established and chaired by the then Senator Di Natale in relation to jobs in the regions, which reported in December last year.</p>	Hansard, 19 October 2020, p. 9	19/10/2020
4	Department of the Senate	Senator the Hon McKenzie	Staffing	<p>What is the number of public servants working from home for each month from the Department?</p>	Written	30/10/2020
5	Department of the Senate	Senator the Hon McKenzie	Staffing	<p>How has the Department measured increased, static or declining productivity and what are the conclusions from that measure?</p>	Written	30/10/2020

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6	Department of the Senate	Senator the Hon McKenzie	Staffing	What is the number of sick days from the Department with a work-from-home workforce for each month of the lockdown and the corresponding sick days for the corresponding months in 2019?	Written	30/10/2020
7	Department of the Senate	Senator Ayres	Cyber attacks	<p>PM’s Press Conference Warning of Sophisticated State Based Campaign of Cyber Attacks</p> <p>1. On Friday 19th June 2020 the Prime Minister held a press conference to tell the nation that a “<i>sophisticated state-based cyber actor</i>” was “<i>targeting Australian organisations across a range of sectors including all levels of government, industry, political organisations, education, health, essential service providers and operators of other critical infrastructure.</i>” He further indicated that the purpose of this press conference was to “<i>raise awareness of these specific risks and targeted activities and tell you how you can take action to protect yourself... It is vital that Australian organisations are alert to this threat and take steps to enhance the resilience of their networks.</i>”</p> <p>What steps did the Department/Commonwealth Entity take “<i>to enhance the resilience of their networks</i>” after the Prime Minister’s warning?</p> <p>2. The Prime Minister’s media release about this state sponsored campaign encouraged organisations to “<i>take expert advice, and implement technical defences to thwart this malicious cyber activity.</i>”</p> <p>Were any additional technical defences implemented within the Department/Commonwealth Entity to enhance the resilience of its networks in the face of the specific threat identified by the Prime Minister?</p> <p>3. Were any additional controls or mitigations implemented within the Department/Commonwealth Entity to enhance the resilience of its networks in the face of the specific threat identified by the Prime Minister?</p> <p>4. Was any new staff training initiated to enhance resilience against any phishing attacks targeting staff that may accompany this state sponsored campaign?</p> <p style="padding-left: 20px;">a. If so, please provide them to the committee.</p> <p>5. Were any internal communications prepared for staff about the threat of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference and what staff could do to maximise the cyber resilience of the Department/Commonwealth Entity’s networks?</p> <p style="padding-left: 20px;">a. If so, please provide them to the committee.</p>	Written	10/11/2020

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				<ol style="list-style-type: none"> 6. Was any additional funding allocated to support additional technical defences, controls, mitigations or training within the Department/Commonwealth Entity in response to the Prime Minister’s press conference? 7. Was advice sought from the Australian Signals Directorate about the cyber resilience of the Department/Commonwealth Entity’s networks in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference? 8. Was the Minister briefed on the cyber resilience of the Department/Commonwealth Entity’s networks in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference? 9. Was the Minister briefed on any additional steps to enhance the resilience of the Department/Commonwealth Entity’s networks needed in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference? 10. Is the Department/Commonwealth Entity compliant with the Australian Signals Directorate’s ‘Top Four’ mitigations as mandated under the Protective Security Policy Framework? 11. Is the Department/Commonwealth Entity compliant with the Australian Signals Directorate’s ‘Essential Eight’ mitigations as recommended under the Protective Security Policy Framework? 12. What was the Department/Commonwealth Entity’s total spend on the cyber security of its networks during the 2019-2020 financial year? 13. What is the cyber security spend as a proportion of the Department/Commonwealth Entity’s total IT spend? 14. What is the Department/Commonwealth Entity’s forecast total spend on the cyber security of its networks during the 2020-2021 financial year? 15. Has the Department/Commonwealth Entity’s total spend on cyber security increased proportionately to the increased threat identified in the Prime Minister’s press conference? 16. On Tuesday 30th June 2020, the Government announced a \$1.35 billion 10-year investment in cyber security. Was any of this funding allocated <i>to the Department/Commonwealth Entity</i> in order to take steps to enhance the cyber resilience of its own networks in 		
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				the face of the specific threats identified by the Prime Minister in his press conference on 19 June 2020?		
8	Department of the Senate	Senator Ayres	DMARC Implementation	<ol style="list-style-type: none"> 1. Has the Department/Commonwealth Entity fully implemented Domain-based Message Authentication, Reporting and Conformance (DMARC) on its email domains? 2. Does the full implementation of Domain-based Message Authentication, Reporting and Conformance (DMARC) provide the most effective email domain mitigation against the threat of phishing emails? 3. Has the Department/Commonwealth Entity worked with the Australian Cyber Security Centre to progress its implementation of DMARC? 4. Has the Department/Commonwealth Entity received an appropriation for the implementation of DMARC? 5. Does the Information Security Manual guidance for email gateways and servers recommend “DMARC records are configured for all domains such that emails are rejected if they fail SPF or DKIM checks”? 6. The ACSC’s “Malicious Email Mitigation Strategies” provides that “Socially engineered emails containing malicious attachments and embedded links are routinely used in targeted cyber intrusions against organisations.” Is the Department/Commonwealth Entity concerned that the low levels of DMARC implementation within Commonwealth government departments revealed by Proofpoint leaves Australians unnecessarily vulnerable to phishing campaigns spoofing Commonwealth government agency domains? 	Written	10/11/2020
9	Department of the Senate	Senator Ayres	APS Staff Cyber Security Training	<ol style="list-style-type: none"> 1. Have APS staff in the Department/Commonwealth Entity received cyber security training? 2. How many APS staff in the Department/Commonwealth Entity have attended in person cyber security training sessions? 3. Who administers and conducts this training? 4. Does the Department/Commonwealth Entity have a target for the proportion of active users of the Department/Commonwealth Entity’s Network that have completed in-person cyber security training sessions? 5. Has consideration been given to making cyber security training mandatory for users of the Department/Commonwealth Entity’s Network? <ol style="list-style-type: none"> a. If so, what was the outcome of those considerations? 	Written	10/11/2020

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				6. What other forms of cyber security training does the Department/Commonwealth Entity provide?		
10	Department of the Senate	Senator Kitching	Executive Management	<p>1. In relation to executive management for the Department and its agencies, can the following be provided for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020:</p> <ol style="list-style-type: none"> a. The total number of executive management positions b. The aggregate total remuneration payable for all executive management positions. c. The change in the number of executive manager positions. d. The change in aggregate total remuneration payable for all executive management positions. 	Written	13/11/2020
11	Department of the Senate	Senator Kitching	Ministerial functions	<p>1. In relation to any functions or official receptions hosted by Ministers or Assistant Ministers in the portfolio for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the following be provided:</p> <ol style="list-style-type: none"> a. List of functions. b. List of all attendees. c. Function venue. d. Itemised list of costs (GST inclusive). e. Details of any food served. f. Details of any wines or champagnes served including brand and vintage. g. Any available photographs of the function. h. Details of any entertainment provided. 	Written	13/11/2020
12	Department of the Senate	Senator 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 for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the following be provided:</p> <ol style="list-style-type: none"> a. List of functions. b. List of all attendees. c. Function venue. d. Itemised list of costs (GST inclusive). e. Details of any food served. 	Written	13/11/2020

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				<p>f. Details of any wines or champagnes served including brand and vintage.</p> <p>g. Any available photographs of the function.</p> <p>h. Details of any entertainment provided.</p>		
13	Department of the Senate	Senator Kitching	Executive office upgrades	1. Have any furniture, fixtures or fittings of the Secretary’s office, or the offices of any Deputy Secretaries, been upgraded for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. If so, can an itemised list of costs please be provided (GST inclusive).	Written	13/11/2020
14	Department of the Senate	Senator Kitching	Customised and special-order furniture and office supplies	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the Department/agency advise the quantum spent on customised and special-ordered furniture and office supplies (excluding items such as ergonomic desks and chairs and items required for work, health and safety purposes). Please provide a full breakdown, descriptions and cost.	Written	13/11/2020
15	Department of the Senate	Senator Kitching	Facilities upgrades	<p>1. Were there any upgrades to facility premises at any of the Departments or agencies for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 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	13/11/2020
16	Department of the Senate	Senator Kitching	Staff travel	1. What is the total cost of staff travel for departmental/agency employees for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020
17	Department of the Senate	Senator Kitching	Legal costs	1. What are the total legal costs for the Department/agency for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020
18	Department of the Senate	Senator Kitching	Secretarial travel	1. Can an itemised list of the costs of all domestic and international travel undertaken by the Secretary of the Department for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020 be provided including:	Written	13/11/2020

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				<ul style="list-style-type: none"> a. Flights for the Secretary as well as any accompanying departmental officials, and identify the airline and class of travel. b. Ground transport for the Secretary as well as any accompanying departmental officials. 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. 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. e. Any available photographs documenting the Secretary’s travel should also be provided. 		
19	Department of the Senate	Senator Kitching	Departmental staff allowances	1. Can a list of Departmental/agency allowances and reimbursements available to employees be provided.	Written	13/11/2020
20	Department of the Senate	Senator Kitching	Market research	<ul style="list-style-type: none"> 1. Does the Department/agency undertake any polling or market research in relation to government policies or proposed policies. 2. If so, can the Department provide an itemised list of: <ul style="list-style-type: none"> a. Subject matter b. Company c. Costs for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020 d. Contract date period 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. 	Written	13/11/2020
21	Department of the Senate	Senator Kitching	Advertising and information campaigns	<ul style="list-style-type: none"> 1. What was the Department/agency’s total expenditure on advertising and information campaigns for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. What advertising and information campaigns did the Department/agency run in each relevant period. For each campaign, please provide: <ul style="list-style-type: none"> a. When approval was first sought. b. The date of approval, including whether the advertising went through the Independent Campaign Committee process. c. the timeline for each campaign, including any variation to the original proposed timeline. 	Written	13/11/2020

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				3. Can an itemised list of all Austender Contract Notice numbers for all advertising and information campaign contracts in each period be provided.		
22	Department of the Senate	Senator Kitching	Promotional merchandise	<ol style="list-style-type: none"> 1. What was the Department/agency's total expenditure on promotional merchandise for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. Can an itemised list of all Austender Contract Notice numbers for all promotional merchandise contracts in that period please be provided. 3. Can photographs or samples of relevant promotional merchandise please be provided. 	Written	13/11/2020
23	Department of the Senate	Senator Kitching	Ministerial overseas travel	<ol style="list-style-type: none"> 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 for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020 please be provided including: <ol style="list-style-type: none"> 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. 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. 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. 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. e. Any available photographs documenting the Minister's travel should also be provided. 	Written	13/11/2020
24	Department of the Senate	Senator Kitching	Social media influencers	<ol style="list-style-type: none"> 1. What was the Department/agency's total expenditure on social media influencers for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 	Written	13/11/2020

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				<ol style="list-style-type: none"> 2. What advertising or information campaigns did the Department/agency use social media influencers to promote. 3. Can a copy of all relevant social media influencer posts please be provided. 4. Can an itemised list of all Austender Contract Notice numbers for all relevant social media influencer contracts please be provided. 		
25	Department of the Senate	Senator Kitching	Guidelines relating to Official Gifts Received	<ol style="list-style-type: none"> 1. Please provide an itemised account of all payments made to the Collector of Public Monies by Ministers pursuant to the <i>Guidelines relating to Official Gifts Received</i> for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 	Written	13/11/2020
26	Department of the Senate	Senator Kitching	Commissioned Reports and Reviews	<ol style="list-style-type: none"> 1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many Reports or Reviews have been commissioned. Please provide details of each report including: <ol style="list-style-type: none"> a. Date commissioned. b. Date report handed to Government. c. Date of public release. d. Terms of Reference. e. Committee members and/or Reviewers. 2. How much did each report cost/or is estimated to cost. 3. The background and credentials of the Review personnel. 4. The remuneration arrangements applicable to the Review personnel, including fees, disbursements and travel 5. The cost of any travel attached to the conduct of the Review. 6. How many departmental staff were involved in each report and at what level. 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. 	Written	13/11/2020
27	Department of the Senate	Senator Kitching	Board Appointments	<ol style="list-style-type: none"> 1. Provide an update of portfolio boards, including board title, terms of appointment, tenure of appointment and members. 2. What is the gender ratio on each board and across the portfolio 3. Please detail any board appointments made from 30 June 2020 to date. 4. What has been the total value of all Board Director fees and disbursements paid. 5. What is the value of all domestic travel by Board Directors. 6. What is the value of all international travel by Board Directors. 	Written	13/11/2020

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28	Department of the Senate	Senator Kitching	Stationery	1. How much has been spent on ministerial stationery requirements in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020
29	Department of the Senate	Senator Kitching	Media monitoring	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 each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. a. Which agency or agencies provided these services. b. Can an itemised list of Austender Contract notice numbers for any media monitoring contracts in each period please be provided c. What is the estimated budget to provide these services for the FY 2020-21. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. a. Which agency or agencies provided these services. b. Can an itemised list of Austender Contract Notice numbers for any media monitoring contracts in each period please be provided c. What is the estimated budget to provide these services for the year FY 2020-21.	Written	13/11/2020
30	Department of the Senate	Senator Kitching	Departmental staff in Minister's office	1. Can the Department provide an update on the total number of departmental staff seconded to ministerial offices, including: a. Duration of secondment. b. APS level. 2. Can the Department provide an update on the total number of DLOs/CLOs for ministerial offices including APS level.	Written	13/11/2020
31	Department of the Senate	Senator Kitching	CDDA Payments	1. How many claims have been received under the Compensation for Detriment caused by Defective Administration scheme (CDDA) by the Department for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020? 2. How many claims were: a. Accepted. b. Rejected. c. Under consideration.	Written	13/11/2020

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				3. Of the accepted claims, can the Department provide: <ol style="list-style-type: none"> a. Details of the claim, subject to relevant privacy considerations b. The date payment was made c. The decision maker. 		
32	Department of the Senate	Senator Kitching	Recruitment	<ol style="list-style-type: none"> 1. What amount has been expended by the department/agency on external recruitment or executive search services in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. Which services were utilised. Can an itemised list be provided. 	Written	13/11/2020
33	Department of the Senate	Senator Kitching	Staffing	<ol style="list-style-type: none"> 1. How many full-time equivalent staff were engaged at each of 30 June 2019, 30 June 2020 and at 10 November 2020. 2. How many of these positions are (a) ongoing and (b) non-ongoing. 3. How many redundancies have occurred in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. How many were: <ol style="list-style-type: none"> a. voluntary b. involuntary. 4. How many of those redundancies occurred as a result of departmental restructuring. What is the total cost of those redundancies. 5. What was the total value in dollar terms of all termination payments paid to exiting staff. 6. How much overtime or equivalent has been paid to staff in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 7. How many section 37 notices under the Public Service Act 1999 have been offered in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 	Written	13/11/2020
34	Department of the Senate	Senator Kitching	Comcare	<ol style="list-style-type: none"> 1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, 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. 2. Can the Department advise the number of sanctions it has received from Comcare in the each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 	Written	13/11/2020

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35	Department of the Senate	Senator Kitching	Fair Work Commission	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Fair Work Commission within the Department or agency.	Written	13/11/2020
36	Department of the Senate	Senator Kitching	Fair Work Ombudsman	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Fair Work Ombudsman within the Department or agency.	Written	13/11/2020
37	Department of the Senate	Senator Kitching	Office of the Merit Protection Commissioner	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Office of the Merit Protection Commissioner within the Department or agency.	Written	13/11/2020
38	Department of the Senate	Senator Kitching	Public Interest Disclosures	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many public interest disclosures have been received.	Written	13/11/2020
39	Parliamentary Budget Office	Senator McKenzie	Working from home	What is the number of public servants working from home for each month from the department?	Written	30/10/2020
40	Parliamentary Budget Office	Senator McKenzie	Productivity	How has the department measured increased, static or declining productivity and what are the conclusions from that measure?	Written	30/10/2020
41	Parliamentary Budget Office	Senator McKenzie	Sick days	What is the number of sick days from the department with a work-from-home workforce for each month of the lockdown and the corresponding sick days for the corresponding months in 2019?	Written	30/10/2020
42	Parliamentary Budget Office	Senator Patrick	Requests	Senator PATRICK: How many other circumstances have you encountered this year where you've not been able to carry out a request, because an agency has not provided you or has refused to provide you with information? Ms Ward: I don't have the specific numbers. I think there would be very few. Senator PATRICK: Can you take that on notice? Ms Ward: I can take it on notice.	Hansard, 19 October 2020, pp. 16-17	19/10/2020
43	Parliamentary Budget Office	Senator Patrick	Defence request	The President: With respect, I think Defence should be given the opportunity to answer first. Given that you've asked a few times, they may be able to provide you with further information on notice. I appreciate the specific words that are used here are something which may be of specific interest to you and so I think we should give the officials the chance to interrogate their own records and have a specific set of words reported to you. Senator PATRICK: Okay. If you'd take that on notice, as the President suggested, I'd be happy with that. Thank you, Chair.	Hansard, 19 October 2020, p. 18	19/10/2020

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				<p>The President: It's just so that they can be perfectly accurately reflected interactions.</p> <p>Senator PATRICK: Thank you, Mr President, that's very helpful.</p>		
44	Parliamentary Budget Office	Senator Ayres	Cyber attacks	<p>PM's Press Conference Warning of Sophisticated State Based Campaign of Cyber Attacks</p> <ol style="list-style-type: none"> 1. On Friday 19th June 2020 the Prime Minister held a press conference to tell the nation that a “<i>sophisticated state-based cyber actor</i>” was “<i>targeting Australian organisations across a range of sectors including all levels of government, industry, political organisations, education, health, essential service providers and operators of other critical infrastructure.</i>” <p>He further indicated that the purpose of this press conference was to “<i>raise awareness of these specific risks and targeted activities and tell you how you can take action to protect yourself... It is vital that Australian organisations are alert to this threat and take steps to enhance the resilience of their networks.</i>”</p> <p>What steps did the Department/Commonwealth Entity take “<i>to enhance the resilience of their networks</i>” after the Prime Minister’s warning?</p> <ol style="list-style-type: none"> 2. The Prime Minister’s media release about this state sponsored campaign encouraged organisations to “<i>take expert advice, and implement technical defences to thwart this malicious cyber activity.</i>” <p>Were any additional technical defences implemented within the Department/Commonwealth Entity to enhance the resilience of its networks in the face of the specific threat identified by the Prime Minister?</p> <ol style="list-style-type: none"> 3. Were any additional controls or mitigations implemented within the Department/Commonwealth Entity to enhance the resilience of its networks in the face of the specific threat identified by the Prime Minister? 4. Was any new staff training initiated to enhance resilience against any phishing attacks targeting staff that may accompany this state sponsored campaign? <ol style="list-style-type: none"> a. If so, please provide them to the committee. 5. Were any internal communications prepared for staff about the threat of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference and what staff could do to maximise the cyber resilience of the Department/Commonwealth Entity’s networks? 	Written	10/11/2020

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			<p>a. If so, please provide them to the committee.</p> <p>6. Was any additional funding allocated to support additional technical defences, controls, mitigations or training within the Department/Commonwealth Entity in response to the Prime Minister’s press conference?</p> <p>7. Was advice sought from the Australian Signals Directorate about the cyber resilience of the Department/Commonwealth Entity’s networks in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference?</p> <p>8. Was the Minister briefed on the cyber resilience of the Department/Commonwealth Entity’s networks in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference?</p> <p>9. Was the Minister briefed on any additional steps to enhance the resilience of the Department/Commonwealth Entity’s networks needed in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference?</p> <p>10. Is the Department/Commonwealth Entity compliant with the Australian Signals Directorate’s ‘Top Four’ mitigations as mandated under the Protective Security Policy Framework?</p> <p>11. Is the Department/Commonwealth Entity compliant with the Australian Signals Directorate’s ‘Essential Eight’ mitigations as recommended under the Protective Security Policy Framework?</p> <p>12. What was the Department/Commonwealth Entity’s total spend on the cyber security of its networks during the 2019-2020 financial year?</p> <p>13. What is the cyber security spend as a proportion of the Department/Commonwealth Entity’s total IT spend?</p> <p>14. What is the Department/Commonwealth Entity’s forecast total spend on the cyber security of its networks during the 2020-2021 financial year?</p> <p>15. Has the Department/Commonwealth Entity’s total spend on cyber security increased proportionately to the increased threat identified in the Prime Minister’s press conference?</p> <p>16. On Tuesday 30th June 2020, the Government announced a \$1.35 billion 10-year investment in cyber security. Was any of this funding allocated <i>to the Department/Commonwealth Entity</i> in order to take steps to enhance the cyber resilience of its own networks in</p>		
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				the face of the specific threats identified by the Prime Minister in his press conference on 19 June 2020?		
45	Parliamentary Budget Office	Senator Ayres	DMARC Implementation	<ol style="list-style-type: none"> 1. Has the Department/Commonwealth Entity fully implemented Domain-based Message Authentication, Reporting and Conformance (DMARC) on its email domains? 2. Does the full implementation of Domain-based Message Authentication, Reporting and Conformance (DMARC) provide the most effective email domain mitigation against the threat of phishing emails? 3. Has the Department/Commonwealth Entity worked with the Australian Cyber Security Centre to progress its implementation of DMARC? 4. Has the Department/Commonwealth Entity received an appropriation for the implementation of DMARC? 5. Does the Information Security Manual guidance for email gateways and servers recommend “DMARC records are configured for all domains such that emails are rejected if they fail SPF or DKIM checks”? 6. The ACSC’s “Malicious Email Mitigation Strategies” provides that “Socially engineered emails containing malicious attachments and embedded links are routinely used in targeted cyber intrusions against organisations.” Is the Department/Commonwealth Entity concerned that the low levels of DMARC implementation within Commonwealth government departments revealed by Proofpoint leaves Australians unnecessarily vulnerable to phishing campaigns spoofing Commonwealth government agency domains? 	Written	10/11/2020
46	Parliamentary Budget Office	Senator Ayres	APS Staff Cyber Security Training	<ol style="list-style-type: none"> 1. Have APS staff in the Department/Commonwealth Entity received cyber security training? 2. How many APS staff in the Department/Commonwealth Entity have attended in person cyber security training sessions? 3. Who administers and conducts this training? 4. Does the Department/Commonwealth Entity have a target for the proportion of active users of the Department/Commonwealth Entity’s Network that have completed in-person cyber security training sessions? 5. Has consideration been given to making cyber security training mandatory for users of the Department/Commonwealth Entity’s Network? <ol style="list-style-type: none"> a. If so, what was the outcome of those considerations? 	Written	10/11/2020

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				6. What other forms of cyber security training does the Department/Commonwealth Entity provide?		
47	Parliamentary Budget Office	Senator Kitching	Executive Management	<p>1. In relation to executive management for the Department and its agencies, can the following be provided for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020:</p> <ol style="list-style-type: none"> a. The total number of executive management positions b. The aggregate total remuneration payable for all executive management positions. c. The change in the number of executive manager positions. d. The change in aggregate total remuneration payable for all executive management positions. 	Written	13/11/2020
48	Parliamentary Budget Office	Senator Kitching	Ministerial functions	<p>1. In relation to any functions or official receptions hosted by Ministers or Assistant Ministers in the portfolio for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the following be provided:</p> <ol style="list-style-type: none"> a. List of functions. b. List of all attendees. c. Function venue. d. Itemised list of costs (GST inclusive). e. Details of any food served. f. Details of any wines or champagnes served including brand and vintage. g. Any available photographs of the function. h. Details of any entertainment provided. 	Written	13/11/2020
49	Parliamentary Budget Office	Senator 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 for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the following be provided:</p> <ol style="list-style-type: none"> a. List of functions. b. List of all attendees. c. Function venue. d. Itemised list of costs (GST inclusive). e. Details of any food served. f. Details of any wines or champagnes served including brand and vintage. g. Any available photographs of the function. 	Written	13/11/2020

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				h. Details of any entertainment provided.		
50	Parliamentary Budget Office	Senator Kitching	Executive office upgrades	1. Have any furniture, fixtures or fittings of the Secretary’s office, or the offices of any Deputy Secretaries, been upgraded for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. If so, can an itemised list of costs please be provided (GST inclusive).	Written	13/11/2020
51	Parliamentary Budget Office	Senator Kitching	Customised and special-order furniture and office supplies	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the Department/agency advise the quantum spent on customised and special-ordered furniture and office supplies (excluding items such as ergonomic desks and chairs and items required for work, health and safety purposes). Please provide a full breakdown, descriptions and cost.	Written	13/11/2020
52	Parliamentary Budget Office	Senator Kitching	Facilities upgrades	1. Were there any upgrades to facility premises at any of the Departments or agencies for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 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. 2. If so, can a detailed description of the relevant facilities upgrades be provided together with an itemised list of costs (GST inclusive). 3. If so, can any photographs of the upgraded facilities be provided.	Written	13/11/2020
53	Parliamentary Budget Office	Senator Kitching	Staff travel	1. What is the total cost of staff travel for departmental/agency employees for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020
54	Parliamentary Budget Office	Senator Kitching	Legal costs	1. What are the total legal costs for the Department/agency for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020
55	Parliamentary Budget Office	Senator Kitching	Secretarial travel	1. Can an itemised list of the costs of all domestic and international travel undertaken by the Secretary of the Department for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020 be provided including: a. Flights for the Secretary as well as any accompanying departmental officials, and identify the airline and class of travel. b. Ground transport for the Secretary as well as any accompanying departmental officials.	Written	13/11/2020

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				<ul style="list-style-type: none"> 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. 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. e. Any available photographs documenting the Secretary’s travel should also be provided. 		
56	Parliamentary Budget Office	Senator Kitching	Departmental staff allowances	1. Can a list of Departmental/agency allowances and reimbursements available to employees be provided.	Written	13/11/2020
57	Parliamentary Budget Office	Senator Kitching	Market research	<ul style="list-style-type: none"> 1. Does the Department/agency undertake any polling or market research in relation to government policies or proposed policies. 2. If so, can the Department provide an itemised list of: <ul style="list-style-type: none"> a. Subject matter b. Company c. Costs for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020 d. Contract date period 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. 	Written	13/11/2020
58	Parliamentary Budget Office	Senator Kitching	Advertising and information campaigns	<ul style="list-style-type: none"> 1. What was the Department/agency’s total expenditure on advertising and information campaigns for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. What advertising and information campaigns did the Department/agency run in each relevant period. For each campaign, please provide: <ul style="list-style-type: none"> a. When approval was first sought. b. The date of approval, including whether the advertising went through the Independent Campaign Committee process. c. the timeline for each campaign, including any variation to the original proposed timeline. 3. Can an itemised list of all Austender Contract Notice numbers for all advertising and information campaign contracts in each period be provided. 	Written	13/11/2020

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59	Parliamentary Budget Office	Senator Kitching	Promotional merchandise	<p>4. What was the Department/agency's total expenditure on promotional merchandise for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</p> <p>5. Can an itemised list of all Austender Contract Notice numbers for all promotional merchandise contracts in that period please be provided.</p> <p>6. Can photographs or samples of relevant promotional merchandise please be provided.</p>	Written	13/11/2020
60	Parliamentary Budget Office	Senator Kitching	Ministerial overseas travel	<p>2. 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 for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020 please be provided including:</p> <p>f. 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>g. 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>h. 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>i. 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>j. Any available photographs documenting the Minister's travel should also be provided.</p>	Written	13/11/2020
61	Parliamentary Budget Office	Senator Kitching	Social media influencers	<p>1. What was the Department/agency's total expenditure on social media influencers for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</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>	Written	13/11/2020

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				4. Can an itemised list of all Austender Contract Notice numbers for all relevant social media influencer contracts please be provided.		
62	Parliamentary Budget Office	Senator Kitching	Guidelines relating to Official Gifts Received	1. Please provide an itemised account of all payments made to the Collector of Public Monies by Ministers pursuant to the <i>Guidelines relating to Official Gifts Received</i> for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020
63	Parliamentary Budget Office	Senator Kitching	Commissioned Reports and Reviews	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many Reports or Reviews have been commissioned. Please provide details of each report including: <ol style="list-style-type: none"> a. Date commissioned. b. Date report handed to Government. c. Date of public release. d. Terms of Reference. e. Committee members and/or Reviewers. 2. How much did each report cost/or is estimated to cost. 3. The background and credentials of the Review personnel. 4. The remuneration arrangements applicable to the Review personnel, including fees, disbursements and travel 5. The cost of any travel attached to the conduct of the Review. 6. How many departmental staff were involved in each report and at what level. 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.	Written	13/11/2020
64	Parliamentary Budget Office	Senator Kitching	Board Appointments	1. Provide an update of portfolio boards, including board title, terms of appointment, tenure of appointment and members. 2. What is the gender ratio on each board and across the portfolio 3. Please detail any board appointments made from 30 June 2020 to date. 4. What has been the total value of all Board Director fees and disbursements paid. 5. What is the value of all domestic travel by Board Directors. 6. What is the value of all international travel by Board Directors.	Written	13/11/2020
65	Parliamentary Budget Office	Senator Kitching	Stationery	1. How much has been spent on ministerial stationery requirements in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020

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66	Parliamentary Budget Office	Senator Kitching	Media monitoring	<ol style="list-style-type: none"> 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 each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. <ol style="list-style-type: none"> a. Which agency or agencies provided these services. b. Can an itemised list of Austender Contract notice numbers for any media monitoring contracts in each period please be provided c. What is the estimated budget to provide these services for the FY 2020-21. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. <ol style="list-style-type: none"> a. Which agency or agencies provided these services. b. Can an itemised list of Austender Contract Notice numbers for any media monitoring contracts in each period please be provided c. What is the estimated budget to provide these services for the year FY 2020-21. 	Written	13/11/2020
67	Parliamentary Budget Office	Senator Kitching	Departmental staff in Minister's office	<ol style="list-style-type: none"> 1. Can the Department provide an update on the total number of departmental staff seconded to ministerial offices, including: <ol style="list-style-type: none"> a. Duration of secondment. b. APS level. 2. Can the Department provide an update on the total number of DLOs/CLOs for ministerial offices including APS level. 	Written	13/11/2020
68	Parliamentary Budget Office	Senator Kitching	CDDA Payments	<ol style="list-style-type: none"> 1. How many claims have been received under the Compensation for Detriment caused by Defective Administration scheme (CDDA) by the Department for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020? 2. How many claims were: <ol style="list-style-type: none"> a. Accepted. b. Rejected. c. Under consideration. 3. Of the accepted claims, can the Department provide: <ol style="list-style-type: none"> a. Details of the claim, subject to relevant privacy considerations b. The date payment was made 	Written	13/11/2020

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				c. The decision maker.		
69	Parliamentary Budget Office	Senator Kitching	Recruitment	<ol style="list-style-type: none"> 1. What amount has been expended by the department/agency on external recruitment or executive search services in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. Which services were utilised. Can an itemised list be provided. 	Written	13/11/2020
70	Parliamentary Budget Office	Senator Kitching	Staffing	<ol style="list-style-type: none"> 1. How many full-time equivalent staff were engaged at each of 30 June 2019, 30 June 2020 and at 10 November 2020. 2. How many of these positions are (a) ongoing and (b) non-ongoing. 3. How many redundancies have occurred in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. How many were: <ol style="list-style-type: none"> a. voluntary b. involuntary. 4. How many of those redundancies occurred as a result of departmental restructuring. What is the total cost of those redundancies. 5. What was the total value in dollar terms of all termination payments paid to exiting staff. 6. How much overtime or equivalent has been paid to staff in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 7. How many section 37 notices under the Public Service Act 1999 have been offered in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 	Written	13/11/2020
71	Parliamentary Budget Office	Senator Kitching	Comcare	<ol style="list-style-type: none"> 1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, 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. 2. Can the Department advise the number of sanctions it has received from Comcare in the each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 	Written	13/11/2020
72	Parliamentary Budget Office	Senator Kitching	Fair Work Commission	<ol style="list-style-type: none"> 1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Fair Work Commission within the Department or agency. 	Written	13/11/2020

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73	Parliamentary Budget Office	Senator Kitching	Fair Work Ombudsman	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Fair Work Ombudsman within the Department or agency.	Written	13/11/2020
74	Parliamentary Budget Office	Senator Kitching	Office of the Merit Protection Commissioner	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Office of the Merit Protection Commissioner within the Department or agency.	Written	13/11/2020
75	Parliamentary Budget Office	Senator Kitching	Public Interest Disclosures	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many public interest disclosures have been received.	Written	13/11/2020
76	Department of Parliamentary Services	Senator Kitching	2019-2022 Digital Strategy	In relation to the 2019-2022 Digital Strategy: (a) Can the original timeline and completion dates for the digital strategy (drafting, internal review, external review, finalisation, and implementation) be provided. (b) Can an update be provided in relation to each element of the digital strategy. (c) Can a proposed completion timeline be provided for elements which have not been completed.	Written	17/11/2020
77	Department of Parliamentary Services	Senator Kitching	2020 APS Census	Did the Department participating in the 2020 APS employee census. If no, why?	Written	17/11/2020
78	Department of Parliamentary Services	Senator Patrick	Access control contract	Mr Stefanic: I was. As I mentioned to you, there was a task force that was assembled in the early stages. You have to remember that DPS's role was to deliver a project. The scope of it and the requirements were on the advice of the security intelligence agencies through the task force. Senator PATRICK: Can you please provide on notice: what your original appropriation sought was; what the tender value from the winning tenderer was; every approval you sought thereafter and the scope change associated with that; and any reasons as to why at some point in time you didn't recognise that, with such a significant expenditure, maybe it was time to go and look at competing rather than just simply handing out money to one contractor? I might point out that BAE has \$6 billion of turnover but has not paid a cent in tax—not exactly a good corporate entity. Sometimes I wonder how people think about companies' tax records when they award these things. Can you please, on notice, provide the committee with a full audit trail of each decision made in terms of appropriation	Hansard, 19 October 2020, p. 33	19/10/2020

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				requests and contract amendments? Mr Stefanic: I'll take that on notice.		
79	Department of Parliamentary Services	Senator Kitching	Acting Secretary Arrangements	1. For each occasion since 1 January 2019, please advise: (a) The dates when an acting secretary was in place; (b) Who held the position of acting secretary; and (c) The date the Presiding Officers were advised that the Secretary would be absent.	Written	17/11/2020
80	Department of Parliamentary Services	Senator Kitching	Advertising and information campaigns	1. What was the Department/agency's total expenditure on advertising and information campaigns for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. What advertising and information campaigns did the Department/agency run in each relevant period. For each campaign, please provide: a. When approval was first sought. b. The date of approval, including whether the advertising went through the Independent Campaign Committee process. c. the timeline for each campaign, including any variation to the original proposed timeline. 3. Can an itemised list of all Austender Contract Notice numbers for all advertising and information campaign contracts in each period be provided.	Written	13/11/2020
81	Department of Parliamentary Services	Senator Kitching	All staff communication	Senator KITCHING: Thank you for your opening statement. Firstly, I go to the subject of the inquiry that the Senate agreed to a little while ago. Mr Stefanic, have you sent any emails or messages to DPS staff about the current inquiry into the operation and management of DPS? Mr Stefanic: Senator, I can recall at least one email that I have sent out, when the inquiry was brought to my attention, to advise DPS staff that there was an inquiry on foot. Senator KITCHING: Are you able to provide copies of that? Mr Stefanic: Yes, I can, Senator.	Hansard, 19 October 2020, p. 25	19/10/2020
82	Department of Parliamentary Services	Senator Ayres	APS Staff Cyber Security Training	1. Have APS staff in the Department/Commonwealth Entity received cyber security training? 2. How many APS staff in the Department/Commonwealth Entity have attended in person cyber security training sessions? 3. Who administers and conducts this training? 4. Does the Department/Commonwealth Entity have a target for the proportion of active users of the Department/Commonwealth Entity's Network that have	Written	10/11/2020

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				<p>completed in-person cyber security training sessions?</p> <p>5. Has consideration been given to making cyber security training mandatory for users of the Department/Commonwealth Entity’s Network?</p> <p>a. If so, what was the outcome of those considerations?</p> <p>6. What other forms of cyber security training does the Department/Commonwealth Entity provide?</p>		
83	Department of Parliamentary Services	Senator Kitching	Board Appointments	<p>1. Provide an update of portfolio boards, including board title, terms of appointment, tenure of appointment and members.</p> <p>2. What is the gender ratio on each board and across the portfolio</p> <p>3. Please detail any board appointments made from 30 June 2020 to date.</p> <p>4. What has been the total value of all Board Director fees and disbursements paid.</p> <p>5. What is the value of all domestic travel by Board Directors.</p> <p>6. What is the value of all international travel by Board Directors</p>	Written	13/11/2020
84	Department of Parliamentary Services	Senator Kitching	Bonuses and gifts	<p>1. If any bonuses or gifts, monetary or otherwise, were awarded to any officer of the Department in the financial year ended 30 June 2018, can details be provided of the recipient, the reason for receipt and who approved the bonus/gift.</p> <p>2. If any bonuses or gifts, monetary or otherwise, were awarded to any officer of the Department in the financial year ended 30 June 2019, can details be provided of the recipient, the reason for receipt and who approved the bonus/gift.</p> <p>3. If any bonuses or gifts, monetary or otherwise, were awarded to any officer of the Department in the financial year ended 30 June 2020, can details be provided of the recipient, the reason for receipt and who approved the bonus/gift.</p> <p>4. If any bonuses or gifts, monetary or otherwise, were awarded to any officer of the Department in the period 1 July 2020 to 15 November 2020, can details be provided of the recipient, the reason for receipt and who approved the bonus/gift.</p>	Written	17/11/2020
85	Department of Parliamentary Services	Senator Ayres	Campaign of Cyber Attacks	<p>1. On Friday 19th June 2020 the Prime Minister held a press conference to tell the nation that a “sophisticated state-based cyber actor” was “targeting Australian organisations across a range of sectors including all levels of government, industry, political organisations, education, health, essential service providers and operators of other critical infrastructure.”</p>	Written	10/11/2020

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			<p>He further indicated that the purpose of this press conference was to “raise awareness of these specific risks and targeted activities and tell you how you can take action to protect yourself... It is vital that Australian organisations are alert to this threat and take steps to enhance the resilience of their networks.”</p> <p>What steps did the Department/Commonwealth Entity take “to enhance the resilience of their networks” after the Prime Minister’s warning?</p> <p>2. The Prime Minister’s media release about this state sponsored campaign encouraged organisations to “take expert advice and implement technical defences to thwart this malicious cyber activity.”</p> <p>Were any additional technical defences implemented within the Department/Commonwealth Entity to enhance the resilience of its networks in the face of the specific threat identified by the Prime Minister?</p> <p>3. Were any additional controls or mitigations implemented within the Department/Commonwealth Entity to enhance the resilience of its networks in the face of the specific threat identified by the Prime Minister?</p> <p>4. Was any new staff training initiated to enhance resilience against any phishing attacks targeting staff that may accompany this state sponsored campaign?</p> <p>a. If so, please provide them to the committee.</p> <p>5. Were any internal communications prepared for staff about the threat of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference and what staff could do to maximise the cyber resilience of the Department/Commonwealth Entity’s networks?</p> <p>a. If so, please provide them to the committee.</p> <p>6. Was any additional funding allocated to support additional technical defences, controls, mitigations or training within the Department/Commonwealth Entity in response to the Prime Minister’s press conference?</p> <p>7. Was advice sought from the Australian Signals Directorate about the cyber resilience of the Department/Commonwealth Entity’s networks in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference?</p> <p>8. Was the Minister briefed on the cyber resilience of the Department/Commonwealth Entity’s networks in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference?</p> <p>9. Was the Minister briefed on any additional steps to enhance the resilience of</p>		
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				<p>the Department/Commonwealth Entity’s networks needed in the face of the state sponsored campaign identified by the Prime Minister in his June 19th 2020 press conference?</p> <p>10. Is the Department/Commonwealth Entity compliant with the Australian Signals Directorate’s ‘Top Four’ mitigations as mandated under the Protective Security Policy Framework?</p> <p>11. Is the Department/Commonwealth Entity compliant with the Australian Signals Directorate’s ‘Essential Eight’ mitigations as recommended under the Protective Security Policy Framework?</p> <p>12. What was the Department/Commonwealth Entity’s total spend on the cyber security of its networks during the 2019-2020 financial year?</p> <p>13. What is the cyber security spend as a proportion of the Department/Commonwealth Entity’s total IT spend?</p> <p>14. What is the Department/Commonwealth Entity’s forecast total spend on the cyber security of its networks during the 2020-2021 financial year?</p> <p>15. Has the Department/Commonwealth Entity’s total spend on cyber security increased proportionately to the increased threat identified in the Prime Minister’s press conference?</p> <p>16. On Tuesday 30th June 2020, the Government announced a \$1.35 billion 10-year investment in cyber security.</p> <p>86Was any of this funding allocated to the Department/Commonwealth Entity in order to take steps to enhance the cyber resilience of its own networks in the face of the specific threats identified by the Prime Minister in his press conference on 19 June 2020?</p>		
86	Department of Parliamentary Services	Senator Kitching	CCTV Code of Practice	<p>1. In 2019-20 financial year:</p> <p>(a) How many breaches of the CCTV code of practice have been alleged.</p> <p>(b) How many breaches of the CCTV code of practice have been investigated.</p> <p>(c) How many breaches of the CCTV code of practice have been substantiated.</p> <p>2. Between 1 July 2020 and 15 November 2020:</p> <p>(a) How many breaches of the CCTV code of practice have been alleged.</p> <p>(b) How many breaches of the CCTV code of practice have been investigated.</p> <p>(c) How many breaches of the CCTV code of practice have been substantiated</p>	Written	17/11/2020
87	Department of Parliamentary Services	Senator Kitching	CDDA Payments	<p>1. How many claims have been received under the Compensation for Detriment caused by Defective Administration scheme (CDDA) by the Department for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June</p>	Written	13/11/2020

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				<p>2020 and 1 July 2020-30 September 2020?</p> <p>2. How many claims were:</p> <p>a. Accepted.</p> <p>b. Rejected.</p> <p>c. Under consideration.</p> <p>3. Of the accepted claims, can the Department provide:</p> <p>a. Details of the claim, subject to relevant privacy considerations</p> <p>b. The date payment was made</p> <p>c. The decision maker.</p>		
88	Department of Parliamentary Services	Senator Kitching	Changes to existing catering operations	<p>Can the Department advise if it is planning, or has planned, to make any changes to the existing catering operations (Staff Dining Room, Coffee Hub, Coffee Cart, Queens Terrace Cafe). Plans may include, for example, changing the location, reducing, increasing or replacing an existing operation, significantly altering or expanding existing services or food and beverage offerings. If yes:</p> <p>a. What plans are on foot.</p> <p>b. Provide details of when such changes are expected to occur.</p> <p>c. Is the Department contractually obligated to inform any party(ies) of any such decision(s).</p>	Written	17/11/2020
89	Department of Parliamentary Services	Senator Kitching	Comcare	<p>1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, 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.</p> <p>2. Can the Department advise the number of sanctions it has received from Comcare in the each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</p>	Written	13/11/2020
90	Department of Parliamentary Services	Senator Kitching	Commissioned Reports and Reviews	<p>1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many Reports or Reviews have been commissioned. Please provide details of each report including:</p> <p>a. Date commissioned.</p> <p>b. Date report handed to Government.</p> <p>c. Date of public release.</p> <p>d. Terms of Reference.</p> <p>e. Committee members and/or Reviewers.</p>	Written	13/11/2020

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				<p>2. How much did each report cost/or is estimated to cost.</p> <p>3. The background and credentials of the Review personnel.</p> <p>4. The remuneration arrangements applicable to the Review personnel, including fees, disbursements and travel</p> <p>5. The cost of any travel attached to the conduct of the Review.</p> <p>6. How many departmental staff were involved in each report and at what level.</p> <p>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.</p>		
91	Department of Parliamentary Services	Senator Kitching	Commonwealth Procurement Rules	1. From the date of the Department's answer to Senate question on notice 1823, on how many occasions has the Department failed to adhere to the Commonwealth Procurement Rules. Please provide full details.	Written	17/11/2020
92	Department of Parliamentary Services	Senator Kitching	Communications team	<p>1. Who leads the communication team.</p> <p>2. Can a list of tasks for which the communication team is responsible for be provided, including how the communications team interacts with each Division of the Department.</p> <p>3. Can details of the composition of the communications team be provided, including the number of employees, the APS level of each officer and whether the positions are full time, part time, casual or otherwise.</p>	Written	17/11/2020
93	Department of Parliamentary Services	Senator Kitching	Compulsory training courses	<p>1. Please provide a list of compulsory training courses to be undertaken by each new starter at the Department. Please specify the timeframe in which each training course/module must be completed from the commencement date of employment.</p> <p>2. Please provide a list of compulsory training courses and the regularity of each course to be undertaken by existing employees.</p>	Written	17/11/2020
94	Department of Parliamentary Services	Senator Kitching	Covid-19 Communications	How and when did the Department begin to communicate with employees in relation to COVID-19. Can a copy of communications be provided.	Written	17/11/2020
95	Department of Parliamentary Services	Senator Kitching	Credit Cards	<p>1. As at 1 January 2019, how many credit cards were on issue.</p> <p>2. As at 1 January 2020, how many credit cards were on issue.</p> <p>3. As at 1 July 2020, how many credit cards were on issue.</p> <p>4. As at 15 November 2020, how many officers hold multiple credit cards</p> <p>5. Has a card holder ever been requested to return their card(s) because of unauthorised use. If yes, please details for each event.</p>	Written	17/11/2020

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96	Department of Parliamentary Services	Senator Kitching	Customised and special-order furniture and office supplies	1. For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the Department/agency advise the quantum spent on customised and special-ordered furniture and office supplies (excluding items such as ergonomic desks and chairs and items required for work, health and safety purposes). Please provide a full breakdown, descriptions and cost.	Written	13/11/2020
97	Department of Parliamentary Services	Senator Ayres	Demountable Buildings	1. When was the complex of demountable buildings erected in the exterior area of the ministerial wing? 2. What function do the demountable buildings serve? 3. If any staff work in the demountable buildings, what staff? 4. Is there a plan to remove the demountable buildings? If so, when will the buildings be removed?	Written	16/11/2020
98	Department of Parliamentary Services	Senator Kitching	Departmental functions	1. In relation to expenditure on any functions or official receptions etc hosted by the Department or agencies within the portfolio for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the following be provided: a. List of functions. b. List of all attendees. c. Function venue. d. Itemised list of costs (GST inclusive). e. Details of any food served. f. Details of any wines or champagnes served including brand and vintage. g. Any available photographs of the function. h. Details of any entertainment provided.	Written	13/11/2020
99	Department of Parliamentary Services	Senator Kitching	Departmental staff allowances	1. Can a list of Departmental/agency allowances and reimbursements available to employees be provided.	Written	13/11/2020
100	Department of Parliamentary Services	Senator Kitching	Departmental staff in Minister's office	1. Can the Department provide an update on the total number of departmental staff seconded to ministerial offices, including: a. Duration of secondment. b. APS level. 2. Can the Department provide an update on the total number of DLOs/CLOs for ministerial offices including APS level	Written	13/11/2020
101	There is no question allocated to this number.					

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102	Department of Parliamentary Services	Senator Ayres	DMARC Implementation in Commonwealth Government Entities	<p>1. Has the Department/Commonwealth Entity fully implemented Domain-based Message Authentication, Reporting and Conformance (DMARC) on its email domains?</p> <p>2. Does the full implementation of Domain-based Message Authentication, Reporting and Conformance (DMARC) provide the most effective email domain mitigation against the threat of phishing emails?</p> <p>3. Has the Department/Commonwealth Entity worked with the Australian Cyber Security Centre to progress its implementation of DMARC?</p> <p>4. Has the Department/Commonwealth Entity received an appropriation for the implementation of DMARC?</p> <p>5. Does the Information Security Manual guidance for email gateways and servers recommend “DMARC records are configured for all domains such that emails are rejected if they fail SPF or DKIM checks”?</p> <p>6. The ACSC’s “Malicious Email Mitigation Strategies” provides that “Socially engineered emails containing malicious attachments and embedded links are routinely used in targeted cyber intrusions against organisations.” Is the Department/Commonwealth Entity concerned that the low levels of DMARC implementation within Commonwealth government departments revealed by Proofpoint leaves Australians unnecessarily vulnerable to phishing campaigns spoofing Commonwealth government agency domains?</p>	Written	10/11/20
103	Department of Parliamentary Services	Senator Kitching	Establishing retail or services business	<p>Can the Department advise if it is planning, or has planned, to allow or engage any other external party(ies) to establish a retail or services business within Parliament House. If yes:</p> <p>a. What plans are on foot.</p> <p>b. Provide details of when such changes are expected to occur.</p> <p>c. Is the Department contractually obligated to inform any party(ies) of any such decision(s).</p>	Written	17/11/2020
104	Department of Parliamentary Services	Senator Kitching	Executive Management	<p>1. In relation to executive management for the Department and its agencies, can the following be provided for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020:</p> <p>a. The total number of executive management positions</p> <p>b. The aggregate total remuneration payable for all executive management positions.</p>	Written	13/11/2020

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				c. The change in the number of executive manager positions. d. The change in aggregate total remuneration payable for all executive management positions.		
105	Department of Parliamentary Services	Senator Kitching	Executive office upgrades	1. Have any furniture, fixtures or fittings of the Secretary’s office, or the offices of any Deputy Secretaries, been upgraded for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. If so, can an itemised list of costs please be provided (GST inclusive).	Written	13/11/2020
106	Department of Parliamentary Services	Senator Kitching	Facilities upgrades	1. Were there any upgrades to facility premises at any of the Departments or agencies for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 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. 2. If so, can a detailed description of the relevant facilities upgrades be provided together with an itemised list of costs (GST inclusive). 3. If so, can any photographs of the upgraded facilities be provided.	Written	13/11/2020
107	Department of Parliamentary Services	Senator Kitching	Fair Work Commission	For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Fair Work Commission within the Department or agency	Written	13/11/20
108	Department of Parliamentary Services	Senator Kitching	Fair Work Ombudsman	For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Fair Work Ombudsman within the Department or agency.	Written	13/11/2020
109	Department of Parliamentary Services	Senator Kitching	Guidelines relating to Official Gifts Received	Please provide an itemised account of all payments made to the Collector of Public Monies by Ministers pursuant to the Guidelines relating to Official Gifts Received for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020
110	Department of Parliamentary Services	Senator Kitching	Internal HR Policies	Can the Department provide a copy of all internal HR policies?	Written	17/11/2020
111	Department of Parliamentary Services <i>(transferred from Finance)</i>	Senator Ayres	IT Resources for Mr Abbott	Will Mr Abbott still have access parliamentary IT resources while he is acting on behalf of the UK?	Written	9/11/2020

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112	Department of Parliamentary Services	Senator Kitching	Leadership and management training	<p>1. Since 1 January 2019 has the Department engaged an external contractor to conduct and deliver leadership or management training to senior executives.</p> <p>2. If yes, provide details of the contractor, a copy of training and reference material, the cost for each engagement and a list of SES officers who attended each session.</p>	Written	17/11/2020
113	Department of Parliamentary Services	Senator Kitching	Legal costs	<p>What are the total legal costs for the Department/agency for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</p>	Written	13/11/2020
114	Department of Parliamentary Services	Senator 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 of:</p> <p>a. Subject matter</p> <p>b. Company</p> <p>c. Costs for each of the periods 1 July 2019-31 December 2019; 1 January 2020- 30 June 2020 and 1 July 2020-30 September 2020</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	13/11/2020
115	Department of Parliamentary Services	Senator 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 each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</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 FY 2020-21.</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 each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</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 2020-21.</p>	Written	13/11/2020

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116	Department of Parliamentary Services	Senator Paterson	Media pass sign in rights	<p>CHAIR: I'll come to the policy issues at the end, because there might be a good reason that you wouldn't want members of parliament to control which journalists have access to the building. A press gallery passholder is entitled to roam around the building, unescorted. Isn't that correct?</p> <p>Mr Stefanic: That's correct.</p> <p>CHAIR: They're also entitled to sign in guests on the same basis as another passholder.</p> <p>Mr Stefanic: That's correct.</p> <p>CHAIR: Is there a—</p> <p>The President: Not all passholders have that right, but press gallery members do. To be honest, that reflects the fact that you can go down to the Senate most days and see press gallery members signing in people to go up to a studio at the ABC, Sky or something like that.</p> <p>CHAIR: I'm not contesting that that's not an appropriate right for them to have; I just want to establish these facts. Is there no limit on the number of people they can sign in at any one time?</p> <p>The President: There is a number at one time. I can't tell you it off the top of my head, but I can get that for you. There are numerical limits.</p> <p>Mr Stefanic: I'm getting that information for you, Chair.</p> <p>...</p> <p>CHAIR: I agree. Mr Stefanic, do you have an answer for the question you took on notice about the number of people that can be signed in?</p> <p>Mr Stefanic: I'm still trying to get that, Senator, so I'll take that on notice and provide that you to.</p>	Hansard, 19 October 2020, p. 21	19/10/2020
117	Department of Parliamentary Services	Senator Kitching	Meetings with PM&C	From 1 January 2020, on how many occasions has the Department met with the Department of the Prime Minister and Cabinet. Detail the nature and purpose of each interaction.	Written	17/11/2020
118	There is no question allocated to this number.					
119	Department of Parliamentary Services	Senator Kitching	Ministerial functions	<p>1. In relation to any functions or official receptions hosted by Ministers or Assistant Ministers in the portfolio for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, can the following be provided:</p> <p>a. List of functions.</p> <p>b. List of all attendees.</p> <p>c. Function venue.</p>	Written	13/11/2020

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				<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.</p> <p>h. Details of any entertainment provided.</p>		
120	Department of Parliamentary Services	Senator 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 for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020 please be provided 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	13/11/2020
121	Department of Parliamentary Services	Senator Kitching	New Catering Operations	<p>Is the Department planning on establishing any new catering operations, for example new retail food and beverage options. If yes:</p> <p>a. What plans are on foot.</p> <p>b. Provide details of when such changes are expected to occur.</p> <p>c. Is the Department contractually obligated to inform any party(ies) of any such decision(s).</p>	Written	17/11/2020
122	Department of Parliamentary Services	Senator Kitching	Number of employees	<p>1. As at 15 November 2020, how many individuals are employed in:</p> <p>(a) total by the Department;</p> <p>(b) the Office of the Secretary;</p>	Written	17/11/2020

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				(c) the Office of the Deputy Secretary; (d) the Office of the First Assistant Secretary Corporate Services; (e) the Office of the First Assistant Secretary Finance and Property Services; (f) the Office of the Chief Information Officer; (g) the Office of the Parliamentary Librarian; (h) the Parliamentary Library Division; (i) the Information Services Division; (j) the Finance and Property Services Division; (k) the Corporate Services Division; (l) each branch, sub-branch and unit of the Department, as shown on the organisational chart effective 15 October 2020 (please clearly specify the name of the branch, sub-branch and unit and the corresponding number).		
123	Department of Parliamentary Services	Senator Kitching	Office of the Merit Protection Commissioner	For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many references have been made to the Office of the Merit Protection Commissioner within the Department or agency.	Written	13/11/2020
124	Department of Parliamentary Services	Senator Kitching	Personnel Numbers - Corporate Services Division	1. Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Corporate Services Division. If yes, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	17/11/2020
125	Department of Parliamentary Services	Senator Kitching	Personnel Numbers - FPS	1. Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Finance and Property Division. If yes, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	17/11/2020
126	Department of Parliamentary Services	Senator Kitching	Personnel Numbers - ISD	1. Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Information Services Division. If yes, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	17/11/2020
127	Department of Parliamentary Services	Senator Kitching	Personnel Numbers - Office of the Deputy Secretary	1. Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Office of the Deputy Secretary. If yes, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	17/11/2020
128	Department of Parliamentary Services	Senator Kitching	Personnel Numbers -	1. Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Office of the Secretary. If yes, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	17/11/2020

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			Office of the Secretary			
129	Department of Parliamentary Services	Senator Kitching	Personnel Numbers - Parliamentary Library	1. Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Parliamentary Library. If yes, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	17/11/2020
130	Department of Parliamentary Services	Senator Kitching	Presiding Officer Submissions	1. For each occasion since 1 January 2019, please advise the number of briefs the Secretary has furnished to the Presiding Officers for consideration and/or approval, including when were they furnished, when were they returned completed to the Secretary and how many are outstanding?	Written	17/11/2020
131	Department of Parliamentary Services	Senator Paterson	Press Gallery History	<p>CHAIR: Yes, but as you would know, Mr President, I can't ask questions to the press gallery committee; they don't appear here. And in this instance DPS has, in my terminology—I know you don't agree with it—effectively outsourced to a third party—</p> <p>The President: But don't say DPS. Let's be honest—take a step back. Let's not say DPS. Let's say it's been longstanding practice, reflecting the will of parliamentarians, for the press gallery to determine its own membership and access to the building. And that's not DPS's issue; that's an issue that the parliament, including myself, and presiding officers have made over many, many decades. Now, the consequence of that may be as you describe it, in this new world, but it is not a conscious decision of DPS to outsource. It has been a longstanding view that the parliament has allowed the press gallery to determine its own membership.</p> <p>CHAIR: Just on that: do you know the history of it—when that decision was made? Does anyone from DPS know the history of when that was decided?</p> <p>The President: My best guess—and if I'm wrong I'll make a couple of phone calls to people I know who have been here a long time and who pre-date the building—is that it actually pre-dates this building, because the facilities and the arrangement in this building are somewhat unique in the sense of studios and everything effectively being a broadcast centre. That's not common in Westminster or in the US, where a lot of facilities are offsite. And for reasons that MPs themselves, including myself, have been very, very strongly defending, we have refused to zone this building to require the carrying of passes or have pass checks of senators and members going through various parts of it. We've tried to maintain the private and the public areas of the</p>	Hansard, 19 October, p. 22	19/10/2020

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				building so as not to be starting to lock senators and members out. It is impractical, if senators and members don't have to carry their pass, to require others to effectively have to swipe in and out of, say, more-sensitive areas of the building. CHAIR: Sure. The President: So, I'll check, and I'll come back to you if it's different, but I believe that it pre-dates the opening of this building at the very least.		
132	Department of Parliamentary Services	Senator Kitching	Promotional merchandise	1. What was the Department/agency's total expenditure on promotional merchandise for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. Can an itemised list of all Austender Contract Notice numbers for all promotional merchandise contracts in that period please be provided. 3. Can photographs or samples of relevant promotional merchandise please be provided.	Written	13/11/2020
133	Department of Parliamentary Services	Senator Kitching	Public Interest Disclosures	For each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020, how many public interest disclosures have been received.	Written	13/11/2020
134	Department of Parliamentary Services	Senator Kitching	Recruitment	1. What amount has been expended by the department/agency on external recruitment or executive search services in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. 2. Which services were utilised. Can an itemised list be provided.	Written	13/11/2020
135	Department of Parliamentary Services	Senator McKenzie	Remote work arrangements	1. What is the number of public servants working from home for each month from the Department? 2. How has the Department measured increased, static or declining productivity and what are the conclusions from that measure? 3. What is the number of sick days from the Department with a work-from-home workforce for each month of the lockdown and the corresponding sick days for the corresponding months in 2019?	Written	30/10/2020
136	Department of Parliamentary Services	Senator Kitching	Renewal of Secretary's term	1. What communication has ensued between the Presiding Officers and the Secretary regarding the renewal of the Secretary's term. Please provide a timeline.	Written	17/11/2020
137	Department of Parliamentary Services	Senator Kitching	Secretarial travel	1. Can an itemised list of the costs of all domestic and international travel undertaken by the Secretary of the Department for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30	Written	13/11/2020

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				<p>September 2020 be provided including:</p> <p>a. Flights for the Secretary as well as any accompanying departmental officials, and identify the airline and class of travel.</p> <p>b. Ground transport for the Secretary as well as any accompanying departmental officials.</p> <p>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.</p> <p>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.</p> <p>e. Any available photographs documenting the Secretary’s travel should also be provided.</p>		
138	Department of Parliamentary Services	Senator Kitching	Senate Estimates Gatherings	Since 1 January 2017, with reference to all post-Senate Estimates gatherings hosted or attended by the Secretary and Deputy Secretary, in either internal or external venues, can a breakdown of all costs for beverages and catering and all other expenses be provided?	Written	17/11/2020
139	Department of Parliamentary Services	Senator Kitching	Senate Estimates Training	<p>1. Since 1 January 2019 has the Department engaged an external contractor to conduct and deliver estimates training to senior executives.</p> <p>2. If yes, provide details of the contractor, a copy of training and reference material, the cost for each engagement and a list of SES officers who attended each session.</p>	Written	17/11/2020
140	Department of Parliamentary Services	Senator Kitching	Services provided by the Department	What services are being provided by the Department to other Commonwealth departments?	Written	17/11/2020
141	Department of Parliamentary Services	Senator Kitching	SES performance reviews	When are the next round of performance reviews due for SES officers.	Written	17/11/2020
142	Department of Parliamentary Services	Senator Kitching	Social media influencers	<p>1. What was the Department/agency’s total expenditure on social media influencers for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</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>	Written	13/11/2020

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				4. Can an itemised list of all Austender Contract Notice numbers for all relevant social media influencer contracts please be provided.																
143	Department of Parliamentary Services	Senator Kitching	Staff travel	What is the total cost of staff travel for departmental/agency employees for each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020														
144	Department of Parliamentary Services	Senator Kitching	Staffing	<p>1. How many full-time equivalent staff were engaged at each of 30 June 2019, 30 June 2020 and at 10 November 2020.</p> <p>2. How many of these positions are (a) ongoing and (b) non-ongoing.</p> <p>3. How many redundancies have occurred in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020. How many were:</p> <p>a. voluntary</p> <p>b. involuntary.</p> <p>4. How many of those redundancies occurred as a result of departmental restructuring. What is the total cost of those redundancies.</p> <p>5. What was the total value in dollar terms of all termination payments paid to exiting staff.</p> <p>6. How much overtime or equivalent has been paid to staff in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</p> <p>7. How many section 37 notices under the Public Service Act 1999 have been offered in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.</p>	Written	13/11/2020														
145	Department of Parliamentary Services	Senator Kitching	Staffing and overtime costs	<p>Please complete the table below for the period 1 January 2020-30 June 2020:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Division Temporary personnel spend</td> <td style="width: 40%;"></td> </tr> <tr> <td>Office of the Secretary \$ \$</td> <td></td> </tr> <tr> <td>Office of the Deputy Secretary \$ \$</td> <td></td> </tr> <tr> <td>Parliamentary Library \$ \$</td> <td></td> </tr> <tr> <td>Information Services Division \$ \$</td> <td></td> </tr> <tr> <td>Finance and Property Services Division \$ \$</td> <td></td> </tr> <tr> <td>Corporate Services Division \$ \$</td> <td></td> </tr> </table>	Division Temporary personnel spend		Office of the Secretary \$ \$		Office of the Deputy Secretary \$ \$		Parliamentary Library \$ \$		Information Services Division \$ \$		Finance and Property Services Division \$ \$		Corporate Services Division \$ \$		Written	17/11/2020
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Finance and Property Services Division \$ \$																				
Corporate Services Division \$ \$																				
146	Department of Parliamentary Services	Senator Kitching	Stationery	How much has been spent on ministerial stationery requirements in each of the periods 1 July 2019-31 December 2019; 1 January 2020-30 June 2020 and 1 July 2020-30 September 2020.	Written	13/11/2020														

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147	Department of Parliamentary Services	Senator Kitching	Study Support - Corporate Services Division	1. With reference to the Corporate Services Division: (a) For the period 1 January 2020 to date, how many employees have applied for study support. (b) How many of those applications were approved. (c) Who is responsible for approving/denying applications.	Written	17/11/2020
148	Department of Parliamentary Services	Senator Kitching	Study Support - former Building & Security Division	1. With reference to the former Building & Security Division: (a) For the period 1 January 2019-31 December 2019, how many employees applied for study support. (b) How many of those applications were approved. (c) Who was responsible for approving/denying applications.	Written	17/11/2020
149	Department of Parliamentary Services	Senator Kitching	Study Support - former Chief Operating Officer Division	1. With reference to the former Chief Operating Officer Division: (a) For the period 1 January 2019-31 December 2019, how many employees applied for study support. (b) How many of those applications were approved. (c) Who was responsible for approving/denying applications.	Written	17/11/2020
150	Department of Parliamentary Services	Senator Kitching	Study Support – FPS Division	1. With reference to the Finance and Property Services Division: (a) For the period 1 January 2020 to date, how many employees have applied for study support. (b) How many of those applications were approved. (c) Who is responsible for approving/denying applications.	Written	17/11/2020
151	Department of Parliamentary Services	Senator Kitching	Study Support - ISD	1. With reference to the Information Services Division: (a) For the period 1 January 2019 to date, how many employees have applied for study support. (b) How many of those applications were approved. (c) Who is responsible for approving/denying applications.	Written	17/11/2020
152	Department of Parliamentary Services	Senator Kitching	Study Support - Parliamentary Library	1. With reference to the Parliamentary Library: (a) For the period 1 January 2019 to date, how many employees have applied for study support. (b) How many of those applications were approved. (c) Who is responsible for approving/denying applications.	Written	17/11/2020
153	Department of Parliamentary Services	Senator Kitching	Meetings with PMO	From 1 January 2020, on how many occasions has the Department met with the Prime Minister’s office. Detail the nature and purpose of each interaction.	Written	17/11/2020

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154	Department of Parliamentary Services	Senator Kitching	Catering Revenue	<p>For each of the Staff Dining Room, Coffee Hub, Coffee Cart, Queens Terrace Café, can the Department advise:</p> <p>a. Revenue and expenses figures for the 2018-19 year;</p> <p>b. Revenue and expenses figures for the 2019/20 year; and</p> <p>c. Revenue and expenses figures for the period 1 July 2020 – 30 September 2020.</p>	Written	17/11/2020
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