

Questions on notice No.s 1–6 from Senator Conroy

Scoping study

1.

The Budget decision to conduct a scoping study on the sale of DHA has created yet again uncertainty among members of the ADF on the centrally important issue of housing.

We have noted that on its website DHA has promised to keep ADF members and families informed of developments in the scoping study.

As background to the proposed sale, it would be relevant to know if the current arrangements are satisfactory to the clients of DHA, ADF members and their families:

What are the results of surveys of client attitudes to DHA?

The results of the satisfaction with customer service results for 2013/14 are shown in the table:

	Key Performance Indicator	2013/14 Target	Result as at 30 June 2014
Customer Service	Members satisfied with their service residence	>80%	89%
	Members satisfied with overall customer service	>80%	92%
	Members satisfied with completed maintenance	>90%	96%
	Lessors satisfied with overall customer service	>90%	97%

2.

What has the trend in the survey responses been – are things getting better?

The trend has been consistently high with some improvements. As shown on the table in Question 1 DHA consistently achieves results well in excess of the KPIs.

3. Do these surveys identify things which need to be improved?

Yes. Although few people are dissatisfied, as part of all of our surveys, DHA seeks to identify areas requiring improvement.

4.

How have you addressed these concerns in the past?

DHA has improved Standard Operating Procedures and processes and undertaken staff training.

5.

What steps have been taken so far in setting up the scoping study?

The scoping study is being conducted by the Department of Finance. All questions should be directed there.

6.

Can the Terms of Reference for the study be provided to the committee?

The Terms of Reference are available to the public on the Department of Finance website

Questions on notice No.s 7–10 from Senator Conroy

DHA Budget

7.

DHA Budget How much money is DHA provided by Defence in the budget?

DHA does not receive direct funding from the Budget. In 2013/14 Defence contributed to DHA approximately \$200m in rental subsidies for Defence members as a portion of member pay and conditions and approximately \$154m in property fees and charges associated with the provision of the housing portfolio. Defence and Defence employee funding amounts to \$542.1m which is about 45% of DHA's annual revenue.

The larger part of DHA's funding comes from private investors from the Sale and Leaseback (SLB) program, trust fund arrangements and land/property sales into the market.

8.

Is this money that is provided essentially on a fee-for-service basis?

Revenues from Defence relate to rentals on properties provided to Defence, fees and charges associated with the provision of the housing portfolio, revenues for allocation and tenancy management services and some cost recovery revenues associated with land tax, stamp duty and some repairs and maintenance activities.

9.

How much does DHA cost the budget for its infrastructure – i.e. what does it cost the government to ensure DHA exists so that Defence can buy services for it?

Please refer to page 5 of the Proof Committee Hansard for Senate (Foreign Affairs, Defence and Trade Legislation Committee) Estimates of Thursday 26 June 2014.

10.

What is DHA's asset base? Is it growing or shrinking?

As at 30 June 2013, DHA held total assets of \$2.2b, at market value, of which \$1.7b was attributable to its residential property portfolio. DHA's asset base is shown on the table below.

The Net Assets of DHA for the last three financial year ends were as follows:

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

	Net Assets at Cost \$m	Net Assets at Market Value \$m
30 June 2013	1,392.90	2,262.70
30 June 2012	1,358.80	2,197.30
30 June 2011	1,325.70	2,232.60

Questions on notice No.s 11–13 from Senator Conroy

DHA dividends

11.

What is the dividend paid to the Commonwealth by the DHA?

DHA makes dividend payments to the Government based on 60% of profit after tax. In 2013/14 the total amount of dividend paid was \$51.1m. Dividends are paid in arrears and the dividend payment in 2013/14 relates to the dividend declared on the profit generated by DHA for the 2012/13 financial year. The dividend payment for the next financial year (noting that it is paid in arrears) is expected to be about \$54m.

Total payments to Government relating to the 2013/14 financial year including the annual dividend, income tax and State Tax Equivalent payments were about \$108 million.

Net Profit after Tax (NPAT) was \$90.1 million for the year ended 30 June 2014, \$5.8 million above budget. (Note that this figure has not yet been audited or finalised.)

Additionally, in accordance with the Government's competitive neutrality provisions, DHA is required to make State tax equivalent payments in relation to land tax and stamp duty (on house purchases). An estimated State tax equivalent payment of \$29.8 million for the 2013/14 financial year was paid on 30 June 2014.

12.

What is the dividend paid to the Commonwealth by the DHA? Is it predicted that these dividends are likely to be consistent over the forward estimates?.

Dividends are forecast to grow over the period of the forward estimates consistent with projected growth in DHA profit levels.

13.

Are there any major risks to this dividend being paid?

The principal risks to DHA profitability and therefore dividends relate to general economic conditions, interest rates and residential property market conditions.

Questions on notice No. 14 from Senator Conroy

Housing and employment opportunities

14.

Given the current DHA model, what sort of housing and employment opportunities does DHA offer to the community in the locations where it operates?

DHA is effectively a contract management organisation, outsourcing virtually all design and building work to the private sector. For example, DHA currently has 34 staff managing \$1.4b of development projects. We have 177 contractors (companies) undertaking building work for DHA and about 1000 contractors who undertake property management. DHA does its best to develop work packages that ensure both the best value for DHA and for local employment, for example, the Seaward Village redevelopment will most likely have two DHA staff managing about 1,500 contracted workers.

DHA also uses contractors who are attuned to the environment in which they are building. For example, the design and construction of building dwellings to meet the needs and requirements of environment in Darwin or Townsville is very different to that of the southern states.

Questions on notice No.s 15–17 from Senator Conroy

Social housing

15.

Do DHA provide social housing?

DHA's legislative responsibility is primarily to provide housing for members of the ADF and their families. Consistent with this requirement, DHA may build dwellings for State Governments in return for well located land for Defence housing where this is cost effective.

16.

Does DHA have any relationships with state or territory government for the provision of social housing?

DHA has a formal relationship with the Queensland Government for the building of housing for the Queensland Department of Housing and Public Works (DHPW) in exchange for well-located land for Defence housing to a similar value. Seventeen dwellings are in various stages of delivery to DHPW in exchange for three lots of land on which DHA will build 49 dwellings for ADF members. DHA has an agreement with the Northern Territory Government of a similar nature.

17.

Are there any negotiations underway to develop these sorts of relationships?

DHA is in initial discussions with the West Australia, South Australia, Queensland and ACT Governments with the purpose of acquiring suitable land for Defence housing.

Questions on notice No.s 18–21 from Senator Conroy

Facilities on ADF bases

18.

Does DHA manage any facilities, or own or operate the buildings in which those facilities operate, on any ADF bases?

DHA manages 1320 dwellings for Defence members and their families located on Defence bases across Australia.

DHA rents offices at RAAF Base Sale and Puckapunyal Army Base from which DHA staff operate for the management of on- base and off-base housing in the area.

19.

What sort of services operate out of these facilities?

DHA staff operate out of these offices in order to manage Defence and DHA properties in the area.

20.

Are these facilities important for the function of Defence bases?

The successful management of the Defence dwellings contributes to Defence's retention, recruitment and operational goals.

21.

Is the continuity of these services going to be considered by the DHA scoping study?

Not known to DHA.

Questions on notice No. 22 from Senator Conroy

Scoping study

22.

Will these other issues also be considered as part of the scoping study:

a. The objectives for a sale, including any community service obligations?

The scoping study is being conducted by the Department of Finance. All questions should be directed there.

b. Regulatory requirements – to ensure things like quality of housing, response time for faults, etc?

The Department of Finance has released the Request for Tender for the provision of Business Advisory Services. It includes an attachment called ‘DHA Statement of Requirements’.

c. Maintaining of a mix of property types to suit all ADF members and their families?

The scoping study is being conducted by the Department of Finance. All questions should be directed there.

d. The actions that would be required to prepare the business for sale?

The scoping study is being conducted by the Department of Finance. All questions should be directed there.

e. The preferred method of sale of the DHA?

The scoping study is being conducted by the Department of Finance. All questions should be directed there.

Questions on notice No.s 23–25 from Senator Conroy

Potential sale of DHA

23.

Has DHA provided any further information to the members of the ADF and their families about the potential for sale of DHA?

DHA has provided a brief statement on the DHA internet page stating that it is ‘business as usual’ until further information is available.

24.

Has DHA received any expressions of concern about the potential sale?

Please refer to page 3 of the Proof Committee Hansard for Senate (Foreign Affairs, Defence and Trade Legislation Committee) Estimates of Thursday 26 June 2014.

25.

I understand that, in May 2008 the British Legion was “concerned that the poor standard of much of the accommodation provided for members of the Armed Forces means that personnel and their families are not receiving fair treatment or being rewarded by commensurate terms and conditions of service.” I’m also aware that the Department to the House of Commons Defence Committee report of 13 June 2012 which expressed continuing concerns with the privatisation of Defence housing in the UK. Have previous overseas examples of similar types of privatisation, such as the UK, what sorts of shortcomings have emerged in these examples?

Concern at the standards of Service Accommodation has come from military and non-military sources. The majority of Service family accommodation (SFA) in England and Wales was sold to Annington Homes Ltd in 1996. The objectives of the sale to Annington Homes were to transfer property that the MoD did not need to own to the private sector, to improve the management of the quarters through greater involvement of the private sector, to raise funds to upgrade the bulk of the quarters in the UK to Standard One condition and to secure value for money through a competitive sale.

According to reports to the UK Ministry of Defence, ten years later (in 2006-7) 19,000 family homes were still not at Standard One. At the end of 2006-7 only 60% of homes were assessed at Standard One with the majority of the rest at Standard Two. 138 were at the lowest Standard Four and 2,000 were at Standard three (HC154). Properties at the lower standards usually require new kitchens, bathrooms, rewiring, new plumbing and insulation and were in poor decorative order (HC 537).

Questions on notice No.s 26–28 from Senator Conroy

Swanbourne Barracks

26.

In relation to the selloff of defence housing near the SAS barracks at Swanbourne in Perth reported in the Sydney Morning Herald in April, is that sale going ahead?

There is no planned sell-off of Defence housing at Seaward Village, Swanbourne. DHA plans on increasing the number of houses on Seaward Village for Defence members. Current housing at Seaward Village is over 20 years old and the original designs and build form are inefficient, dated and very costly to maintain. Almost 40% do not meet current Defence housing standards.

Please refer to pages 8-15 of the Proof Committee Hansard for Senate (Foreign Affairs, Defence and Trade Legislation Committee) Estimates of Thursday 26 June 2014.

27.

The article reports that some of the homes overlook Swanbourne Barracks. Are you concerned that this poses a security threat?

DHA is working closely with Defence to ensure that all security issues are taken into account during any redevelopment of Seaward Village.

28.

What provisions are there for other DHA housing close to Swanbourne Barracks?

DHA is working closely with Defence to ensure that all security issues are taken into account during any redevelopment of Seaward Village.

Questions on notice No. 29 from Senator Ludwig

Appointments

29.

1. Please detail any board appointments made from Additional Estimates in February, 2014 to date.

Mr Martin Brady AO, was appointed to the Board on 7 July 2014 by the Minister for Defence.

2. What is the gender ratio on each board and across the portfolio?

The Board comprises nine members - five males and four females.

3. Does the department have a gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.

DHA complies with the Commonwealth Government Business Enterprise Governance and Oversight Guidelines (2011) which require 40% males and 40% females and 20% either gender by 2015.

4. Please specify when these gender ratio or participation policies were put in place.

DHA works within the GBE Guidelines.

5. Has there been any change to this ratio or policy since September 7, 2013? If yes, please detail

The ratio changed with the departure of one male Board member who has not been replaced, and the replacement of one male board member with a female.

Questions on notice No. 30 from Senator Ludwig

Lobbyist Register Meetings

30.

1. List all interactions between the department/agency with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting

DHA has not undertaken any engagement with lobbyists since February 2014.

2. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting

Not applicable.

Questions on notice No. 31 from Senator Ludwig

Enterprise Bargaining Agreements (EBAs)

31.

1. Please list all related EBAs with coverage of the department.

Defence Housing Australia 2012 - 2014 Enterprise Agreement

2. Please list their starting and expiration dates.

22nd June 2012 to 30 June 2014

3. What is the current status of negotiations for the next agreement/s? Please detail.

Staff consultations have commenced to progress the bargaining process.

Questions on notice No. 32 from Senator Ludwig

Staff Transfers

32.

1. How many people does your department employ?

669

2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?

State	Staff employed
ACT	271
NSW	134
VIC	39
QLD	130
NT	40
WA	18
SA	37
Total	669

3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?

DHA Classification Level	Totals
DHAL2	1
DHAL3	186
DHAL4	125
DHAL5	92
DHAL6	107
EXECL1	86
EXECL2	59
SESB1	6
SESB2	6
MD01	1
Total	669

Gender	Totals
Female	466
Male	203

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Total	669
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Age	Totals
19-30	166
31-40	220
41-50	155
51-60	110
61-71	18
Total	669

State	Staff employed
ACT	271
NSW	134
VIC	39
QLD	130
NT	40
WA	18
SA	37
Total	669

4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?

No functions have been transferred from their current locality.

5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?

No functions have been transferred from their current locality.

6. How many of these people are employed in Canberra?

Not applicable.

7. How many people did your department employ in Canberra immediately prior to the 2013 federal election?

659

8. How many employees have been transferred out of Canberra since the 2013

0

9. How many of your employees have been transferred to Canberra since the 2013 federal election?

1

10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.

40

11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.

Prior to transfer and post transfer the salary was/is \$87,668.

12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.

Female

13. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.

Property and Tenancy Services (property management)

14. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.

Management of a team of property managers who are responsible for the management of property maintenance and tenancy related services. This is reflective of pre and post transfer.

15. For every transferred employee please provide and explanation for their transfer?

The employee is a spouse of a member of the Australian Defence Force and the ADF Member was received a posting to a new locality. DHA supported the employee to transfer as a result of this relocation.

16. For every transferred employee please provide any other cost incurred by the department because of that transfer?

0

2. Please specify what component of that figure was paid out entitlements (annual leave etc).

Not applicable.

3. Please specify any other costs incurred by the department because of this redundancy.

Not applicable.

4. Please provide the reason a voluntary redundancy was offered for their position.

Not applicable.

5. Please provide all relevant dates.

Not applicable.

25. For all employees who were redeployed please provide:

1. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.

Not applicable.

2. Please specify any other costs incurred by the department because of this redeployment.

Not applicable.

3. Please provide the reason for that redeployment.

Not applicable.

4. Please provide all relevant dates.

Not applicable.

26. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?

1. How many of these employees were ongoing?

Not applicable.

2. How many of these employees were non-ongoing?

Not applicable.

3. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

27. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?

Not applicable.

1. How many of these employees were ongoing?

Not applicable.

2. How many of these employees were non-ongoing?

Not applicable.

3. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

28. For employees who were made forcibly redundant since the 2013 federal election please provide:

Not applicable.

1. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.

Not applicable.

2. Please specify what component of that figure was paid out entitlements (annual leave etc).

Not applicable.

3. Please specify any other costs incurred by the department because of this redundancy.

Not applicable.

4. Please provide the reason for that redundancy.

Not applicable.

5. Please provide all relevant dates.

Not applicable.

Hiring

29. How many people are employed in your department on non-ongoing contracts?

146

30. How many people are employed in your department on ongoing contracts?

513

31. How many non-ongoing contracts has your department extended since the 2013 federal election?

53

32. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?

Zero - since the commencement of Interim recruitment arrangements DHA has received an exemption to extend existing non-ongoing contracts. The above figure includes non-ongoing extensions which occurred prior to the commencement of the Interim recruitment arrangements and the exemption obtained from the APSC

33. How many of these extensions were approved by the Public Service Commission?

Not applicable.

- 1. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.**

Not applicable.

34. How many of these extensions were rejected by the Public Service Commission?

Not applicable.

- 1. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.**

Not applicable.

35. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?

0

- 1. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of**

the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.

Not applicable.

36. How many non-ongoing contracts have expired without extension since the 2013 federal election?

Please refer to Attachment E - Non-ongoing contracts not extended.

- 1. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.**

Please refer to Attachment E - Non-ongoing contracts not extended.

37. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?

57

38. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?

Zero - since the commencement of Interim recruitment arrangements DHA has received an exemption to extend existing non-ongoing contracts. The above figure includes non-ongoing extensions which occurred prior to the commencement of the Interim recruitment arrangements and the exemption obtained from the APSC.

39. How many of these new non-ongoing engagements were approved by the Public Service Commission?

Not applicable.

- 1. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.**

Not applicable.

40. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?

Not applicable.

1. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.

41. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?

0

1. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Not applicable.

42. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?

26

43. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?

Zero - DHA obtained an exemption from the APSC to engage a specific number of ongoing employees to meet ongoing operational requirements.

44. How many of these new ongoing engagements were approved by the Public Service Commission?

Not applicable. 26

1. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.

Not applicable.

45. How many of these new ongoing employee applications were rejected by the Public Service Commission?

Nil.

- 1. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.**

Not applicable.

46. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?

0

- 1. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.**

Not applicable.

Questions on notice No. 33 from Senator Ludwig

Existing Resources Program

33.

1. Since 7 September how many major projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded ‘within existing resources’?

Nil.

2. List each project or piece of work

Not applicable.

3. List the staffing assigned to each task

Not applicable.

4. What is the nominal total salary cost of the officers assigned to the project?

Not applicable.

5. What resources or equipment has been assigned to the project?

Not applicable.

Questions on notice No. 34 from Senator Ludwig

Conditions of Government Contracts and Agreements

34. Since 7 September 2013;

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?

Nil.

2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?

Not applicable.

3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?

Not applicable.

4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?

Not applicable.

6. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?

No.

6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?

No.

7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?

Not applicable.

8. If no consultation has occurred, why not?

Not applicable.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Not that DHA is aware of.

Questions on notice No. 35 from Senator Ludwig

Reviews

35.

1. Since Additional Estimates in February, 2014, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:

A Scoping Study on the potential privatisation of DHA has been announced by Government. The Department of Finance is responsible for managing this Study and all questions should be directed there.

1. the date they were ordered

Not applicable.

2. the date they commenced

Not applicable.

3. the minister responsible

Not applicable.

4. the department responsible

Not applicable.

5. the nature of the review

Not applicable.

6. their terms of reference

Not applicable.

7. the scope of the review

Not applicable.

8. Whom is conducting the review

Not applicable.

9. the number of officers, and their classification level, involved in conducting the review

Not applicable.

10. the expected report date

Not applicable.

11. the budgeted, projected or expected costs

Not applicable.

12. If the report will be tabled in parliament or made public

Not applicable.

2. For any review commenced or ordered since Additional Estimates in February, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?

This question should be referred to the Department of Finance.

1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names

Not applicable.

2. If so, please list their managing director and the board of directors or equivalent

Not applicable.

3. If yes, for each is the cost associated with their involvement, including a break down for each cost item

Not applicable.

4. If yes, for each, what is the nature of their involvement

Not applicable.

5. If yes, for each, are they on the lobbyist register, provide details.

Not applicable.

6. If yes, for each, what contact has the Minister or their office had with them

Not applicable.

7. If yes, for each, who selected them

Not applicable.

8. If yes, for each, did the minister or their office have any involvement in selecting them,

Not applicable.

1. If yes, please detail what involvement it was

Not applicable.

2. If yes, did they see or provided input to a short list

Not applicable.

3. If yes, on what dates did this involvement occur

Not applicable.

4. If yes, did this involve any verbal discussions with the department

Not applicable.

5. If yes, on what dates did this involvement occur

Not applicable.

3. Since Additional Estimates in February, 2014, what reviews are on-going?

Nil.

1. Please list them.

Not applicable.

2. What is the current cost to date expended on the reviews?

Not applicable.

4. Since Additional Estimates in February, 2014, have any reviews been stopped, paused or ceased?

Nil

Please list them.

Not applicable.

5. Since Additional Estimates in February, 2014, what reviews have concluded? Please list them.

Financial audit.

6. Since Additional Estimates in February, 2014, how many reviews have been provided to Government? Please list them and the date they were provided.

Nil.

7. When will the Government be responding to the respective reviews that have been completed?

Not applicable.

8. What reviews are planned?

Nil.

1. When will each planned review be commenced?

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Not applicable.

2. When will each of these reviews be concluded?

Not applicable.

3. When will government respond to each review?

Not applicable.

4. Will the government release each review?

Not applicable.

5. If so, when? If not, why not?

Not applicable.

Questions on notice No. 36 from Senator Ludwig

Computers

36.

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used

Not applicable.

2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location

Computer Equipment	Used	Number in store
Wyse Units	788	5
Computer (PC)	124	4
Laptops	24	0
iPad	261	5
Cameras	163	15

Please refer to Attachment A, Computers.

3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs

Computer Equipment	Operating System	Cost p/a (Approx. Depends on number of users)
Wyse Units	Windows Server 2008 R2	\$ 159,000.00
Computer (PC)	Windows 7	\$ 9,200.00
Laptops	Windows 7	inc in the purchase
iPad	iOs	

Questions on notice No. 37 from Senator Ludwig

Briefings for other parties

37

1. Since Additional Estimates in February, 2014 have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:

No.

a) How are briefings requests commissioned?

Not applicable.

b) What briefings have been undertaken? Provide details and a copy of each briefing.

Not applicable.

c) Provide details of what information has been provided and a copy of the information.

Not applicable.

d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.

Not applicable.

e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.

DHA has not provided any briefings for the 'Independents'.

f) Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?

Not applicable.

Questions on notice No. 38 from Senator Ludwig

Office recreation facilities

38.

1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?

No.

2. If so, list these

Not applicable.

3. If so, list the total cost for these items

Not applicable.

4. If so, list the itemised cost for each item of expenditure

Not applicable.

5. If so, where were these purchased

Not applicable.

6. If so, list the process for identifying how they would be purchased

Not applicable.

7. If so, what is the current location for these items?

Not applicable.

8. If so, what is the current usage for each of these items?

Not applicable.

Questions on notice No. 39 from Senator Ludwig

Stationery requirements

39.

1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from Additional Estimates in February, 2014 to date?

Nil.

a. Detail the items provided to the minister's office

Not applicable.

2. How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date.

Not applicable.

Questions on notice No. 40 from Senator Ludwig

Electronic equipment

40

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office since Additional Estimates in February, 2014.

Not applicable.

a. List the items

Not applicable.

b. List the items location or normal location

Not applicable.

c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level

Not applicable.

d. List the total cost of the items

Not applicable.

e. List an itemised cost breakdown of these items

Not applicable.

f. List the date they were provided to the office

Not applicable.

g. Note if the items were requested by the office or proactively provided by the department

Not applicable.

Questions on notice No. 41 from Senator Ludwig

Media subscriptions

41.

1. What pay TV subscriptions does your department/agency have?

Nil.

a) Please provide a list of what channels and the reason for each channel.

Not applicable.

b) What is the cost from Additional Estimates in February, 2014 to date?

Not applicable.

c) What is provided to the Minister or their office?

Not applicable.

d) What is the cost for this from Additional Estimates in February, 2014 to date?

Not applicable.

2. What newspaper subscriptions does your department/agency have?

DHA has three newspaper subscriptions.

a) Please provide a list of newspaper subscriptions and the reason for each.

Canberra Times – for local news and information, Financial Review – for financial news, Melbourne Herald Sun – for general information.

b) What is the cost from Additional Estimates in February, 2014 to date?

\$325 (1 Feb 2014 - 30 May 2014).

c) What is provided to the Minister or their office?

Nil.

d) What is the cost for this from Additional Estimates in February, 2014 to date?

Not applicable.

3. What magazine subscriptions does your department/agency have?

Nil paid subscriptions.

a) Please provide a list of magazine subscriptions and the reason for each.

Defence Housing Australia

The only subscriptions Defence Housing Australia has are in conjunction with professional memberships i.e. In the Black (Certified Practising Accountants) and B&T (Australian Marketing Institute).

b) What is the cost from Additional Estimates in February, 2014 to date?

Nil.

c) What is provided to the Minister or their office?

Nil.

d) What is the cost for this from Additional Estimates in February, 2014 to date?

Not applicable.

4. What publications does your department/agency purchase?

Nil.

a) Please provide a list of publications purchased by the department and the reason for each.

Not applicable.

b) What is the cost from Additional Estimates in February, 2014 to date?

Not applicable.

c) What is provided to the Minister or their office?

Not applicable.

d) What is the cost for this from Additional Estimates in February, 2014 to date?

Not applicable.

Questions on notice No. 42 from Senator Ludwig

Media monitoring

42

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from Additional Estimates in February, 2014 to date?

Nil.

a) Which agency or agencies provided these services?

Not applicable.

b) What has been spent providing these services from Additional Estimates in February, 2014 to date?

Not applicable.

c) Itemise these expenses.

Not applicable.

2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from Additional Estimates in February, 2014 to date?

\$2,927 (1 Feb 2014 - 30 May 2014).

a) Which agency or agencies provided these services?

iSentia

b) What has been spent providing these services from Additional Estimates in February, 2014 to date?

Nil.

c) Itemise these expenses

Not applicable.

Questions on notice No. 43 from Senator Ludwig

Media training

43.

1. In relation to media training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date:

a) Total spending on these services

\$9,800 (1 Feb- 30 May).

b) an itemised cost breakdown of these services

Media training to all senior Executive staff.

c) The number of employees offered these services and their employment classification

Eight SES band staff.

d) The number of employees who have utilised these services and their employment classification

Eight SES band staff.

e) The names of all service providers engaged

Friendly Media.

f) the location that this training was provided

Sydney and Canberra.

2. For each service purchased from a provider listed under (1), please provide:

a) The name and nature of the service purchased

Media training.

b) Whether the service is one-on-one or group based

One-on-one.

c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)

Eight SES band staff.

d) The total number of hours involved for all employees (provide a breakdown for each employment classification)

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

8 hours.

e) The total amount spent on the service

\$9,800 (1 Feb- 30 May).

f) A description of the fees charged (i.e. per hour, complete package)

Per hour.

3. Where a service was provided at any location other than the department or agency's own premises, please provide:

a) The location used

Not applicable.

b) The number of employees who took part on each occasion

Not applicable.

c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)

Not applicable.

d) Any costs the department or agency's incurred to use the location

Not applicable.

Questions on notice No. 44 from Senator Ludwig

Provision of equipment - ministerial

44.

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?

Not applicable.

a. Itemise equipment and cost broken down by staff or minister classification

Not applicable.

2. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.

Not applicable.

Questions on notice No. 45 from Senator Ludwig

Commissioned reports

45.

1. Since Additional Estimates in February, 2014, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.

A Scoping Study on the potential privatisation of DHA has been announced by Government. The Department of Finance is responsible for this Study and will answer all questions related to it.

2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?

The Department of Finance is responsible for this Study and will answer all questions related to it.

3. What is the current status of each report? When is the Government intending to respond to these reports?

The Department of Finance is responsible for this Study and will answer all questions related to it.

Questions on notice No. 46 from Senator Ludwig

Ministerial Website

46.

1. How much has been spent on the Minister's website since Additional Estimates in February, 2014?

Not applicable.

a) List each item of expenditure and cost

Not applicable.

2. Who is responsible for uploading information to the Minister's website?

Not applicable.

3. Are any departmental staff required to work outside regular hours to maintain the Minister's website?

Not applicable.

Questions on notice No. 47 from Senator Ludwig

Report Printing

47.

1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of?

DHA did not pulp, shred or dispose of any records that may have had reports, budget papers, statements, white papers or report-like documents.

A. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal

Not applicable.

Questions on notice No. 48 from Senator Ludwig

FoI Requests

48.

Since September 7, 2013:

1. How many requests for documents under the FOI Act have been received?

15

2. Of these, how many documents have been determined to be deliberative documents?

0

3. Of those assessed as deliberative documents:

0

a) For how many has access to the document been refused on the basis that it would be contrary to the public interest?

0

4. For how many has a redacted document been provided?

0

Questions on notice No. 49 from Senator Ludwig

Ministerial Motor vehicle

49.

1. Has the minister been provided with a motor vehicle since Additional Estimates in February, 2014? If so:

Not applicable.

a) What is the make and model?

Not applicable.

b) How much did it cost?

Not applicable.

c) When was it provided?

Not applicable.

d) Was the entire cost met by the department? If not, how was the cost met?

Not applicable.

e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.

Not applicable.

f) Are these costs met by the department? If not, how are these costs met?

Not applicable.

g) Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.

Not applicable.

h) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Not applicable.

i) Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.

Not applicable.

j) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Not applicable.

Questions on notice No. 50 from Senator Ludwig

Ministerial Staff vehicles (non-MoPS)

50.

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle since Additional Estimates in February, 2014? If so:

a) What is the make and model?

Not applicable.

b) How much did it cost?

Not applicable.

c) When was it provided?

Not applicable.

d) Was the entire cost met by the department? If not, how was the cost met?

Not applicable.

e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.

Not applicable.

f) Are these costs met by the department? If not, how are these costs met?

Not applicable.

g) Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.

Not applicable.

h) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Not applicable.

i) Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.

Not applicable.

j) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Not applicable.

Questions on notice No. 51 from Senator Ludwig

Ministerial Staff vehicles

51.

1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements since Additional Estimates in February, 2014? If so:

a) What is the make and model?

Not applicable.

b) How much did it cost?

Not applicable.

c) When was it provided?

Not applicable.

d) Was the entire cost met by the department? If not, how was the cost met?

Not applicable.

e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.

Not applicable.

f) Are these costs met by the department? If not, how are these costs met?

Not applicable.

g) Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.

Not applicable.

h) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Not applicable.

i) Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.

Not applicable.

j) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

Not applicable.

Questions on notice No. 52 from Senator Ludwig

Building Lease Costs

52.

1. What has been the total cost of building leases for the agency / department since Additional Estimates in February, 2014?

The total cost of building leases for the period 1 March 14 until 31 May 14 was \$1,125,850.80 (GST excl.)

a) Please provide a detailed list of each building that is currently leased. Please detail by:

Please refer to Attachment B - Building leases.

i. Date the lease agreement is active from.

Please refer to Attachment B - Building leases.

ii. Date the lease agreement ends.

Please refer to Attachment B - Building leases.

iii. Is the lease expected to be renewed? If not, why not?

Please refer to Attachment B - Building leases.

iv. Location of the building (City and state).

Please refer to Attachment B - Building leases.

v. Cost of the lease.

Please refer to Attachment B - Building leases.

vi. Why the building is necessary for the operations of the agency / department.

Please refer to Attachment B - Building leases.

2) Please provide a detailed list of each building that had a lease that was not renewed since Additional Estimates in February, 2014. Please detail by:

None

(a) Date from which the lease agreement was active.

Not applicable.

(b) Date the lease agreement ended.

Not applicable.

(c) Why was the lease not renewed?

Not applicable.

(d) Location of the building (City and state).

Not applicable.

(e) Cost of the lease.

Not applicable.

(f) Why the building was necessary for the operations of the agency / department.

Not applicable.

3) Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:

Please refer to Attachment B.

(a) Date the lease agreement is expected to become active.

Wagga Wagga HMC - 19 August 2014
Brisbane HMC - 7 July 2014
Tindal HMC - 1 November 2014

(b) Date the lease agreement is expected to end.

Wagga Wagga HMC - 18 August 2015
Tindal HMC – Not available
Brisbane HMC - 6 July 2015

(c) Expected location of the building (City and state).

Wagga Wagga - NSW
Tindal HMC - NT
Brisbane HMC - QLD

(d) Expected cost of the lease.

Wagga - \$76,289
Tindal – Not available
Brisbane - \$611,770

4) Has this cost been allocated into the budget?

Yes

(a) Why the building is necessary for the operations of the agency / department.

Operational Requirements

5) For each building owned or leased by the department:

(a) What is the current occupancy rate for the building?

This information is not readily available and would require each DHA office providing detail of the number of employees they have in each office. This would then need to be calculated against the Net Lettable area of each office. Given the short timeframe and the work deadlines this question is unable to be answered at this time.

(b) If the rate is less than 100%, detail what the remaining being used for.

Not applicable.

Questions on notice No. 53 from Senator Ludwig

Legal Costs

53.

1. List all legal costs incurred by the department or agency since Additional Estimates in February, 2014

For the period 1 March – 31 May 2014, DHA incurred \$155,586 in legal fees relating to management of procurement and contracts, workplace health and safety and governance.

a) List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

b) List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

c) How was each piece of advice procured? Detail the method of identifying legal advice

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Questions on notice No. 54 from Senator Ludwig

Workplace assessments

54.

1) How much has been spent on workplace ergonomic assessments since 7 September 2013?

\$22,918.92 was spent on workplace ergonomic assessments.

a) List each item of expenditure and cost

A breakdown of expenditure is as follows:

Workstation Assessment	\$ 517.00
Workstation Assessment	\$ 448.80
Workstation Assessment	\$ 654.50
Vehicle Assessment	\$ 654.50
Workstation Assessments	\$ 1,009.80
Workstation Assessment	\$ 654.50
Workstation Assessment	\$ 374.00
Workstation Assessment	\$ 523.60
Vehicle Assessment	\$ 1,295.25
Vehicle Assessment	\$ 423.50
Vehicle Assessment	\$ 712.25
3x Assessments	\$ 1,045.00
4 x Vehicle assessments	\$ 1,424.50
WSA x 1	\$ 504.90
2x vehicle assessments	\$ 1,116.50
Vehicle Assessment	\$ 542.30
Workstation assessment	\$ 539.00
Workstation assessment	\$ 262.90
Workstation assessment	\$ 355.30
Workstation assessment	\$ 539.00
Workstation assessment	\$ 269.90
Workstation assessment	\$ 365.75
Workstation assessment	\$ 518.30
Workstation assessment	\$ 490.00
Workstation assessment	\$ 132.00
Workstation assessments - from statement Nov 13	\$ 410.52
Workstation assessments - from statement Jan14	\$ 2,400.93
Workstation assessments - from statement Feb14	\$ 1,906.14
Workstation assessments - from statement April 14	\$ 2,048.69
Workstation assessments - from statement May 14	\$ 779.59

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

2) Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?

DHA employees are not obligated to declare an existing disability, under the *Disability Discrimination Act 1992*, therefore, DHA is unable to separate costs of ergonomic assessments that relate to a disability or workplace requirement.

3) If so, list each item of expenditure and cost related to those changes

Not applicable for reasons outlined above.

Questions on notice No. 55 from Senator Ludwig

Vending machines

55.

1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased or taken under contract any vending machine facilities?

No.

a) If so, list these

Not applicable.

b) If so, list the total cost for these items

Not applicable.

c) If so, list the itemised cost for each item of expenditure

Not applicable.

d) If so, where were these purchased

Not applicable.

e) If so, list the process for identifying how they would be purchased

Not applicable.

f) If so, what is the current location for these items?

Not applicable.

g) If so, what is the current usage for each of these items?

Not applicable.

Questions on notice No. 56 from Senator Ludwig

Ministerial staff turnover

56.

1. List the current staffing allocation for each Minister and Parliamentary Secretary

Not applicable.

2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification

Not applicable.

3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification

Not applicable.

4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification

Not applicable.

5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment

Not applicable.

Questions on notice No. 57 from Senator Ludwig

Multiple tenders

57. 1. List any tenders that were re-issued or issued multiple times since Additional Estimates in February, 2014:

Design and Construction of 25B Houses at Weston, ACT.

a) Why were they re-issued or issued multiple times?

Unacceptable/non-compliant designs, pricing not competitive.

b) Were any applicants received for the tenders before they were re-issued or repeatedly issued?

Yes.

c) Were those applicants asked to resubmit their tender proposal?

Yes.

Questions on notice No. 58 from Senator Ludwig

Market Research

58.

1. List any market research conducted by the department/agency since Additional Estimates in February, 2014:

Most of DHA's research is conducted internally. DHA did engage with Field Works Research Pty Ltd, a third party research company to undertake a research survey on DHA's behalf. Colmar Brunton was also engaged by DHA to conduct a brand audit.

a) List the total cost of this research

\$171,131.50

b) List each item of expenditure and cost, broken down by division and program

Housing and Maintenance satisfaction survey for members by Field Works Research Pty Ltd: \$73,165.50. Brand audit conducted by Colmar Brunton: \$97,966.

c) Who conducted the research?

Field Works Research Pty Ltd and Colmar Brunton.

d) How were they identified?

Open tender process.

e) Where was the research conducted?

Australia wide.

f) In what way was the research conducted?

By telephone.

g) Were focus groups, round tables or other forms of research tools used?

Not applicable.

h) How were participants for these focus groups et al selected?

Housing: attempts were made to contact all newly relocated Australian Defence Force members or their spouses.

Maintenance: random sample stratified by location
Colmar Brunton - random digit dialing including mobile and landlines.

Questions on notice No. 59 from Senator Ludwig

Departmental Upgrades

59.

1. Since Additional Estimates in February, 2014 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

Yes.

a) If so, list these

Chifley Towers
Suite 1906
2 Chifley Square
Sydney

26 Brisbane Ave
Barton
ACT

b) If so, list the total cost for these changes

\$1,484,446.44 (GST incl.)

c) If so, list the itemised cost for each item of expenditure

Please refer to Attachment C – Refurbishments expenditure.

d) If so, who conducted the works?

Sheldon
Acacia Group
Modern Electrical
Atlantis and GK Removals
JB HiFi,
Correct Comms
Ethan Group
Better Music
Zenith
Jason L

e) If so, list the process for identifying who would conduct these works

Request for Quote

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Building contractors

Corporate supplier

f) If so, when are the works expected to be completed?

Works are completed.

Questions on notice No. 60 from Senator Ludwig

Wine Coolers / Fridges

60. 1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?

No.

a) If so, list these

Not applicable.

b) If so, list the total cost for these items

Not applicable.

c) If so, list the itemised cost for each item of expenditure

Not applicable.

d) If so, where were these purchased

Not applicable.

e) If so, list the process for identifying how they would be purchased

Not applicable.

f) If so, what is the current location for these items?

Not applicable.

g) If so, what is the current stocking level for each of these items?

Not applicable.

Questions on notice No. 61 from Senator Ludwig

Office Plants

61.

1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new office plants?

No.

a) If so, list these

Not applicable.

b) If so, list the total cost for these items

Not applicable.

c) If so, list the itemised cost for each item of expenditure

Not applicable.

d) If so, where were these purchased

Not applicable.

e) If so, list the process for identifying how they would be purchased

Not applicable.

f) If so, what is the current location for these items?

Not applicable.

Questions on notice No. 62 from Senator Ludwig

Provision of equipment - departmental

62. 1. Other than desktop computers, list all electronic equipment provided to department/agency staff since Additional Estimates in February, 2014.

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

2. List the items

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

3. List the purchase cost

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

4. List the ongoing cost

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

5. List the staff and staff classification that receive the equipment.

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 63 from Senator Ludwig

Government advertising

63.

1. How much has been spent on government advertising (including job ads) since Additional Estimates in February, 2014?

\$1,057,205.25

a) List each item of expenditure and cost

\$3,348.97 for recruitment advertising.

A total of \$995,422.55 for property investment program advertising:
\$163,264.55 print, \$552,968 online, \$279,190 radio.

Defence communication print: \$10,783.85 and \$47,649.88 in tender advertising.

b) List the approving officer for each item

Manager, HR Services and Payroll
National Manager, Marketing, Head of Marketing Communication
General Manager, Portfolio Management, Marketing and Strategic Projects

c) Detail the outlets that were paid for the advertising

Marketing Mechanics (media buyers).
Defence related advertising – Defence newspapers.
Job advertising - Adcorp Australia Limited

2. What government advertising is planned for the rest of the financial year?

Business as usual as above. Advertising for Defence communication, leasing and property investment program.

a) List the total expected cost

\$300,080.32

b) List each item of expenditure and cost

\$295,219.60 for property investment program advertising. \$4,860.72 for Defence communication advertising.

c) List the approving officer for each item

National Manager, Marketing, Head of Marketing Communication
General Manager, Portfolio Management, Marketing and Strategic Projects

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

d) Detail the outlets that have been or will be paid for the advertising

Marketing Mechanics (media buyers).

Defence related advertising – Defence newspapers.

Job advertising - Adcorp Australia Limited

Questions on notice No. 64 from Senator Ludwig

Boards (for Departments or agencies with boards)

64.

1. Since September Additional Estimates in February, 2014;

a. how often has each board met, break down by board name;

The DHA Board has met twice (4 April, 22 May).

b. what travel expenses are provided;

Flights, meals and accommodation.

c. what is the average attendance at board meetings;

100%.

d. how does the board deal with conflict of interest;

DHA follows the requirements of the CAC Act.

e. what conflicts of interest have been registered;

Nil.

f. what remuneration is provided to board members;

Members are remunerated in accordance with the Remuneration Tribunal's Determination 2014/08: *Remuneration and Allowances for Holders of Part-Time Public Office*.

g. how does the board dismiss board members who do not meet attendance standards?

The Board does not have the legislative authority to dismiss members.

h. Have any requests been made to ministers to dismiss board members since Additional Estimates in February, 2014?

No.

i. Please list board members who have attended less than 51% of meetings

Nil.

j. what have catering costs been for the board meetings held this year; is alcohol served;

\$1035.99 has been spent on catering. No alcohol has been provided, served or consumed.

Questions on notice No. 65 from Senator Ludwig

Senate estimates briefing

65.

1) How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?

Eleven.

2) How many officer hours were spent on preparing that information? a. Please break down the hours by officer APS classification

The breakdown is as follows (shown in total hours):

Managing Director - 2 hours.

SES Band 2 - 3 hour

SES Band 1 - 2 hours

EL2 x 14 hours

EL1 x 3 - 6 hours

AS06 - 2 hours

3) Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office?

No.

4) Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?

No.

a. If so, when did this occur?

Not applicable.

b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.

Not applicable.

c. When were the changes made?

Not applicable.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

5) Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

Not applicable.

Questions on notice No. 66 from Senator Ludwig

Communications staff

66.

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:

a) How many ongoing staff, the classification, the type of work they undertake and their location.

DHA employs 15 staff to deliver all communication and marketing activities for the organisation. 3 x EL2, 3 x EL1, 3 x DHA6, 2 x DHA5, 4 x DHA4. Staff are involved in delivering the full range of communication and marketing needs for DHA, this includes public relations, sales marketing, media, Defence communication, internal communication and new housing development marketing. All staff are located in Canberra.

b) How many non-ongoing staff, their classification, type of work they undertake and their location

Of the 15 staff in the group, six are on non-ongoing contracts. 1 x EL2, 1 x EL1, 1 x DHA6, 3 x DHA4. All staff are located in Canberra.

c) How many contractors, their classification, type of work they undertake and their location

Nil.

d) How many are graphic designers?

Nil.

e) How many are media managers?

One EL2 plus one DHA6 to assist. Media is not their only responsibility.

f) How many organise events?

Most of the team are involved in organising events at various times.

Questions on notice No. 67 from Senator Ludwig

Freedom of Information

67.

The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):

Consultations with other Departments, Agencies and the Minister

1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?

No

2. If so, for each instance provide a table setting out the following information:

a) The Department or Agency which was consulted;

Not applicable.

b) The document;

Not applicable.

c) The purpose of the consultation;

Not applicable.

d) Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;

Not applicable.

e) Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension

Not applicable.

3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?

No.

4. If yes, provide a table setting out the following information:

a) The requests with respect to which the Minister or Ministerial office was consulted;

Not applicable.

b) The Minister or Ministerial office which was consulted;

Not applicable.

c) The purpose of the consultation;

Not applicable.

d) Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;

Not applicable.

e) Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension

Not applicable.

f) Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

Not applicable.

Staffing resources

The following questions relate to the period from 18 September 2013:

1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

0.25.

FOI Disclosure Log

1. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:

a) Maintain a webpage allowing download of documents released under section 11A (direct download)?

Yes.

b) Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?

No.

c) Facilitate to those documents in a different manner (if so, specify).

No.

2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:

a) The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;

Not applicable.

b) The total number of direct downloads of documents released under 11A the Departmental or Agency website;

Not applicable.

c) The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?

Not applicable.

d) What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?

Not applicable.

i. What was the approximate cost for salaries for the FTE staff allocated to this task?

\$24,006.00

3. Has the Department or Agency charged any for access to a document under section 11C(4)?

No.

4. If so, please provide the following information in a table:

a) On how many occasions charges have been imposed;

Not applicable.

b) The amount charged for each document

Not applicable.

c) The total amount charged;

Not applicable.

d) What is the highest charge that has been imposed?

Not applicable.

With respect to FOI requests:

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?

Six.

2. Of those, how many were:

a) Released in full

Zero.

b) Released in part

Six.

c) Refused access on the grounds that release of the document would be contrary to the public interest

Zero

d) Other (please specify)

Questions on notice No. 68 from Senator Ludwig

Functions

68.

1) Provide a list of all formal functions or forms of hospitality conducted for the Minister since Additional Estimates in February, 2014. Include:

Not applicable.

a) The guest list of each function

Not applicable.

b) The party or individual who initiated the request for the function

Not applicable.

c) The menu, program or list of proceedings of the function

Not applicable.

d) A list of drinks consumed at the function

Not applicable.

2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office

Not applicable.

Questions on notice No. 69 from Senator Ludwig

Red tape reduction

69.

1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?

DHA has two members on the Governments Ministerial Advisory Council on Deregulation.

a) What is the progress of that red tape reduction target

Ongoing.

2. How many officers have been placed in those units and at what level?

Two DHA officers (SES Band 1 and 2).

3. How have they been recruited?

No officers have been recruited. They undertake the work as required from within existing resources.

4. What process was used for their appointment?

Not applicable.

5. What is the total cost of this unit?

Not applicable.

6. What is the estimated total salary cost of the officers assigned to the unit.

Not applicable.

7. Do members of the unit have access to cabinet documents?

No.

8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.

The officers have not been required to have a security classification.

9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

Not applicable.

Questions on notice No. 70 from Senator Ludwig

Official residences

70.

1) Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences since Additional Estimates in February, 2014. Include:

a. The guest list of each function, including if any ministerial staff attended

Not applicable.

b. The party or individual who initiated the request for the function

Not applicable.

c. The menu, program or list of proceedings of the function

Not applicable.

d. A list of drinks consumed at the function

Not applicable.

2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences.

Not applicable.

Questions on notice No. 71 from Senator Ludwig

Travel costs - department

71.

a) Since Additional Estimates in February, 2014, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

Not applicable.

b) Since Additional Estimates in February, 2014, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.

DHA total travel costs for period 1 March - 31 May 2014 was \$ 675,761.

Break down of travel	Cost
Airfares	\$311,555.00
Accommodation	\$166,340.00
Meals and Incidental	\$98,387.00
Other travel expenses*	\$99,479.00
Total	\$675,761.00

* Other travel expenses other travel includes, taxi/coach/rail fares, parking, fuel for hire cars, tolls.

Airfare Type: Business - 5%
Fully Flexi - 61 %
Semi Flexi - 17 %
Restricted - 17 %

DHA staff are required to travel to attend or conduct DHA business in the following areas:

- Housing:
- Sales meetings;
- Construction meetings
- Tender briefings;
- Property handovers
- Negotiations with suppliers and stakeholders

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

- Site visits
- Property inspections
- Board meetings
- Conferences
- Project meetings
- Training and Development
- Commute for temporary relocation
- Commute as permanent arrangement
- Recruitment interviews
- WHS requirements
- Corporate contract meetings
- Represent DHA at request of industry stakeholders.

c) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

DHA anticipate further travel this calendar year to attend or conduct DHA business in the following areas:

- Housing:
- Sales meetings;
- Construction meetings
- Tender briefings;
- Property handovers
- Negotiations with suppliers and stakeholders
- Site visits
- Property inspections
- Board meetings
- Conferences
- Project meetings
- Training and Development
- Commute for temporary relocation
- Commute as permanent arrangement
- Recruitment interviews
- WHS requirements
- Corporate contract meetings
- Represent DHA at request of industry stakeholders.

Questions on notice No. 72 from Senator Ludwig

Ministerial staff code

72.

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? * If so, list the breaches identified, broken by staffing classification level * If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? * If so, when was the breach identified? By whom? When was the Minister made aware?

The Special Minister of State will answer on behalf of all agencies.

2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? * If not, how many staff don't comply, broken down by classification level? * How long have they worked for the Minister?

Not applicable.

3. Can you confirm they all complied with the code on the date of their employment? * If not, on what date did they comply?

Not applicable.

4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? * If so, on what date were those disclosure made?

Not applicable.

5. By position title list the date each staff member was approved by government staff committee

Not applicable.

6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment

Not applicable.

7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level

Nil.

Questions on notice No. 73 from Senator Ludwig

Credit cards

73.

1. Provide a breakdown for each employment classification that has a corporate credit card.

DHA Level	Number of Card holders
APS 3	14
APS 4	10
APS 5	11
APS 6	14
EL1	16
EL2	35
SES	13
TOTAL	113

2. Please update details of the following?

a) What action is taken if the corporate credit card is misused?

If the DHA credit card were to be mis-used DHA would conduct an investigation into that mis-use and would take corrective and disciplinary action as warranted by the circumstances.

b) How is corporate credit card use monitored?

Rigid approval processes and system based workflows are in place to ensure all transactions are monitored on a one-up basis. Monthly acquittals and review of credit card transactions take place by credit card administrators and DHA's Finance team.

c) What happens if misuse of a corporate credit card is discovered?

If the DHA credit card were to be mis-used DHA would conduct an investigation into that mis-use and would take corrective and disciplinary action as warranted by the circumstances.

d) Have any instances of corporate credit card misuse have been discovered since Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken.

No

e) What action is taken to prevent corporate credit card misuse?

Rigid approval processes and system based workflows, limited cash withdrawals and limited credit card limits are in place.

Questions on notice No. 74 from Senator Ludwig

Shared resources following MOG changes

74.

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?

No.

2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?

Not applicable.

3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

Not applicable.

Questions on notice No. 75 from Senator Ludwig

Departmental Rebranding

75.

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:

No

a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?

Not applicable.

i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.

Not applicable.

b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:

Not applicable.

i. Signage.

Not applicable.

ii. Stationery (please include details of existing stationery and how it was disposed of).

Not applicable.

iii. Logos

Not applicable.

iv. Consultancy

Not applicable.

v. Any relevant IT changes.

Not applicable.

vi. Office reconfiguration.

Not applicable.

c. How was the decision reached to rename and/or rebrand the department?

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Not applicable.

i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc.) from within the department, or between the department and the government regarding the rename/rebranding.

Not applicable.

Questions on notice No. 76 from Senator Ludwig

Contracts under \$10,000

76.

1. Please provide a detailed list of all contracts entered into worth between \$4,000 and \$10,000 since September 7th, 2013.

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 77 from Senator Ludwig

Contracts for Temporary Staff

77.

1. How much did the department/agency spend on temporary or contract staff since September 7th 2013?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

2. How many temporary or contract staff were employed since September 7th 2013?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

3. How many temporary or contract staff are currently employed?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

4. How much was paid for agencies/companies to find temporary/contract staff?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

5. How much is budgeted in the 2014/15 year for contract staff?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

6. What policies/criteria govern the appointment of Contract staff?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

7. How is the use of contract staff consistent with a professional, independent public service?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 78 from Senator Ludwig

Prequalified, Multi-use list tenders

78.

1. Does the Department/Agency have existing Prequalified or Multi-use list panels for tenders?

Yes.

2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?

Please refer to Attachment D - Prequalified or Multi-use list panels

3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?

The Managing Director is unaware of any EL Staff or higher levels having any involvement or financial interests with any of the firms on any DHA panel arrangement.

4. Do any Ministerial staff have directorships in any of the firms on your panels?

Not Applicable.

5. Do any Ministerial staff have interest- financial or otherwise- in any of the firms on your panel

Not Applicable.

6. Have the minister or ministerial staff made representations concerning the panels

Not Applicable.

7. Is Australian Public Affairs on any of your panels?

Not Applicable.

Questions on notice No. 79 from Senator Ludwig

Unallocated Equipment

79.

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 80 from Senator Ludwig

Advertising

80.

1. How much has the Department/Agency spent on Advertising since Additional Estimates in February, 2014? Including through the use of agencies.

\$1,057,205.25

2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning

\$3,348.97 for recruitment advertising. A total of \$995,422.55 for property investment program advertising: \$163,264.55 print, \$552,968 online, \$279,190 radio. Defence communication print: \$10,783.85 and \$47,649.88 in tender advertising.

Questions on notice No. 81 from Senator Ludwig

Land costs

81.

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?

As at 30 June 2013 DHA owned 3,883 residential properties and leased 12,496 residential properties from private investors. DHA also holds land as part of its residential development and house construction activities.

2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non-Defence Force base land is to be included)

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

a. What is the current occupancy level and occupant of the items identified in (3)?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

b. What is the value of the items identified in (3)?

The value of the total portfolio of houses under DHA management is in excess of \$10bn.

c. What contractual or other arrangements are in place for the items identified in (3)?

DHA has a head lease with the Department of Defence over all provisioned stock. DHA also has individual lease in place in relation to houses leased from private investors.

4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?

As at 30 June 2013 DHA owned 3,883 residential properties and leased 12,496 residential properties from private investors.

Defence Housing Australia

5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non-Defence Force base buildings are to be included).

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

All houses provided to Defence by DHA are used only for housing Defence members, Department of Defence contractors and non-corporate Commonwealth entities. They have no other purpose or occupancies.

Questions on notice No. 82 from Senator Ludwig

Hospitality and entertainment

82.

a) What is the Department/Agency's hospitality spend from Additional Estimates in February, 2014 to date including any catering and drinks costs.

DHA incurred \$28,877 in hospitality spend for the period 1 March 2014 to 31 May 2014

b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.

Not applicable.

c) What is the Department/Agency's entertainment spend from Additional Estimates in February, 2014 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.

Not applicable.

d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Additional Estimates in February, 2014 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.

Not applicable.

e) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.

Not applicable.

f) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.

Not applicable.

g) What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.

Not applicable.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.

Not applicable.

i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Not applicable.

Questions on notice No. 83 from Senator Ludwig

Travel costs - ministerial

83.

1. From Additional Estimates in February, 2014, detail all travel conducted by the Minister/parliamentary secretary

Not applicable.

2. List each location, method of travel, itinerary and purpose of trip;

Not applicable.

3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and;

Not applicable.

4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary.

Not applicable.

5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

None planned with the Minister.

Questions on notice No. 84 from Senator Ludwig

Grants

84.

a) Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in Additional Estimates in February, 2014 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.

Nil.

b) Update the status of each grant that was approved prior to Additional Estimates in February, 2014, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

Not applicable.

Questions on notice No. 85 from Senator Ludwig

Government payments of accounts

85.

a) From Additional Estimates in February, 2014 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others?

7 days upon receipt of invoice, on average

b) How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?

As at 31 May 2014 DHA had no payments owing over 30 days.

c) How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?

As at 31 May 2014 DHA had no payments owing over 30 days.

d) How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?

As at 31 May 2014 DHA had no payments owing over 30 days.

e) How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?

As at 31 May 2014 DHA had no payments owing over 30 days.

f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?

As at 31 May 2014 DHA had no payments owing over 30 days.

g) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Additional Estimates in February, 2014?

As at 31 May 2014 DHA had no payments owing over 30 days.

h) Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Not applicable.

Questions on notice No. 86 from Senator Ludwig

Question time

86.

1) How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time?

DHA has not been tasked with preparing the Minister for Question Time to date but one staff member from the Office of the Secretariat would be responsible for this task on a part time basis.

2) How many officer hours are spent each sitting day on preparing that information? a. Please break down the hours by officer APS classification

Nil to date.

3) Are drafts shown to the Minister or their office before Question Time? a. If so, when does this occur? b. How many versions of this information are shown to the minister or their office?

Not applicable.

4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?

Not applicable.

a. If so, when does this occur?

Not applicable.

b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.

Not applicable.

5) Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.

Not applicable.

Questions on notice No. 87 from Senator Ludwig

Meeting costs

87.

a) What is the Department/Agency's meeting spend from Additional Estimates in February, 2014 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.

Nil.

b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from Additional Estimates in February, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.

Nil.

c) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.

Nil.

d) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Nil.

Questions on notice No. 88 from Senator Ludwig

Hire cars

88.

a) How much did each department/agency spend on hire cars from Additional Estimates in February, 2014 to date? Provide a breakdown of each business group in each department/agency.

Total DHA Car Hire Spend (ex GST) - \$ 17, 579.66
Managing Director \$ 415.08
Business Solutions and Technology \$ 135.02
Corporate Affairs \$ 2,288.79
Finance \$ 209.50
Property and Tenancy Services \$ 6,956.38
Property Provisioning Group \$ 6,109.83
Sales and Marketing \$ 1,465.06

b) What are the reasons for hire car costs?

DHA utilise car hire for a variety of business related purposes including:

- Conducting site visits for housing construction projects including visits for WHS purposes;
- Conducting housing tender assessments;
- To attend Internal and external meetings;
- Attending and conducting training;
- Conducting property inspections.

Questions on notice No. 89 from Senator Ludwig

Executive coaching and leadership training

89.

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date:

1. Total spending on these services

\$495

2. The number of employees offered these services and their employment classification

1 employee, EL2

3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)

1 employee, EL2, 0 hours study leave

4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide: a) The name and nature of the service purchased

Best Practice Consulting, Executive Coaching

b) Whether the service is one-on-one or group based

one-on-one

c) The number of employees who received the service and their employment classification

1 employee, EL2

d) The total number of hours involved for all employees (provide a breakdown for each employment classification)

EL2 - 2 hours

e) The total amount spent on the service

\$495

f) A description of the fees charged (i.e. per hour, complete package)

Per Hour

5. Where a service was provided at any location other than the department or agency's own premises, please provide:

a) The location used

Not applicable.

b) The number of employees who took part on each occasion (provide a breakdown for each employment classification)

Not applicable.

c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)

EL2 - 2 hours

d) Any costs the department or agency's incurred to use the location

Not applicable.

6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?

Should an employee leave DHA within 6 months of receiving reimbursement for formal studies, any amounts received in this period must be repaid.

7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Sydney, EL2, Graduate Certificate in Property: 40 hours.

Head Office, EL2, Master of Strategic Organisational Development: 15 hours.

Head Office, EL1, Master of Strategic Organisational Development: 1.8 hours

Questions on notice No. 90 from Senator Ludwig

Staffing profile

90

1. What is the current staffing profile of the department/agency?

DHA's current staffing profile is 669 staff members made up of 150 non-ongoing, 517 ongoing, 1 principal executive and one casual employee. 466 of these are female, 203 are males

2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state)

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 91 from Senator Ludwig

Staffing reductions

91.

a) How many staff reductions/voluntary redundancies have occurred from Additional Estimates in February, 2014 to date? What was the reason for these reductions?

0

b) Were any of these reductions involuntary redundancies? If yes, provide details.

Not applicable.

c) Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.

Yes. See Part d).

d) If there are plans for staff reductions, please give the reason why these are happening.

To enhance DHA's services functions which are currently located in each DHA office, geographically spread across Australia will be migrated into two office localities. DHA's service functions will be centralised into two office locations. It had previously been in each DHA office. This project was started in March 2013. This will streamline the delivery of services to members and families of the Department of Defence. DHA is currently working to redeploy staff internally and if not possible provide support for redeployment from within the wider APS.

e) Are there any plans for involuntary redundancies? If yes, provide details.

No.

f) How many ongoing staff left the department/agency from Additional Estimates in February, 2014 to date? What classification were these staff?

21

DHA Classification level	Total
APS3	6
APS4	5
APS5	8
APS6	1

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

EL1	1
Total	21

g) How many non-ongoing staff left department/agency from Additional Estimates in February, 2014 to date? What classification were these staff?

21

DHA Classification level	Total
APS2	1
APS3	11
APS4	2
APS5	1
APS6	2
EL1	2
EL2	2
Total	21

h. What are the voluntary redundancy packages offered? Please detail for each staff level and position

Not applicable.

i. How do the packages differ from the default public service package?

Redundancy are calculated based upon DHA's EA, the provisions outlined by Fair Work Australia and the Australian Public Service. DHA do not calculate or manage redundancies outside of the APS framework.

j. How is the department/agency funding the packages?

DHA is a commercial business entity and is funding the redundancies from revenues generated by the business and through the efficiencies that will be generated through the streamlining of services.

Questions on notice No. 92 from Senator Ludwig

Staffing recruitment

92.

a) How many ongoing staff were recruited from Additional Estimates in February, 2014 to date? What classification are these staff?

25 staff in total.

DHA Classification Level	Totals
DHAL3	15
DHAL4	9
EXECL1	1
Total	25

b) How many non-ongoing positions exist or have been created from Additional Estimates in February, 2014 to date? What classification are these staff?

150 Staff in total.

DHA Classification Level	Totals
DHAL3	62
DHAL4	18
DHAL5	21
DHAL6	20
EXECL1	13
EXECL2	14
SESB2	2
Total	150

c) From Additional Estimates in February, 2014 to date, how many employees have been employed on contract and what is the average length of their employment period?

39 Staff with an average length of employment of 10.6 Months.

Questions on notice No. 93 from Senator Ludwig

Coffee machines

93.

1. Has the department/agency purchased coffee machines for staff useage since Additional Estimates in February, 2014?

No.

a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?

Not applicable.

b) Why were coffee machines purchased?

Not applicable.

c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?

Not applicable.

d) Where did the funding for the coffee machines come from?

Not applicable.

e) Who has access?

Not applicable.

f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?

Not applicable.

g) What are the ongoing costs of the coffee machine, such as the cost of coffee?

Not applicable.

2. Since Additional Estimates in February, 2014, has the department/agency rented or leased any coffee machines for staff usage?

No.

a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.

Not applicable.

b) Why are coffee machines rented?

Not applicable.

c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?

Not applicable.

d) Where does the funding for the coffee machines come from?

Not applicable.

e) Who has access?

Not applicable.

f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?

Not applicable.

g) What are the ongoing costs of the coffee machine, such as the cost of coffee?

Not applicable.

Questions on notice No. 94 from Senator Ludwig

Printing

94.

1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

a. If so, what companies were sued?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

b. How were they selected?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

c. What was the total cost of this printing?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 95 from Senator Ludwig

Corporate cars

95.

a) How many cars are owned by each department/agency?

DHA do not own any cars

b) Where is the car/s located?

Not applicable.

c) What is the car/s used for?

Not applicable.

d) What is the cost of each car from Additional Estimates in February, 2014 to date?

Not applicable.

e) How far did each car travel from Additional Estimates in February, 2014 to date?

Not applicable.

f) How many cars are leased by each department/agency?

180 vehicles

g) Where are the cars located?

Adelaide, Brisbane, Cairns, Canberra, Darwin, Hunter Valley, Ipswich, Canungra, Melbourne, Cerberus, Nowra, Perth, Puckapunyal, Sale, Sydney, Tindal, Toowoomba, Townsville, Wagga, Wodonga

h) What are the cars used for?

Property management, acquisitions, attendance at meetings with other departments and stakeholders and DHA corporate support functions i.e. transport to conduct training.

i) What is the cost of each car from Additional Estimates in February, 2014 to date?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

j) How far did each car travel from Additional Estimates in February, 2014 to date?

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 96 from Senator Ludwig

Taxi costs

96.

a) How much did each department/agency spend on taxis from Additional Estimates in February, 2014 to date? Provide a breakdown for each business group in each department/agency.

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

b) What are the reasons for taxi costs?

Transport to and from airports when travelling on DHA business as well as internal and external meetings.

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Questions on notice No. 97 from Senator Ludwig

Consultancies

97.

a) How many consultancies have been undertaken from Additional Estimates in February, 2014 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.

DHA incurred \$133,253 in consultancy fees for the period 1 March to 31 May 2014. All consultants were engaged in line with DHA's procurement policy.

Date Invoiced	Amount \$	Consultant
9/03/2014	3,719.35	Aaron Still Consulting
5/03/2014	37.00	Roger Powell & Associates
5/03/2014	3,509.20	Roger Powell & Associates
28/03/2014	20,380.00	Price Waterhouse Coopers
8/04/2014	4,511.82	Roger Powell & Associates
27/03/2014	7,151.06	Executive Leadership Australia
15/04/2014	8,000.00	Synergy Information Services
28/04/2014	2,674.87	Scott Paine Consulting
14/04/2014	7,151.06	Executive Leadership Australia
30/04/2014	28,532.00	Price Waterhouse Coopers
4/05/2014	2,506.56	Roger Powell & Associates
30/04/2014	20,380.00	Price Waterhouse Coopers
29/05/2014	20,380.00	Price Waterhouse Coopers
29/04/2014	4,320.56	IPFX Systems Limited
Total	133,253.48	

b) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

c) Have any consultancies not gone out for tender?

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

i. If so, which ones and why?

The Managing Director considers compiling the detail required to answer this question would be an unnecessary diversion of agency resources.

Questions on notice No. 98 from Senator Lundy

Transfers

98.

1. How many people does your department/agency currently employ?

669

Please provide a breakdown of this figure based on the following:

a. State and Territory.

State	Staff employed
ACT	271
NSW	134
VIC	39
QLD	130
NT	40
WA	18
SA	37
Total	669

b. Age.

Age	Totals
19-30	166
31-40	220
41-50	155
51-60	110
61-71	18
Total	669

c. Gender.

Gender	Totals
Female	466
Male	203
Total	669

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

d. APS level classification.

DHA Classification Level	Totals
DHAL2	1
DHAL3	186
DHAL4	125
DHAL5	92
DHAL6	107
EXECL1	86
EXECL2	59
SESB1	6
SESB2	6
MD01	1
Total	669

e. Contract type (ongoing or non-ongoing).

Contract Type totals	
Ongoing Total	517
Principal Exec. Office	1
Non-ongoing Contract	150
Casual (Irregular)	1
Total	669

2. How many people did your department/agency employ as of 30 June 2013?

656.

Please provide a breakdown of this figure based on the following variables:

a. State and Territory.

States	Totals
ACT	272
NSW	150
VIC	38
QLD	112
NT	43
WA	21
SA	20

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Total	656
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b. Age.

Age	Totals
18-30	165
31-40	217
41-50	150
51-60	109
61-70	15
Total	656

c. Gender.

Gender	Totals
Female	459
Male	197
Total	656

d. APS level classification.

DHA Classification Level	Totals
APSJR	1
CONS	1
APSL2	1
APSL3	206
APSL4	131
APSL5	83
APSL6	97
EXECL1	74
EXECL2	53
SESB1	4
SESB2	4
MD01	1
Total	656

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

e. Contract type (ongoing or non-ongoing).

Contract Type	Totals
Agency or Consultant	1
Non-ongoing Contract	141
Ongoing	513
Principal Exec. Office	1
Total	656

3. How many people did your department/agency employ as of 18 September 2013?

659

Please provide a breakdown of this figure based on the following:

a. State and Territory.

States	Totals
ACT	271
NSW	142
VIC	45
QLD	117
NT	41
WA	22
SA	21
Total	659

b. Age.

Age	Totals
18-30	165
31-40	217
41-50	151
51-60	109
61-70	17
Total	659

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

c. Gender.

Gender	Totals
Female	462
Male	197
Total	659

d. APS level classification.

DHA Classification Level	Totals
DHAL2	1
DHAL3	188
DHAL4	130
DHAL5	91
DHAL6	97
EXECL1	84
EXECL2	55
SESB1	5
SESB2	7
MD01	1
Total	659

e. Contract type (ongoing or non-ongoing).

Contract Type	Totals
Ongoing Total	510
Principal Exec. Office	1
Non-ongoing Contract	148
Casual (Irregular)	0
Total	659

4. Since 18 September 2013, what department/agencyal functions have been transferred from one state or territory to another?

0

5. For all functions transferred, can you please provide figures for the following:

0

a. Number of staff employed before and after the transfer,

Not applicable.

b. Where the function was based before and after the transfer.

Not applicable.

6. For each employee transferred please provide the followings:

a. Their age.

Not applicable.

b. Their gender.

Not applicable.

c. Their APS classification.

Not applicable.

d. The wage of the employee before and after the transfer.

Not applicable.

e. The area of the department/agency they worked in before and after their transfer.

Not applicable.

f. A description of their position before and after the transfer.

Not applicable.

g. The dates of their transfer.

Not applicable.

h. An explanation for why the employee was transferred.

Not applicable.

i. Whether they were transferred to or from Canberra.

Not applicable.

j. Any costs incurred by the department/agency due to this transfer.

Not applicable.

Questions on notice No. 99 from Senator Lundy

Redundancies

99.

1. Since 18 September 2013, how many positions have been made redundant in your department/agency?

0

a. How many of these positions were ongoing?

Not applicable.

b. How many of these positions were non-ongoing?

Not applicable.

c. How many of these positions were situated in the Australian Capital Territory?

Not applicable.

2. How many of the employees filling these redundant positions were redeployed?

Not applicable.

a. How many of these employees were ongoing?

Not applicable.

b. How many of these employees were non-ongoing?

Not applicable.

c. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

3. How many of these employees were offered voluntary redundancies?

Not applicable.

a. How many of these employees were ongoing?

Not applicable.

b. How many of these employees were non-ongoing?

Not applicable.

c. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

4. How many accepted voluntary redundancies?

Not applicable.

a. How many of these employees were ongoing?

Not applicable.

b. How many of these employees were non-ongoing?

Not applicable.

c. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

5. How many employees were offered the choice between a voluntary redundancy and redeployment?

a. How many of these employees were ongoing?

Not applicable.

b. How many of these employees were non-ongoing?

Not applicable.

c. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

6. For all employees who accepted voluntary redundancies please provide the following:

a. Their age.

Not applicable.

b. Their gender.

Not applicable.

c. A description of their position.

Not applicable.

d. The APS classification level of their position.

Not applicable.

e. Their wage.

Not applicable.

f. Their contract type (non-ongoing versus ongoing).

Not applicable.

g. Where they were located.

Not applicable.

h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.).

Not applicable.

i. The reason a voluntary redundancy was offered for their position.

Not applicable.

j. Details pertaining to any other costs incurred by the department/agency because of this redundancy.

Not applicable.

k. Please provide all relevant dates.

Not applicable.

7. For all employees who were redeployed please provide:

a. Their age.

Not applicable.

b. Their gender.

Not applicable.

c. A description of their position before and after redeployment.

Not applicable.

d. The APS classification level of their position before and after redeployment.

Not applicable.

e. Their wage before and after redeployment.

Not applicable.

f. Contract type (non-ongoing versus ongoing) before and after redeployment.

Not applicable.

g. Where they were located before and after redeployment.

Not applicable.

h. Please provide the reason for the redeployment.

Not applicable.

i. Please specify any other costs incurred by the department/agency because of this redeployment.

Not applicable.

j. Please provide all relevant dates.

Not applicable.

8. Since the 18 September 2013, how many employees in your department/agency have been made forcibly redundant?

0

a. How many of these employees were ongoing?

Not applicable.

b. How many of these employees were non-ongoing?

Not applicable.

c. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?

Not applicable.

a. How many of these employees were ongoing?

Not applicable.

b. How many of these employees were non-ongoing?

Not applicable.

c. How many of these employees were situated in the Australian Capital Territory?

Not applicable.

10. For employees who were made forcibly redundant since the 18 September 2013 please provide:

a. Their age.

Not applicable.

b. Their gender.

Not applicable.

c. A description of their position.

Not applicable.

d. The APS classification level of their position.

Not applicable.

e. Their wage at retrenchment.

Not applicable.

f. Their contract type (non-ongoing versus ongoing).

Not applicable.

g. Where they were located.

Not applicable.

h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.).

Not applicable.

i. The reason why the employee was made forcibly redundant.

Not applicable.

j. Details pertaining to any other costs incurred by the department/agency because of this redundancy.

Not applicable.

k. Please provide all relevant dates.

Not applicable.

Questions on notice No. 100 from Senator Lundy

Extensions

100.

1. Since the 18 September 2013 how many non-ongoing contracts has your department/agency extended?

53 reported to APSC - 103 actuals based upon future start dates

2. How many non-ongoing contract extensions did your department/agency submit the Public Service Commission for approval?

Zero - since the commencement of Interim recruitment arrangements DHA has received an exemption to extend existing non-ongoing contracts. The above figure includes non-ongoing extensions which occurred prior to the commencement of the Interim recruitment arrangements and the exemption obtained from the APSC.

3. How many of these extensions were approved by the Australian Public Service Commission (APSC)?

Zero

4. For every approved extension please provide the following details:

a. The employees age.

Not applicable.

b. Their gender.

Not applicable.

c. A description of their position.

Not applicable.

d. Their APS classification level.

Not applicable.

e. Their wage.

Not applicable.

f. Where they are located.

Not applicable.

g. Their length of continuous employment at the APS.

Not applicable.

h. The length of the approved extension.

Not applicable.

i. The reason why the extension was submitted.

Not applicable.

j. The reason why the extension was approved by the APSC.

Not applicable.

k. Please provide all relevant dates.

Not applicable.

5. How many of these extensions were rejected by the APSC?

Not applicable.

6. For every rejected extension please provide the following details:

Not applicable.

a. The employee's age.

Not applicable.

b. Their gender.

Not applicable.

c. A description of their position.

Not applicable.

d. Their wage.

Not applicable.

e. Where they were located.

Not applicable.

f. Their length of continuous employment at the APS.

Not applicable.

g. The length of the extension sought by the department/agency.

Not applicable.

h. The reason why the extension was submitted.

Not applicable.

i. The reason why the extension was rejected by the APSC.

Not applicable.

j. Please provide all relevant dates.

Not applicable.

7. Since 18 September 2013, how many non-ongoing contracts have been extended by your department/agency without the APSC's approval?

Zero - since the commencement of Interim recruitment arrangements DHA has received an exemption to extend existing non-ongoing contracts. The above figure includes non-ongoing extensions which occurred prior to the commencement of the Interim recruitment arrangements and the exemption obtained from the APSC.

8. For every unapproved extension please provide the following details:

a. The employee's age.

Not applicable.

b. Their gender.

Not applicable.

c. A description of their position.

Not applicable.

d. Their wage.

Not applicable.

e. Their position's APS level classification.

Not applicable.

f. Where they were located.

Not applicable.

g. Their length of continuous employment at the APS.

Not applicable.

h. The length of the extension granted by the department/agency.

Not applicable.

i. The reason why the extension was granted.

Not applicable.

j. Whether the extension was submitted to the APSC for approval and if not why the extension was not submitted for APSC approval?

Not applicable.

k. The reasons why the extension was granted without the APSC's approval.

Not applicable.

1. Please provide all relevant dates.

Not applicable.

9. Since the 18 September 2013 how many non-ongoing contracts have expired without extension?

16

10. For every non-ongoing contract that has expired without extension please provide the following details:

a. The employee's age.

Please refer to Attachment E - Non-ongoing contracts not extended.

b. Their gender.

Please refer to Attachment E - Non-ongoing contracts not extended.

c. A description of their position.

Please refer to Attachment E - Non-ongoing contracts not extended.

d. Their wage.

Please refer to Attachment E - Non-ongoing contracts not extended.

e. Their position's APS level classification.

Please refer to Attachment E - Non-ongoing contracts not extended.

f. Where they were located.

Please refer to Attachment E - Non-ongoing contracts not extended.

g. Their length of continuous employment at the APS.

Please refer to Attachment E - Non-ongoing contracts not extended.

h. The reason why the extension was not sought for their position.

Please refer to Attachment E - Non-ongoing contracts not extended.

i. Please provide all relevant dates.

Please refer to Attachment E - Non-ongoing contracts not extended.

1. Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts?

54

12. Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval?

0

13. How many of these new non-ongoing engagements were approved by the APSC?

Not applicable.

14. For every approved new engagement of a non-ongoing employee please provide the following details:

a. Their age.

Please refer to Attachment F - Non ongoing employees

b. Their gender.

Please refer to Attachment F - Non ongoing employees

c. A description of their position.

Please refer to Attachment F - Non ongoing employees

d. Their wage.

Please refer to Attachment F - Non ongoing employees

e. Where their position is located.

Please refer to Attachment F - Non ongoing employees

f. Their position's APS level classification.

Please refer to Attachment F - Non ongoing employees

g. The length of their non-ongoing contract.

Please refer to Attachment F - Non ongoing employees

h. Whether their position was advertised externally.

Please refer to Attachment F - Non ongoing employees

i. The reason for engaging this new employee.

Please refer to Attachment F - Non ongoing employees

j. The reason given by the APSC for approving this engagement.

Please refer to Attachment F - Non ongoing employees

k. Please provide all relevant dates

Please refer to Attachment F - Non ongoing employees

15. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?

No.

16. For every rejected new engagement of a non-ongoing employee please provide the following details:

a. Their age.

Not Applicable.

b. Their gender.

Not Applicable.

c. A description of their position.

Not Applicable.

d. Where their position is located.

Not Applicable.

e. Their wage.

Not Applicable.

f. Their position's APS level classification.

Not Applicable.

g. The length of their non-ongoing contract.

Not Applicable.

h. Whether their position was advertised externally.

Not Applicable.

i. The reason for engaging this new employee.

Not Applicable.

j. The reason given by the APSC for rejecting this engagement.

Not Applicable.

k. Please provide all relevant dates

Not Applicable.

17. Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?

54

18. For every unapproved new engagement of a non-ongoing employee please provide the following details:

a. Their age.

Please refer to Attachment F - Non ongoing employees

b. Their gender.

Please refer to Attachment F - Non ongoing employees

c. A description of their position.

Please refer to Attachment F - Non ongoing employees

d. Their wage.

Please refer to Attachment F - Non ongoing employees

e. Where their position is located.

Please refer to Attachment F - Non ongoing employees

f. Their position's APS level classification.

Please refer to Attachment F - Non ongoing employees

g. The length of their non-ongoing contract.

Please refer to Attachment F - Non ongoing employees

h. Whether their position was advertised externally.

Please refer to Attachment F - Non ongoing employees

i. The reason for engaging this new employee.

Please refer to Attachment F - Non ongoing employees

j. The reason for engaging this employee without the APSC's approval.

Please refer to Attachment F - Non ongoing employees

k. Please provide all relevant dates

Please refer to Attachment F - Non ongoing employees

19. Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts?

26

20. Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval?

Zero - DHA obtained an exemption from the APSC to engage a specific number of ongoing employees to meet ongoing operational requirements.

21. How many of these new ongoing engagements were approved by the Public Service Commission?

Not Applicable

22. For every approved new engagement of a ongoing employee please provide the following details:

a. Their age.

Not Applicable

b. Their gender.

Not Applicable

c. A description of their position.

Not Applicable

d. Their wage.

Not Applicable

e. Where their position is located.

Not Applicable

f. Their position's APS level classification.

Not Applicable

g. The length of their ongoing contract.

Not Applicable

h. Whether their position was advertised externally.

Not Applicable

i. The reason for engaging this new employee.

Not Applicable

j. The reason provided by APSC for approving this engagement.

Not Applicable

k. Please provide all relevant dates.

Not Applicable

23. How many of these new ongoing employee applications were rejected by the Public Service Commission?

Not Applicable.

24. For every new ongoing engagement rejected by the Public Service Commission please provide the following details:

a. Their age.

Not Applicable.

b. Their gender.

Not Applicable.

c. A description of their position.

Not Applicable.

d. Where their position is located.

Not Applicable.

e. Their wage.

Not Applicable.

f. Their position's APS level classification.

Not Applicable.

g. The length of their ongoing contract.

Not Applicable.

h. Whether their position was advertised externally.

Not Applicable.

i. The reason for engaging this new employee.

Not Applicable.

j. The reason provided by APSC for approving this engagement.

Not Applicable.

k. Please provide all relevant dates.

Not Applicable.

25. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?

0

26. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details:

a. Their age.

Not Applicable.

b. Their gender.

Not Applicable.

c. A description of their position.

Not Applicable.

d. Where their position is located.

Not Applicable.

e. Their wage.

Not Applicable.

f. Their position's APS level classification.

Not Applicable.

g. The length of their ongoing contract.

Not Applicable.

h. Whether their position was advertised externally.

Not Applicable.

i. The reason for engaging this new employee.

Not Applicable.

j. The reason for engaging this employee without the APSC permission.

Not Applicable.

k. Please provide all relevant dates.

Not Applicable.

Questions on notice No. 101 from Senator Conroy

101 – Hansard - 26 June 2014 p. 14

Consultations

Mr Howman: This is a very early stage in the consultation. We are probably talking about a couple of years yet until this concludes. It is very early stages.

Senator CONROY: Is it possible for us to get a copy of the document that has been circulated? This is not so much to you, Mr Howman; this is more for the minister.

Senator Johnston: Let me take that on notice because we have some commercial interests in terms of the land. I will get the advice of the experts and, if we can, we will show you when you visit so you can understand what the plans are.

Senator CONROY: That would be great.

A map of the draft plan for the proposed Seaward Village redevelopment can be made available through the Assistant Minister for Defence's office. It must be noted that as yet nothing has been confirmed regarding the redevelopment. Discussions and consultation are ongoing between Defence and DHA.

Questions on notice No. 102 from Senator Conroy

102 – Hansard - 26 June 2014 p. 15

Consultations with Defence Senator CONROY: Just to save me asking too many more questions, can you give us a list of your consultations of Defence—because you are handling it, with the families, and your interactions with council, Defence and security?

Mr Howman: Yes. We have got all that documented, so we can provide that.

Recent consultations with Defence have been as follows:

- Formal meeting with Defence reps (comprising DSRG, Army and SOCOMD staff) on:
 - 2 April 2014
 - 7 May 2014 – site visit to Seaward Village
 - 27 May 2014
 - Meeting between MD and DSRG officer – 11 February 2014
 - Meeting between the DHA Chairman, DHA Managing Director, CDF and SECDEF - 27 September 2013
 - Letters to Defence from the Managing Director or Chairman dated:
 - 23 August 2013
 - 14 January 2014
 - 8 July 2014
 - 14 July 2014

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Attachment A – Computers

Ipad	Location Total
Air	9
Head Office	9
iPad	2
Darwin	1
Head Office	1
iPad 1	2
Head Office	2
iPad 2	79
Adelaide	2
Brisbane	5
Brisbane	1
Cairns	1
Canberra	2
Darwin	4
Head Office	46
Hunter	1
Melbourne	6
Nowra	1
Perth	1
Sydney	7
Townsville	2
iPad 4g	6
Head Office	4
Melbourne	1
Townsville	1
iPad Mini	163
Adelaide	8
Brisbane	14
BST	1
Cairns	1
Canberra	15
Darwin	16
Head Office	16
Hunter	7
Hunter	1
Ipswich	9
Melbourne	13

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Nowra	3
Perth	7
Sydney	28
Tindal	1
Townsville	15
Wagga	
Wagga	4
Wodonga	4
Grand Total	261

Laptop	Location Total
Apple	4
Head Office	4
Asus	3
Head Office	3
HP	15
Adelaide	1
Head Office	10
Hunter Valley	
HMC	1
PuckaPunyal	1
Riverina	1
Sale	1
Head Office	2
Grand Total	24

Camera	Location Total
Adelaide HMC	10
Brisbane HMC	22
Cairns HMC	1
Canberra	14
Head Office	4
Hunter	9
Ipswich	8
Melbourne HMC	14
Northern Territory	19
Nowra	3
Perth	6
Sydney HMC	30

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Acquisitions Manager	1
Contract Manager	1
DAMAGED	1
Lessor Relations	2
Property Manager	12
Sales and Leasing	1
Senior Property Manager	4
Strata Manager	1
Team Leader	2
Technical Officer	5
Townsville HMC	17
Wagga Wagga	3
Wodonga	3
(blank)	
Grand Total	163

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Attachment B – Building leases

DHA office	Lease agreement active date	Current agreement end date	Is the lease expected to be renewed? If not, why not?	Location of the building (City and state)	Annual cost of lease (GST excl.)
DHA Head Office	08-Dec-2010	18-Mar-2022	DHA will assess the requirement for renewal of leases based on its business requirements .	Barton, ACT	\$ 1,144,232.73
Canberra Housing Management Centre (HMC)	01-Sep-2011	31-Aug-2018	DHA will assess the requirement for renewal of leases based on its business requirements .	Dickson, ACT	\$ 376,228.36
Hunter Valley HMC	04-Nov-2013	03-Nov-2016	DHA will assess the requirement for renewal of leases based on its business requirements .	Carrington, NSW	\$ 129,999.60
Nowra HMC	28-Oct-1996	27-Oct-2016	DHA will assess the requirement for renewal of leases based on its business requirements .	Nowra, NSW	\$ 74,076.44

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Sydney HMC	01-Sep-2010	31-Aug-2018	DHA will assess the requirement for renewal of leases based on its business requirements .	Parramatta, NSW	\$ 483,329.56
Chief Operating Officer's Office	01-May-2014	30-Apr-2019	DHA will assess the requirement for renewal of leases based on its business requirements .	Sydney, NSW	\$ 139,935.05
Wagga HMC	19-Aug-2002	18-Aug-2014	DHA will assess the requirement for renewal of leases based on its business requirements .	Wagga Wagga, NSW	\$ 76,289.67
Darwin HMC	25-Apr-2002	24-Apr-2017	DHA will assess the requirement for renewal of leases based on its business requirements .	Darwin, NT	\$ 184,500.00
Tindal HMC	01-Nov-2009	31-Oct-2014	DHA will assess the requirement for renewal of leases based on its business requirements .	Katherine, NT	\$ 60,000.00

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Brisbane HMC	01-Jul-2008	06-Jul-2015	DHA will assess the requirement for renewal of leases based on its business requirements .	Ashgrove, QLD	\$ 442,806.87
Cairns HMC	15-Nov-2007	14-Nov-2017	DHA will assess the requirement for renewal of leases based on its business requirements .	Cairns, QLD	\$ 57,276.00
Ipswich HMC	02-Sep-2013	01-Sep-2016	DHA will assess the requirement for renewal of leases based on its business requirements .	Yamanto, QLD	\$ 76,145.45
Toowoomba HMC	01-May-2012	30-Apr-2016	DHA will assess the requirement for renewal of leases based on its business requirements .	Toowoomba, QLD	\$ 30,206.29
Townsville HMC	23-Jul-2012	22-Jul-2015	DHA will assess the requirement for renewal of leases based on its business requirements .	Kirwan, QLD	\$ 289,335.60

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Canungra Outpost HMC	01-Sep-2012	31-Aug-2015	DHA will assess the requirement for renewal of leases based on its business requirements	Canungra, QLD	\$ 2,039.78
LIA Office	01-Jun-2013	31-May- 2017	DHA will assess the requirement for renewal of leases based on its business requirements	Brisbane, QLD	\$ 114,930.44
Adelaide HMC	20-Aug-2011	19-Aug-2021	DHA will assess the requirement for renewal of leases based on its business requirements	Mawson Lakes, SA	\$ 156,482.73
Hobart HMC	01-Aug-2006	31-Jul-2016	DHA will assess the requirement for renewal of leases based on its business requirements	Hobart, TAS	\$ 18,469.31
Wodonga HMC	02-Nov-2010	03-Nov-2016	DHA will assess the requirement for renewal of leases based on its business requirements	Wodonga, VIC	\$36,060.00

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Melbourne HMC	01-May-2012	30-Apr-2019	DHA will assess the requirement for renewal of leases based on its business requirements	Port Melbourne, VIC	\$ 195,048.60
Puckapunyal HMC, Puckapunyal Military Area	01-Jul-2013	01-Jul-2018	DHA will assess the requirement for renewal of leases based on its business requirements	Puckapunyal, VIC	\$1.00 if demanded
Cerberus HMC, HMAS Cerberus	01-Jul-2013	01-Jul-2018	DHA will assess the requirement for renewal of leases based on its business requirements	Cerberus, VIC	
Sale HMC, RAAF East Sale	01-Jul-2013	01-Jul-2018	DHA will assess the requirement for renewal of leases based on its business requirements	Sale, VIC	
Perth HMC	15-Feb-2013	14-Feb-2020	DHA will assess the requirement for renewal of leases based on its business requirements	Fremantle, WA	\$ 209,587.64

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Attachment C –Refurbishments expenditure.

Task Description	Actual Total
Acoustic Screens	\$9,000.00
Consultant cost	\$346.46
Fibre	\$9,200.00
Fibre cabling	\$13,965.39
Furniture	\$4,077.70
IT Equipment	\$3,963.91
L1 Additional Furniture	\$6,423.78
Level 1 - Chairs	\$3,230.23
Level 1 - Managers Desks x 2	\$1,121.92
Level 1 additional electrical	\$8,172.73
Level 1 -Cabling	\$22,223.46
Level 3 - Workstations	\$297,505.21
Level 3 cupboards	\$8,502.54
Level 3 -Electrical	\$72,441.64
Level1 Workstation	\$153,857.79
Lockers	\$2,812.70
Meeting Room Chairs	\$185.64
Office Refurb	\$252.32
Office Refurb	\$1,695.06
Removalist	\$213.99
Security System	\$270.03
Store room conversions	\$9,460.95
Storeroom clearing	\$244.56
War Boards	\$1,834.20
Lvl 1 Electrical	\$27,837.23
Computers	\$5,975.67
Rubbish Removal	\$1,117.29
Additional Cupboards	\$2,971.40
Additional Meeting Chairs	\$5,152.06
Air Con balancing	\$2,812.44
Chairs for Meeting Room	\$2,576.03
Data Cables and Leads	\$341.20
Door Repair	\$680.91
Electrical Work - Modern Technologies	\$22,500.00
Managers Office Furniture	\$8,008.00
Meeting room furniture	\$10,650.59
Personnel File Cupboards	\$7,530.00
Removal New Business team to other office	\$204.55
Removal of Corporate Affiliars to new office	\$3,553.46
Shelves for Workstations	\$7,348.00
Workstation - Supply and Installation	\$121,129.55
Additional Electrical Work (Data)	\$621.59
Accommodation Costs (Jean)	\$395.56
Apple TV	\$124.13
Boardroom Setup	\$33,240.71
Conference phone	\$2,397.28
Electronic Whiteboards	\$4,956.05
Monitors and Keyboard Combos	\$2,684.24
Network Equipment	\$364.92
Printer	\$7,435.64
Server Rack	\$5,015.66
Wireless Access Point	\$2,974.11
Wyse Units	\$4,582.52
Additional Furniture	\$6,595.99
AV Equipment	\$1,074.58
Cage cleaning	\$713.30
Computer Monitors	\$1,975.10
Computers	\$1,602.37
Electrician	\$30,500.00
Moving of cabinets	\$280.00
phones, headset and suppressors	\$8,682.42
Relocate CSS To HMC	\$1,339.98
Security changes	\$286.34
Storeroom clearing	\$1,737.39
Workstation and Construction	\$167,315.72

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Attachment D - Prequalified or Multi-use list panels

DHA Panel	Firm Name
Pest and Building Inspections	Rentokil
Pest and Building Inspections	Residential Reports
Pest and Building Inspections	Effective Building & Consultancy
Pest and Building Inspections	Property Works
Pest and Building Inspections	Diamond Property Inspections
Pest and Building Inspections	Marz Attack Pty Ltd
Pest and Building Inspections	Superb Pest Control
Pest and Building Inspections	ACTNOW Inspect
Drafting Services	Darren Maxwell Petrie
Drafting Services	Michael Draper Building Designer
Drafting Services	Plan National Pty Ltd
Drafting Services	Phillip Melville
Drafting Services	Bam Drafting
Market value property valuations	CBRE Residential Valuations Pty Ltd
Market value property valuations	Skelton Valuation Consultants T/A Skelton Valuers
Market value property valuations	Walsh and Monaghan Pty Limited
Market value property valuations	MVS Valuers Australia P/L
Market value property valuations	Latrobe Holdings Pty Ltd trading as LMW Hegney
Market value property valuations	KF Townsville Pty Ltd (Knight Frank)
Market value property valuations	John B Thomson and Associates Unit Trust Trading as Charter Keck Cramer
Market value property valuations	Colliers International
Market value property valuations	Preston Rowe Paterson NSW Pty Limited
Market value property valuations	Opteon (North QLD) Pty Ltd
Market value property valuations	Colliers International (NT) Pty Ltd
Market value property valuations	Opteon Property Group
Market value property valuations	Herron Todd White (Consolidated) Pty Ltd
Market value property valuations	Propell National Valuers Pty Ltd
Market value property valuations	WBP Property Group Pty Ltd
Market value property valuations	Southwick Goodyear Pty Ltd
Market value property valuations	Australian Valuation Office (AVO)
Market value property valuations	LMW Residential Pty Ltd t/as

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

	LMW Hegney
Market value property valuations	McGees (NT) Pty LTD t/as McGees Property
Recruitment services	Horizon One Recruitment Pty Ltd
Recruitment services	PCA People Pty Ltd
Recruitment services	Effective People Pty Ltd
Recruitment services	Cantile Recruitment Services Pty Ltd
Recruitment services	Chandler Macleod Group Limited
Recruitment services	Hays Specialist Recruitment (Australia) Pty Ltd
Legal Services - Transactional conveyancy services	Bradley Allen Love
Legal Services - Transactional conveyancy services	Moray & Agnew
Legal Services - Transactional conveyancy services	Clayton Utz
Legal Services - Transactional conveyancy services	Hunt & Hunt
Legal Services - Transactional conveyancy services	McInnes Wilson
Legal Services - Transactional conveyancy services	MacDonnells Law
Legal Services - Transactional conveyancy services	Roberts Nehmer McKee
Legal Services - Transactional conveyancy services	Wilson Ryan Grose
Legal Services - Transactional conveyancy services	Australian Government Solicitor
Legal Services - Transactional conveyancy services	Culshaw Miller Lawyers
Legal Services - Transactional conveyancy services	White Cleland
Legal Services - Land and Building Development and Construction	Australian Government Solicitor
Legal Services - Land and Building Development and Construction	Bradley Allen Love
Legal Services - Land and Building Development and Construction	Clayton Utz
Legal Services - Land and Building Development and Construction	DLA Piper
Legal Services - Land and Building Development and Construction	Gadens Lawyers
Legal Services - Land and Building Development and Construction	Herbert Smith Freehills
Legal Services - Land and Building Development and Construction	Hunt & Hunt
Legal Services - Land and Building Development and Construction	Maddocks
Legal Services - Land and Building Development and Construction	Minter Ellison
Legal Services - Land and Building Development and Construction	Moray & Agnew
Legal Services - Land and Building Development and Construction	Norton Rose Fulbright
Legal Services - Land and Building Development and	Roberts Nehmer McKee

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Construction	
Disposal real estate services	Liquid Property
Disposal real estate services	Harris Real Estate
Disposal real estate services	Ray White Bullsbrook
Disposal real estate services	Professionals Select Realty
Disposal real estate services	Richardson & Wrench Brisbane
Disposal real estate services	Place Projects
Disposal real estate services	Ray White Ipswich
Disposal real estate services	Ross Real Estate
Disposal real estate services	First National Real Estate Nicholson
Disposal real estate services	McGrath Townsville
Disposal real estate services	Cairns Property Office
Disposal real estate services	Luton Properties
Disposal real estate services	Maloney's Estate Agent
Disposal real estate services	Property Shop Darwin
Disposal real estate services	LJ Hooker Alice Springs
Disposal real estate services	LJ Hooker Katherine
Disposal real estate services	First National Real Estate Eldridge
Disposal real estate services	Elders Real Estate Collaroy
Disposal real estate services	Richardson & Wrench Seaforth Balgowlah
Disposal real estate services	Jackson & Rowe
Disposal real estate services	Ray White Ermington
Disposal real estate services	Ray White Richmond
Disposal real estate services	Wiseberry Thompson's
Disposal real estate services	Century 21 Combined Liverpool
Disposal real estate services	Coldwell Banker South West Realty
Disposal real estate services	LJ Hooker Bella Vista
Disposal real estate services	LJ Hooker Sutherland/Gynea
Disposal real estate services	Urban Land and Housing Group Pty Ltd
Disposal real estate services	Chase Property Group
Disposal real estate services	Century 21 Caringbah
Disposal real estate services	Prestige Professionals
Disposal real estate services	LJ Hooker Liverpool
Disposal real estate services	Dowling Real Estate
Disposal real estate services	Street Property Group
Disposal real estate services	LJ Hooker Singleton
Disposal real estate services	Integrity Real Estate
Disposal real estate services	Professionals Clyde Poulton Real

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

	Estate
Disposal real estate services	Ray White Seymour
Disposal real estate services	Fletchers Bellarine
Disposal real estate services	Graham Chalmer
Disposal real estate services	LJ Hooker Croydon
Disposal real estate services	First National Real Estate - Bonnici & Associates
Disposal real estate services	Wodonga Real Estate Best Agents
Multi-use list for legal services (Attorney-Generals Department)	See MUL ID: Legal Services on www.tenders.gov.au
Whole of government stationery and office supplies panel (Department of Finance)	See SON ID: SON473022 on www.tenders.gov.au
Accounting and related professional services panel (DEEWR)	See SON ID: SON344817 on www.tenders.gov.au
Market research services panel (Australian Communications and Media Authority)	See SON ID: SON445286 on www.tenders.gov.au
Media monitoring services (Department of Prime Minister and Cabinet)	See SON ID: SON183611 on www.tenders.gov.au
Marketing and distribution services (Department of Human Services)	See SON ID: SON265911 on www.tenders.gov.au

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Attachment E - Non ongoing employees not extended

AGE	GENDER	Position Title	Wage	APS Class	Location	Years of Service	Reason not extended	Termination Date
61	FEMALE	Housing Consultant	\$58,843	DHAL3	NSW	2.89	information not captured	4-Oct-13
31	MALE	Business Services Sup Officer	\$60,278	DHAL3	ACT	2.08	information not captured	19-Mar-14
23	FEMALE	Housing Consultant	\$55,485	DHAL3	QLD	1.27	information not captured	27-Sep-13
35	FEMALE	Project Administration Officer	\$67,167	DHAL4	QLD	1.5	information not captured	26-Dec-13
30	FEMALE	Office Manager	\$62,533	DHAL4	NSW	1.14	information not captured	31-Oct-13
25	FEMALE	Property Manager	\$56,595	DHAL3	NSW	0.99	information not captured	25-Oct-13
23	MALE	PPG Intern	\$56,595	DHAL3	ACT	1.11	information not captured	31-Dec-13
34	FEMALE	Lessor Relations Officer	\$61,307	DHAL4	WA	1.28	information not captured	21-Mar-14
63	MALE	Accounts Payable Bulk Officer	\$55,485	DHAL3	ACT	0.81	information not captured	29-Nov-13
23	FEMALE	Portfolio Operations Analyst	\$55,485	DHAL3	ACT	0.74	information not captured	15-Nov-13
38	FEMALE	Marketing Officer	\$110,000	EXECL1	ACT	0.56	information not captured	30-Oct-13
30	MALE	Snr Marketing Comm Officer	\$84,870	DHAL6	ACT	1	information not captured	14-Apr-14
25	FEMALE	Housing Consultant	\$55,485	DHAL3	VIC	0.85	information not captured	30-Apr-14
24	MALE	Project Officer	\$55,485	DHAL3	ACT	0.47	information not captured	31-Dec-13
25	FEMALE	Lessor Relations Admin Officer	\$55,485	DHAL3	QLD	0.51	information not captured	28-Mar-14
29	MALE	LIA Training Specialist	\$74,000	DHAL5	SA	0.66	information not captured	30-May-14

Foreign Affairs, Defence and Trade Legislation Committee
 QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014
Defence Housing Australia

Attachment F - Non ongoing employees

Age	Gender	Position Title	Base Salary	Position location	Classification	Commencement Date	End Date	Months of employment	Was this position advertised	Reason for engaging this employee
27	M	Development/Land Acquisition	\$ 72,229.00	Canberra	APS5	4/11/2013	4/11/2014	12	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
27	F	Administration	\$ 75,387.00	Canberra	APS5	6/11/2013	5/11/2014	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
24	F	Administration	\$ 56,000.00	Canberra	APS3	11/11/2013	10/11/2014	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
52	M	Work Health and Safety	\$ 87,668.00	Canberra	APS6	12/11/2013	1/01/2014	1	N	To meet operational and contractual obligations for

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

										the delivery of service to the Department of Defence.
54	M	Management	\$ 130,000.00	Canberra	EL2	19/11/2013	18/11/2014	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
30	F	Human Resources	\$ 75,387.00	Canberra	EL1	26/11/2013	25/11/2014	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
34	M	Business Development	\$ 140,000.00	Canberra	EL2	2/12/2013	1/12/2014	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
36	F	General Counsel	\$ 141,150.00	Canberra	EL2	20/01/2014	16/01/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

30	F	Research Officer	\$ 76,247.00	Canberra	APS6	3/02/2014	14/01/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
27	M	Development/Land Acquisition	\$ 57,960.00	Canberra	APS3	3/02/2014	30/01/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
24	F	Property Management	\$ 57,960.00	Canberra	APS3	3/02/2014	30/01/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
47	F	Project Management	\$ 105,000.00	Canberra	EL1	3/02/2014	1/08/2014	5	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
29	M	Project Management	\$ 105,000.00	Brisbane	EL1	3/02/2014	1/08/2014	5	N	To meet operational and contractual obligations for

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

										the delivery of service to the Department of Defence.
43	M	Work Health and Safety	\$ 76,247.00	Canberra	APS6	10/02/2014	10/02/2015	12	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
45	M	Finance	\$ 80,535.00	Canberra	APS6	17/02/2014	16/02/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
57	F	Human Resources	\$ 112,974.00	Canberra	EL1	17/02/2014	8/08/2014	5	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
28	F	Customer Service	\$ 55,485.00	Brisbane	APSL3	17/02/2014	15/08/2014	5	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

34	F	Customer Service	\$ 55,485.00	Brisbane	APSL3	17/02/2014	15/08/2014	5	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
30	F	Customer Service	\$ 55,485.00	Brisbane	APSL3	17/02/2014	15/08/2014	5	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
35	M	Customer Service	\$ 55,485.00	Brisbane	APSL3	17/02/2014	15/08/2014	5	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
24	F	Development/Land Acquisition	\$ 76,247.00	Darwin	APS5	24/02/2014	3/11/2014	8	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
40	F	Project Management	\$ 76,247.00	Canberra	APS6	24/02/2014	23/02/2015	11	N	To meet operational and contractual obligations for

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

										the delivery of service to the Department of Defence.
30	M	Work Health and Safety	\$ 76,247.00	Canberra	APS6	3/03/2014	2/03/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
50	M	Information Technology	\$ 121,611.00	Canberra	EL1	17/03/2014	17/03/2015	12	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
33	F	Property Management	\$ 61,307.00	Darwin	APS4	24/03/2014	23/03/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
36	F	Customer Service	\$ 61,307.00	Townsville	APS3	24/03/2014	1/09/2014	5	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

25	F	Development/Land Acquisition	\$ 70,000.00	Sydney	EL1	1/04/2014	30/03/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
28	F	Development/Land Acquisition	\$ 92,570.00	Sydney	EL1	7/04/2014	6/04/2014	12	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
22	F	Customer Service	\$ 76,247.00	Darwin	APS5	31/03/2014	1/10/2014	6	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
35	F	Customer Service	\$ 64,907.00	Darwin	APS4	31/03/2014	1/10/2014	6	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
44	F	Property Management	\$ 55,485.00	Canberra	APS3	17/06/2014	16/06/2015	11	Y	To meet operational and contractual obligations for

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

										the delivery of service to the Department of Defence.
34	M	Customer Service	\$ 61,480.00	Townsville	EL1	5/05/2014	1/05/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
28	M	Administration	\$ 76,247.00	Darwin	APS6	5/05/2014	1/10/2014	4	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
28	F	Administration	\$ 58,483.00	Darwin	APS3	6/05/2014	1/10/2014	4	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
23	F	Customer Service	\$ 65,000.00	Darwin	APS4	7/05/2014	1/10/2014	4	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

24	F	Property Management	\$ 55,485.00	Canberra	APS3	12/05/2014	11/05/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
28	M	Marketing	\$ 87,668.00	Canberra	APS6	12/05/2014	11/05/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
27	F	Marketing	\$ 61,307.00	Canberra	APS4	12/05/2014	11/05/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
29	M	Customer Service	\$ 71,500.00	Adelaide	APS5	26/05/2014	25/05/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
40	F	Customer Service	\$ 71,500.00	Adelaide	APS5	26/05/2014	25/05/2015	11	Y	To meet operational and contractual obligations for

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

										the delivery of service to the Department of Defence.
38	F	Customer Service	\$ 76,247.00	Townsville	APS5	26/05/2014	25/05/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
43	F	Customer Service	\$ 55,485.00	Canberra	APS3	25/05/2014	30/04/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
30	M	Property Management	\$ 55,485.00	Melbourne	APS3	26/05/2014	22/05/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
27	F	Customer Service	\$ 55,485.00	Townsville	APS3	3/06/2014	2/06/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

32	F	Customer Service	\$ 55,485.00	Townsville	APS3	3/06/2014	2/06/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
24	M	Customer Service	\$ 55,485.00	Canberra	APS3	2/06/2014	1/06/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
30	F	Customer Service	\$ 55,485.00	Canberra	APS3	2/06/2014	1/06/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
44	M	Customer Service	\$ 55,485.00	Canberra	APS3	2/06/2014	1/06/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
32	M	Customer Service	\$ 55,485.00	Canberra	APS3	2/06/2014	1/06/2015	11	N	To meet operational and contractual obligations for

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

										the delivery of service to the Department of Defence.
24	M	Customer Service	\$ 55,485.00	Canberra	APS3	2/06/2014	1/06/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
44	F	Customer Service	\$ 55,485.00	Darwin	APS3	17/06/2014	16/06/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
44	F	Customer Service	\$ 55,485.00	Darwin	APS3	17/06/2014	16/06/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
44	F	Property Management	\$ 69,070.00	Darwin	APS3	16/06/2014	15/06/2015	11	N	To meet operational and contractual obligations for the delivery of service to the Department of Defence.

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—BUDGET ESTIMATES, supplementary meeting 26 June 2014

Defence Housing Australia

35	F	Property Management	\$ 55,485.00	Brisbane	APS5	9/06/2014	5/06/2015	11	Y	To meet operational and contractual obligations for the delivery of service to the Department of Defence.
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