

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
1.	Department of the Senate	Senator Kitching	Financial Services to PBO	<p>Senator KITCHING: I want to go to the internal structure plans. I would like to ask some questions regarding the provision of services to other departments. I note on page 23 of the Parliamentary Budget Office's annual report 2017-18 in the section headed 'Provision of corporation services to the PBO', it states:</p> <p style="padding-left: 40px;">To maximise the staff and resources dedicated to core functions, the PBO has shared services arrangements with other parliamentary departments for the delivery of most of the PBO's corporate services.</p> <p style="padding-left: 40px;">During 2017-18, the Department of the Senate continued to provide the PBO's financial transaction processing and payroll services.</p> <p>How long has the Department of the Senate been providing those services to the PBO?</p> <p>Mr Pye: I think it is for three years now.</p> <p>Senator KITCHING: I'm correct in saying that there was a competitive process which the Department of the Senate won? They were successful. Is that correct?</p> <p>Mr Pye: Yes, that is correct.</p> <p>Senator KITCHING: Thank you. So the length of the contract is—how long? Is it three years?</p> <p>Mr Pye: Can I get my CFO to answer that question.</p> <p>Ms Crowther: We had a review at the end of, I believe, the second year. The review was delayed a little bit but under the MOU it was put in place and reviewed fully after two years, including all the service level agreement underneath that. I think we finalised that in February this year. I can get back to you with specific dates.</p> <p>Senator KITCHING: And the contract is for how many years?</p> <p>Ms Crowther: I will have to confirm that on notice.</p>	Hansard, 22 October 2018, p7.
2.	Department of the Senate	Senator Kitching	Contractors involved in security of senators' suite during refurbishment	<p>(a) Senator KITCHING: Yes. Did the department allow DPS to allocate unqualified employees and contractors to supervise access to senators' suites during the winter break?</p> <p>Mr Pye: That's not my understanding, but—</p> <p>Senator KITCHING: Weren't they from Pinnacle, which provides catering services?</p> <p>Mr Pye: I'm not aware of that detail at all. My understanding was that the supervision of works done in senators' suites was undertaken by PSS staff. I would have to get back to you if I have something different.</p> <p>Senator KITCHING: My understanding is they were catering staff from Pinnacle. Pinnacle doesn't provide anything other than catering staff.</p> <p>Mr Pye: I would have to take it on notice.</p>	Hansard, 22 October 2018, pp 8-9

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				<p>(b) Senator KITCHING: Could you also take on notice unless you know now—I think one of these people who were so engaged fell asleep outside the President's office and, in fact, had to be woken up someone in your department, who's now left, Brien Hallett. Mr Hallett had to wake him up and a security guard replaced that catering staff member. Mr Pye: I will take that on notice. I'm not aware of it.</p> <p>(c) Senator KITCHING: I might have some documentation. I don't want to spend too long on it. But I did engage in correspondence with Mr Hallett during this time. I'm not sure that it's really acceptable, though. What steps did the department take when office doors were found to be unlocked? Mr Pye: In circumstances in which office doors were found to be unlocked by our staff it would have been when staff were doing the first morning mail run. What we did in each case that I'm aware of was alert the senator's office and alert DPS to the incident. Senator KITCHING: I'd also like you to take this on notice, because I understand that DPS didn't allocate PSS security officers to facilitate suite access. Can the department advise why it did not revise its notification to senators? Some senators may have appreciated the opportunity to raise concerns or ask questions about access to their offices. Mr Pye: I'll take that on notice.</p> <p>(d) Senator KITCHING: What's happening to ensure that it doesn't happen again? Mr Pye: I'll also have a look at that and come back to the committee.</p>	
3.	Department of the Senate	Senator Kitching	Cyber Security Operations Centre	<p>(a) Senator KITCHING: So, it was post a number of incidents happening. Just very quickly, I want to ask about the establishment of the Cyber Security Operations Centre. I'll be asking DPP some questions about it as well. Mr President, were you consulted about this appropriation being made? I'm looking at budget paper No. 2, 2018-19. The PRESIDENT: Again, I'll correct this later if it's incorrect. There were a number of appropriation processes—NPPs—and things that had commenced, including a number of security related ones, prior to my taking office in November last year. I can't remember off the top of my head which ones started after that. I think this was one of the ones that started before. But yes, I was involved in it prior to its announcement. Senator KITCHING: Was this appropriation sought by the parliament or by the executive? The PRESIDENT: I'd have to take that on notice. I can't recall that off the top of my head. Again, the DPS officials will be able to provide much more detail. I just don't have that brief</p>	Hansard, Monday 22 October 2018, p 9

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				<p>in front of me.</p> <p>(b) Senator KITCHING: That's fine, but if you could take it on notice, that would be good. Does the Usher of the Black Rod sit on the security management board?</p> <p>Mr Begley: Yes.</p> <p>Senator KITCHING: Is this matter discussed by the security management board?</p> <p>Mr Begley: I'd have to take that on notice. I've only been to one meeting, and it wasn't discussed at that one.</p> <p>The Senator KITCHING: It wasn't discussed at the meeting?</p> <p>Mr Begley: Not that I recall. I can take it on notice and confirm that.</p>	
4.	Department of the Senate	Senator McAllister	Committee facilities interstate	<p>What amount was expended on the hiring of venues for Senate committee hearings:</p> <p>(a) In each of the seven state and territory capitals excluding Canberra?</p> <p>(b) In each of the seven states and territories excluding the Australian Capital Territory, outside of capital cities?</p>	Written, 2 November 2018
5.	Department of the Senate	Senator McAllister	Committee facilities interstate	<p>What amount was expended on the hiring of venues for committee hearings for joint committees administered by the Department of the Senate:</p> <p>(a) In each of the seven state and territory capitals excluding Canberra?</p> <p>(b) In each of the seven states and territories excluding the Australian Capital Territory, outside of capital cities?</p>	Written, 2 November 2018
6.	DPS	Senator Kitching	2020 Outage notification	<p>Senator KITCHING: I think the last email I received was 7.46 or something. Just on the message: I think that in a previous incident, in June, there was a message put on the 2020 message bank—but there wasn't this time—saying that there is an outage. I think that was in June. But it wasn't put on until very late in the piece, so many, many hours after this more recent event happened. There wasn't a message put on.</p> <p>Mr Stinziani: I'll have to take that on notice. There was certainly a message put on. I'll take it on notice and come back to you today on the time that the message was actually put on.</p>	Hansard, Monday 22 October 2018, p16–17

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
7.	DPS	Senator Kitching	2020 Outage notification	<p>Senator KITCHING: I'd like you to check this, but I understand the message wasn't on 2020 about the outage at 8.45pm. I would like to know when it did go onto the system?</p> <p>Mr Stinziani: Okay.</p> <p>Senator KITCHING: And a precise time. I am not saying, Mr Stinziani, that you are guilty of this, but we do have a lot of corrected evidence from this department—evidence given here orally and then having to be corrected subsequently. That would be good.</p>	Hansard, Monday 22 October 2018, p16–17
8.	DPS	Senator Kitching	KPMG Invoice	<p>Senator KITCHING: Are you able to advise on the status of the KPMG report and its recommendations?</p> <p>Ms Saunders: Yes. Both KPMG reports and the recommendations associated with those reports have been completed.</p> <p>Senator KITCHING: And where are they? You've got them? You have the report?</p> <p>Ms Saunders: The audit reports?</p> <p>Senator KITCHING: Yes.</p> <p>Ms Saunders: The recommendations that were contained in those audit reports have all been implemented. They're all complete now. I don't have copies of the reports with me.</p> <p>Senator KITCHING: But it's public source, is it? Can we get a copy of it?</p> <p>Ms Saunders: The July report was provided previously with the QON. The October report I would be happy to provide, yes.</p> <p>Senator KITCHING: Thank you. Have you paid all of the KPMG fee?</p> <p>Ms Saunders: I imagine we have, but I will check that. I'll take that on notice. There's no reason for it not to have been paid.</p> <p>Senator KITCHING: What was the total cost?</p> <p>Ms Saunders: I will need to take that on notice.</p> <p>Senator KITCHING: You don't know that?</p> <p>Ms Saunders: No, I don't. It was paid before I commenced with the department.</p> <p>Senator KITCHING: Does Mr Creagh know that?</p> <p>Mr Creagh: No, I don't know that. Sorry. We have an internal auditing contract with KPMG as well as these types of audits, which were in-flight audits, which attract a separate fee. That is also under that contract. We would have to go back. I don't want to give you an incorrect answer now; I would prefer to give you a correct answer.</p> <p>Senator KITCHING: So, essentially, you have KPMG doing a number of types of work for you, and you don't have a piece of paper or someone sitting behind you who is able to access that information now?</p> <p>Mr Creagh: I don't have someone sitting behind me, but I'm sure that I would be able to get an</p>	Hansard, Monday 22 October 2018, p21–22

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				answer to you relatively quickly.	
9.	DPS	Senator Kitching	Synergy Invoice	<p>Ms Saunders: Yes, I engaged another firm a few months ago. Senator KITCHING: Who is that?</p> <p>Ms Saunders: I would have to remember the exact date—it is Synergy.</p> <p>Senator KITCHING: What are they doing?</p> <p>Ms Saunders: Their work is complete now. I engaged them to do a comprehensive review to ensure that all the balances were reported correctly and that any adjustments had been made correctly—essentially to do a comprehensive audit to ensure that everything had been picked up previously.</p> <p>Senator KITCHING: How much have you paid Synergy?</p> <p>Ms Saunders: I believe it was under \$10,000 but we will confirm that for you.</p> <p>Senator KITCHING: So about \$10,000?</p> <p>Ms Saunders: Approximately, yes.</p> <p>Senator KITCHING: And, Mr Creagh, you don't have that?</p> <p>Mr Creagh: I believe it was approximately \$10,000, GST exclusive, but I will get that double-checked as well.</p>	Hansard, Monday 22 October 2018, p22
10.	DPS	Senator Bernardi	KRONOS 7 implementation	<p>Senator BERNARDI: You click and say that. When was version 7 introduced?</p> <p>Mr Creagh: I don't know the answer to that, but it was many years ago. Since before I've been here, I think, but I'll correct it if I am wrong.</p> <p>Senator BERNARDI: Perhaps while you are at it you could review the Senate estimates where this was discussed, because the advice that I've received is that there was no warning in the system in order for that to happen.</p> <p>Mr Creagh: Okay. I'll double-check.</p> <p>Senator BERNARDI: So I'm just trying to ascertain whether what was told then is entirely accurate.</p> <p>Mr Creagh: I will double-check that.</p>	Hansard, Monday 22 October 2018, p25
11.	DPS	Senator Wong	Letter recipient list	<p>Senator WONG: Sure. I don't think much turns on it. Your letter says 24th, my notes say 23rd, but whatever. Can I check who you sent this letter to?</p> <p>Dr Heriot: I sent it to—I haven't got a complete list.</p> <p>Senator WONG: Could you provide one on notice, please?</p> <p>Dr Heriot: Yes, certainly.</p>	Hansard, Monday 22 October 2018, p31
12.	DPS	Senator Bilyk	Departmental functions	<p>In relation to expenditure on any functions or official receptions etc hosted by the Department in the financial year commencing 1 July 2017, can the following please be provided:</p> <ul style="list-style-type: none"> • List of functions; • List of attendees; 	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				<ul style="list-style-type: none"> • Function venue; • Itemised list of costs (GST inclusive); • Details of any food served; • Details of any wines or champagnes served including brand and vintage; • Any available photographs of the function; and • Details of any entertainment provided. 	
13.	DPS	Senator Bilyk	Executive office upgrades	Were the furniture, fixtures or fittings of the Secretary’s office, or the offices of any Deputy Secretaries, upgraded in the financial year commencing 1 July 2017? If so, can an itemised list of costs please be provided (GST inclusive)?	Written, 2 November 2018
14.	DPS	Senator Bilyk	Facilities upgrades	(a) Were the facilities of any of the Department’s premises upgraded in the financial year commencing 1 July 2017, for example, staff room refurbishments, kitchen refurbishments, bathroom refurbishments, the purchase of any new fridges, coffee machines, or other kitchen equipment? (b) If so, can a detailed description of the relevant facilities upgrade please be provided together with an itemised list of costs (GST inclusive)? Can any photographs of the upgraded facilities please be provided?	Written, 2 November 2018
15.	DPS	Senator Bilyk	Staff travel	What was the total cost of staff travel for departmental employees in the financial year commencing 1 July 2017? Can an itemised list of the costs of all international travel in the financial year commencing 1 July 2017 please be provided? This list should include the costs of: <ul style="list-style-type: none"> • Flights and identify the airline and class of travel; • Ground transport; • Accommodation and identify the hotels the party stayed at and the room category in which the party stayed; • Meals and other incidentals. Any available menus, receipts for meals at restaurants and the like should also be provided; and • Any available photographs documenting the travel should also be provided. 	Written, 2 November 2018
16.	DPS	Senator Bilyk	Media monitoring	(a) What was the Department’s total expenditure on media monitoring in the financial year commencing 1 July 2017? (b) Can an itemised list of all Austender Contract Notice numbers for all media monitoring contracts in that period please be provided?	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
17.	DPS	Senator Bilyk	Advertising and information campaigns	(a) What was the Department's total expenditure on advertising and information campaigns in the financial year commencing 1 July 2017? (b) What advertising and information campaigns did the Department run in the relevant period? (c) Can an itemised list of all Austender Contract Notice numbers for all advertising and information campaign contracts in that period please be provided?	Written, 2 November 2018
18.	DPS	Senator Bilyk	Promotional merchandise	(a) What was the Department's total expenditure on promotional merchandise in the financial year commencing 1 July 2017? (b) Can an itemised list of all Austender Contract Notice numbers for all promotional merchandise contracts in that period please be provided? (c) Can photographs or samples of relevant promotional merchandise please be provided?	Written, 2 November 2018
19.	DPS	Senator Bilyk	Social media influencers	(a) What was the Department's total expenditure on social media influencers during the financial year commencing 1 July 2017? (b) What advertising or information campaigns did the Department use social media influencers to promote? (c) Can a copy of all relevant social media influencer posts please be provided? (d) Can an itemised list of all Austender Contract Notice numbers for all relevant social media influencer contracts please be provided?	Written, 2 November 2018
20.	DPS	Senator Kitching	Leadership style of Antony Stinziani	What measures has Mr Stinziani taken to encourage an 'open door' policy to nurture an environment of respect between managers and employees, communication and high performance in his division?	Written, 2 November 2018
21.	DPS	Senator Kitching	Proposed changes to staffing levels	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Information Services Division? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written, 2 November 2018
22.	DPS	Senator Kitching	Afterhours IT support	(a) How many calls were received by the afterhours service from Senators and Members in 2016? (b) How many calls were received by the afterhours service from Senators and Members in 2017? (c) From the period 1 January 2018 to 30 June 2018, how many calls were received by the afterhours service from Senators and Members? (d) Mr Stefanic confirmed on 22 October 2018 that the afterhours service is available to Senators, Members and their staff. As the afterhours service was already in place, can the Department advise any service alterations that have had to be made and the financial impact of Mr Stefanic's confirmation?	Written, 2 November 2018
23.	DPS	Senator	Digital	(a) When it is expected that a draft of the digital strategy will be available for review? Can a copy	Written, 2

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
		Kitching	Strategy 2019-22	be provided? (b) Can an approximate timeline for the digital strategy (drafting, internal review, external review, finalisation, and implementation) be provided? (c) How are Senators, Members and their staff able to provide feedback with respect to the new digital strategy?	November 2018
24.	DPS	Senator Kitching	Entire systems outage on 17 October 2018	(a) How did the Department first become aware of the systems outage on 17 October 2018? How was the discovery made? At what time was that? (b) At what time was a notification message placed on the 2020 number following the outage? (c) Can the Department confirm that the entire systems outage on 17 October 2018 did not affect the operation of security systems, including systems which are used to identify pass holders at security points (as evidence given in the hearing on 22 October 2018 conflicts with information received directly)?	Written, 2 November 2018
25.	DPS	Senator Kitching	Re-establishment of ICT consultative group	(a) When is it expected that the Department will issue an invitation to MOPS employees to participate in a re-established ICT consultative group comprising Department officers and MOPS employees? (b) When is the first meeting expected to be convened?	Written, 2 November 2018
26.	DPS	Senator Kitching	Leadership approach by Paul Cooper	(a) Does Mr Cooper accept that recent negative media reports reflect poorly on his leadership style? (b) What steps does Mr Cooper propose to take to remedy the poor culture and staff morale within his division? (c) Does Mr Cooper accept, in light of evidence given concerning Mr Anderson's actions at the 'out of place powder' incident on 22 November 2017, that Mr Cooper has failed to stress sufficiently the importance of strict adherence to prescribed protocols? (d) Can Mr Cooper advise whether any sanctions were applied to Mr Anderson following the white powder incident on 22 November 2018? If sanctions were applied, what were they? If no sanctions were applied, why not?	Written, 2 November 2018
27.	DPS	Senator Kitching	Proposed changes to staffing levels	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Building & Security Division? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q									
28.	DPS	Senator Kitching	Protective clothing and equipment	In light of recent evidence, what steps have been taken by the Department to ensure that employees are supplied with approved and proper protective clothing and equipment?	Written, 2 November 2018									
29.	DPS	Senator Kitching	Uniforms for security officers	Can the Department confirm that all security officers are issued with new uniforms at commencement and when additional or replacement items of uniform are required?	Written, 2 November 2018									
30.	DPS	Senator Kitching	Hazmat operation	How many PSS officers are trained to properly operate the Hazmat mobile testing device?	Written, 2 November 2018									
31.	DPS	Senator Kitching	Access to Senators' suites during the Winter Recess	As the next year's sitting calendar is usually tabled in or about October/November, can the Department explain why it was unable to organise itself to adequately allocate qualified employees to the Department of the Senate during the Winter Recess in July-August 2018 to properly supervise access to Senators' suites, in accordance with the Black Rod's email sent on 26 June 2018?	Written, 2 November 2018									
32.	DPS	Senator Kitching	Studies Assistance Policy support	As the answer provided by to Senate Question on Notice 939 was unacceptable, it is repeated below: Of the 9 approved applications made under the Studies Assistance policy from employees in the Building & Security Division between 1 July 2017 and 27 June 2018, how many were made by employees at each of the following levels: PEL1, PEL2, SES1 and SES2 (clearly specify the position level and the corresponding information to avoid ambiguity)?	Written, 2 November 2018									
33.	DPS	Senator Kitching	Mandatory training	Previous information provided by the Department indicates that new starters are required to complete mandatory training within 6 months of commencement, and that records have been kept from 1 July 2015. (a) Please complete the following table for Mr Cooper, First Assistant Secretary of the Building & Security Branch (who commenced on 4 April 2016):	Written, 2 November 2018									
				<table border="1"> <thead> <tr> <th>Course title</th> <th>First completion date</th> <th>Subsequent (refresher) completion date(s)</th> </tr> </thead> <tbody> <tr> <td>Core Module 1: Thinking about Cultures and Identities</td> <td></td> <td></td> </tr> <tr> <td>Core Module 2: My Country , Our Country</td> <td></td> <td></td> </tr> </tbody> </table>	Course title	First completion date	Subsequent (refresher) completion date(s)	Core Module 1: Thinking about Cultures and Identities			Core Module 2: My Country , Our Country			
Course title	First completion date	Subsequent (refresher) completion date(s)												
Core Module 1: Thinking about Cultures and Identities														
Core Module 2: My Country , Our Country														

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q																																																									
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Fraud Awareness</td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> <tr><td>Information and Records Management in DPS</td><td></td><td></td></tr> <tr><td>Introduction to the Australian Parliamentary Service</td><td></td><td></td></tr> <tr><td>Introduction to TRIM</td><td></td><td></td></tr> <tr><td>Security Awareness</td><td></td><td></td></tr> <tr><td>Share our Pride</td><td></td><td></td></tr> <tr><td>WHS for DPS Supervisors</td><td></td><td></td></tr> <tr><td>WHS Awareness</td><td></td><td></td></tr> </table> <p style="text-align: center;">(b) Please complete the following table for Mr Anderson, Assistant Secretary of the Security Branch (who commenced on 4 July 2016):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Course title</th> <th style="width: 25%;">First completion date</th> <th style="width: 25%;">Subsequent (refresher) completion date(s)</th> </tr> </thead> <tbody> <tr><td>Core Module 1: Thinking about Cultures and Identities</td><td></td><td></td></tr> <tr><td>Core Module 2: My Country</td><td></td><td></td></tr> <tr><td>Fraud Awareness</td><td></td><td></td></tr> <tr><td>Information and Records Management in DPS</td><td></td><td></td></tr> <tr><td>Introduction to the Australian Parliamentary Service</td><td></td><td></td></tr> <tr><td>Introduction to TRIM</td><td></td><td></td></tr> <tr><td>Security Awareness</td><td></td><td></td></tr> <tr><td>Share our Pride</td><td></td><td></td></tr> <tr><td>WHS for DPS Supervisors</td><td></td><td></td></tr> <tr><td>WHS Awareness</td><td></td><td></td></tr> </tbody> </table>	Fraud Awareness			Information and Records Management in DPS			Introduction to the Australian Parliamentary Service			Introduction to TRIM			Security Awareness			Share our Pride			WHS for DPS Supervisors			WHS Awareness			Course title	First completion date	Subsequent (refresher) completion date(s)	Core Module 1: Thinking about Cultures and Identities			Core Module 2: My Country			Fraud Awareness			Information and Records Management in DPS			Introduction to the Australian Parliamentary Service			Introduction to TRIM			Security Awareness			Share our Pride			WHS for DPS Supervisors			WHS Awareness			
Fraud Awareness																																																														
Information and Records Management in DPS																																																														
Introduction to the Australian Parliamentary Service																																																														
Introduction to TRIM																																																														
Security Awareness																																																														
Share our Pride																																																														
WHS for DPS Supervisors																																																														
WHS Awareness																																																														
Course title	First completion date	Subsequent (refresher) completion date(s)																																																												
Core Module 1: Thinking about Cultures and Identities																																																														
Core Module 2: My Country																																																														
Fraud Awareness																																																														
Information and Records Management in DPS																																																														
Introduction to the Australian Parliamentary Service																																																														
Introduction to TRIM																																																														
Security Awareness																																																														
Share our Pride																																																														
WHS for DPS Supervisors																																																														
WHS Awareness																																																														
34.	DPS	Senator Kitching	‘Out of place powder incident’ on 22 November 2017	<p>In the hearing on 23 May 2018, the Australian Federal Police said:</p> <p>Senator KITCHING: I think the AFP said at estimates in late February that you had learnt of the out-of-place white powder incident from media reporting. What was your view about that? Were you surprised to learn about it from media reports, rather than receive an incident report?</p> <p>Ms Close: Yes. There's generally a security committee meeting that AFP attend with DPS officers. Since that time the AFP and the Department of Parliamentary Services have worked on our operating procedures and improved those communications, in particular when responding to these suspicious incidents and substances.</p> <p>...</p> <p>Senator KITCHING: It is suboptimal for you to learn of a white powder incident from media reports.</p> <p>Ms Close: Yes.</p> <p>In the hearing on 22 October 2018, Mr Cooper said:</p> <p>Mr Stefanic: Mr Cooper might be able to assist you a little bit more in terms of the time line.</p> <p>Mr Cooper: There were attempts made to contact the AFP, but, before the AFP were contacted successfully, the incident had already been assessed as being a non-hazardous incident.</p> <p>...</p> <p>Senator BERNARDI: Mr Cooper, that raises a number of other questions such as 'attempts' to contact the AFP. If it was a hazardous incident—I'm not going to play hypotheticals—the fact that you can't contact the AFP in confidence, knowing it can be attended to immediately, is a concern in itself.</p> <p>Mr Cooper: If I could put it this way, there was an attempt to contact the most senior AFP officer. He was in a meeting offsite. Then the next most senior AFP person was attempted to be contacted, and at that point the PSS escalated to their own management, and that's when the</p>	Written, 2 November 2018																																																									

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				<p>branch head, who happened to be nearby, visited the scene and was able to assure people that there was no further contact of AFP required because it wasn't a dangerous substance.</p> <p>(a) Can the Department confirm that Mr O'Mahony, a senior and experienced security officer, abandoned attempts to notify the AFP of the incident after intervention from Mr Anderson?</p> <p>(b) Is it accurate that Mr O'Mahony followed procedure and Mr Anderson didn't?</p> <p>(c) For what reason was the matter not reported to the AFP, even in the next security committee meeting?</p> <p>(d) In the Department's view, why did the AFP, in its evidence, confirm that it was surprised to learn about this incident from media reports?</p> <p>(e) As Mr Anderson is no longer a police officer and accordingly no longer participates in training that current serving police officers do, can the Department confirm it found Mr Anderson's actions of taste testing the powder on the day appropriate?</p>	
35.	DPS	Senator Kitching	Loading dock training	<p>For the period 30 June 2018 to date, provide:</p> <p>(a) the date of every Friday when training was conducted;</p> <p>(b) the commencement time of the training on each date;</p> <p>(c) the duration of each training session;</p> <p>(d) the number of security officers in attendance; and</p> <p>(e) details of who conducted/facilitated each session.</p>	Written, 2 November 2018
36.	DPS	Senator Kitching	Hazmat mobile testing device training	<p>Following on from Mr Anderson's evidence correction of 6 July 2018:</p> <p>(a) When did the ACT Fire Brigade verbally sign off on the Department's training delivery with respect to the mobile testing device?</p> <p>(b) Who at the ACT Fire Brigade gave the approval?</p> <p>(c) When did the ACT Ambulance Service verbally sign off on the Department's training delivery with respect to the mobile testing device?</p> <p>(d) Who at the ACT Ambulance Service gave the approval?</p>	Written, 2 November 2018
37.	DPS	Senator Kitching	Review of Security Policies	<p>Following a statement Senator Ryan made in the Senate Chamber on 26 June 2018, Senator Ryan indicated that a review of security policies had commenced last year.</p> <p>(a) When did the review program commence?</p> <p>(b) When is it due to be completed?</p> <p>(c) How many policies are to be reviewed and updated? Can a list of titles be provided?</p> <p>(d) The updated CCTV Code of Practice policy was circulated on 17 August 2018. When is the next policy due to be circulated?</p>	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
38.	DPS	Senator Kitching	Fire drill	With reference to Senate Question on Notice 831, what date in September did the fire drill take place?	Written, 2 November 2018
39.	DPS	Senator Kitching	Leadership approach by Cate Saunders	What steps is Ms Saunders taking to remedy the poor culture and staff morale within her division?	Written, 2 November 2018
40.	DPS	Senator Kitching	People & Governance Branch	When is a permanent appointment expected to be made to the position of Assistant Secretary?	Written, 2 November 2018
41.	DPS	Senator Kitching	Proposed changes to staffing levels	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Chief Operating Officer Division? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written, 2 November 2018
42.	DPS	Senator Kitching	Resignation in the People & Governance Branch	(a) On 1 January 2018, what was the headcount of staff in the People & Governance Branch? (b) How many resignations have been received since 1 January 2018?	Written, 2 November 2018
43.	DPS	Senator Kitching	Parliament House 30 th Birthday Celebration	(a) What is the budget attributed to 30 th Birthday celebrations for the 2018-19 year? (b) What has been spent financial year to date? (c) Of the \$77,000 attributed to 30 th Birthday celebrations in the 2017-18 financial year, how much was spent?	Written, 2 November 2018
44.	DPS	Senator Kitching	Parliament House Open Day on 6 October 2018	(a) How many visitors attended Parliament House on 6 October 2018? (b) Can the Department provide a summary of feedback received from visitors from the Open Day?	Written, 2 November 2018
45.	DPS	Senator Kitching	HR policies update	With reference to Question on Notice 42 from Additional Estimates 2017-18 and Question on Notice 60 from Budget Estimates 2018-19: (a) Since 6 July 2018, how many policies have been updated? (b) How many policies are in the process of being approved?	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				(c) When is this project expected to be completed?	
46.	DPS	Senator Kitching	Staff dining room	Since management and operations were again brought inhouse, can the Department provide: (a) revenue and expenses figures for the 2016-17 year; (b) revenue and expenses figures for the 2017-18 year; and (c) revenue and expenses figures for the 2018-19 year to 30 June 2018.	Written, 2 November 2018
47.	DPS	Senator Kitching	Employees leave entitlement audit	(a) Can the Department specify what is outstanding with respect to the KPMG engagement? (b) With respect to the services provided by KPMG, can a copy of all invoices be produced (paid and unpaid)? (c) Can the Department specify what Synergy was engaged to do, how this differs from KPMG's engagement and what is outstanding? (d) With respect to the services provided by Synergy, can a copy of all invoices be produced (paid and unpaid)? (e) Can a copy of retainer letters for KPMG and Synergy be produced?	Written, 2 November 2018
48.	DPS	Senator Kitching	Monies owed to APH Catering	(a) As at 1 July 2018, in total how much was owed on account to APH Catering? (b) As at 1 July 2018, how many creditors owed: (i) in excess of \$5,000; (ii) in excess of \$10,000; (iii) in excess of \$20,000; and (iv) in excess of \$50,000 (v) to APH Catering? (c) As at 1 October 2018, in total how much was owed on account to APH Catering? (d) As at 1 October 2018, how many creditors owed: (i) in excess of \$5,000; (ii) in excess of \$10,000; (iii) in excess of \$20,000; and (iv) in excess of \$50,000 (v) to APH Catering?	Written, 2 November 2018
49.	DPS	Senator Kitching	Apprenticeship Program 2019	(a) When did applications for the Program open? (b) When do they close? (c) Detail the opportunities available. (d) When did the Department last offer an Apprenticeship Program?	Written, 2 November 2018
50.	DPS	Senator Kitching	Leadership approach by Dianne Heriot	What measures has Dr Heriot taken to encourage an 'open door' policy to nurture an environment of respect between managers and employees, communication and high performance in her division?	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
51.	DPS	Senator Kitching	Proposed changes to staffing levels	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Parliamentary Library? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written, 2 November 2018
52.	DPS	Senator Kitching	Economics section	(a) How many people are employed in the economics section of the Library? (b) How many people employed in the economics section have a qualification/degree in economics? (c) Can the Department provide a detailed list of the qualifications of the employees in the economics section?	Written, 2 November 2018
53.	DPS	Senator Kitching	Office of the Secretary - Culture	(a) Does Mr Stefanic accept that the recent spate of negative media reflects a level of dissatisfaction and alienation among employees which reflects poorly on the culture and leadership style of the Department as a whole? (b) Does Mr Stefanic accept that he should do more to encourage a consistent and inclusive leadership style across all divisions of the Department, similar to that demonstrated by Mr Stinziani in his division?	Written, 2 November 2018
54.	DPS	Senator Kitching	Proposed changes to staffing levels	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Office of the Secretary? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written, 2 November 2018
55.	DPS	Senator Kitching	Social media	(a) Can the Department advise if, since 1 August 2018, it has given a direction to any employee to close down or alter privacy settings of personal social media accounts? (b) If yes, advise the reason.	Written, 2 November 2018
56.	DPS	Senator Kitching	Senior executive performance reviews	In answers to questions following Additional Estimates 2017-18, the Department indicated that <i>“The SES performance cycle concludes on 30 June 2018. The next performance reviews are due to be completed by 31 July 2018.”</i> (a) Can Mr Stefanic advise why performance reviews for Jonathan Curtis, Antony Stinziani, Ian McKenzie, Cate Saunders, Paul Cooper and Graeme Anderson were not completed by the due date of 31 July 2018? (b) Is it common practice for performance reviews and accountability of senior executives to not be of high enough priority to take place by the due date?	Written, 2 November 2018
57.	DPS	Senator Kitching	Staff departures	(a) On 1 January 2018, what was the headcount of staff in the Office of the Secretary? (b) How many staff have departed the Office of the Secretary since 1 January 2018?	Written, 2 November 2018
58.	DPS	Senator Kitching	‘Powder out of place’ incident on	Can Mr Stefanic advise the date the Department first notified Comcare of this incident, where the Mr Anderson, Assistant Secretary of the Security Branch taste tested an out of place unknown powder substance?	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
			22 November 2017- Comcare notification		
59.	DPS	Senator Kitching	Alleged AFP investigation	Can Mr Stefanic provide the date when he was advised that the AFP did not intend to conduct an investigation into alleged “spills of security classified information”?	Written, 2 November 2018
60.	DPS	Senator Kitching	Leadership approach by Graeme Anderson	(a) Is Mr Stefanic aware of reports that during a recent meeting, Mr Anderson reconfirmed his direction to employees of the Security Branch that they should refer to him as ‘Mr Anderson’ or ‘Sir’ and that employees should refer to the Director of Security Operations as ‘Mr Butler’ or ‘Sir’? (b) If this is correct, does Mr Stefanic support such a leadership style? (c) Does Mr Stefanic believe that this leadership approach promotes an environment of a high performing, inclusive workplace?	Written, 2 November 2018
61.	DPS	Senator Kitching	External business interests	(a) Do any of the Department’s senior executives have any external business interests including proprietary limited companies, contracts or consultancies with the Commonwealth or any tier of government? (b) If yes, detail fully the nature of such interests.	Written, 2 November 2018
62.	DPS	Senator McAllister	Parliament House Art Collection	With reference to page 80 of the 2017-18 annual report: (a) What is the nature of the five archival works acquired? (b) What constitutes an archival work?	Written, 2 November 2018
63.	DPS	Senator McAllister	Parliament House Art Collection	Broken down between the rotational collection, historic memorials collection, works on loan to other institutions, works on loan from other institutions, and any other category as deemed appropriate: (a) How many works are currently held in the collection. (b) How many works are currently on public display in Parliament House in a general circulation area? (c) How many works are currently displayed in the offices of senators and members (excluding ministers)? (d) How many works are currently displayed in the offices of ministers? (e) How many works are currently displayed in other offices, such as those of parliamentary departments? (f) How many works are currently undergoing restoration or refurbishment?	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				(g) How many works are currently in storage?	
64.	DPS	Senator McAllister	Parliament House Art Collection	With reference to page 148 of the 2017-18 annual report: What is the current status of the development of a new policy framework for the management of the collection?	Written, 2 November 2018
65.	DPS	Senator McAllister	Parliament House Art Collection	With reference to pages 6 and 9 of the 2017-18 annual report: (a) When will the process of digitising the collection be complete? (b) When will the catalogue be publicly available?	Written, 2 November 2018
66.	DPS	Senator McAllister	Captioning	With reference to page 3 of the 2017-18 annual report: (a) Is the text from captioning services available for use by senators and members? (b) Is captioning undertaken electronically or is there human intervention? (c) Is captioning text utilised by Hansard in compiling the record of proceedings in the chambers and committees?	Written, 2 November 2018
67.	DPS	Senator McAllister	Performance measures	With reference to pages 26 to 28 of the 2017-18 annual report: How were the 2017-18 target figures arrived at?	Written, 2 November 2018
68.	DPS	Senator McAllister	Performance measures	With reference to page 26 and 39 to 40 of the 2017-18 annual report: What further measures will be put in place to close the 13 per cent gap between targeted and actual performance for the percentage of committee transcripts delivered within agreed timeframes by Hansard?	Written, 2 November 2018
69.	DPS	Senator McAllister	Performance measures	With reference to page 27 and 64 to 65 of the 2017-18 annual report: Can details be provided of the number of security incidents that were not handled in accordance with policy and process, contributing to a seven per cent gap in this performance measure?	Written, 2 November 2018
70.	DPS	Senator McAllister	Performance measures	With reference to page 151 of the 2017-18 annual report: (a) For what reason was Mr Paul Cooper only able to attend two out of five meetings of the DPS Audit Committee in 2017-18? (b) Is Mr Cooper allowed to send a proxy when he is unable to attend and if so, who attended on his behalf and on how many occasions? (c) On what basis was Mr Cooper selected to be a member of the DPS Audit Committee? (d) When was Mr Cooper appointed to the DPS Audit Committee? (e) Given Mr Cooper was unable to attend three out of five meetings of the DPS Audit Committee in 2017-18, has any consideration been given to replacing Mr Cooper for	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
				2018-19?	
71.	DPS	Senator McAllister	Consultants	Can the Department advise the total actual expenditure on new consultancy contracts in: (a) 2015-16? (b) 2016-17? (c) 2017-18?	Written, 2 November 2018
72.	DPS	Senator McAllister	Consultants	Can the Department advise the total actual expenditure on ongoing consultancy contracts in: (a) 2015-16? (b) 2016-17? (c) 2017-18?	Written, 2 November 2018
73.	DPS	Senator McAllister	Location of staff	What is the breakdown of staff between: (a) Parliament House? (b) The Minter Ellison building? (c) Any other location, in which case please specify the location?	Written, 2 November 2018
74.	DPS	Senator McAllister	Legal services expenditure	With reference to Appendix D of the 2017-18 annual report: (a) What initiatives are in place to reduce expenditure on internal legal services? (b) What initiatives are in place to reduce expenditure on external legal services?	Written, 2 November 2018
75.	DPS	Senator McAllister	Legal services expenditure	With reference to Appendix D of the 2017-18 annual report: What constitutes “internal” and “external” legal expenditure?	Written, 2 November 2018
76.	DPS	Senator Waters	Passholders	(a) Please provide a copy of the register of sponsored passholders? (b) How many people are on the register? (c) How many of those people represent financial institutions? (d) How many of those people are also on the lobbyists register? (e) What relationship, if any, is there between the register of sponsored passholders and the lobbyists register?	Written, 6 November 2018
77.	Parliamentary Service Commissioner	Senator McAllister	Meetings with the President of the Senate and Speaker of the House of Representative	According to the Parliament House website: <i>The Parliamentary Service Commissioner is a statutory officer appointed under the Parliamentary Service Act by the Presiding Officers of the Parliament. The Commissioners functions are to advise the Presiding Officers on the management policies and practices of the Parliamentary Service and, at the request of the Presiding Officers, to inquire into and report on other matters relating to the Parliamentary Service.</i>	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
 PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page or Written Q
			s	(a) On how many occasions has the Parliamentary Service Commissioner met with the President of the Senate and the Speaker of the House of Representatives since his appointment on 9 August 2018? (b) Has the Parliamentary Service Commissioner met with the Secretary of the Department of Parliamentary Services, the Clerk of the Senate, the Clerk of the House of Representatives or any other officers of the Parliament in the same period?	
78.	Parliamentary Service Commissioner	Senator McAllister	Reports provided	According to the Parliament House website: <i>The Parliamentary Service Commissioner is a statutory officer appointed under the Parliamentary Service Act by the Presiding Officers of the Parliament. The Commissioners functions are to advise the Presiding Officers on the management policies and practices of the Parliamentary Service and, at the request of the Presiding Officers, to inquire into and report on other matters relating to the Parliamentary Service.</i> (a) How many reports was the former Parliamentary Service Commissioner asked to prepare in the 2017-18 year, and how many were completed in the 2017-18 year? (b) If so, what was the nature of the reports? (c) When were they commissioned? (d) When were they completed? (e) Were any recommendations made with respect to the operation of the Parliament?	Written, 2 November 2018
79.	Parliamentary Service Commissioner	Senator McAllister	Annual report	The annual reports of the Parliamentary Service Commissioner are found in an obscure section of the Parliament House website called “Parliamentary Service publications and other documents” https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Service/Legislation . (a) Noting the 2017-18 annual report appears not to yet be available, when will this report be tabled? (b) Is there a reason it is not yet available? (c) Did Mr Lloyd not get around to putting it together before he left?	Written, 2 November 2018
80.	Parliamentary Service Commissioner	Senator McAllister	Parliamentary ICT Advisory Board	The answer to 2018-19 Budget estimates question on notice 74 indicates the Parliamentary Service Commissioner sits on the Parliamentary ICT Advisory Board (PICTAB), and that it is the only board the Commissioner sits on in that capacity. (a) Has Mr Woolcott attended any meetings of this board since assuming his role?	Written, 2 November 2018

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2018-19 – OCTOBER 2018
PARLIAMENTARY DEPARTMENTS

No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q
				(b) If so, on what dates?	