

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES, 22 October 2014**  
**Defence Portfolio/Department of Veterans' Affairs/Australian War Memorial**

<b>QoN No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Q</b>	<b>Date rec'd</b>	<b>Date tabled</b>
1	Outcome 1	Gallacher	CPI-only indexation	<p><b>Senator GALLACHER:</b> On average, how much less would age and service pensioners and their families have received if CPI-only indexation had been in place over the last year? Do you have a calculation on that?</p> <p><b>Mr Harrigan:</b> I cannot answer that question. The difference between the indices would depend on the underlying types of payments.</p> <p><b>Senator GALLACHER:</b> If we are talking about something that is passed and historical, why can't we work it out?</p> <p><b>Mr Harrigan:</b> It is possible to work it out, but I do not have the information here with me tonight.</p> <p><b>Senator GALLACHER:</b> Perhaps you could take on notice: on average, how much less would age and service pensioners and their families have received if CPI-only indexation had been in place over the last one, five and 10 years?</p> <p><b>Mr Harrigan:</b> I will take that on notice</p>	Proof Hansard 22 October 2014 p. 106	17/12/14	12/02/15
2	Outcome 1	Gallacher	DFRB / DFRDB Indexation	<p><b>Senator GALLACHER:</b> How many veterans will be affected by the triple indexation of the DFRB and DFRDB schemes?</p> <p><b>Ms Foreman:</b> That is a matter for the Department of Defence. We do not administer those payments.</p> <p><b>Senator GALLACHER:</b> So that is not something that is—</p> <p><b>Senator Ronaldson:</b> The DFRDB and DFRB schemes are managed by Defence and not by this—</p> <p><b>Senator GALLACHER:</b> So we have this question in the wrong place. Is that what you are telling me?</p> <p><b>Senator Ronaldson:</b> It should have been to Defence, yes. But what I can say is that this budget put in place that election commitment in relation to the DFRDB and DFRB schemes. That is in the budget already. This measure does not commence until 2017.</p> <p><b>Senator GALLACHER:</b> So there would not be any point asking you what percentage of current and ex-service men and women come under the DFRB? Do you know that?</p> <p><b>Mr Lewis:</b> I do not have that, but I am sure if it is put on notice, it could be answered.</p> <p><b>Senator GALLACHER:</b> Could we put that on notice.</p> <p><b>Senator Ronaldson:</b> My recollection is that it is about 58,000—but I may stand corrected.</p> <p><b>Mr Lewis:</b> Currently serving?</p> <p><b>Senator Ronaldson:</b> No, on the DFRDB. Currently serving—I have not got the answer for that.</p>	Proof Hansard 22 October 2014 p. 108	12/12/14	12/02/15

				<b>Senator GALLACHER:</b> Okay, we will put those questions on notice.			
3	Outcome 1	McEwan	Income Support Bonus	<p><b>Senator McEWEN:</b> I want to ask a few questions about the income support bonus to children of injured and killed veterans. Has the department done any assessment of how many children will be impacted by the government's plan to cut the income support bonus payments to which I refer?</p> <p><b>Ms Foreman:</b> Yes. There are approximately 1,230 income support clients who receive the DVA education allowance who will be affected by the removal of the income support bonus.</p> <p><b>Senator McEWEN:</b> There are 1,230 currently, and on average how much do those payments cost the government each year?</p> <p><b>Ms Foreman:</b> The amount paid to each individual is \$108.90, paid in March and September. Bear with me while I find the total.</p> <p><b>CHAIR:</b> Perhaps you should go on to another question, Senator McEwen, and when Ms Foreman has the figure she can give it to us.</p> <p><b>Ms Foreman:</b> Yes, I will take the total figure on notice and find it.</p> <p><b>Senator McEWEN:</b> If the total amount per child per annum is \$217.80—</p> <p><b>Ms Foreman:</b> I will take that on notice. I just cannot find the figure, I am sorry. It is here somewhere</p>	Proof Hansard 22 October 2014 p. 114	12/12/14	12/02/15
4	Outcome 1	McEwan	Income Support Bonus	<p><b>Senator McEWEN:</b> There are no plans to introduce a disallowable instrument?</p> <p><b>Senator Ronaldson:</b> It is not in the pipeline, if that is what you are asking me. Parliament, as you know, passed this measure and it will not cease until December 2016. But, while we are talking about this, I want to ensure there is no confusion about education allowances under the Veterans' Children Education Scheme, the VCES, or the Military Rehabilitation and Compensation Act Education and Training Scheme, sometimes known as MRCAETS. We are fully committed to these schemes. There are no changes affecting the children of veterans, and that includes orphans. There will be no change in these schemes at all. We will continue to provide non-means tested education scheme payments to assist students through primary, secondary and tertiary education. In addition to that, special financial assistance of up to \$4,000 a year can be paid, and up to \$2,000 in additional tuition fees can also be funded. Scholarships are available for tertiary students of between \$2,050 and \$6,1095 per year. There is also guidance counselling and tuition available. It is unfortunate that some have been spreading misinformation that there have been changes. They will continue to be available for children of veterans, including orphans.</p> <p><b>Senator McEWEN:</b> Ms Foreman, have you got an answer for me?</p> <p><b>Ms Foreman:</b> No. I will have to take that on notice, I am sorry. I cannot find it. We will have that answer, just not here tonight.</p>	Proof Hansard 22 October 2014 p. 115	12/12/14	12/02/15

				<p><b>Senator Ronaldson:</b> If we can find it while we are continuing, Ms Foreman can come back to you.</p>			
5	DVA General	Gallacher	In-Person Services	<p><b>Senator GALLACHER:</b> You have not touched on this: do the DHS staff have the same level of specialist knowledge in picking up the work of the staff of the veterans network?</p> <p><b>Mr Carmody:</b> We run a training course for them. I think I would be bold if I said that they had the same level of knowledge. It depends a little bit on their experience. In some locations DHS trained people have been doing this for us for a very long time and are very good, but we do have to train people to bring them to a level of knowledge to say, 'These are the types of things that you will be dealing with' and finding a way to refer it. Also our staff in our VAN offices do not always complete all transactions. There is an enormous amount of material front-of-house that they move to back-of-house for the work to actually be done.</p> <p><b>Senator GALLACHER:</b> Would that training include handling of post-traumatic stress disorder?</p> <p><b>Mr Carmody:</b> A better way to describe it is making sure that, in the same way as we do with our VAN staff, the staff are given a very clear understanding of our veteran community and what makes up our veteran community. That is in the sense that there are some people who have mental illness, there are some people who have physical illness and there are some people in the older elements of our community who have difficulty in engaging or hearing—those sorts of things. We have to go through all of that to make sure that we can look after all segments of our community.</p> <p><b>Mr Lewis:</b> One of the common referral parts is from VANs to the VVCS counselling services.</p> <p><b>Senator GALLACHER:</b> Obviously this process involves some additional training for people. Has a price been put on that? How much did the additional training cost? Does anybody know?</p> <p><b>Mr Carmody:</b> I have not got a figure for you. I think we have been training the DHS for a while—</p> <p><b>Senator GALLACHER:</b> Perhaps you can take it on notice.</p> <p><b>Mr Lewis:</b> We might have to take that on notice.</p> <p><b>Mr Carmody:</b> We will take that on notice.</p>	Proof Hansard 22 October 2014 p. 119	12/12/14	12/02/15

6	DVA General	Lambie	Public Interest Disclosure	<p><b>Ms Spiers:</b> To clarify your question, it was particularly that the public interest disclosure element could be made to any senator. If I can, I would like to take on notice. The PID requirements are relatively new. They are quite complex and they are quite stringent in how they apply, and I am not confident that we are across exactly the point that you have raised. We have a process in place where PIDs can be made to designated officers within the department and there is a process where we are required to look at and investigate that—that is in accordance with the legislation. But I think your specific question was whether PIDs could be made to any member of parliament and I would be more confident if we could take that on notice.</p> <p><b>Senator LAMBIE:</b> Let me get this correct. If one of the DVA staff comes to me and wants to give me evidence of misconduct or otherwise, what will happen to that whistleblower?</p> <p><b>Ms Spiers:</b> That is the part of the question I want to take on notice because, at the moment, if a staff member is aware of or suspects misconduct, there is a process within the department where that person can contact designated staff members—in fact, I happen to be one of those staff members—and disclose what they think are issues of corruption or maladministration. I think your question, though, is: can that person, under the PID arrangements, go to a member of parliament or senator? I want to seek to take that on notice because it is, as I said, a relatively new scheme and the details of it and how it all sits together are not something that I have to hand tonight, I am afraid.</p>	Proof Hansard 22 October 2014 p. 121	12/12/14	12/02/15
7	DVA General	Lambie	Public Interest Disclosure	<p><b>Ms Spiers:</b> If it assists the committee, we also have the capacity under the PID, where, if, for instance, a complaint is made to, say, a Defence PID person and it has elements to do with DVA, there is a process where the Defence PID notifying officer then contacts people like me and says, 'I've got something I wish to transfer to your agency.' So, as Ms Dotta says, it is designed to try to get the complaint back to the agency that it relates to to have that investigated, and there are obligations on the chief executive officer to ensure that that process is in place.</p> <p><b>Senator LAMBIE:</b> We will check on all that with the public servants, then, because it would make me terribly worried about a public servant coming to a senator or a member of parliament with their concerns of misconduct no matter what area they belong to. That would show me that something is being hidden, and I will be absolutely gobsmacked if that is what is occurring and it is being kept in house.</p> <p><b>Ms Spiers:</b> I am not in a position to answer that. I will take it on notice.</p>	Proof Hansard 22 October 2014 p. 121- 122	12/12/14	12/02/15
8	Outcome 1	Gallacher	DART	<p><b>Senator GALLACHER:</b> The Chief of Navy was asked something today where we drew on DART statistics. There were twice as many plausible allegations against Navy than Air Force and Army. They are 20 per cent of the service. We had the numbers broken down. It turned out that it was twice as likely, if you were Navy personnel, there would be a plausible allegation that had some currency. What do Veterans' Affairs statistics tell us in respect of claims by service? Is there a service that attracts a higher claims rate?</p> <p><b>Mr Lewis:</b> I am sure we could get that information out. We do not have it in front of us.</p> <p><b>Senator GALLACHER:</b> I am happy for you to take it on notice. It is historical data, but I am interested in—</p> <p><b>Mr Lewis:</b> The claims pattern by service?</p>	Proof Hansard 22 October 2014 p. 124	12/12/14	12/02/15

				<p><b>Senator GALLACHER:</b> Yes.</p> <p><b>Senator Ronaldson:</b> If we can get that information then we are happy to try and do so.</p> <p><b>Senator GALLACHER:</b> Excellent.</p> <p><b>Mr Lewis:</b> We apparently do not categorise by service, so that may not be easily done. But we will take it on notice and give you what we can.</p>			
9	Outcome 3	Lambie	Anzac Centenary Gallipoli 2015	<p><b>Senator Ronaldson:</b> Just so we are clear about this, the official party of MPs is four—the Prime Minister, the Leader of the Opposition, me, as the veterans affairs minister, and the shadow minister. They are the only four parliamentarians who are invited.</p> <p><b>Senator LAMBIE:</b> So nobody else is going on taxpayers' money?</p> <p><b>Mr Lewis:</b> The department runs the commemorative services at Gallipoli. We need a team in Turkey for that purpose—they simply would not run otherwise. They have been running that way for many years. The thought that we could take two-thirds of those staff and leave them home would make it impossible for those services to be conducted.</p> <p><b>Senator Ronaldson:</b> There are four members of parliament who are part of the official delegation only. No state members of parliament have been invited, no mayors—four members of parliament will be attending in an official capacity and therefore will be part of the government's expenditure in relation to the service, but no other member or senator will be funded by the taxpayer to attend at Gallipoli. That was a deliberate decision of the Prime Minister—that it was to be a very small number of members of parliament there, and that would maximise the chance for those in the ballot to attend.</p> <p><b>Senator LAMBIE:</b> How many organisers are going over there for the set-up or are going with veterans or in some other capacity?</p> <p><b>Mr Lewis:</b> Supporting widows, et cetera?</p> <p><b>Senator LAMBIE:</b> Yes.</p> <p><b>Mr Lewis:</b> I will take that on notice and give you the answer.</p>	Proof Hansard 22 October 2014 p. 129	12/12/14	12/02/15
10	Outcome 3	Lambie	Anzac Centenary Gallipoli 2015	<p><b>Senator Ronaldson:</b> The Prime Minister and I invited I think 140 surviving First World War widows—it is remarkable that there are that many still alive—to be guests of the Australian people. I am hoping that eight or 10 of those fantastic ladies will be able to attend. There were 400 double passes for veterans under the ballot, there were 400 double passes for direct descendants, there were 3,000 double passes for members of the general public, and we had 200 accompanied passes, which is probably the best way to put it, for Australian schoolchildren. The department will be sending over a significant contingent to make sure this works. It is a very, very major commemorative event. We are very fortunate that the Turkish government and the people of Turkey are magnificent hosts. I do not know whether you have been to Gallipoli, but it is not easily accessible. There are a lot of logistics involved and we are making absolutely sure that only those people who have got a ticket in the ballot can go. We are not going to countenance scalpers. They will find this a scalper-free zone. The department is going to have to assist with mobility issues for those widows and others who have indicated to us that they have mobility issues. It is a very significant</p>	Proof Hansard 22 October 2014 p. 130	12/12/14	12/02/15

				<p>logistical exercise, as I am sure you understand.</p> <p><b>Senator LAMBIE:</b> Yes, I understand that. But how many of those logistical exercises can be done by those in the military who have had fathers and grandfathers before them serve? That is what I am asking you. Is there any reason they are not attending instead?</p> <p><b>Mr Lewis:</b> There certainly is, but we will take that on notice in the interests of time—and we are back on the department, no longer on the War Memorial. I would just like to add one thing which is that we do these services very much with Defence. Defence provide the catafalque party, they provide a range of supports and they provide the band. We are doing this in very close contact with Defence—not separately from them.</p>			
11	DVA General	Ludwig	Consultancies	<p>I refer you to the following Austender CN IDs: CN2362632, CN2412932, CN2289441, CN2618332, CN2239751, CN2338402</p> <p>1. Can you clarify whether CN2289441, CN2618332, are a double up of the same order, or did two separate orders for the same items at the same price occur? If two orders:</p> <p>a. Why was the order split into two?</p> <p>b. Who was involved in the decision to place two separate orders?</p> <p>2. For each contract referred to above, please provide:</p> <p>a. An itemised list and per unit cost break down of each type of item supplied.</p> <p>b. The reason each type of item is required.</p> <p>c. Who the items are given to and how they are distributed.</p> <p>d. Over what time frame are they expected to be distributed?</p>	Written Q	12/12/14	12/02/15
12	DVA General	Ludwig	Self Initiated work	<p>1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?</p> <p>2. Please list all ongoing projects. For each, please detail:</p> <p>3. When did the project commence?</p> <p>4. When is it expected to conclude?</p> <p>5. What will the total cost of the project be?</p> <p>6. Where did the money for the project come from?</p> <p>7. Where is the project based?</p>	Written Q	12/12/14	12/02/15
13	DVA General	Ludwig	Conditions of Government Contracts and Agreements	<p>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?</p> <p>2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p>	Written Q	12/12/14	12/02/15

14	DVA General	Ludwig	Conditions of Government Contracts and Agreements	<p>1. 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?</p> <p>2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p>	Written Q	12/12/14	12/02/15
15	DVA General	Ludwig	Conditions of Government Contracts and Agreements	<p>1. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?</p>	Written Q	12/12/14	12/02/15
16	DVA General	Ludwig	Conditions of Government Contracts and Agreements	<p>1. 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?</p> <p>2. 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?</p> <p>3. If no consultation has occurred, why not?</p> <p>4. 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?</p>	Written Q	12/12/14	12/02/15
17	DVA General	Ludwig	Non-Conventional Therapies	<p>Since 7 Septmeber 2013:</p> <p>1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:</p> <p>a. What is the process by which these therapies can be approved?</p> <p>b. Who are they available to?</p> <p>c. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?</p>	Written Q	12/12/14	12/02/15
18	DVA General	Ludwig	Non-Conventional Therapies	<p>Since 7 Septmeber 2013:</p> <p>1. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:</p> <p>a. What therapies have been provided?</p> <p>b. What were they used to treat?</p> <p>c. What was the cost of the therapy?</p>	Written Q	12/12/14	12/02/15

19	DVA General	Ludwig	Statutory Review Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <ol style="list-style-type: none"> <li>1. What work has been done towards preparing for the review? If none, why not?</li> <li>2. Please provide a schedule or a workplan for the review</li> <li>3. When did/will this work begin?</li> <li>4. When is/was the review due to commence.</li> <li>5. What is the expected report date.</li> <li>6. Who is the minister responsible for the review</li> <li>7. What department is responsible for the review</li> <li>8. List the specific clauses or legislation under review caused by the statutory provision.</li> <li>9. List the terms of reference.</li> <li>10. What is the scope of the review.</li> <li>11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?</li> <li>12. What is the budgeted, projected or expected costs of the review?</li> <li>13. When was the Minister briefed on this matter?</li> <li>14. What decision points are upcoming for the minister on this matter?</li> <li>15. List the number of officers, and their classification level, involved in conducting the review</li> <li>16. Will the the report will be tabled in parliament or made public. If so, when?</li> </ol>	Written Q	12/12/14	12/02/15
20	DVA General	Ludwig	Sunset Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:</p> <ol style="list-style-type: none"> <li>1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?</li> <li>2. Has any consideration been given to delaying or alerting the sunset provisions?</li> <li>3. Please provide a schedule or a workplan for the sunset provisions becoming active</li> <li>4. When did/will this work begin?</li> <li>5. When is/was the review due to commence.</li> <li>6. What is the expected report date.</li> <li>7. Who is the minister responsible for the review</li> <li>8. What department is responsible for the review</li> <li>9. List the specific clauses or legislation under review caused by the statutory provision.</li> <li>10. List the terms of reference.</li> <li>11. What is the scope of the review.</li> <li>12. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?</li> <li>13. What is the budgeted, projected or expected costs of the review?</li> <li>14. When was the Minister briefed on this matter?</li> <li>15. What decision points are upcoming for the minister on this matter?</li> <li>16. List the number of officers, and their classification level, involved in conducting the</li> </ol>	Written Q	12/12/14	12/02/15



				review 17. Will the the report will be tabled in parliament or made public. If so, when?			
21	DVA General	Ludwig	Domain Usage	Since Budget Estimates in June, 2014: 1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide: a. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system). b. Amount of data downloaded and uploaded to the site. c. Number of times the site was accessed.	Written Q	13/02/15	12/02/15
22	DVA General	Ludwig	Procedure Manuals (Departmental)	1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and: a. When was the manual last updated? b. Who is responsible for updating the manual? c. Has the minister's office had any input into the content of the manual? If so, please detail. d. Who is the manual distributed to? e. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?	Written Q	12/12/14	12/02/15
23	DVA General	Ludwig	Procedure Manuals (Ministerial)	1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and: a. When was the manual last updated? b. Who is responsible for updating the manual? c. Who is the manual distributed to? d. Is anyone responsible for clearing communications before they are sent to the department?	Written Q	12/12/14	12/02/15
24	DVA General	Ludwig	G20 - Brisbane	1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following: a. How long will the minister be in Brisbane for? b. Please provide a copy of the minister's program and a list of any meetings that are scheduled. c. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles. d. How many ministerial staff will attended with the minister?	Written Q	12/12/14	12/02/15

25	DVA General	Ludwig	G20 - Brisbane	How many departmental staff attended the G20?	Written Q	12/12/14	12/02/15
26	DVA General	Ludwig	G20 - Brisbane	1. For each minister and staff member attending, how much was spent on airfares to and from Brisbane? 2. For each minister and staff member attending, how much was spent on accommodation in Brisbane? 3. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.	Written Q	12/12/14	12/02/15
27	DVA General	Ludwig	G20 - Brisbane	Has the department purchased any merchandise or promotional material for the G20? Please detail.	Written Q	12/12/14	12/02/15
28	DVA General	Ludwig	G20 - Brisbane	Will the department be preparing a report following the G20? If yes: a. What will be the scope of the report? b. When will it be complete? c. Will it be available to the public?	Written Q	12/12/14	12/02/15
29	DVA General	Ludwig	Report Printing	Since Budget Estimates in June, 2014: 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? 2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal	Written Q	12/12/14	12/02/15

30	DVA General	Ludwig	Graduate intake	1. What was the graduate intake for 2012-2013? 2. What was the graduate intake for 2013-2014? 3. What is the graduate intake for 2014-2015? 4. What will be the graduate intake for 2015-2016?	Written Q	12/12/14	12/02/15
31	DVA General	Ludwig	Enterprise Bargaining Agreements (EBAs)	1. Please list all related EBAs with coverage of the department. 2. Please list their starting and expiration dates. 3. What is the current status of negotiations for the next agreement/s? Please detail.	Written Q	12/12/14	12/02/15
32	DVA General	Ludwig	Reviews	Since Budget Estimates in June, 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. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Who is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public	Written Q	12/12/14	12/02/15
33	DVA General	Ludwig	Reviews	For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review? a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details.	Written Q	12/12/14	12/02/15

				f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur			
34	DVA General	Ludwig	Reviews	Which reviews are on-going? a. Please list them. b. What is the current cost to date expended on the reviews?	Written Q	12/12/14	12/02/15
35	DVA General	Ludwig	Reviews	1. Have any reviews been stopped, paused or ceased? Please list them. 2. Which reviews have concluded? Please list them. 3. How many reviews have been provided to Government? Please list them and the date they were provided. 4. When will the Government be responding to the respective reviews that have been completed?	Written Q	12/12/14	12/02/15
36	DVA General	Ludwig	Reviews	1. What reviews are planned? a. When will each planned review be commenced? b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? i. If so, when? If not, why not?	Written Q	12/12/14	12/02/15
37	DVA General	Ludwig	Commissioned reports	Since Budget Estimates in June, 2014: 1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency? a. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. 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? 3. What is the current status of each report? When is the Government intending to respond to these reports?	Written Q	12/12/14	12/02/15

38	DVA General	Ludwig	Appointments	<p>Since Budget Estimates in June, 2014:</p> <p>1. Please detail any board appointments made from to date.</p> <p>2. What is the gender ratio on each board and across the portfolio?</p> <p>3. Has the department instigated or changed its 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.</p> <p>4. Please specify when these gender ratio or participation policies were changed.</p>	Written Q	12/12/14	12/02/15
39	DVA General	Ludwig	Stationery Requirements	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?</p> <p>a. Detail the items provided to the minister's office.</p> <p>b. Please specify how many reams of paper have been supplied to the Minister's office.</p>	Written Q	12/12/14	12/02/15
40	DVA General	Ludwig	Stationery Requirements	<p>Since Budget Estimates in June, 2014:</p> <p>How much has been spent on departmental stationary requirements to date.</p>	Written Q	12/12/14	12/02/15
41	DVA General	Ludwig	Stationery Requirements	<p>Since Budget Estimates in June, 2014:</p> <p>Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.</p>	Written Q	12/12/14	12/02/15
42	DVA General	Ludwig	Electronic equipment	<p>Since Budget Estimates in June, 2014:</p> <p>1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office.</p> <p>a. List the items</p> <p>b. List the items location or normal location</p> <p>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</p> <p>d. List the total cost of the items</p> <p>e. List an itemised cost breakdown of these items</p> <p>f. List the date they were provided to the office</p> <p>g. Note if the items were requested by the office or proactively provided by the department</p>	Written Q	12/12/14	12/02/15

43	DVA General	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <p>1. What pay TV subscriptions does your department/agency have?</p> <p>a. Please provide a list of channels and the reason for each channel.</p> <p>b. What has been the cost of this package/s during the specified period?</p> <p>c. What is provided to the Minister or their office?</p> <p>d. What has been the cost of this package/s during the specified period?</p>	Written Q	12/12/14	12/02/15
44	DVA General	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <p>1. What newspaper subscriptions does your department/agency have?</p> <p>a. Please provide a list of newspaper subscriptions and the reason for each.</p> <p>b. What has been the cost of this package/s during the specified period?</p> <p>c. What is provided to the Minister or their office?</p> <p>d. What has been the cost of this package/s during the specified period?</p>	Written Q	12/12/14	12/02/15
45	DVA General	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <p>1. What magazine subscriptions does your department/agency have?</p> <p>a. Please provide a list of magazine subscriptions and the reason for each.</p> <p>b. What has been the cost of this package/s during the specified period?</p> <p>c. What is provided to the Minister or their office?</p> <p>d. What has been the cost of this package/s during the specified period?</p>	Written Q	12/12/14	12/02/15
46	DVA General	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <p>1. What publications does your department/agency purchase?</p> <p>a. Please provide a list of publications purchased by the department and the reason for each.</p> <p>b. What has been the cost of this package/s during the specified period?</p> <p>c. What is provided to the Minister or their office?</p> <p>d. What has been the cost of this package/s during the specified period?</p>	Written Q	12/12/14	12/02/15
47	DVA General	Ludwig	Media monitoring	<p>Since Budget Estimates in June, 2014:</p> <p>1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services during the specified period?</p> <p>c. Itemise these expenses</p>	Written Q	12/12/14	12/02/15

48	DVA General	Ludwig	Media monitoring	<p>Since Budget Estimates in June, 2014:</p> <p>1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services during the specified period?</p> <p>c. Itemise these expenses</p>	Written Q	12/12/14	12/02/15
49	DVA General	Ludwig	Media training	<p>Since Budget Estimates in June, 2014:</p> <p>1. In relation to media training services purchased by each department/agency, please provide the following information:</p> <p>a. Total spending on these services</p> <p>b. An itemised cost breakdown of these services</p> <p>c. The number of employees offered these services and their employment classification</p> <p>d. The number of employees who have utilised these services and their employment classification</p> <p>e. The names of all service providers engaged</p> <p>f. The location that this training was provided</p>	Written Q	12/12/14	12/02/15
50	DVA General	Ludwig	Media training	<p>Since Budget Estimates in June, 2014:</p> <p>For each service purchased from a provider listed under (1), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete package)</p>	Written Q	12/12/14	12/02/15
51	DVA General	Ludwig	Media training	<p>Since Budget Estimates in June, 2014:</p> <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p>	Written Q	12/12/14	12/02/15

52	DVA General	Ludwig	G20 - expenses	<p>Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.</p> <p>For each item, please provide:</p> <ol style="list-style-type: none"> <li>1. The name of the event/meeting that the expense related to.</li> <li>2. The location of the event.</li> <li>3. The date of the event.</li> <li>4. The name and ABN of the service provider.</li> <li>5. Advise whether the contract was awarded through an open tender process.</li> <li>6. The total value of the contract/invoice.</li> <li>7. The date the contract was executed by the Department.</li> <li>8. The number of attendees at the event, if applicable.</li> <li>9. Advise whether an Australian Government Minister was in attendance. Please detail.</li> <li>10. Advise whether foreign delegates were in attendance. Please detail.</li> </ol> <p>Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.</p>	Written Q	12/12/14	12/02/15
53	DVA General	Ludwig	Market Research	<p>Since Budget Estimates in June, 2014:</p> <p>List any market research conducted by the department/agency:</p> <ol style="list-style-type: none"> <li>a. List the total cost of this research</li> <li>b. List each item of expenditure and cost, broken down by division and program</li> <li>c. Who conducted the research?</li> <li>d. How were they identified?</li> <li>e. Where was the research conducted?</li> <li>f. In what way was the research conducted?</li> <li>g. Were focus groups, round tables or other forms of research tools used?</li> <li>h. How were participants for these focus groups et al selected?</li> <li>i. How was the firm or individual that conducted the review selected?</li> <li>j. What input did the Minister have?</li> <li>k. How was it approved?</li> <li>l. Were other firms or individuals considered? If yes, please detail.</li> </ol>	Written Q	12/12/14	12/02/15
54	DVA General	Ludwig	FoI Requests	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>1. How many requests for documents under the FOI Act have been received?</li> <li>2. Of these, how many documents have been determined to be deliberative documents?</li> <li>3. Of those assessed as deliberative documents: <ol style="list-style-type: none"> <li>a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?</li> <li>b. For how many has a redacted document been provided?</li> </ol> </li> </ol>	Written Q	12/12/14	12/02/15



55	DVA General	Ludwig	Ministerial Motor vehicle	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the minister been provided with or had access to a motor vehicle? If so:</p> <p>a. What is the make and model?</p> <p>b. How much did it cost?</p> <p>c. When was it provided?</p> <p>d. Was the entire cost met by the department? If not, how was the cost met?</p> <p>e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f. Are these costs met by the department? If not, how are these costs met?</p> <p>2. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.</p> <p>a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.</p> <p>3. 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.</p> <p>a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.</p>	Written Q	12/12/14	12/02/15
56	DVA General	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Since Budget Estimates in June, 2014:</p> <p>1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <p>a. What is the make and model?</p> <p>b. How much did it cost?</p> <p>c. When was it provided?</p> <p>d. Was the entire cost met by the department? If not, how was the cost met?</p> <p>e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f. Are these costs met by the department? If not, how are these costs met?</p> <p>2. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>a. Have these guidelines changed during the specified period? If so, please detail.</p> <p>3. 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.</p> <p>a. Have these guidelines changed during the specified period? If so, please detail.</p>	Written Q	12/12/14	12/02/15

57	DVA General	Ludwig	Ministerial Staff vehicles	<p>Since Budget Estimates in June, 2014:</p> <p>1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>a. What is the make and model?</p> <p>b. How much did it cost?</p> <p>c. When was it provided?</p> <p>d. Was the entire cost met by the department? If not, how was the cost met?</p> <p>e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f. Are these costs met by the department? If not, how are these costs met?</p> <p>2. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>a. Have these guidelines changed during the specified period? If so, please detail.</p> <p>3. 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.</p> <p>a Have these guidelines changed during the specified period? If so, please detail.</p>	Written Q	12/12/14	12/02/15
58	DVA General	Ludwig	Building Lease Costs	<p>Since Budget Estimates in June, 2014:</p> <p>1. What has been the total cost of building leases for the agency / department?</p> <p>Please provide a detailed list of each building that is currently leased. Please detail by:</p> <p>a. Date the lease agreement is active from.</p> <p>b. Date the lease agreement ends.</p> <p>c. Is the lease expected to be renewed? If not, why not?</p> <p>d. Location of the building (City and state).</p> <p>e. Cost of the lease.</p> <p>f. Why the building is necessary for the operations of the agency / department.</p>	Written Q	12/12/14	12/02/15
59	DVA General	Ludwig	Building Lease Costs	<p>Since Budget Estimates in June, 2014:</p> <p>Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:</p> <p>a. Date from which the lease agreement was active.</p> <p>b. Date the lease agreement ended.</p> <p>c. Why was the lease not renewed?</p> <p>d. Location of the building (City and state).</p> <p>e. Cost of the lease.</p> <p>f. Why the building was necessary for the operations of the agency / department.</p>	Written Q	12/12/14	12/02/15

60	DVA General	Ludwig	Building Lease Costs	Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department.	Written Q	12/12/14	12/02/15
61	DVA General	Ludwig	Building Lease Costs	For each building owned or leased by the department: a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for.	Written Q	12/12/14	12/02/15
62	DVA General	Ludwig	Government advertising	Since Budget Estimates in June, 2014: 1. How much has been spent on government advertising (including job ads)? a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising	Written Q	12/12/14	12/02/15
63	DVA General	Ludwig	Workplace assessments	Since Budget Estimates in June, 2014: 1. How much has been spent on workplace ergonomic assessments? a. List each item of expenditure and cost b. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? c. If so, list each item of expenditure and cost related to those changes	Written Q	12/12/14	12/02/15
64	DVA General	Ludwig	Ministerial Website	Since Budget Estimates in June, 2014: 1. How much has been spent on the Minister's website? a. List each item of expenditure and cost b. Who is responsible for uploading information to the Minister's website? c. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.	Written Q	12/12/14	12/02/15

65	DVA General	Ludwig	Existing Resources Program	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many 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'?</p> <p>a. List each</p> <p>b. List the staffing assigned to each task</p> <p>c. What is the nominal total salary cost of the officers assigned to the project?</p> <p>d. What resources or equipment has been assigned to the project?</p>	Written Q	12/12/14	12/02/15
66	DVA General	Ludwig	Multiple tenders	<p>Since Budget Estimates in June, 2014:</p> <p>1. List any tenders that were re-issued or issued multiple times:</p> <p>a. Why were they re-issued or issued multiple times?</p> <p>b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?</p> <p>c. Were those applicants asked to resubmit their tender proposal?</p>	Written Q	12/12/14	12/02/15
67	DVA General	Ludwig	Staff Transfers	How many people does your department employ?	Written Q	12/12/14	12/02/15
68	DVA General	Ludwig	Staff Transfers	<p>1. 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?</p> <p>2. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?</p>	Written Q	12/12/14	12/02/15
69	DVA General	Ludwig	Staff Transfers	<p>1. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?</p> <p>2. 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?</p> <p>3. with co</p> <p>4. How many of these people are employed in Canberra?</p>	Written Q	12/12/14	12/02/15

70	DVA General	Ludwig	Staff Transfers	<p>1. How many people did your department employ in Canberra immediately prior to the 2013 federal election?</p> <p>2. How many employees have been transferred out of Canberra since the 2013 federal election?</p> <p>3. How many of your employees have been transferred to Canberra since the 2013 federal election?</p> <p>a. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.</p> <p>b. 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.</p> <p>c. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.</p> <p>d. 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.</p> <p>e. 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.</p> <p>f. For every transferred employee please provide an explanation for their transfer?</p> <p>g. For every transferred employee please provide any other cost incurred by the department because of that transfer?</p> <p>h. Please provide all relevant dates.</p>	Written Q	12/12/14	12/02/15
71	DVA General	Ludwig	Redundancies	<p>1. How many positions have been made redundant in your department since the 2013 federal election?</p> <p>a. How many of these positions were ongoing?</p> <p>b. How many of these positions were non-ongoing?</p> <p>c. How many of these positions were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15
72	DVA General	Ludwig	Redundancies	<p>1. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15

73	DVA General	Ludwig	Redundancies	1. How many of these employees were offered voluntary redundancies since the 2013 federal election? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory?	Written Q	12/12/14	12/02/15
74	DVA General	Ludwig	Redundancies	1. How many accepted voluntary redundancies since the 2013 federal election? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory?	Written Q	12/12/14	12/02/15
75	DVA General	Ludwig	Redundancies	1. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory?	Written Q	12/12/14	12/02/15
76	DVA General	Ludwig	Redundancies	For all employees who accepted voluntary redundancies since the 2013 federal election please: 1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located. 2. Please specify what component of that figure was paid out entitlements (annual leave etc). 3. Please specify any other costs incurred by the department because of this redundancy. 4. Please provide the reason a voluntary redundancy was offered for their position. 5. Please provide all relevant dates.	Written Q	12/12/14	12/02/15
77	DVA General	Ludwig	Redundancies	For all employees who were redeployed please provide: a. 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. b. Please specify any other costs incurred by the department because of this redeployment. c. Please provide the reason for that redeployment. d. Please provide all relevant dates.	Written Q	12/12/14	12/02/15

78	DVA General	Ludwig	Redundancies	<p>1. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15
79	DVA General	Ludwig	Redundancies	<p>1. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15
80	DVA General	Ludwig	Redundancies	<p>For employees who were made forcibly redundant since the 2013 federal election please provide:</p> <p>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.</p> <p>2. Please specify what component of that figure was paid out entitlements (annual leave etc).</p> <p>3. Please specify any other costs incurred by the department because of this redundancy.</p> <p>4. Please provide the reason for that redundancy.</p> <p>5. Please provide all relevant dates.</p>	Written Q	12/12/14	12/02/15
81	DVA General	Ludwig	Hiring	<p>1. How many people are employed in your department on non-ongoing contracts?</p> <p>2. How many people are employed in your department on ongoing contracts?</p> <p>3. How many non-ongoing contracts has your department extended since the 2013 federal election?</p>	Written Q	12/12/14	12/02/15
82	DVA General	Ludwig	Hiring	<p>1. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?</p> <p>2. How many of these extensions were approved by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15

83	DVA General	Ludwig	Hiring	1. How many of these extensions were rejected by the Public Service Commission? a. 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.	Written Q	12/12/14	12/02/15
84	DVA General	Ludwig	Hiring	1. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval? a. 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.	Written Q	12/12/14	12/02/15
85	DVA General	Ludwig	Hiring	1. How many non-ongoing contracts have expired without extension since the 2013 federal election? a. 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.	Written Q	12/12/14	12/02/15
86	DVA General	Ludwig	Hiring	How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?	Written Q	12/12/14	12/02/15
87	DVA General	Ludwig	Hiring	1. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election? 2. How many of these new non-ongoing engagements were approved by the Public Service Commission? a. 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.	Written Q	12/12/14	12/02/15



88	DVA General	Ludwig	Hiring	<p>1. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
89	DVA General	Ludwig	Hiring	<p>1. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
90	DVA General	Ludwig	Hiring	How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?	Written Q	12/12/14	12/02/15
91	DVA General	Ludwig	Hiring	<p>1. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>2. How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15

92	DVA General	Ludwig	Hiring	<p>1. How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
93	DVA General	Ludwig	Hiring	<p>1. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
94	DVA General	Ludwig	Departmental Upgrades	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these changes</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, who conducted the works?</p> <p>e. If so, list the process for identifying who would conduct these works</p> <p>f. If so, when are the works expected to be completed?</p>	Written Q	12/12/14	12/02/15
95	DVA General	Ludwig	Wine Coolers / Fridges	<p>Since Budget Estimates in June, 2014:</p> <p>1. 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?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p> <p>g. If so, what is the current stocking level for each of these items?</p>	Written Q	12/12/14	12/02/15

96	DVA General	Ludwig	Office Plants	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency purchased or leased any office plants?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p>	Written Q	12/12/14	12/02/15
97	DVA General	Ludwig	Office recreation facilities	<p>Since Budget Estimates in June, 2014:</p> <p>1. 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)?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p> <p>g. If so, what is the current usage for each of these items?</p>	Written Q	12/12/14	12/02/15
98	DVA General	Ludwig	Vending machines	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p> <p>g. If so, what is the current usage for each of these items?</p>	Written Q	12/12/14	12/02/15
99	DVA General	Ludwig	Legal Costs	<p>Since Budget Estimates in June, 2014:</p> <p>1. List all legal costs incurred by the department or agency</p> <p>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</p> <p>b. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)</p> <p>c. How was each piece of advice procured? Detail the method of identifying legal advice</p>	Written Q	12/12/14	12/02/15

100	DVA General	Ludwig	Lobbyist Register Meetings	<p>Since Budget Estimates in June, 2014:</p> <p>1. List all interactions between the department/agency with any representative listed on the lobbyist register</p> <p>a. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p> <p>2. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p>	Written Q	12/12/14	12/02/15
101	DVA General	Ludwig	Provision of equipment - departmental	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:</p> <p>a. What has been provided?</p> <p>b. The purchase cost.</p> <p>c. The ongoing cost.</p> <p>d. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).</p> <p>e. A breakdown of what staff and staff classification receives each item.</p>	Written Q	12/12/14	12/02/15
102	DVA General	Ludwig	Ministerial staff turnover	<p>List the current staffing allocation for each Minister and Parliamentary Secretary</p> <p>a. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification</p> <p>b. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification</p> <p>c. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification</p> <p>d. 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</p>	Written Q	12/12/14	12/02/15
103	DVA General	Ludwig	Unallocated Equipment	<p>1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff</p> <p>2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.</p>	Written Q	12/12/14	12/02/15

104	DVA General	Ludwig	Communications staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b. How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c. How many contractors, their classification, type of work they undertake and their location</p> <p>d. How many are graphic designers?</p> <p>e. How many are media managers?</p> <p>f. How many organise events?</p>	Written Q	12/12/14	12/02/15
105	DVA General	Ludwig	Red tape reduction	<p>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?</p> <p>a. What is the progress of that red tape reduction target</p> <p>b. How many officers have been placed in those units and at what level?</p> <p>c. How have they been recruited?</p> <p>d. What process was used for their appointment?</p> <p>e. What is the total cost of this unit?</p> <p>f. What is the estimated total salary cost of the officers assigned to the unit.</p> <p>g. Do members of the unit have access to cabinet documents?</p> <p>h. 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.</p> <p>i. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?</p>	Written Q	12/12/14	12/02/15
106	DVA General	Ludwig	Land costs	<p>1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</p> <p>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)</p> <p>3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p>a. What is the current occupancy level and occupant of the items identified in (3)?</p> <p>b. What is the value of the items identified in (3)?</p> <p>c. What contractual or other arrangements are in place for the items identified in (3)?</p> <p>4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p>	Written Q	12/12/14	12/02/15

				<p>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).</p> <p>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?</p>			
107	DVA General	Ludwig	Ministerial staff code	<p>Since Budget Estimates in June, 2014:</p> <p>1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?</p> <p>a. If so, list the breaches identified, broken by staffing classification level</p> <p>b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</p> <p>c. If so, when was the breach identified? By whom? When was the Minister made aware?</p> <p>2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <p>a. If not, how many staff don't comply, broken down by classification level?</p> <p>b. How long have they worked for the Minister?</p> <p>3. Can you confirm they all complied with the code on the date of their employment?</p> <p>a. If not, on what date did they comply?</p> <p>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <p>a. If so, on what date were those disclosure made?</p> <p>5. By position title list the date each staff member was approved by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>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</p>	Written Q	12/12/14	12/02/15
108	DVA General	Ludwig	Boards (for Departments or agencies with boards)	<p>Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:</p> <p>a. how often has each board met, break down by board name;</p> <p>b. what travel expenses have been incurred;</p> <p>c. what has been the average attendance at board meetings;</p> <p>d. List each member's attendance at meetings;</p> <p>e. how does the board deal with conflict of interest;</p> <p>f. what conflicts of interest have been registered;</p>	Written Q	12/12/14	12/02/15

				<p>g. what remuneration has been provided to board members;</p> <p>h. how does the board dismiss board members who do not meet attendance standards?</p> <p>i. Have any requests been made to ministers to dismiss board members?</p> <p>j. Please list board members who have attended less than 51% of meetings</p> <p>k. what have been the catering costs for the board meetings held during this period?</p> <p>Please break down the cost list.</p>			
109	DVA General	Ludwig	Shared resources following MOG changes	<p>1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?</p> <p>2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?</p> <p>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?</p>	Written Q	12/12/14	12/02/15
110	DVA General	Ludwig	Departmental Rebranding	<p>1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:</p> <p>a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p>i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p>b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p>i. Signage.</p> <p>ii. Stationery (please include details of existing stationery and how it was disposed of).</p> <p>iii. Logos</p> <p>iv. Consultancy</p> <p>v. Any relevant IT changes.</p> <p>vi. Office reconfiguration.</p> <p>c. How was the decision reached to rename and/or rebrand the department?</p> <p>i. Who was involved in reaching this decision?</p> <p>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.</p>	Written Q	12/12/14	12/02/15
111	DVA General	Ludwig	Contracts under \$10,000	<p>Since Budget Estimates in June, 2014:</p> <p>Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.</p>	Written Q	12/12/14	12/02/15

112	DVA General	Ludwig	Freedom of Information Consultations with other Departments, Agencies and the Minister	<p>The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):</p> <p>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?</p> <p>If so, for each instance provide a table setting out the following information:</p> <p>a. The Department or Agency which was consulted;</p> <p>b. The document;</p> <p>c. The purpose of the consultation;</p> <p>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;</p> <p>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</p>	Written Q	12/12/14	12/02/15
113	DVA General	Ludwig	Freedom of Information Consultations with other Departments, Agencies and the Minister	<p>1. 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?</p> <p>If yes, provide a table setting out the following information:</p> <p>a. The requests with respect to which the Minister or Ministerial office was consulted;</p> <p>b. The Minister or Ministerial office which was consulted;</p> <p>c. The purpose of the consultation;</p> <p>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;</p> <p>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</p> <p>f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office</p>	Written Q	12/12/14	12/02/15
114	DVA General	Ludwig	Freedom of Information Staffing resources	<p>The following questions relate to the period from 18 September 2013:</p> <p>1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?</p>	Written Q	12/12/14	12/02/15



115	DVA General	Ludwig	FOI Disclosure Log	<p>The following questions relate to the period from 18 September 2013: For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:</p> <p>a. Maintain a webpage allowing download of documents released under section 11A (direct download)?</p> <p>b. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?</p> <p>c. Facilitate to those documents in a different manner (if so, specify).</p>	Written Q	12/12/14	12/02/15
116	DVA General	Ludwig	FOI Disclosure Log	<p>The following questions relate to the period from 18 September 2013: 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:</p> <p>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;</p> <p>b. The total number of direct downloads of documents released under 11A the Departmental or Agency website;</p> <p>c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?</p> <p>d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?</p> <p>e. What was the approximate cost for salaries for the FTE staff allocated to this task?</p>	Written Q	12/12/14	12/02/15
117	DVA General	Ludwig	FOI Disclosure Log	<p>The following questions relate to the period from 18 September 2013: Has the Department or Agency charged any for access to a document under section 11C(4)?</p> <p>If so, please provide the following information in a table:</p> <p>a. On how many occasions charges have been imposed;</p> <p>b. The amount charged for each document</p> <p>c. The total amount charged;</p> <p>d. What is the highest charge that has been imposed.</p>	Written Q	12/12/14	12/02/15
118	DVA General	Ludwig	With respect to FOI requests	<p>The following questions relate to the period from 18 September 2013:</p> <p>1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?</p> <p>Of those, how many were:</p> <p>a. Released in full</p> <p>b. Released in part</p> <p>c. Refused access on the grounds that release of the document would be contrary to the public interest</p> <p>d. Other (please specify)</p>	Written Q	12/12/14	12/02/15

119	DVA General	Ludwig	Prequalified, Multi-use list tenders	<p>1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?</p> <p>2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?</p> <p>3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?</p> <p>4. Do any Ministerial staff have directorships in any of the firms on your panels?</p> <p>5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?</p> <p>6. Have the minister or ministerial staff made representations concerning the panels?</p> <p>7. Is Australian Public Affairs on any of your panels?</p>	Written Q	12/12/14	12/02/15
120	DVA General	Ludwig	Senate estimates briefing	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?</p> <p>2. How many officer hours were spent on preparing that information?</p> <p>a. Please break down the hours by officer APS classification</p> <p>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?</p> <p>4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p>a. If so, when did this occur?</p> <p>b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</p> <p>c. When were the changes made?</p> <p>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.</p>	Written Q	12/12/14	12/02/15
121	DVA General	Ludwig	Advertising	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.</p> <p>2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.</p> <p>3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate or the department or their delegate.</p>	Written Q	12/12/14	12/02/15

122	DVA General	Ludwig	Departmental Staff Misconduct	<p>Since Budget Estimates in June, 2014:</p> <p>1. Please provide a copy of the departmental staff code of conduct.</p> <p>2. Have there been any identified breaches of this code of conduct by departmental staff?</p> <p>a. If yes, list the breaches identified, broken by staffing classification level.</p> <p>b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</p> <p>c. If yes, when was the breach identified? By whom? When was the Minister made aware?</p> <p>d. If yes, were there any legal ramifications for the department or staff member? Please detail.</p>	Written Q	12/12/14	12/02/15
123	DVA General	Ludwig	Cloud Services and Storage	<p>1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:</p> <p>a. What date did/will cloud services be deployed in the department?</p> <p>b. Please provide a list of all cloud services in use or being considered for use.</p> <p>c. How much do these services cost? Please break down by service.</p> <p>d. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?</p> <p>e. How much does this cloud storage cost per month?</p> <p>f. What security arrangements are in place to protect cloud based services and storage?</p> <p>g. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?</p> <p>h. What has been the cost of security for the cloud? Please provide a breakdown.</p>	Written Q	12/12/14	12/02/15
124	DVA General	Ludwig	Disability Access	<p>1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:</p> <p>a. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).</p> <p>b. What plans are in place to make the premises compliant with the act.</p> <p>c. When these plans will commence and when they are expected to be complete.</p> <p>d. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue.</p> <p>e. What is the expected cost of making the premises compliant? Please break down the costs.</p> <p>f. Have any plans to make any premises compliant been cancelled, put on hold or</p>	Written Q	12/12/14	12/02/15

				<p>delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.</p> <p>g. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.</p>			
125	DVA General	Ludwig	Fee for services	<p>Since September 7, 2013:</p> <p>1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:</p> <p>a. Name of the fee and a short description of what it covers.</p> <p>b. How much is the fee (and is it a flat fee or a percentage of the service).</p> <p>c. The date the fee came into place.</p> <p>d. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.</p> <p>e. What consultation was carried out before the fee was put into place?</p> <p>f. How was the fee put into place (e.g. through legislation, regulation changes etc)?</p> <p>g. What justification is there for the fee?</p> <p>h. test</p>	Written Q	12/12/14	12/02/15
126	DVA General	Ludwig	Documents provided to minister	<p>1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.</p> <p>a. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)</p> <p>b. How are they transmitted to the office?</p> <p>c. What mode of delivery is used (hardcopy, email) for those documents?</p> <p>d. What level officer are they provided to in the minister's office?</p>	Written Q	12/12/14	12/02/15
127	DVA General	Ludwig	merchandise or promotional material	<p>Since 7 September 2013:</p> <p>1. Has the department purchased any merchandise or promotional material?</p> <p>a. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic puporse (note that purpose)</p> <p>b. List the cost for each item</p> <p>c. List the quantity of each item</p> <p>d. Who suggested these material be created?</p> <p>e. Who approved its creation?</p> <p>f. Provide copies of authorisation</p> <p>g. When was the Minister informed of the material being created?</p> <p>h. Who created the material?</p>	Written Q	12/12/14	12/02/15

				<p>i. How was that person selected?</p> <p>j. How many individuals or groups were considered in selecting who to create the material?</p>			
128	DVA General	Ludwig	Freedom of Information - Stats	<p>1. How many FOI requests were received between 7 September 2013 to date.</p> <p>2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?</p> <p>3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?</p> <p>4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?</p> <p>5. How many of those requests were finalised out of time?</p>	Written Q	12/12/14	12/02/15
129	DVA General	Ludwig	Contracts for Temporary Staff	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much did the department/agency spend on temporary or contract staff?</p> <p>2. How many temporary or contract staff have been employed?</p> <p>3. What is the total number of temporary or contract staff currently employed?</p> <p>4. How much was paid for agencies/companies to find temporary/contract staff?</p> <p>5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?</p>	Written Q	12/12/14	12/02/15
130	DVA General	Ludwig	Staffing profile	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has there been any change to the staffing profile of the department/agency?</p> <p>2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)</p>	Written Q	12/12/14	12/02/15
131	DVA General	Ludwig	Savings and Efficiency Measures	<p>Since the Appropriate Bills 2014 were passed by the parliament:</p> <p>1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?</p> <p>2. For each measure or task identified in question 1:</p> <p>a. What is the timeframe for implementation?</p> <p>b. Who is the responsible agency for actioning these measures, guidelines or tasks?</p> <p>c. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?</p> <p>d. What action has the minister asked be done on this policy?</p>	Written Q	12/12/14	12/02/15

132	DVA General	Ludwig	Computers	<p>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</p> <p>2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location</p> <p>3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs</p>	Written Q	12/12/14	12/02/15
133	DVA General	Ludwig	Travel costs - department	<p>Since Budget Estimates in June, 2014:</p> <p>1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?</p> <p>a. If so, under what policy?</p> <p>b. Provide a copy of that policy.</p> <p>c. When was this policy implemented?</p> <p>d. List all occurrences of travel that this has occurred under.</p> <p>e. Detail the process.</p> <p>f. When is the minister notified, when is approved provided?</p>	Written Q	12/12/14	12/02/15
134	DVA General	Ludwig	Travel costs - department	<p>Since Budget Estimates in June, 2014:</p> <p>Detail all travel (domestic and international) 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).</p>	Written Q	12/12/14	12/02/15
135	DVA General	Ludwig	Travel costs - department	<p>Since Budget Estimates in June, 2014:</p> <p>1. 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.</p> <p>2. What date was the minister or their office was notified of the travel?</p> <p>3. What date did the minister or their office approve the travel?</p> <p>4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written Q	12/12/14	12/02/15
136	DVA General	Ludwig	Travel costs - ministerial	<p>Since Budget Estimates in June, 2014:</p> <p>1. Please detail all travel conducted by the Minister/parliamentary secretary</p> <p>a. List each location, method of travel, itinerary and purpose of trip;</p> <p>b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and;</p> <p>c. 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</p>	Written Q	12/12/14	12/02/15

				<p>accompanying the Minister/parliamentary secretary.</p> <p>2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>			
137	Outcome 2 and 3	Ludwig	Grants	<p>Since Budget Estimates in June, 2014:</p> <p>1. What guidelines are in place to administer grants?</p> <p>2. How are grants applied for?</p> <p>3. Are there any restrictions on who can apply for a grant? If yes, please detail.</p> <p>a. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.</p> <p>4. What is the procedure for selecting who will be awarded a grant?</p> <p>5. Who is involved in this selection process?</p> <p>6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.</p> <p>a. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.</p>	Written Q	12/12/14	12/02/15
138	Outcome 2 and 3	Ludwig	Grants	<p>Since Budget Estimates in June, 2014:</p> <p>1. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded 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.</p> <p>2. Update the status of each grant that was approved prior to the specified period, 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.</p>	Written Q	12/12/14	12/02/15
139	DVA General	Ludwig	Government payments of accounts	<p>Since Budget Estimates in June, 2014:</p> <p>1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</p> <p>2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</p> <p>3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</p> <p>4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if</p>	Written Q	12/12/14	12/02/15

				so how much has been paid by the portfolio/department agency since Estimates, 2014? 7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?			
140	DVA General	Ludwig	Consultancies	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many consultancies have been undertaken? 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.</p> <p>2. 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.</p> <p>3. Have any consultancies not gone out for tender?</p> <p>a. List each, including name, cost and purpose</p> <p>b. If so, why?</p>	Written Q	12/12/14	12/02/15
141	DVA General	Ludwig	Meeting costs	<p>Since Budget Estimates in June, 2014:</p> <p>How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p>	Written Q	12/12/14	12/02/15
142	DVA General	Ludwig	Meeting costs	<p>Since Budget Estimates in June, 2014:</p> <p>For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written Q	12/12/14	12/02/15
143	DVA General	Ludwig	Meeting costs	<p>Since Budget Estimates in June, 2014:</p> <p>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.</p>	Written Q	12/12/14	12/02/15



144	DVA General	Ludwig	Meeting costs	Since Budget Estimates in June, 2014: 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.	Written Q	12/12/14	12/02/15
145	DVA General	Ludwig	Functions	Since Budget Estimates in June, 2014: 1. Provide a list of all formal functions or forms of hospitality conducted for the Minister . Include: a. The guest list of each function b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.	Written Q	12/12/14	12/02/15
146	DVA General	Ludwig	Executive coaching and leadership training	Since Budget Estimates in June, 2014: Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency: 1. Total spending on these services 2. The number of employees offered these services and their employment classification 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)	Written Q	12/12/14	12/02/15
147	DVA General	Ludwig	Executive coaching and leadership training	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 b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package)	Written Q	12/12/14	12/02/15

148	DVA General	Ludwig	Executive coaching and leadership training	Where a service was provided at any location other than the department or agency's own premises, please provide: a. The location used b. The number of employees who took part on each occasion (provide a breakdown for each employment classification) c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location	Written Q	12/12/14	12/02/15
149	DVA General	Ludwig	Executive coaching and leadership training	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?	Written Q	12/12/14	12/02/15
150	DVA General	Ludwig	Executive coaching and leadership training	For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.	Written Q	12/12/14	12/02/15
151	DVA General	Ludwig	Provision of equipment - ministerial	Since Budget Estimates in June, 2014: For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs? a. Itemise equipment and cost broken down by staff or minister classification	Written Q	12/12/14	12/02/15
152	DVA General	Ludwig	Provision of equipment - ministerial	1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of: a. What is provided? b. The purchase cost. c. The ongoing cost. d. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). e. A breakdown of what staff and staff classification receives each item.	Written Q	12/12/14	12/02/15

153	DVA General	Ludwig	Staffing reductions	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>How many staff reductions/voluntary redundancies have occurred?</li> <li>What was the reason for these reductions?</li> <li>Were any of these reductions involuntary redundancies? If yes, provide details.</li> <li>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.</li> <li>If there are plans for staff reductions, please give the reason why these are happening.</li> <li>Are there any plans for involuntary redundancies? If yes, provide details.</li> <li>How many ongoing staff left the department/agency? What classification were these staff?</li> <li>How many non-ongoing staff left department/agency from? What classification were these staff?</li> <li>What are the voluntary redundancy packages offered? Please detail for each staff level and position</li> <li>How do the packages differ from the default public service package?</li> <li>How is the department/agency funding the packages?</li> </ol>	Written Q	12/12/14	12/02/15
154	DVA General	Ludwig	Staffing recruitment	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>How many ongoing staff have been recruited? What classification are these staff?</li> <li>How many non-ongoing positions exist or have been created? What classification are these staff?</li> <li>How many staff have been employed on contract and what is the average length of their employment period?</li> </ol>	Written Q	12/12/14	12/02/15
155	DVA General	Ludwig	Coffee machines	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>Has the department/agency purchased, leased or rented any coffee machines for staff usage?</li> <li>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?</li> <li>Why were coffee machines purchased?</li> <li>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?</li> <li>Where did the funding for the coffee machines come from?</li> <li>Who has access?</li> <li>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</li> </ol>	Written Q	12/12/14	12/02/15

				g. What are the ongoing costs of the coffee machine, such as the cost of coffee?			
156	DVA General	Ludwig	Printing	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many documents (include the amount of copies) have been printed?</p> <p>a. How many of these printed documents were also published online?</p> <p>2. Has the Department/Agency used external printing services for any print jobs?</p> <p>a. If so, what companies were used?</p> <p>b. How were they selected?</p> <p>c. What was the total cost of this printing by item?</p>	Written Q	12/12/14	12/02/15
157	DVA General	Ludwig	Corporate cars	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many cars are owned by each department/agency?</p> <p>a. Where are the cars located?</p> <p>b. What are the cars used for?</p> <p>c. What is the cost of each car during the specified period?</p> <p>d. How far did each car travel during the specified period?</p> <p>2. How many cars are leased by each department/agency?</p> <p>a. Where are the cars located?</p> <p>b. What are the cars used for?</p> <p>c. What is the cost of each car during the specified period?</p> <p>d. How far did each car travel during the specified period?</p>	Written Q	12/12/14	12/02/15
158	DVA General	Ludwig	Taxi costs	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much did each department/agency spend on taxis during the specified period?</p> <p>Provide a breakdown for each business group in each department/agency.</p> <p>2. What are the reasons for taxi costs?</p>	Written Q	12/12/14	12/02/15
159	DVA General	Ludwig	Taxi costs	<p>Since Budget Estimates in June, 2014:</p> <p>How much did the department spend on taxis during the specified period for their minister or minister's office?</p>	Written Q	12/12/14	12/02/15

160	DVA General	Ludwig	Hire cars	Since Budget Estimates in June, 2014: 1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written Q	12/12/14	12/02/15
161	DVA General	Ludwig	Hire cars	Since Budget Estimates in June, 2014: How much did the department spend on hire cars during the specified period for their minister or minister's office?	Written Q	12/12/14	12/02/15
162	DVA General	Ludwig	Credit cards	Since Budget Estimates in June, 2014: 1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2. Have there been any changes to action taken in the event that the corporate credit card is misused? 3. Have there been any changes to how corporate credit card use is monitored? 4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so: 5. Please list staff classification and what the misuse was, and the action taken. 6. Have there been any changes to what action is taken to prevent corporate credit card misuse? 7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.	Written Q	12/12/14	12/02/15
163	DVA General	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: What has been the Department/Agency's hospitality spend including any catering and drinks costs.	Written Q	12/12/14	12/02/15

164	DVA General	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	12/12/14	12/02/15
165	DVA General	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	12/12/14	12/02/15
166	DVA General	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	12/12/14	12/02/15
167	DVA General	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15
168	DVA General	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15

169	DVA General	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15
170	DVA General	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15
171	DVA General	Ludwig	Hospitality and entertainment	Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?	Written Q	12/12/14	12/02/15
172	Outcome 1	Xenophon	Compensation/DA RT	1. How many applications for compensation (including pensions and other benefits) has the Department of Veterans' Affairs received from claimants who have received a reparation payment from the Defence Abuse Response Taskforce? a. How many of these applications were successful? b. In relation to the unsuccessful applications, what were the reasons for the Department's refusal of the application? c. How many claims were rejected due to lack of available documentary evidence in relation to alleged abuse?	Written Q	12/12/14	12/02/15
173	Outcome 2	Xenophon	Suicide	1. Does the Department of Defence or the Department of Veterans' Affairs keep records of suicides of Veterans? a. Can you provide known suicide figures so far for 2014? b. Does DVA refer to suicides as suicides or are they termed something else? c. Does the appropriate Department take responsibility for providing support to the families of the victim, or do they hand it to an organisation like Legacy?	Written Q	12/12/14	12/02/15

174	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	<p>I have been approached by a constituent, who has drawn my attention to the plight of the Australian Civilian Medical and Surgical Teams sent to Vietnam during the conflict. My constituent, who was one of the nurses, has informed me the teams have been awarded the Australian Active Service Medal, along with other medals, however are still fighting for recognition from the Department of Veterans' Affairs and successive Governments since before 2000.</p> <p>1. How many claims has the Department received from people who were a part of the Australian Civilian Medical and Surgical Teams in Vietnam?</p>	Written Q	12/12/14	12/02/15
175	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	Does DVA have information about the current number of people who were a part of the Australian Civilian Medical and Surgical Teams in Vietnam? If so, what is this figure?	Written Q	12/12/14	12/02/15
176	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	Has DVA conducted any modelling as to what the cost would be to enable members of the Australian Civilian Medical and Surgical Teams in Vietnam access to the Gold Card and other DVA entitlements? If so, what is the cost?	Written Q	12/12/14	12/02/15
177	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	What are the provisions of the Veterans' Entitlements Act 1986 (VEA) which allow civilian employment to be recognised as equivalent to service in the ADF for the purposes of providing access to entitlements and benefits?	Written Q	12/12/14	12/02/15
178	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	Who makes the decision as to whether a former civilian employee would be eligible?	Written Q	12/12/14	12/02/15



179	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	Has DVA provided advice to the Government on recognising the Australian Civilian Medical and Surgical Teams? If so, what advice was given?	Written Q	12/12/14	12/02/15
180	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	I previously wrote to the Minister for Veterans' Affairs Senator the Hon Michael Ronaldson about this matter and was informed that a recent Defence investigation established only one instance where an Australian civilian doctor was authorised to work in an Australian military medical facility. However, my constituent has advised she can recall several of her team mates from Bien Hoa Hospital being called on to assist on several occasions. She has told me her and her team also treated military personnel when required. What opportunity do members of the Australian Civilian Medical and Surgical Teams have to provide evidence to DVA that they were working with units of the ADF?	Written Q	12/12/14	12/02/15
181	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	I refer to an article by Australian Doctor, published on 23 April 2013 which reported comments from a letter of support from General Peter Cosgrove, drawing on his own experience in Vietnam, stating that doctors and nurses who served in surgical teams were "closely government and constrained" by Allied military forces. He wrote, "there is no doubt in my mind that they were under the control of the military forces alongside whom they worked". How does the Department respond to this?	Written Q	12/12/14	12/02/15
182	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	Is DVA aware of cases where Comcare has denied treatment for dioxin-related cancers?	Written Q	12/12/14	12/02/15
183	Outcome 1	Xenophon	Australian Civilian Medical and Surgical Teams	Can DVA provide specific detail of the types of civilian employment during the Vietnam conflict that has been recognised as equivalent to service in the ADF for the purposes of providing access to entitlements and benefits?	Written Q	12/12/14	12/02/15

184	DVA General	Xenophon	Consultants	How much has DVA paid consultant Peter Sutherland, his company Softlaw Community Projects Ltd or any other company he controls, in each financial year since 2000-01 and for what purpose?	Written Q	12/12/14	12/02/15
185	AWM	Ludwig	Self Initiated work	1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)? 2. Please list all ongoing projects. For each, please detail: 3. When did the project commence? 4. When is it expected to conclude? 5. What will the total cost of the project be? 6. Where did the money for the project come from? 7. Where is the project based?	Written Q	12/12/14	12/02/15
186	AWM	Ludwig	Conditions of Government Contracts and Agreements	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? 2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?	Written Q	12/12/14	12/02/15
187	AWM	Ludwig	Conditions of Government Contracts and Agreements	1. 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? 2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?	Written Q	12/12/14	12/02/15
188	AWM	Ludwig	Conditions of Government Contracts and Agreements	1. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?	Written Q	12/12/14	12/02/15

189	AWM	Ludwig	Conditions of Government Contracts and Agreements	<p>1. 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?</p> <p>2. 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?</p> <p>3. If no consultation has occurred, why not?</p> <p>4. 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?</p>	Written Q	12/12/14	12/02/15
190	AWM	Ludwig	Non-Conventional Therapies	<p>Since 7 Septmeber 2013:</p> <p>1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:</p> <p>a. What is the process by which these therapies can be approved?</p> <p>b. Who are they available to?</p> <p>c. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?</p>	Written Q	12/12/14	12/02/15
191	AWM	Ludwig	Non-Conventional Therapies	<p>Since 7 Septmeber 2013:</p> <p>1. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:</p> <p>a. What therapies have been provided?</p> <p>b. What were they used to treat?</p> <p>c. What was the cost of the therapy?</p>	Written Q	12/12/14	12/02/15
192	AWM	Ludwig	Statutory Review Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <p>1. What work has been done towards preparing for the review? If none, why not?</p> <p>2. Please provide a schedule or a workplan for the review</p> <p>3. When did/will this work begin?</p> <p>4. When is/was the review due to commence.</p> <p>5. What is the expected report date.</p> <p>6. Who is the minister responsible for the review</p> <p>7. What department is responsible for the review</p> <p>8. List the specific clauses or legislation under review caused by the statutory provision.</p> <p>9. List the terms of reference.</p> <p>10. What is the scope of the review.</p> <p>11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?</p> <p>12. What is the budgeted, projected or expected costs of the review?</p> <p>13. When was the Minister briefed on this matter?</p> <p>14. What decision points are upcoming for the minister on this matter?</p>	Written Q	12/12/14	12/02/15

				<p>15. List the number of officers, and their classification level, involved in conducting the review</p> <p>16. Will the the report will be tabled in parliament or made public. If so, when?</p>			
193	AWM	Ludwig	Sunset Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:</p> <p>1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?</p> <p>2. Has any consideration been given to delaying or alerting the sunset provisions?</p> <p>3. Please provide a schedule or a workplan for the sunset provisions becoming active</p> <p>4. When did/will this work begin?</p> <p>5. When is/was the review due to commence.</p> <p>6. What is the expected report date.</p> <p>7. Who is the minister responsible for the review</p> <p>8. What department is responsible for the review</p> <p>9. List the specific clauses or legislation under review caused by the statutory provision.</p> <p>10. List the terms of reference.</p> <p>11. What is the scope of the review.</p> <p>12. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?</p> <p>13. What is the budgeted, projected or expected costs of the review?</p> <p>14. When was the Minister briefed on this matter?</p> <p>15. What decision points are upcoming for the minister on this matter?</p> <p>16. List the number of officers, and their classification level, involved in conducting the review</p> <p>17. Will the the report will be tabled in parliament or made public. If so, when?</p>	Written Q	12/12/14	12/02/15
194	AWM	Ludwig	Domain Usage	<p>Since Budget Estimates in June, 2014:</p> <p>1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:</p> <p>a. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).</p> <p>b. Amount of data downloaded and uploaded to the site.</p> <p>c. Number of times the site was accessed.</p>	Written Q	12/12/14	12/02/15

195	AWM	Ludwig	Procedure Manuals (Departmental)	1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and: a. When was the manual last updated? b. Who is responsible for updating the manual? c. Has the minister's office had any input into the content of the manual? If so, please detail. d. Who is the manual distributed to? e. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?	Written Q	12/12/14	12/02/15
196	AWM	Ludwig	Procedure Manuals (Ministerial)	1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and: a. When was the manual last updated? b. Who is responsible for updating the manual? c. Who is the manual distributed to? d. Is anyone responsible for clearing communications before they are sent to the department?	Written Q	12/12/14	12/02/15
197	AWM	Ludwig	G20 - Brisbane	1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following: a. How long will the minister be in Brisbane for? b. Please provide a copy of the minister's program and a list of any meetings that are scheduled. c. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles. d. How many ministerial staff will attended with the minister?	Written Q	12/12/14	12/02/15
198	AWM	Ludwig	G20 - Brisbane	How many departmental staff attended the G20?	Written Q	12/12/14	12/02/15
199	AWM	Ludwig	G20 - Brisbane	1. For each minister and staff member attending, how much was spent on airfares to and from Brisbane? 2. For each minister and staff member attending, how much was spent on accommodation in Brisbane? 3. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.	Written Q	12/12/14	12/02/15

200	AWM	Ludwig	G20 - Brisbane	Has the department purchased any merchandise or promotional material for the G20? Please detail.	Written Q	12/12/14	12/02/15
201	AWM	Ludwig	G20 - Brisbane	Will the department be preparing a report following the G20? If yes: a. What will be the scope of the report? b. When will it be complete? c. Will it be available to the public?	Written Q	12/12/14	12/02/15
202	AWM	Ludwig	Report Printing	Since Budget Estimates in June, 2014: 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? 2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal	Written Q	12/12/14	12/02/15
203	AWM	Ludwig	Graduate intake	1. What was the graduate intake for 2012-2013? 2. What was the graduate intake for 2013-2014? 3. What is the graduate intake for 2014-2015? 4. What will be the graduate intake for 2015-2016?	Written Q	12/12/14	12/02/15
204	AWM	Ludwig	Enterprise Bargaining Agreements (EBAs)	1. Please list all related EBAs with coverage of the department. 2. Please list their starting and expiration dates. 3. What is the current status of negotiations for the next agreement/s? Please detail.	Written Q	12/12/14	12/02/15

205	AWM	Ludwig	Reviews	<p>Since Budget Estimates in June, 2014: How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:</p> <ul style="list-style-type: none"> <li>a. the date they were ordered</li> <li>b. the date they commenced</li> <li>c. the minister responsible</li> <li>d. the department responsible</li> <li>e. the nature of the review</li> <li>f. their terms of reference</li> <li>g. the scope of the review</li> <li>h. Who is conducting the review</li> <li>i. the number of officers, and their classification level, involved in conducting the review</li> <li>j. the expected report date</li> <li>k. the budgeted, projected or expected costs</li> <li>l. If the report will be tabled in parliament or made public</li> </ul>	Written Q	12/12/14	12/02/15
206	AWM	Ludwig	Reviews	<p>For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ul style="list-style-type: none"> <li>a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names</li> <li>b. If so, please list their managing director and the board of directors or equivalent</li> <li>c. If yes, for each is the cost associated with their involvement, including a break down for each cost item</li> <li>d. If yes, for each, what is the nature of their involvement</li> <li>e. If yes, for each, are they on the lobbyist register, provide details.</li> <li>f. If yes, for each, what contact has the Minister or their office had with them</li> <li>g. If yes, for each, who selected them</li> <li>h. If yes, for each, did the minister or their office have any involvement in selecting them,</li> <li>i. If yes, please detail what involvement it was</li> <li>ii. If yes, did they see or provided input to a short list</li> <li>iii. If yes, on what dates did this involvement occur</li> <li>iv. If yes, did this involve any verbal discussions with the department</li> <li>v. If yes, on what dates did this involvement occur</li> </ul>	Written Q	12/12/14	12/02/15
207	AWM	Ludwig	Reviews	<p>Which reviews are on-going?</p> <ul style="list-style-type: none"> <li>a. Please list them.</li> <li>b. What is the current cost to date expended on the reviews?</li> </ul>	Written Q	12/12/14	12/02/15

208	AWM	Ludwig	Reviews	<p>1. Have any reviews been stopped, paused or ceased? Please list them.</p> <p>2. Which reviews have concluded? Please list them.</p> <p>3. How many reviews have been provided to Government? Please list them and the date they were provided.</p> <p>4. When will the Government be responding to the respective reviews that have been completed?</p>	Written Q	12/12/14	12/02/15
209	AWM	Ludwig	Reviews	<p>1. What reviews are planned?</p> <p>a. When will each planned review be commenced?</p> <p>b. When will each of these reviews be concluded?</p> <p>c. When will government respond to each review?</p> <p>d. Will the government release each review?</p> <p>i. If so, when? If not, why not?</p>	Written Q	12/12/14	12/02/15
210	AWM	Ludwig	Commissioned reports	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?</p> <p>a. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>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?</p> <p>3. What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written Q	12/12/14	12/02/15
211	AWM	Ludwig	Appointments	<p>Since Budget Estimates in June, 2014:</p> <p>1. Please detail any board appointments made from to date.</p> <p>2. What is the gender ratio on each board and across the portfolio?</p> <p>3. Has the department instigated or changed its 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.</p> <p>4. Please specify when these gender ratio or participation policies were changed.</p>	Written Q	12/12/14	12/02/15
212	AWM	Ludwig	Stationery Requirements	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?</p> <p>a. Detail the items provided to the minister's office.</p> <p>b. Please specify how many reams of paper have been supplied to the Minister's office.</p>	Written Q	12/12/14	12/02/15



213	AWM	Ludwig	Stationery Requirements	Since Budget Estimates in June, 2014: How much has been spent on departmental stationery requirements to date.	Written Q	12/12/14	12/02/15
214	AWM	Ludwig	Stationery Requirements	Since Budget Estimates in June, 2014: Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.	Written Q	12/12/14	12/02/15
215	AWM	Ludwig	Electronic equipment	Since Budget Estimates in June, 2014: 1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office. a. List the items b. List the items location or normal location 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 d. List the total cost of the items e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department	Written Q	12/12/14	12/02/15
216	AWM	Ludwig	Media subscriptions	Since Budget Estimates in June, 2014: 1. What pay TV subscriptions does your department/agency have? a. Please provide a list of channels and the reason for each channel. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period?	Written Q	12/12/14	12/02/15
217	AWM	Ludwig	Media subscriptions	Since Budget Estimates in June, 2014: 1. What newspaper subscriptions does your department/agency have? a. Please provide a list of newspaper subscriptions and the reason for each. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period?	Written Q	12/12/14	12/02/15

218	AWM	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <p>1. What magazine subscriptions does your department/agency have?</p> <p>a. Please provide a list of magazine subscriptions and the reason for each.</p> <p>b. What has been the cost of this package/s during the specified period?</p> <p>c. What is provided to the Minister or their office?</p> <p>d. What has been the cost of this package/s during the specified period?</p>	Written Q	12/12/14	12/02/15
219	AWM	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <p>1. What publications does your department/agency purchase?</p> <p>a. Please provide a list of publications purchased by the department and the reason for each.</p> <p>b. What has been the cost of this package/s during the specified period?</p> <p>c. What is provided to the Minister or their office?</p> <p>d. What has been the cost of this package/s during the specified period?</p>	Written Q	12/12/14	12/02/15
220	AWM	Ludwig	Media monitoring	<p>Since Budget Estimates in June, 2014:</p> <p>1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services during the specified period?</p> <p>c. Itemise these expenses</p>	Written Q	12/12/14	12/02/15
221	AWM	Ludwig	Media monitoring	<p>Since Budget Estimates in June, 2014:</p> <p>1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services during the specified period?</p> <p>c. Itemise these expenses</p>	Written Q	12/12/14	12/02/15
222	AWM	Ludwig	Media training	<p>Since Budget Estimates in June, 2014:</p> <p>1. In relation to media training services purchased by each department/agency, please provide the following information:</p> <p>a. Total spending on these services</p> <p>b. An itemised cost breakdown of these services</p> <p>c. The number of employees offered these services and their employment classification</p> <p>d. The number of employees who have utilised these services and their employment classification</p> <p>e. The names of all service providers engaged</p> <p>f. The location that this training was provided</p>	Written Q	12/12/14	12/02/15

223	AWM	Ludwig	Media training	<p>Since Budget Estimates in June, 2014: For each service purchased from a provider listed under (1), please provide:</p> <p>a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package)</p>	Written Q	12/12/14	12/02/15
224	AWM	Ludwig	Media training	<p>Since Budget Estimates in June, 2014: Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used b. The number of employees who took part on each occasion c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location</p>	Written Q	12/12/14	12/02/15
225	AWM	Ludwig	G20 - expenses	<p>Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.</p> <p>For each item, please provide:</p> <ol style="list-style-type: none"> <li>1. The name of the event/meeting that the expense related to.</li> <li>2. The location of the event.</li> <li>3. The date of the event.</li> <li>4. The name and ABN of the service provider.</li> <li>5. Advise whether the contract was awarded through an open tender process.</li> <li>6. The total value of the contract/invoice.</li> <li>7. The date the contract was executed by the Department.</li> <li>8. The number of attendees at the event, if applicable.</li> <li>9. Advise whether an Australian Government Minister was in attendance. Please detail.</li> <li>10. Advise whether foreign delegates were in attendance. Please detail.</li> </ol> <p>Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.</p>	Written Q	12/12/14	12/02/15

226	AWM	Ludwig	Market Research	<p>Since Budget Estimates in June, 2014: List any market research conducted by the department/agency:</p> <ol style="list-style-type: none"> <li>List the total cost of this research</li> <li>List each item of expenditure and cost, broken down by division and program</li> <li>Who conducted the research?</li> <li>How were they identified?</li> <li>Where was the research conducted?</li> <li>In what way was the research conducted?</li> <li>Were focus groups, round tables or other forms of research tools used?</li> <li>How were participants for these focus groups et al selected?</li> <li>How was the firm or individual that conducted the review selected?</li> <li>What input did the Minister have?</li> <li>How was it approved?</li> <li>Were other firms or individuals considered? If yes, please detail.</li> </ol>	Written Q	12/12/14	12/02/15
227	AWM	Ludwig	FoI Requests	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>How many requests for documents under the FOI Act have been received?</li> <li>Of these, how many documents have been determined to be deliberative documents?</li> <li>Of those assessed as deliberative documents: <ol style="list-style-type: none"> <li>For how many has access to the document been refused on the basis that it would be contrary to the public interest?</li> <li>For how many has a redacted document been provided?</li> </ol> </li> </ol>	Written Q	12/12/14	12/02/15
228	AWM	Ludwig	Ministerial Motor vehicle	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>Has the minister been provided with or had access to a motor vehicle? If so: <ol style="list-style-type: none"> <li>What is the make and model?</li> <li>How much did it cost?</li> <li>When was it provided?</li> <li>Was the entire cost met by the department? If not, how was the cost met?</li> <li>What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</li> <li>Are these costs met by the department? If not, how are these costs met?</li> </ol> </li> <li>Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. <ol style="list-style-type: none"> <li>Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.</li> </ol> </li> <li>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. <ol style="list-style-type: none"> <li>Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.</li> </ol> </li> </ol>	Written Q	12/12/14	12/02/15

229	AWM	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Since Budget Estimates in June, 2014:</p> <p>1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <p>a. What is the make and model?</p> <p>b. How much did it cost?</p> <p>c. When was it provided?</p> <p>d. Was the entire cost met by the department? If not, how was the cost met?</p> <p>e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f. Are these costs met by the department? If not, how are these costs met?</p> <p>2. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>a. Have these guidelines changed during the specified period? If so, please detail.</p> <p>3. 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.</p> <p>a. Have these guidelines changed during the specified period? If so, please detail.</p>	Written Q	12/12/14	12/02/15
230	AWM	Ludwig	Ministerial Staff vehicles	<p>Since Budget Estimates in June, 2014:</p> <p>1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>a. What is the make and model?</p> <p>b. How much did it cost?</p> <p>c. When was it provided?</p> <p>d. Was the entire cost met by the department? If not, how was the cost met?</p> <p>e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f. Are these costs met by the department? If not, how are these costs met?</p> <p>2. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>a. Have these guidelines changed during the specified period? If so, please detail.</p> <p>3. 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.</p> <p>a Have these guidelines changed during the specified period? If so, please detail.</p>	Written Q	12/12/14	12/02/15
231	AWM	Ludwig	Building Lease Costs	<p>Since Budget Estimates in June, 2014:</p> <p>1. What has been the total cost of building leases for the agency / department?</p> <p>Please provide a detailed list of each building that is currently leased. Please detail by:</p> <p>a. Date the lease agreement is active from.</p> <p>b. Date the lease agreement ends.</p> <p>c. Is the lease expected to be renewed? If not, why not?</p> <p>d. Location of the building (City and state).</p> <p>e. Cost of the lease.</p> <p>f. Why the building is necessary for the operations of the agency / department.</p>	Written Q	12/12/14	12/02/15

232	AWM	Ludwig	Building Lease Costs	<p>Since Budget Estimates in June, 2014: Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:</p> <p>a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department.</p>	Written Q	12/12/14	12/02/15
233	AWM	Ludwig	Building Lease Costs	<p>Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <p>a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department.</p>	Written Q	12/12/14	12/02/15
234	AWM	Ludwig	Building Lease Costs	<p>For each building owned or leased by the department:</p> <p>a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for.</p>	Written Q	12/12/14	12/02/15
235	AWM	Ludwig	Government advertising	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much has been spent on government advertising (including job ads)? a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising</p>	Written Q	12/12/14	12/02/15
236	AWM	Ludwig	Workplace assessments	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much has been spent on workplace ergonomic assessments? a. List each item of expenditure and cost b. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? c. If so, list each item of expenditure and cost related to those changes</p>	Written Q	12/12/14	12/02/15

237	AWM	Ludwig	Ministerial Website	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much has been spent on the Minister's website?</p> <p>a. List each item of expenditure and cost</p> <p>b. Who is responsible for uploading information to the Minister's website?</p> <p>c. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.</p>	Written Q	12/12/14	12/02/15
238	AWM	Ludwig	Existing Resources Program	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many 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'?</p> <p>a. List each</p> <p>b. List the staffing assigned to each task</p> <p>c. What is the nominal total salary cost of the officers assigned to the project?</p> <p>d. What resources or equipment has been assigned to the project?</p>	Written Q	12/12/14	12/02/15
239	AWM	Ludwig	Multiple tenders	<p>Since Budget Estimates in June, 2014:</p> <p>1. List any tenders that were re-issued or issued multiple times:</p> <p>a. Why were they re-issued or issued multiple times?</p> <p>b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?</p> <p>c. Were those applicants asked to resubmit their tender proposal?</p>	Written Q	12/12/14	12/02/15
240	AWM	Ludwig	Staff Transfers	How many people does your department employ?	Written Q	12/12/14	12/02/15
241	AWM	Ludwig	Staff Transfers	<p>1. 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?</p> <p>2. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?</p>	Written Q	12/12/14	12/02/15

242	AWM	Ludwig	Staff Transfers	<p>1. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?</p> <p>2. 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?</p> <p>3. with co</p> <p>4. How many of these people are employed in Canberra?</p>	Written Q	12/12/14	12/02/15
243	AWM	Ludwig	Staff Transfers	<p>1. How many people did your department employ in Canberra immediately prior to the 2013 federal election?</p> <p>2. How many employees have been transferred out of Canberra since the 2013 federal election?</p> <p>3. How many of your employees have been transferred to Canberra since the 2013 federal election?</p> <p>a. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.</p> <p>b. 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.</p> <p>c. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.</p> <p>d. 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.</p> <p>e. 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.</p> <p>f. For every transferred employee please provide and explanation for their transfer?</p> <p>g. For every transferred employee please provide any other cost incurred by the department because of that transfer?</p> <p>h. Please provide all relevant dates.</p>	Written Q	12/12/14	12/02/15
244	AWM	Ludwig	Redundancies	<p>1. How may positions have been made redundant in your department since the 2013 federal election?</p> <p>a. How many of these positions were ongoing?</p> <p>b. How many of these positions were non-ongoing?</p> <p>c. How many of these positions were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15



245	AWM	Ludwig	Redundancies	<p>1. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15
246	AWM	Ludwig	Redundancies	<p>1. How many of these employees were offered voluntary redundancies since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15
247	AWM	Ludwig	Redundancies	<p>1. How many accepted voluntary redundancies since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15
248	AWM	Ludwig	Redundancies	<p>1. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>	Written Q	12/12/14	12/02/15
249	AWM	Ludwig	Redundancies	<p>For all employees who accepted voluntary redundancies since the 2013 federal election please:</p> <p>1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.</p> <p>2. Please specify what component of that figure was paid out entitlements (annual leave etc).</p> <p>3. Please specify any other costs incurred by the department because of this redundancy.</p> <p>4. Please provide the reason a voluntary redundancy was offered for their position.</p> <p>5. Please provide all relevant dates.</p>	Written Q	12/12/14	12/02/15

250	AWM	Ludwig	Redundancies	For all employees who were redeployed please provide: a. 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. b. Please specify any other costs incurred by the department because of this redeployment. c. Please provide the reason for that redeployment. d. Please provide all relevant dates.	Written Q	12/12/14	12/02/15
251	AWM	Ludwig	Redundancies	1. Since the 2013 federal election, how many employees in your department have been made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory?	Written Q	12/12/14	12/02/15
252	AWM	Ludwig	Redundancies	1. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant? a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory?	Written Q	12/12/14	12/02/15
253	AWM	Ludwig	Redundancies	For employees who were made forcibly redundant since the 2013 federal election please provide: 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. 2. Please specify what component of that figure was paid out entitlements (annual leave etc). 3. Please specify any other costs incurred by the department because of this redundancy. 4. Please provide the reason for that redundancy. 5. Please provide all relevant dates.	Written Q	12/12/14	12/02/15
254	AWM	Ludwig	Hiring	1. How many people are employed in your department on non-ongoing contracts? 2. How many people are employed in your department on ongoing contracts? 3. How many non-ongoing contracts has your department extended since the 2013 federal election?	Written Q	12/12/14	12/02/15

255	AWM	Ludwig	Hiring	<p>1. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?</p> <p>2. How many of these extensions were approved by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
256	AWM	Ludwig	Hiring	<p>1. How many of these extensions were rejected by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
257	AWM	Ludwig	Hiring	<p>1. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
258	AWM	Ludwig	Hiring	<p>1. How many non-ongoing contracts have expired without extension since the 2013 federal election?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
259	AWM	Ludwig	Hiring	How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?	Written Q	12/12/14	12/02/15

260	AWM	Ludwig	Hiring	<p>1. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?</p> <p>2. How many of these new non-ongoing engagements were approved by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
261	AWM	Ludwig	Hiring	<p>1. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
262	AWM	Ludwig	Hiring	<p>1. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
263	AWM	Ludwig	Hiring	How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?	Written Q	12/12/14	12/02/15
264	AWM	Ludwig	Hiring	<p>1. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>2. How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>a. 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</p>	Written Q	12/12/14	12/02/15

				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.			
265	AWM	Ludwig	Hiring	<p>1. How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
266	AWM	Ludwig	Hiring	<p>1. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>a. 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.</p>	Written Q	12/12/14	12/02/15
267	AWM	Ludwig	Departmental Upgrades	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these changes</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, who conducted the works?</p> <p>e. If so, list the process for identifying who would conduct these works</p> <p>f. If so, when are the works expected to be completed?</p>	Written Q	12/12/14	12/02/15
268	AWM	Ludwig	Wine Coolers / Fridges	<p>Since Budget Estimates in June, 2014:</p> <p>1. 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?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p> <p>g. If so, what is the current stocking level for each of these items?</p>	Written Q	12/12/14	12/02/15

269	AWM	Ludwig	Office Plants	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency purchased or leased any office plants?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p>	Written Q	12/12/14	12/02/15
270	AWM	Ludwig	Office recreation facilities	<p>Since Budget Estimates in June, 2014:</p> <p>1. 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)?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p> <p>g. If so, what is the current usage for each of these items?</p>	Written Q	12/12/14	12/02/15
271	AWM	Ludwig	Vending machines	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, where were these purchased</p> <p>e. If so, list the process for identifying how they would be purchased</p> <p>f. If so, what is the current location for these items?</p> <p>g. If so, what is the current usage for each of these items?</p>	Written Q	12/12/14	12/02/15
272	AWM	Ludwig	Legal Costs	<p>Since Budget Estimates in June, 2014:</p> <p>1. List all legal costs incurred by the department or agency</p> <p>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</p> <p>b. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)</p> <p>c. How was each piece of advice procured? Detail the method of identifying legal advice</p>	Written Q	12/12/14	12/02/15

273	AWM	Ludwig	Lobbyist Register Meetings	<p>Since Budget Estimates in June, 2014:</p> <p>1. List all interactions between the department/agency with any representative listed on the lobbyist register</p> <p>a. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p> <p>2. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p>	Written Q	12/12/14	12/02/15
274	AWM	Ludwig	Provision of equipment - departmental	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:</p> <p>a. What has been provided?</p> <p>b. The purchase cost.</p> <p>c. The ongoing cost.</p> <p>d. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).</p> <p>e. A breakdown of what staff and staff classification receives each item.</p>	Written Q	12/12/14	12/02/15
275	AWM	Ludwig	Ministerial staff turnover	<p>List the current staffing allocation for each Minister and Parliamentary Secretary</p> <p>a. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification</p> <p>b. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification</p> <p>c. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification</p> <p>d. 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</p>	Written Q	12/12/14	12/02/15
276	AWM	Ludwig	Unallocated Equipment	<p>1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff</p> <p>2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.</p>	Written Q	12/12/14	12/02/15

277	AWM	Ludwig	Communications staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b. How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c. How many contractors, their classification, type of work they undertake and their location</p> <p>d. How many are graphic designers?</p> <p>e. How many are media managers?</p> <p>f. How many organise events?</p>	Written Q	12/12/14	12/02/15
278	AWM	Ludwig	Red tape reduction	<p>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?</p> <p>a. What is the progress of that red tape reduction target</p> <p>b. How many officers have been placed in those units and at what level?</p> <p>c. How have they been recruited?</p> <p>d. What process was used for their appointment?</p> <p>e. What is the total cost of this unit?</p> <p>f. What is the estimated total salary cost of the officers assigned to the unit.</p> <p>g. Do members of the unit have access to cabinet documents?</p> <p>h. 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.</p> <p>i. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?</p>	Written Q	12/12/14	12/02/15
279	AWM	Ludwig	Land costs	<p>1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</p> <p>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)</p> <p>3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p>a. What is the current occupancy level and occupant of the items identified in (3)?</p> <p>b. What is the value of the items identified in (3)?</p> <p>c. What contractual or other arrangements are in place for the items identified in (3)?</p> <p>4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>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).</p>	Written Q	12/12/14	12/02/15



				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?			
280	AWM	Ludwig	Ministerial staff code	<p>Since Budget Estimates in June, 2014:</p> <p>1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?</p> <p>a. If so, list the breaches identified, broken by staffing classification level</p> <p>b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</p> <p>c. If so, when was the breach identified? By whom? When was the Minister made aware?</p> <p>2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <p>a. If not, how many staff don't comply, broken down by classification level?</p> <p>b. How long have they worked for the Minister?</p> <p>3. Can you confirm they all complied with the code on the date of their employment?</p> <p>a. If not, on what date did they comply?</p> <p>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <p>a. If so, on what date were those disclosure made?</p> <p>5. By position title list the date each staff member was approved by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>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</p>	Written Q	12/12/14	12/02/15
281	AWM	Ludwig	Boards (for Departments or agencies with boards)	<p>Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:</p> <p>a. how often has each board met, break down by board name;</p> <p>b. what travel expenses have been incurred;</p> <p>c. what has been the average attendance at board meetings;</p> <p>d. List each member's attendance at meetings;</p> <p>e. how does the board deal with conflict of interest;</p> <p>f. what conflicts of interest have been registered;</p> <p>g. what remuneration has been provided to board members;</p> <p>h. how does the board dismiss board members who do not meet attendance standards?</p> <p>i. Have any requests been made to ministers to dismiss board members?</p> <p>j. Please list board members who have attended less than 51% of meetings</p>	Written Q	12/12/14	12/02/15

				k. what have been the catering costs for the board meetings held during this period? Please break down the cost list.			
282	AWM	Ludwig	Shared resources following MOG changes	<p>1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?</p> <p>2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?</p> <p>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?</p>	Written Q	12/12/14	12/02/15
283	AWM	Ludwig	Departmental Rebranding	<p>1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:</p> <p>a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p>i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p>b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p>i. Signage.</p> <p>ii. Stationery (please include details of existing stationery and how it was disposed of).</p> <p>iii. Logos</p> <p>iv. Consultancy</p> <p>v. Any relevant IT changes.</p> <p>vi. Office reconfiguration.</p> <p>c. How was the decision reached to rename and/or rebrand the department?</p> <p>i. Who was involved in reaching this decision?</p> <p>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.</p>	Written Q	12/12/14	12/02/15
284	AWM	Ludwig	Contracts under \$10,000	<p>Since Budget Estimates in June, 2014:</p> <p>Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.</p>	Written Q	12/12/14	12/02/15

285	AWM	Ludwig	Freedom of Information Consultations with other Departments, Agencies and the Minister	<p>The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):</p> <p>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?</p> <p>If so, for each instance provide a table setting out the following information:</p> <p>a. The Department or Agency which was consulted;</p> <p>b. The document;</p> <p>c. The purpose of the consultation;</p> <p>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;</p> <p>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</p>	Written Q	12/12/14	12/02/15
286	AWM	Ludwig	Freedom of Information Consultations with other Departments, Agencies and the Minister	<p>1. 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?</p> <p>If yes, provide a table setting out the following information:</p> <p>a. The requests with respect to which the Minister or Ministerial office was consulted;</p> <p>b. The Minister or Ministerial office which was consulted;</p> <p>c. The purpose of the consultation;</p> <p>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;</p> <p>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</p> <p>f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office</p>	Written Q	12/12/14	12/02/15
287	AWM	Ludwig	Freedom of Information Staffing resources	<p>The following questions relate to the period from 18 September 2013:</p> <p>1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?</p>	Written Q	12/12/14	12/02/15
288	AWM	Ludwig	FOI Disclosure Log	<p>The following questions relate to the period from 18 September 2013:</p> <p>For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:</p> <p>a. Maintain a webpage allowing download of documents released under section 11A (direct download)?</p> <p>b. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?</p> <p>c. Facilitate to those documents in a different manner (if so, specify).</p>	Written Q	12/12/14	12/02/15

289	AWM	Ludwig	FOI Disclosure Log	<p>The following questions relate to the period from 18 September 2013:</p> <p>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:</p> <p>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;</p> <p>b. The total number of direct downloads of documents released under 11A the Departmental or Agency website;</p> <p>c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?</p> <p>d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?</p> <p>e. What was the approximate cost for salaries for the FTE staff allocated to this task?</p>	Written Q	12/12/14	12/02/15
290	AWM	Ludwig	FOI Disclosure Log	<p>The following questions relate to the period from 18 September 2013:</p> <p>Has the Department or Agency charged any for access to a document under section 11C(4)?</p> <p>If so, please provide the following information in a table:</p> <p>a. On how many occasions charges have been imposed;</p> <p>b. The amount charged for each document</p> <p>c. The total amount charged;</p> <p>d. What is the highest charge that has been imposed.</p>	Written Q	12/12/14	12/02/15
291	AWM	Ludwig	With respect to FOI requests	<p>The following questions relate to the period from 18 September 2013:</p> <p>1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?</p> <p>Of those, how many were:</p> <p>a. Released in full</p> <p>b. Released in part</p> <p>c. Refused access on the grounds that release of the document would be contrary to the public interest</p> <p>d. Other (please specify)</p>	Written Q	12/12/14	12/02/15
292	AWM	Ludwig	Prequalified, Multi-use list tenders	<p>1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?</p> <p>2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?</p> <p>3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?</p> <p>4. Do any Ministerial staff have directorships in any of the firms on your panels?</p> <p>5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?</p> <p>6. Have the minister or ministerial staff made representations concerning the panels?</p> <p>7. Is Australian Public Affairs on any of your panels?</p>	Written Q	12/12/14	12/02/15

293	AWM	Ludwig	Senate estimates briefing	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?</li> <li>2. How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> <li>a. Please break down the hours by officer APS classification</li> </ol> </li> <li>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?</li> <li>4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> <li>a. If so, when did this occur?</li> <li>b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</li> <li>c. When were the changes made?</li> </ol> </li> <li>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.</li> </ol>	Written Q	12/12/14	12/02/15
294	AWM	Ludwig	Advertising	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.</li> <li>2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.</li> <li>3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate or the department or their delegate.</li> </ol>	Written Q	12/12/14	12/02/15
295	AWM	Ludwig	Departmental Staff Misconduct	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>1. Please provide a copy of the departmental staff code of conduct.</li> <li>2. Have there been any identified breaches of this code of conduct by departmental staff? <ol style="list-style-type: none"> <li>a. If yes, list the breaches identified, broken by staffing classification level.</li> <li>b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</li> <li>c. If yes, when was the breach identified? By whom? When was the Minister made aware?</li> <li>d. If yes, were there any legal ramifications for the department or staff member? Please detail.</li> </ol> </li> </ol>	Written Q	12/12/14	12/02/15

296	AWM	Ludwig	Cloud Services and Storage	<p>1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:</p> <p>a. What date did/will cloud services be deployed in the department?</p> <p>b. Please provide a list of all cloud services in use or being considered for use.</p> <p>c. How much do these services cost? Please break down by service.</p> <p>d. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?</p> <p>e. How much does this cloud storage cost per month?</p> <p>f. What security arrangements are in place to protect cloud based services and storage?</p> <p>g. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?</p> <p>h. What has been the cost of security for the cloud? Please provide a breakdown.</p>	Written Q	12/12/14	12/02/15
297	AWM	Ludwig	Disability Access	<p>1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:</p> <p>a. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).</p> <p>b. What plans are in place to make the premises compliant with the act.</p> <p>c. When these plans will commence and when they are expected to be complete.</p> <p>d. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue.</p> <p>e. What is the expected cost of making the premises compliant? Please break down the costs.</p> <p>f. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.</p> <p>g. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.</p>	Written Q	12/12/14	12/02/15
298	AWM	Ludwig	Fee for services	<p>Since September 7, 2013:</p> <p>1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:</p> <p>a. Name of the fee and a short description of what it covers.</p> <p>b. How much is the fee (and is it a flat fee or a percentage of the service).</p> <p>c. The date the fee came into place.</p> <p>d. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.</p> <p>e. What consultation was carried out before the fee was put into place?</p> <p>f. How was the fee put into place (e.g. through legislation, regulation changes etc)?</p> <p>g. What justification is there for the fee?</p>	Written Q	12/12/14	12/02/15

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299	AWM	Ludwig	Documents provided to minister	<p>1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.</p> <p>a. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)</p> <p>b. How are they transmitted to the office?</p> <p>c. What mode of delivery is used (hardcopy, email) for those documents?</p> <p>d. What level officer are they provided to in the minister's office?</p>	Written Q	12/12/14	12/02/15
300	AWM	Ludwig	merchandise or promotional material	<p>Since 7 September 2013:</p> <p>1. Has the department purchased any merchandise or promotional material?</p> <p>a. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)</p> <p>b. List the cost for each item</p> <p>c. List the quantity of each item</p> <p>d. Who suggested these material be created?</p> <p>e. Who approved its creation?</p> <p>f. Provide copies of authorisation</p> <p>g. When was the Minister informed of the material being created?</p> <p>h. Who created the material?</p> <p>i. How was that person selected?</p> <p>j. How many individuals or groups were considered in selecting who to create the material?</p>	Written Q	12/12/14	12/02/15
301	AWM	Ludwig	Freedom of Information - Stats	<p>1. How many FOI requests were received between 7 September 2013 to date.</p> <p>2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?</p> <p>3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?</p> <p>4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?</p> <p>5. How many of those requests were finalised out of time?</p>	Written Q	12/12/14	12/02/15

302	AWM	Ludwig	Contracts for Temporary Staff	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>1. How much did the department/agency spend on temporary or contract staff?</li> <li>2. How many temporary or contract staff have been employed?</li> <li>3. What is the total number of temporary or contract staff currently employed?</li> <li>4. How much was paid for agencies/companies to find temporary/contract staff?</li> <li>5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?</li> </ol>	Written Q	12/12/14	12/02/15
303	AWM	Ludwig	Staffing profile	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>1. Has there been any change to the staffing profile of the department/agency?</li> <li>2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)</li> </ol>	Written Q	12/12/14	12/02/15
304	AWM	Ludwig	Savings and Efficiency Measures	<p>Since the Appropriate Bills 2014 were passed by the parliament:</p> <ol style="list-style-type: none"> <li>1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?</li> <li>2. For each measure or task identified in question 1: <ol style="list-style-type: none"> <li>a. What is the timeframe for implementation?</li> <li>b. Who is the responsible agency for actioning these measures, guidelines or tasks?</li> <li>c. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?</li> <li>d. What action has the minister asked be done on this policy?</li> </ol> </li> </ol>	Written Q	12/12/14	12/02/15
305	AWM	Ludwig	Computers	<ol style="list-style-type: none"> <li>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</li> <li>2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location</li> <li>3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs</li> </ol>	Written Q	12/12/14	12/02/15
306	AWM	Ludwig	Travel costs - department	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> <li>1. Is the minister or their office or their delegate required to approve all departmental and agency international travel? <ol style="list-style-type: none"> <li>a. If so, under what policy?</li> <li>b. Provide a copy of that policy.</li> <li>c. When was this policy implemented?</li> <li>d. List all occurrences of travel that this has occurred under.</li> <li>e. Detail the process.</li> <li>f. When is the minister notified, when is approved provided?</li> </ol> </li> </ol>	Written Q	12/12/14	12/02/15



307	AWM	Ludwig	Travel costs - department	Since Budget Estimates in June, 2014: Detail all travel (domestic and international) 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).	Written Q	12/12/14	12/02/15
308	AWM	Ludwig	Travel costs - department	Since Budget Estimates in June, 2014: 1. 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. 2. What date was the minister or their office was notified of the travel? 3. What date did the minister or their office approve the travel? 4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written Q	12/12/14	12/02/15
309	AWM	Ludwig	Travel costs - ministerial	Since Budget Estimates in June, 2014: 1. Please detail all travel conducted by the Minister/parliamentary secretary a. List each location, method of travel, itinerary and purpose of trip; b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; c. 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. 2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written Q	12/12/14	12/02/15
310	AWM	Ludwig	Grants	Since Budget Estimates in June, 2014: 1. What guidelines are in place to administer grants? 2. How are grants applied for? 3. Are there any restrictions on who can apply for a grant? If yes, please detail. a. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved. 4. What is the procedure for selecting who will be awarded a grant? 5. Who is involved in this selection process? 6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail. a. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.	Written Q	12/12/14	12/02/15

311	AWM	Ludwig	Grants	<p>Since Budget Estimates in June, 2014:</p> <p>1. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded 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.</p> <p>2. Update the status of each grant that was approved prior to the specified period, 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.</p>	Written Q	12/12/14	12/02/15
312	AWM	Ludwig	Government payments of accounts	<p>Since Budget Estimates in June, 2014:</p> <p>1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</p> <p>2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</p> <p>3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</p> <p>4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>6. 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 Estimates, 2014?</p> <p>7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written Q	12/12/14	12/02/15
313	AWM	Ludwig	Consultancies	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many consultancies have been undertaken? 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.</p> <p>2. 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.</p> <p>3. Have any consultancies not gone out for tender?</p> <p>a. List each, including name, cost and purpose</p> <p>b. If so, why?</p>	Written Q	12/12/14	12/02/15

314	AWM	Ludwig	Meeting costs	Since Budget Estimates in June, 2014: How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.	Written Q	12/12/14	12/02/15
315	AWM	Ludwig	Meeting costs	Since Budget Estimates in June, 2014: For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written Q	12/12/14	12/02/15
316	AWM	Ludwig	Meeting costs	Since Budget Estimates in June, 2014: 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.	Written Q	12/12/14	12/02/15
317	AWM	Ludwig	Meeting costs	Since Budget Estimates in June, 2014: 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.	Written Q	12/12/14	12/02/15
318	AWM	Ludwig	Functions	Since Budget Estimates in June, 2014: 1. Provide a list of all formal functions or forms of hospitality conducted for the Minister . Include: a. The guest list of each function b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.	Written Q	12/12/14	12/02/15

319	AWM	Ludwig	Executive coaching and leadership training	<p>Since Budget Estimates in June, 2014: Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</p> <p>1. Total spending on these services 2. The number of employees offered these services and their employment classification 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)</p>	Written Q	12/12/14	12/02/15
320	AWM	Ludwig	Executive coaching and leadership training	<p>The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:</p> <p>a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package)</p>	Written Q	12/12/14	12/02/15
321	AWM	Ludwig	Executive coaching and leadership training	<p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used b. The number of employees who took part on each occasion (provide a breakdown for each employment classification) c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d. Any costs the department or agency's incurred to use the location</p>	Written Q	12/12/14	12/02/15
322	AWM	Ludwig	Executive coaching and leadership training	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?	Written Q	12/12/14	12/02/15
323	AWM	Ludwig	Executive coaching and leadership training	For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.	Written Q	12/12/14	12/02/15

324	AWM	Ludwig	Provision of equipment - ministerial	<p>Since Budget Estimates in June, 2014: For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs?</p> <p>a. Itemise equipment and cost broken down by staff or minister classification</p>	Written Q	12/12/14	12/02/15
325	AWM	Ludwig	Provision of equipment - ministerial	<p>1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of:</p> <p>a. What is provided?</p> <p>b. The purchase cost.</p> <p>c. The ongoing cost.</p> <p>d. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).</p> <p>e. A breakdown of what staff and staff classification receives each item.</p>	Written Q	12/12/14	12/02/15
326	AWM	Ludwig	Staffing reductions	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many staff reductions/voluntary redundancies have occurred?</p> <p>a. What was the reason for these reductions?</p> <p>b. Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>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.</p> <p>d. If there are plans for staff reductions, please give the reason why these are happening.</p> <p>e. Are there any plans for involuntary redundancies? If yes, provide details.</p> <p>f. How many ongoing staff left the department/agency? What classification were these staff?</p> <p>g. How many non-ongoing staff left department/agency from? What classification were these staff?</p> <p>h. What are the voluntary redundancy packages offered? Please detail for each staff level and position</p> <p>i. How do the packages differ from the default public service package?</p> <p>j. How is the department/agency funding the packages?</p>	Written Q	12/12/14	12/02/15
327	AWM	Ludwig	Staffing recruitment	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many ongoing staff have been recruited? What classification are these staff?</p> <p>2. How many non-ongoing positions exist or have been created? What classification are these staff?</p> <p>3. How many staff have been employed on contract and what is the average length of their employment period?</p>	Written Q	12/12/14	12/02/15

328	AWM	Ludwig	Coffee machines	<p>Since Budget Estimates in June, 2014:</p> <p>1. Has the department/agency purchased, leased or rented any coffee machines for staff useage?</p> <p>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?</p> <p>b. Why were coffee machines purchased?</p> <p>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?</p> <p>d. Where did the funding for the coffee machines come from?</p> <p>e. Who has access?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written Q	12/12/14	12/02/15
329	AWM	Ludwig	Printing	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many documents (include the amount of copies) have been printed?</p> <p>a. How many of these printed documents were also published online?</p> <p>2. Has the Department/Agency used external printing services for any print jobs?</p> <p>a. If so, what companies were used?</p> <p>b. How were they selected?</p> <p>c. What was the total cost of this printing by item?</p>	Written Q	12/12/14	12/02/15
330	AWM	Ludwig	Corporate cars	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many cars are owned by each department/agency?</p> <p>a. Where are the cars located?</p> <p>b. What are the cars used for?</p> <p>c. What is the cost of each car during the specified period?</p> <p>d. How far did each car travel during the specified period?</p> <p>2. How many cars are leased by each department/agency?</p> <p>a. Where are the cars located?</p> <p>b. What are the cars used for?</p> <p>c. What is the cost of each car during the specified period?</p> <p>d. How far did each car travel during the specified period?</p>	Written Q	12/12/14	12/02/15
331	AWM	Ludwig	Taxi costs	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency.</p> <p>2. What are the reasons for taxi costs?</p>	Written Q	12/12/14	12/02/15

332	AWM	Ludwig	Taxi costs	Since Budget Estimates in June, 2014: How much did the department spend on taxis during the specified period for their minister or minister's office?	Written Q	12/12/14	12/02/15
333	AWM	Ludwig	Hire cars	Since Budget Estimates in June, 2014: 1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written Q	12/12/14	12/02/15
334	AWM	Ludwig	Hire cars	Since Budget Estimates in June, 2014: How much did the department spend on hire cars during the specified period for their minister or minister's office?	Written Q	12/12/14	12/02/15
335	AWM	Ludwig	Credit cards	Since Budget Estimates in June, 2014: 1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2. Have there been any changes to action taken in the event that the corporate credit card is misused? 3. Have there been any changes to how corporate credit card use is monitored? 4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so: 5. Please list staff classification and what the misuse was, and the action taken. 6. Have there been any changes to what action is taken to prevent corporate credit card misuse? 7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.	Written Q	12/12/14	12/02/15

336	AWM	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: What has been the Department/Agency's hospitality spend including any catering and drinks costs.	Written Q	12/12/14	12/02/15
337	AWM	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	12/12/14	12/02/15
338	AWM	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	12/12/14	12/02/15
339	AWM	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	12/12/14	12/02/15
340	AWM	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15



341	AWM	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15
342	AWM	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15
343	AWM	Ludwig	Hospitality and entertainment	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.	Written Q	12/12/14	12/02/15
344	AWM	Ludwig	Hospitality and entertainment	Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?	Written Q	12/12/14	12/02/15