

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 1**

**Outcome: 1 Program: 1.1, 1.2, 1.3**

**Topic: CPI-only Indexation**

(FADT Hansard Proof 22 October 2014, p 106)

**Senator GALLACHER:**

**Senator GALLACHER:** 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?

**Mr Harrigan:** I cannot answer that question. The difference between the indices would depend on the underlying types of payments.

**Senator GALLACHER:** If we are talking about something that is passed and historical, why can't we work it out?

**Mr Harrigan:** It is possible to work it out, but I do not have the information here with me tonight.

**Senator GALLACHER:** 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?

**Mr Harrigan:** I will take that on notice

**Answer**

	<b>Current maximum basic rate (MBR)</b>	<b>If indexed with CPI only from 20 September 2004, the MBR would currently be</b>	<b>If indexed by CPI only from 20 September 2009, the MBR would currently be</b>	<b>If indexed by CPI only from 20 September 2013, the MBR would currently be</b>
<b>Single</b>	\$776.70 p/f.	\$659.10 p/f.	\$701.50 p/f.	773.70p/f.
<b>Couple (each)</b>	\$585.50 p/f.	\$496.80 p/f	\$528.80 p/f.	\$583.20 p/f.

All rates exclude pension supplement and clean energy supplement.

The impact on individuals over the 1, 5 or 10 year period varies according to individual circumstances.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 2**

**Outcome: Defence Program: Defence**

**Topic: DFRB/DFRDB Indexation**

(FADT Hansard Proof 22 October 2014, p 108)

**Senator GALLACHER:**

**Senator GALLACHER:** How many veterans will be affected by the triple indexation of the DFRB and DFRDB schemes?

**Ms Foreman:** That is a matter for the Department of Defence. We do not administer those payments.

**Senator GALLACHER:** So that is not something that is—

**Senator Ronaldson:** The DFRDB and DFRB schemes are managed by Defence and not by this—

**Senator GALLACHER:** So we have this question in the wrong place. Is that what you are telling me?

**Senator Ronaldson:** 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.

**Senator GALLACHER:** 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?

**Mr Lewis:** I do not have that, but I am sure if it is put on notice, it could be answered.

**Senator GALLACHER:** Could we put that on notice.

**Senator Ronaldson:** My recollection is that it is about 58,000—but I may stand corrected.

**Mr Lewis:** Currently serving?

**Senator Ronaldson:** No, on the DFRDB. Currently serving—I have not got the answer for that.

**Senator GALLACHER:** Okay, we will put those questions on notice.

**Answer**

As this is not a responsibility of the Department of Veterans' Affairs, it is recommended that this question be referred to the Department of Defence.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 3**

**Outcome: 1 Program: 1.5**

**Topic: Income Support Bonus**

(FADT Hansard Proof 22 October 2014, p 114)

**Senator McEWEN asked:**

**Senator McEWEN:** 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?

**Ms Foreman:** 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.

**Senator McEWEN:** There are 1,230 currently, and on average how much do those payments cost the government each year?

**Ms Foreman:** The amount paid to each individual is \$108.90, paid in March and September. Bear with me while I find the total.

**CHAIR:** Perhaps you should go on to another question, Senator McEwen, and when Ms Foreman has the figure she can give it to us.

**Ms Foreman:** Yes, I will take the total figure on notice and find it.

**Senator McEWEN:** If the total amount per child per annum is \$217.80—

**Ms Foreman:** I will take that on notice. I just cannot find the figure, I am sorry. It is here somewhere

**Answer**

The Department of Veterans' Affairs paid approximately \$272,300 in Income Support Bonus payments for the 2013-14 financial year.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 4**

**Outcome: 1 Program: 1.5**

**Topic: Income Support Bonus**

(FADT Hansard Proof 22 October 2014, p 115)

**Senator McEWEN asked:**

**Senator McEWEN:** There are no plans to introduce a disallowable instrument?

**Senator Ronaldson:** 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.

**Senator McEWEN:** Ms Foreman, have you got an answer for me?

**Ms Foreman:** 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.

**Senator Ronaldson:** If we can find it while we are continuing, Ms Foreman can come back to you.

**Answer**

Please refer to the answer provided to Question on Notice 3.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 5**

**Outcome: All Program: All**

**Topic: In-Person Services**

(FADT Hansard Proof 22 October 2014, p 119)

**Senator GALLACHER asked:**

**Senator GALLACHER:** 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?

**Mr Carmody:** 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.

**Senator GALLACHER:** Would that training include handling of post-traumatic stress disorder?

**Mr Carmody:** 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.

**Mr Lewis:** One of the common referral parts is from VANs to the VVCS counselling services.

**Senator GALLACHER:** 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?

**Mr Carmody:** I have not got a figure for you. I think we have been training the DHS for a while—

**Senator GALLACHER:** Perhaps you can take it on notice.

**Mr Lewis:** We might have to take that on notice.

**Mr Carmody:** We will take that on notice.

**Answer**

The total spent on training Department of Human Services' (DHS) staff during 2014 (year to date) was \$ 24,264.64, which included:

- Veteran information services (VIS) staff at sites established in 2014 (22 staff): \$14,042.76; and
- VIS staff at sites established pre 2014 and other DHS staff (11 staff): \$10,221.88.

This included four training sessions:

- Sydney 4-5 June 2014;
- Melbourne 16-17 July 2014;
- Sydney 6-7 August 2014; and
- Melbourne 8-9 October 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 6**

**Outcome: All Program: All**

**Topic: Public Interest Disclosure**

(FADT Hansard Proof 22 October 2014, page 121)

**Senator LAMBIE asked:**

**Ms Spiers:** 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.

**Senator LAMBIE:** 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?

**Ms Spiers:** 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.

**Answer**

The Department of Veterans' Affairs' (DVA) procedures for handling disclosures under the *Public Interest Disclosure Act 2013* (<http://www.dva.gov.au/aboutDVA/Pages/PIDScheme.aspx>) are consistent with and informed by the guidance material issued by the Commonwealth Ombudsman (<http://www.ombudsman.gov.au/pages/pid/>).

In accordance with the *Public Disclosure Interest Act 2013* and associated procedures, DVA workers can make disclosures to:

- the Secretary;
- an authorised officer;
- their supervisor;
- the Ombudsman if it is reasonably believed it is appropriate or Inspector-General of Intelligence and Security (IGIS) if an intelligence matter;
- where a disclosure has been made and:
  - the investigation has been completed but the discloser reasonably believes it has not been adequately dealt with; or
  - the investigation was not completed within the time limit of 90 days or an period extended by the Ombudsman or the Inspector-General of Intelligence and Security;

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

the disclosure may be made to any person (internal or external to DVA) other than a foreign public official, so long as the disclosure is not contrary to the public interest;

- in the case of substantial and imminent danger to any person or the environment, an emergency disclosure to any person other than a foreign public official;
- for receipt of legal advice in relation to a disclosure, a legal practitioner disclosure to an Australian legal practitioner with appropriate security clearance.

A DVA staff member, or any present or past public official, would be afforded the protections provided under the *Public Interest Disclosure Act 2013*, if they made a disclosure to an external recipient – including a Senator – which satisfied the requirements noted at the fifth dot-point (and associated sub-points) or the sixth dot-point above. This is consistent with section 26 of the *Public Interest Disclosure Act 2013*.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 7**

**Outcome: All Program: All**

**Topic: Public Interest Disclosure**

(FADT Hansard Proof 22 October 2014, pages 121-122)

**Senator LAMBIE asked:**

**Ms Spiers:** 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.

**Senator LAMBIE:** 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.

**Ms Spiers:** I am not in a position to answer that. I will take it on notice.

**Answer**

An authorised officer of an agency who receives a public interest disclosure must allocate that matter in accordance with the procedures prescribed in the *Public Interest Disclosure Act 2013*. That Act also prescribes matters that need to be considered in making the allocation.

The Department of Veterans' Affairs' procedures are set out in the *DVA People Policy – DVA Public Interest Disclosure Procedures* (<http://www.dva.gov.au/aboutDVA/Pages/PIDScheme.aspx>). These procedures are consistent with and informed by the guidance material issued by the Commonwealth Ombudsman (<http://www.ombudsman.gov.au/pages/pid/>).

Typically, the disclosure relates to the recipient agency and is allocated for investigation within the agency. If the disclosure relates, wholly or in part, to another agency, the disclosure may be allocated to that other agency for investigation if that agency consents to the allocation.

Alternatively, the disclosure may be allocated to the Ombudsman or an investigative agency that has power to investigate the disclosure. If the matter concerns intelligence information, the disclosure may be allocated to the Inspector-General of Intelligence and Security for investigation.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 8**

**Outcome: 1 Program: 1.2 and 1.6**

**Topic: DART**

(FADT Hansard Proof 22 October 2014, p 124)

**Senator GALLACHER asked:**

**Senator GALLACHER:** 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?

**Mr Lewis:** I am sure we could get that information out. We do not have it in front of us.

**Senator GALLACHER:** I am happy for you to take it on notice. It is historical data, but I am interested in—

**Mr Lewis:** The claims pattern by service?

**Senator GALLACHER:** Yes.

**Senator Ronaldson:** If we can get that information then we are happy to try and do so.

**Senator GALLACHER:** Excellent.

**Mr Lewis:** 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.

**Answer**

It is not possible to provide a response to this question. The Department of Veterans' Affairs does not always record information on the arm of Service as this information is not required to determine a compensation claim.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 9**

**Outcome: 3 Program: 3.1**

**Topic: Anzac Centenary Gallipoli 2015**

(FADT Hansard Proof 22 October 2014, p 129).

**Senator LAMBIE asked:**

**Senator Ronaldson:** 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.

**Senator LAMBIE:** So nobody else is going on taxpayers' money?

**Mr Lewis:** 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.

**Senator Ronaldson:** 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.

**Senator LAMBIE:** How many organisers are going over there for the set-up or are going with veterans or in some other capacity?

**Mr Lewis:** Supporting widows, et cetera?

**Senator LAMBIE:** Yes.

**Mr Lewis:** I will take that on notice and give you the answer.

**Answer**

The Department of Veterans' Affairs (DVA) will be providing 37 staff to deliver and manage Anzac Day services at Gallipoli in 2015 where 10,500 people will attend. This is the same number of staff that delivered and managed the services in 2014. 2014 was a rehearsal year for the centenary services.

DVA will be providing four staff to support the invited widows of First World War veterans and their nominated carers (one each). The staff will include two DVA Registered Nurses.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 10**

**Outcome: 3 Program: 3.1**

**Topic: Anzac Centenary Gallipoli 2015**

(FADT Hansard Proof 22 October 2014, p 130).

**Senator LAMBIE asked:**

**Senator Ronaldson:** 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 logistical exercise, as I am sure you understand.

**Senator LAMBIE:** 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?

**Mr Lewis:** 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.

**Answer**

Since 2006, the Department of Veterans' Affairs (DVA), as the lead government agency for Anzac Day services in Turkey, has provided all the staff for the operational and ceremonial management and delivery of these significant public events as well as staff to support visitors with special needs.

As provided in answer to Question on Notice 9, DVA will be providing 37 staff to deliver and manage Anzac Day services at Gallipoli in 2015. All 37 staff have worked and supported the services at Gallipoli over a number of years and have a great deal of knowledge and experience of the conditions and requirements for the safe, secure and dignified conduct of these services. Of the 37 staff delivering and managing the services, 10 are either currently serving in the Reserves or ex-serving members of the Australian Defence Force (ADF).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

Support for these services is also provided by personnel from the ADF, through the Federation Guard, who are responsible for providing the ceremonial Catafalque Party, Band, Bugler, and Flag and Wreath Orderlies; the Department of Foreign Affairs and Trade who manage the VIP contingent arrangements and consular support to all Australian citizens who are attending the services; and the Australian Federal Police who provide close liaison and support to the relevant Turkish authorities on security matters.

Questions need to be asked separately of these agencies regarding previous or current military service and/or the ancestry of their personnel.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 11**

**Outcome: All Program: All**

**Topic: Consultancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

I refer you to the following Austender CN IDs: CN2362632, CN2412932, CN2289441, CN2618332, CN2239751, CN2338402

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:
  - a. Why was the order split into two?
  - b. Who was involved in the decision to place two separate orders?
2. For each contract referred to above, please provide:
  - a. An itemised list and per unit cost break down of each type of item supplied.
  - b. The reason each type of item is required.
  - c. Who the items are given to and how they are distributed.
  - d. Over what time frame are they expected to be distributed?

**Answer**

1. CN2289441 and CN2618332 are duplicate entries. CN2289441 has been cancelled on AusTender.

a. N/A.

b. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

2.

**CN2362632:**

a. An itemised list and per unit cost break down of each type of item supplied;

<b>Items</b>			
<b>Item</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Total</b>
Pens	7000	\$1.30	\$9,100.00
Aluminium LED torch	2000	\$4.20	\$8,400.00
Key Ring Torch	2000	\$2.00	\$4,000.00
Tote Bags	1000	\$2.00	\$2,000.00
First Aid Kits - Black	1000	\$6.20	\$6,200.00
First Aid Kits - Red	1000	\$5.90	\$5,900.00
Glasses Lens Cloth	3000	\$1.70	\$5,100.00
Water Bottles	2000	\$4.00	\$8,000.00
Mints	1000	\$2.65	\$2,650.00
Sewing Kit	2000	\$1.40	\$2,800.00
Stubby Holder	2000	\$3.00	\$6,000.00
Tape Measure	3000	\$1.80	\$5,400.00

b. The reason each type of item is required:

The items were chosen because of their quality, price, usability and appropriateness for the Department of Veterans' Affairs (DVA) client demographics. The items were identified as part of a communication and engagement strategy to target clients to encourage them to register for online services and conduct transactions online with DVA.

This is an important part of encouraging online take up by older DVA clients.

c. Who the items are given to and how they are distributed:

Items are branded with the online services information including contact numbers. They support the recognition, understanding and adoption of *MyAccount* throughout the veteran community. They are distributed as required for events where DVA clients or potential clients are in attendance. Examples include veterans conferences, Ex-Service Organisations meetings, Returned & Services League (RSL) congresses, activities during Veterans Health Week, Kokoda Barracks Family Day, On Base Advisory Services for current serving members and Australian Defence Force (ADF) Transition Seminars.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

d. Over what time frame are they expected to be distributed.  
Twelve month period to 30 June 2015.

**CN2238402**

Duplicate entry (for CN2362632) - now cancelled on AusTender

**CN2412932**

a. An itemised list and per unit cost break down of each type of item supplied;  
10,005 x DVA The Right Mix Standard Drink Clear Polycarbonate Tumbler @ \$0.8432 ea  
10,005 x DVA The Right Mix Drink Coaster Matt Board @ \$0.193 ea

b. The reason each type of item is required;

*The Right Mix Your Health & Alcohol* is a range of resource material designed to assist the serving and ex-serving members of the ADF and the broader veteran community make informed choices about their drinking. The Right Mix Tumbler helps raise awareness of responsible alcohol consumption by indicating standard drink measures.

The Right Mix Drink Coaster promotes the "The Right Mix" branding and includes a quick response (QR) code for free download of the complementary ON TRACK with *The Right Mix* mobile application which allows users to monitor their drinking in real time.

c. Who the items are given to and how they are distributed:

Targeted to serving and ex-serving members of the ADF and the broader veteran community. Distribution is via existing veteran networks e.g. Client contact/Veterans' Access Network (VAN), Veterans and Veterans Families Counselling Service (VVCS), Veteran Health Week and ADF Mental Health Day events etc., orders from the relevant websites, and health provider community activities.

d. Over what time frame are they expected to be distributed:

6 to 12 months.

NB – the figure of 10,005 is because 5 tumblers are produced as 'proof' versions prior to the final run.

**CN2618332**

a. An itemised list and per unit cost break down of each type of item supplied:  
VVCS Stress cube, Qty 30,005 units @ \$0.507 (GST Excl.) each.

b. The reason each type of item is required:

VVCS promotional item.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

c. Who the items are given to and how they are distributed:  
VVCS clients, potential clients, their families and service providers.

d. Over what time frame are they expected to be distributed.  
Twelve months.

**CN2289441**

Duplicate entry (for CN2618332) - now cancelled on AusTender.

**CN2239751** (value incorrect - now adjusted to \$10,021.00)

a. An itemised list and per unit cost break down of each type of item supplied;  
VVCS Notepads with Strawboard backs, Qty 30,005 @ \$0.30 (GST Excl.) each.

b. The reason each type of item is required;  
VVCS promotional item.

c. Who the items are given to and how they are distributed:  
VVCS clients, potential clients, their families and service providers.

d. Over what time frame are they expected to be distributed:  
Twelve months.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 12**

**Outcome: All Program: All**

**Topic: Self Initiated Work**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.
2. to 7. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 13**

**Outcome: All Program: All**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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 contract. 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?

**Answer**

1. No.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 14**

**Outcome: All Program: All**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 15**

**Outcome: All Program: All**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 16**

**Outcome: All Program: All**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?
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?
3. If no consultation has occurred, why not?
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?

**Answer**

1. Yes, Ex-Service Organisations (ESOs) applying for BEST grants. As an election commitment, an additional \$1million per annum is available in the BEST grants programme.
2. Yes, consistent with the Government's election commitment, consultation has occurred between the Department of Veterans' Affairs and the ESO community through the peak body, the ESO Round Table (ESORT). The Election Commitment information and a summary of the ESORT meetings were publicly available. No, public submissions are not available.
3. N/A.
4. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 17**

**Outcome: All Program: All**

**Topic: Non-Conventional Therapies**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since 7 September 2013:

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:
  - a. What is the process by which these therapies can be approved?
  - b. Who are they available to?
  - c. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?

**Answer**

1. Non-conventional therapies for staff or ministerial use are not provided by the Department of Veterans' Affairs (DVA).
  - a. Non-conventional therapies, (limited to Acupuncture or Chiropractic treatments) may be provided for departmental employees who have active Comcare claims on the advice of the employee's treating doctor. Any decision regarding the provision of non-conventional therapies would be made by Comcare and not DVA.
  - b. As above.
  - c. As above.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 18**

**Outcome: All Program: All**

**Topic: Non - Conventional Therapies**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since 7 September 2013:

1. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:

- a. What therapies have been provided?
- b. What were they used to treat?
- c. What was the cost of the therapy?

**Answer**

1. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 19**

**Outcome: All Program: All**

**Topic: Statutory Review Provisions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a workplan for the review
3. When did/will this work begin?
4. When is/was the review due to commence.
5. What is the expected report date.
6. Who is the minister responsible for the review
7. What department is responsible for the review
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review.
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?
12. What is the budgeted, projected or expected costs of the review?
13. When was the Minister briefed on this matter?
14. What decision points are upcoming for the minister on this matter?
15. List the number of officers, and their classification level, involved in conducting the review
16. Will the the report will be tabled in parliament or made public. If so, when?

**Answer**

No current legislation covered by the Department of Veterans' Affairs' portfolio contains a statutory review provision.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 20**

**Outcome: All Program: All**

**Topic: Sunset Provisions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:

1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
2. Has any consideration been given to delaying or alerting the sunset provisions?
3. Please provide a schedule or a workplan for the sunset provisions becoming active
4. When did/will this work begin?
5. When is/was the review due to commence.
6. What is the expected report date.
7. Who is the minister responsible for the review
8. What department is responsible for the review
9. List the specific clauses or legislation under review caused by the statutory provision.
10. List the terms of reference.
11. What is the scope of the review.
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?
13. What is the budgeted, projected or expected costs of the review?
14. When was the Minister briefed on this matter?
15. What decision points are upcoming for the minister on this matter?
16. List the number of officers, and their classification level, involved in conducting the review
17. Will the the report will be tabled in parliament or made public. If so, when?

**Answer**

No current legislation covered by the Department of Veterans' Affairs' portfolio contains a sunset provision.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 21**

**Outcome: All Program: All**

**Topic: Domain Usage**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. a to c. Due to the nature of this question, it would be an unnecessary diversion of resources to supply this information.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 22**

**Outcome: All Program: All**

**Topic: Procedural Manuals (Departmental)**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. No.

a. to e. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 23**

**Outcome: All Program: All**

**Topic: Procedure Manuals (Ministerial)**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.

a. to d. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 24**

**Outcome: All Program: All**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. None.

- a. to d. N/A

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 25**

**Outcome: All Program: All**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

How many departmental staff attended the G20?

**Answer**

Twenty staff from the Department of Veterans' Affairs participated in the Department of the Prime Minister and Cabinet's G20 Leaders' Summit Secondment Program.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 26**

**Outcome: All Program: All**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. and 3. As per the Memorandum of Understanding for Secondments between the Department of the Prime Minister and Cabinet (PM&C) and the Department of Veterans' Affairs (DVA), DVA will seek reimbursement from PM&C for the cost of economy return flights, overtime, agreed allowances and any reasonable and justified travel expenditure incurred in the course of the secondments for the G20 Leaders' Summit Secondment program. Travel costs are in the process of being acquitted by secondees in line with DVA travel requirements and overtime is yet to be processed.

The Minister for Veterans' Affairs did not attend.

2. Where accommodation was required, this was arranged for secondees by PM&C directly.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 27**

**Outcome: All Program: All**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

Has the department purchased any merchandise or promotional material for the G20? Please detail.

**Answer**

No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 28**

**Outcome: All Program: All**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

No.

- a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 29**

**Outcome: All Program: All**

**Topic: Report printing**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. No.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 30**

**Outcome: All Program: All**

**Topic: Graduate Intake**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

The Department of Veterans' Affairs (DVA) recruits graduates on a calendar year basis, with the Graduate Development Program commencing in February each year.

1. The graduate intake for 2012-13 was 13 graduates.
2. The graduate intake for 2013-14 was 15 graduates.
3. The graduate intake for 2014-15 is 18 graduates.
4. The graduate intake for 2015-16 has not yet been determined. However DVA typically recruits between 12 and 18 graduates per year, depending on budget and demand. All entry-level recruitment activity is currently subject to approval from the Australian Public Service Commission under the interim recruitment arrangements.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 31**

**Outcome: All Program: All**

**Topic: Enterprise Bargaining Agreements (EBAs)**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. The Department of Veterans' Affairs Enterprise Agreement 2012 - 2014.
2. 1 January 2012 to 30 June 2014.
3. The Department is currently in bargaining for a replacement Enterprise Agreement. Bargaining commenced on 5 June 2014.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 32**

**Outcome: All Program: All**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

In response to 2014-15 Budget Initiative, a Scoping Study into the ongoing operations of the Defence Service Homes Insurance Scheme (DSHIS) has been commenced.

- a. June 2014
- b. Commenced 1 August 2014.
- c. The Minister for Veterans' Affairs.
- d. The Department of Veterans' Affairs.
- e. The Scoping Study will provide information to assist future decision making relating to the ongoing operations of DSHIS.
- f. N/A. Please refer to Part g.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

g. The scope:

- Review the current business operations and the financial performance of DSHIS;
- Analyse relevant options for the future management and ownership of DSHIS;
- Recommend options for the future management and ownership of DSHIS;
- Consider any other matters relevant to the Government's consideration of the future management and ownership of DSHIS;
- Provide a valuation of DSHIS, should the decision be to sell DSHIS; and
- Provide calculations on premium subsidies, in respect to the selling DSHIS option.

h. McGrathNicol.

i. This information is not available as it is an external review being undertaken by McGrathNicol.

j. 30 November 2014.

k. Budgeted costs of \$200,000 excl. GST with tendered cost of \$200,000 incl. GST.

l. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 33**

**Outcome: All Program: All**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.
- 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

**Answer**

The following response is in relation to the Scoping Study into the ongoing operations of the Defence Service Homes Insurance Scheme (DSHIS) as announced in the 2014-15 Budget.

- a. McGrathNicol Consultancy.
- b. McGrathNicol operate in Australia and New Zealand with over 35 Partners and 30 Directors. Key staff include: Peter Anderson, Executive Chairman; Tony McGrath, Co-Chairman; and Robyn McKern Chief Executive Officer.
- c. Scoping Study budget is \$200,000 excl. GST with the tender cost of \$200,000 incl. GST.
- d. The Scoping Study is being led by three Partner level staff of McGrathNicol including: Shane O'Keefe, Jason Preston and John-Henry Eversgerd.
- e. No.
- f. None.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

- g. The selection of McGrathNicol was undertaken through a Tender process involving McGrathNicol, Finity Consulting, PwC and Ernst & Young. Evaluation of the Tenders were undertaken by two DSHIS staff and two DVA Finance staff.
- h. There has been no involvement by the Minister's Office in the evaluation or selection of McGrathNicol.
- i. to v. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 34**

**Outcome: All Program: All**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

Which reviews are on-going?

- a. Please list them.
- b. What is the current cost to date expended on the reviews?

**Answer**

a. and b.

Ongoing reviews are listed in the table below, costed to 30 September 2014.

<b>a. Ongoing reviews</b>	<b>b. Cost</b>
Review of the Department of Veterans' Affairs rehabilitation business model	Information on the cost of ongoing staff for this review is not readily available and would be an unreasonable diversion of resources to provide.
Cross Agency Working Party on Incapacity Payments	Specific information on the cost to date is not readily available and would be an unreasonable diversion of resources to provide.
Scoping Study into Defence Service Homes Insurance Scheme	Nearing completion of Scoping Study with a budget of \$200,000 incl. GST
Cross Agency Working Group on Compensation/Superannuation	Specific information on the cost to date is not readily available and would be an unreasonable diversion of resources to provide.
Rehabilitation and Compensation Improvement Process Review (previously reported as Business Process Improvement Review)	As at 30 September 2014, the amount expended directly on the review was approximately \$621,000 (GST inclusive) which is comprised of \$411,000 for Phase 1 (completed in May 2014) and \$210,000 for Phase 2.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 35**

**Outcome: All Program: All**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.

<b>2. Concluded reviews</b>	<b>3. Provided to Government</b>	<b>4. Government response</b>
Review of statutory timeframes <i>Military Rehabilitation and Compensation Act 2004.</i>	Provided to Minister Ronaldson on 4 June 2014.	Tabled in Parliament on 26 June 2014.
Veterans and Veterans Families Counselling Service Functional Review.	The Review report was provided to the Department on 9 September 2014 following acceptance by the Project Board. The Minister for Veterans' Affairs has been advised of the report.	Unable to advise until consultation outlined in 3 is complete.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 36**

**Outcome: All Program: All**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Review of the Special Rate Disability Pension. This review will examine all aspects of the Special Rate Disability Pension (SRDP) under the *Military Rehabilitation and Compensation Act 2004*.
  - a. This review is planned to commence on 18 November 2014.
  - b. The review is expected to conclude in August 2015.
  - c. Outcomes of the review will be reported to the Military Rehabilitation and Compensation Commission. The Commission may use the outcomes in formulating advice to Government.
  - d. and i. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 37**

**Outcome: All Program: All**

**Topic: Commissioned reports**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Nil.

a. 2 and 3. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 38**

**Outcome: All Program: All**

**Topic: Appointments**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Please detail any board appointments made from to date.
2. What is the gender ratio on each board and across the portfolio?
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.
4. Please specify when these gender ratio or participation policies were changed.

**Answer**

The responses to questions 1 and 2 relate to the period from June 2014 Budget Estimates to 30 September 2014.

1. Ms Jane Halton PSM was appointed as an ex-officio member of the Anzac Centenary Public Fund Board on 2 July 2014.

Ms Kylie Emery was appointed as a part-time member of the Military Rehabilitation and Compensation Commission on 26 June 2014.

The below members were appointed as part-time acting members of the Military Rehabilitation and Compensation Commission:

- Ms Jennifer Collins was appointed on 23 June 2014; and
- Mr John Geary was appointed on 15 August 2014.

The below members were appointed as part-time members to the Prime Ministerial Advisory Council on Veterans' Mental Health on 18 June 2014:

- Mr Geoffrey Evans;
- Mrs Mel Pyrah;
- Air Commodore Tracey Smart AM; and
- Mr Michael Von Berg MC.

The below members were appointed as full-time acting members of the Repatriation Commission:

- Ms Jennifer Collins was appointed on 23 June 2014; and
- Mr John Geary was appointed on 15 August 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

The below members were appointed as part-time members to the Veterans' Review Board on 4 August 2014:

- Colonel Evan Carlin;
- Mr Robert Douglass;
- Colonel Craig McConaghy SC;
- Dr Peter Salu; and
- Ms Anne Trengove.

The below members were appointed as part-time members to the Veterans and Veterans Families Counselling Service National Advisory Committee on 1 July 2014:

- Dr Michael Seah; and
- Ms Leanne Galayini.

2. The gender composition of boards, including ex-officio members, across the portfolio is provided in the table below.

<b>Board</b>	<b>Female</b>		<b>Male</b>	
Anzac Centenary Public Fund Board	1	20%	4	80%
Military Rehabilitation and Compensation Commission	2	33%	4	67%
Prime Ministerial Advisory Council on Veterans' Mental Health	3	30%	7	70%
Repatriation Commission	0	0%	3	100%
Repatriation Medical Authority	1	20%	4	80%
Specialist Medical Review Council	4	15%	22	85%
Veterans and Veterans Families Counselling Service National Advisory Committee	3	21%	11	79%
<b>Total for boards reported in the Gender Balance Report</b>	<b>14</b>	<b>20%</b>	<b>55</b>	<b>80%</b>
The Veterans' Children Education Boards/Military Rehabilitation and Compensation Act Education and Training Boards	22	43%	29	57%
Veterans' Review Board	14	34%	27	66%
<b>Total for boards within the portfolio</b>	<b>36</b>	<b>39%</b>	<b>56</b>	<b>61%</b>
<b>Gender ratio across the portfolio</b>	<b>50</b>	<b>31%</b>	<b>111</b>	<b>69%</b>

3. The Department of Veterans' Affairs operates in line with the Australian Government guidelines relating to gender balance for boards and appointments.
4. Please see the response to question 3.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 39**

**Outcome: All Program: All**

**Topic: Ministerial stationery requirements**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
  - a. Detail the items provided to the minister's office.
  - b. Please specify how many reams of paper have been supplied to the Minister's office.

**Answer**

1. a and b. Expenditure on stationery is recorded for the whole of the Department of Veterans' Affairs under a single account code. Refer to Question on Notice 40, for the total expenditure on stationary. It would be too resource intensive to identify the proportion attributed to the Office of the Minister for Veterans' Affairs.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 40**

**Outcome: All Program: All**

**Topic: Stationery Requirements**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

How much has been spent on departmental stationary requirements to date.

**Answer**

From 1 July 2014 to 30 September 2014 the Department spent \$59,653 on stationery and office requisites. The Department's chart of accounts does not provide for a breakdown between stationery and office requisites.

The expenditure is provided for 1 July 2014 to 30 September 2014 as identifying costs from Budget Estimates in June would be too resource intensive.



Senator the Hon. Michael Ronaldson  
Minister for Veterans' Affairs  
Minister Assisting the Prime Minister for the Centenary of ANZAC  
Special Minister of State  
Parliament House Canberra ACT 2600

POSTAGE  
PAID  
AUSTRALIA





**Senator the Hon. Michael Ronaldson**

Minister for Veterans' Affairs

Minister Assisting the Prime Minister for the Centenary of ANZAC

Special Minister of State

Parliament House Canberra ACT 2600

POSTAGE

PAID

AUSTRALIA

This paper is Australian Forestry Standard (AFS/01-31-08)  
and NCOS carbon neutral certified



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 41**

**Outcome: All Program: All**

**Topic: Stationery requirements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Yes. The Minister's Office was provided with pre-printed envelopes.

Copies of the artwork are attached. The envelopes were ordered on 29 August 2014 and delivered in late October 2014. The cost for 1,000 DLX envelopes was \$196.08 and the cost for 1,000 C4 envelopes was \$122.87.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 42**

**Outcome: All Program: All**  
**Topic: Electronic equipment**  
(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. a. Tandberg Video Conferencing System.
- b. Minister's combined Ministerial and Electorate Office in Melbourne.
- c. Installed in office.
- d. The item was not a new purchase. It was relocated from the previous Minister's electoral office and has been in storage since 2013. Consequently there is no purchase price associated with the installation of the system in Melbourne. There was a cost of \$4,168.64.
- e. 1x Installation of Tandberg Video Conferencing System - \$4,168.64.
- f. 8 September 2014.
- g. Requested by the Minister's Office.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 43**

**Outcome: All Program: All**

**Topic: Media subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

- 1.a. There have been no changes since the answer was provided to Question on Notice 221, part 1.a from Budget Estimates 3 June 2014.
- b. The cost from 1 July 2014 to 30 September 2014 was \$719.82 (excl GST).
- c. The Minister's combined Ministerial and Electorate Office has been provided with the Foxtel Business Package.
- d. The cost including set up was \$2,227.17 (excl GST) for the period 1 July 2014 to 30 September 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 44**

**Outcome: All Program: All**

**Topic: Media subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. and a. There have been no changes since the answer was provided to Question on Notice 39, part 1.a from Additional Budget Estimates, 26 February 2014.

b. Expenditure on newspapers, magazines and publications are recorded against four account codes – covering Newspapers, Subscriptions, Journals and Magazines, online publications and the other two codes for library funding (includes books and subscriptions for Manuals, Magazines and Journals). To apportion what was attributed to just magazines, newspapers and other publications would be too resource intensive. The total expenditure against these account codes from 1 July 2014 to 30 September 2014 was \$30,139.42.

c. There have been no changes since the answer was provided to Question on Notice 39, part 1.c from Additional Budget Estimates, 26 February 2014.

d. The portion of the cost of newspapers, magazines and publications attributed to the Minister's Office from 1 July 2014 to 30 September 2014 was \$804.82 (excl GST).

The figures listed above, for questions b and d, are from 1 July 2014 to 30 September 2014 as it would have been too resource intensive to provide them from the requested start date of 3 June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 45**

**Outcome: All Program: All**

**Topic: Media subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What magazine subscriptions does your department/agency have?
  - a. Please provide a list of magazine 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?

**Answer**

1. a. to d. Please refer to the answer provided to Question on Notice 44.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 46**

**Outcome: All Program: All**

**Topic: Media subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What publications does your department/agency purchase?
  - a. Please provide a list of publications purchased by the department 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?

**Answer**

1. a. to d. Please refer to the answer provided to Question on Notice 44.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 47**

**Outcome: All Program: All**

**Topic: Media Monitoring**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services during the specified period?
  - c. Itemise these expenses

**Answer**

1. The Department of Veterans' Affairs has a single media monitoring and clipping service. For the period 3 June 2014 to 30 September 2014, the total expenditure for this service was \$52,110.24 (GST excl). The Minister's Office, along with departmental officers, access this service.
  - a) iSentia.
  - b) See Part 1 above.
  - c) Of the amount specified above:
    - \$37,874.09 related to media monitoring; and
    - \$14,236.15 related to media distribution.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 48**

**Outcome: All Program: All**

**Topic: Media Monitoring**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services during the specified period?
  - c. Itemise these expenses

**Answer**

Please refer to response to Question on Notice 47.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 49**

**Outcome: All Program: All**

**Topic: Media Training**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  - a. Total spending on these services
  - b. An itemised cost breakdown of these services
  - c. The number of employees offered these services and their employment classification
  - d. The number of employees who have utilised these services and their employment classification
  - e. The names of all service providers engaged
  - f. The location that this training was provided

**Answer**

The Department of Veterans' Affairs has not purchased media training services since Budget Estimates in June until 30 September 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 50**

**Outcome: All Program: All**

**Topic: Media Training**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

For each service purchased from a provider listed under (1), 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 (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)

**Answer**

Please refer to response to Question on Notice 49.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 51**

**Outcome: All Program: All**

**Topic: Media Training**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- 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

**Answer**

Please refer to response to Question on Notice 49.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 52**

**Outcome: All Program: All**

**Topic: G20 - expenses**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

For each item, please provide:

1. The name of the event/meeting that the expense related to.
2. The location of the event.
3. The date of the event.
4. The name and ABN of the service provider.
5. Advise whether the contract was awarded through an open tender process.
6. The total value of the contract/invoice.
7. The date the contract was executed by the Department.
8. The number of attendees at the event, if applicable.
9. Advise whether an Australian Government Minister was in attendance. Please detail.
10. Advise whether foreign delegates were in attendance. Please detail.

Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 53**

**Outcome: All Program: All**

**Topic: Market Research**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

List any market research conducted by the department/agency:

- a. List the total cost of this research
- b. List each item of expenditure and cost, broken down by division and program
- c. Who conducted the research?
- d. How were they identified?
- e. Where was the research conducted?
- f. In what way was the research conducted?
- g. Were focus groups, round tables or other forms of research tools used?
- h. How were participants for these focus groups et al selected?
- i. How was the firm or individual that conducted the review selected?
- j. What input did the Minister have?
- k. How was it approved?
- l. Were other firms or individuals considered? If yes, please detail.

**Answer**

Since Budget Estimates in June until 30 September 2014 the Department of Veterans' Affairs (DVA) has conducted market research regarding the development and implementation of the Client Service Survey, conducted in July and August 2014.

- a. \$140,918.73 (GST excl) has been expended to date. A further cost of \$18,000 is anticipated.
- b. Core Survey Services (i) \$140,918.73 (GST excl), (ii) Client Strategy and Defence Relations Branch.
- c. ORIMA Research.
- d. A tender process was conducted in February 2014, drawing from the Department of Social Services, Social Policy Research and Evaluation Panel. ORIMA Research was the successful tenderer.
- e. The research was conducted nationally.
- f. Computer Assisted Telephone Interviewing (CATI) survey and Online Self Completion Survey. A stratified random sample of clients who had contact with DVA over previous 12 months were surveyed.
- g. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

- h. N/A, please refer to part g.
- i. A tender process was conducted in February 2014, drawing from the Department of Social Services, Social Policy Research and Evaluation Panel. ORIMA Research was the successful tenderer.
- j. The Minister noted an information brief about the Survey prior to the commencement of the survey in May 2014.
- k. The 2014 Client Service Survey was approved by the Secretary of DVA, and the DVA Human Research Ethics Committee.
- l. Yes. DVA sought quotes from a number of providers on the Department of Social Services, Social Policy Research and Evaluation Panel.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 54**

**Outcome: All Program: All**

**Topic: FOI Requests**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since budget estimates in June 2014:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
  - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
  - b. For how many has a redacted document been provided?

**Answer:**

1. Since Budget Estimates in June 2014, the Department of Veterans' Affairs has received 1515 requests under the *Freedom of Information Act 1982*.
2. In response to these 1515 requests, 7 documents were determined to be deliberative in accordance with section 47C of the FOI Act.
3. Of those (7) assessed as deliberative documents:
  - a. 1 document was refused in full.
  - b. 6 documents were released in part.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 55**

**Outcome: All Program: All**

**Topic: Ministerial motor vehicle**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the minister been provided with or had access to a motor vehicle? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
2. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
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.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

**Answer**

1. No.

a. to f. N/A.

2. and 3. Please refer to [http://www.maps.finance.gov.au/entitlements\\_handbooks/ministers-of-state/Ministers\\_of\\_State\\_Entitlements.asp#](http://www.maps.finance.gov.au/entitlements_handbooks/ministers-of-state/Ministers_of_State_Entitlements.asp#)



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 56**

**Outcome: All Program: All**

**Topic: Ministerial Staff vehicles (non-MoPS)**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
2. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
  - a. Have these guidelines changed during the specified period? If so, please detail.
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.
  - a. Have these guidelines changed during the specified period? If so, please detail.

**Answer**

1. to 3. There have been no changes since the answer was provided to Question on Notice 236 from Budget Estimates 3 June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 57**

**Outcome: All Program: All**

**Topic: Ministerial Staff vehicles**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
2. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
  - a. Have these guidelines changed during the specified period? If so, please detail.
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.
  - a. Have these guidelines changed during the specified period? If so, please detail.

**Answer**

1. No.
2. and 3. The Department of Veterans' Affairs does not have this information.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 58**

**Outcome: All Program: All**

**Topic: Building Lease Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What has been the total cost of building leases for the agency / department?

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

- a. Date the lease agreement is active from.
- b. Date the lease agreement ends.
- c. Is the lease expected to be renewed? If not, why not?
- d. Location of the building (City and state).
- e. Cost of the lease.
- f. Why the building is necessary for the operations of the agency / department.

**Answer**

1. The total cost of building leases (rent only) for the Department of Veterans' Affairs from 1 July 2014 to 30 September 2014 was \$6,032,581.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

a. to f. Table 1 provides a detailed list of each building that is currently leased.

Table 1 – Currently Leased Buildings

<b>Building Address</b>	<b>Lease Start date</b>	<b>Lease End Date</b>	<b>Lease renewed Y / N</b>	<b>Lease Cost Per Annum (2014/15 Rent only)</b>	<b>Why Building Necessary? / Reason for not Renewing</b>
ACT - 6-8 Champion Street, Deakin	7/06/2011	6/06/2016	Y	\$97,820	The property provides client contact and administrative services to the Department.
ACT - Levels Mezzanine to 6 Lovett Tower, 13 Keltie Street Woden	1/05/2007	30/06/2016	N	\$8,438,282	The property provides client contact and administrative services to the Department. The Department will relocate at lease end to more cost efficient premises.
ACT - Levels 7-22 Lovett Tower, 13 Keltie Street Woden	1/07/2006	30/06/2016	N	Incl. above	The property provides client contact and administrative services to the Department. The Department will relocate at lease end to more cost efficient premises.
ACT - Car Parks only - Centra Plaza, Woden	1/06/2012	30/06/2016	Y	\$43,531	The property provides car parking for departmental officers.
ACT - 30 Corinna Street, Woden	4/10/2010	3/10/2017	Y	\$140,406	The property provides client contact and administrative services to the Department.
NSW - Suite 6 and 8, Conway Court, 17 Conway Street, Lismore	1/07/2012	30/06/2017	Y	\$139,476	The property provides client contact and administrative services to the Department.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Building Address</b>	<b>Lease Start date</b>	<b>Lease End Date</b>	<b>Lease renewed Y / N</b>	<b>Lease Cost Per Annum (2014/15 Rent only)</b>	<b>Why Building Necessary? / Reason for not Renewing</b>
NSW - 120 Miller Road, Villawood	1/07/2013	30/06/2016	Y	\$28,849	The property provides client contact and administrative services to the Department.
NSW - Suite 1 and 2 Ground Floor 6 Auckland Street, Newcastle	9/03/2014	8/03/2017	Y	\$137,221	The property provides client contact and administrative services to the Department.
NSW - 110 George Street, Parramatta	1/01/2011	31/12/2014	N	\$62,206	This property closes on 5 December 2014 as part of the service delivery reforms. Veterans will be able to access services in the region at the Greater Western Sydney Veterans' Access Network office, located at 60 Station Street East, Parramatta.
NSW - Suite 1 and 2 88 Phillip Street, Parramatta	16/04/2011	15/04/2015	Y	\$250,944	The property provides client contact and administrative services to the Department.
NSW - Central Plaza B, Levels G - 5 280 Elizabeth Street, Surry Hills	1/11/2009	31/10/2017	Y	\$2,773,986	The property provides client contact and administrative services to the Department.
NSW - Shop 45 Tweed Mall, Tweed Heads 2485	1/05/2013	30/04/2015	Y	\$111,780	The property provides client contact and administrative services to the Department.
NSW - 43 Burelli Street, Wollongong	1/07/2011	30/06/2014	N	Nil.	This property closed on 30 June 2014 as part of the service delivery reforms. Veterans will be able to access services in the region via the Department of Human Services (DHS) office in Nowra.
NSW - 250 Mann Street, Gosford	9/09/2011	8/09/2014	N	\$13,182	This property closed on 8 September 2014 as part of the service delivery reforms. Veterans will be able to access services in the region via the DHS office in Wyong.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Building Address</b>	<b>Lease Start date</b>	<b>Lease End Date</b>	<b>Lease renewed Y / N</b>	<b>Lease Cost Per Annum (2014/15 Rent only)</b>	<b>Why Building Necessary? / Reason for not Renewing</b>
NSW – 60 Station Street East, Parramatta	28/11/2014	27/11/2015	Y	\$18,900	This property will provide client contact and administrative services to the Department.
NT - Unit 1 Winnellie Central, 14 Winnellie Road, Winnellie	1/03/2012	28/02/2022	Y	\$175,594	The property provides client contact and administrative services to the Department.
QLD - Suite G2/340 Ross River Road Aitkenvale	1/12/2012	30/11/2015	Y	\$162,908	The property provides client contact and administrative services to the Department.
QLD - 5 Astor Terrace, Spring Hill	1/06/2014	30/05/2022	Y	\$252,916	The property provides client contact and administrative services to the Department.
QLD - 99 Russell Street, Toowoomba	1/04/2014	31/03/2016	Y	\$53,372	The property provides client contact and administrative services to the Department.
QLD - Level 5, 12 Short Street, Southport	13/06/2011	12/09/2014	N	\$26,340	This property closed in September 2014 and be replaced with the new premises in Broadbeach.
QLD - Shop 2/129 Horton Parade Maroochydore	1/07/2010	30/06/2015	Y	\$143,523	The property provides client contact and administrative services to the Department.
QLD - Level 1, 520 Flinders Street, Townsville	1/09/2010	31/08/2015	Y	\$196,501	The property provides client contact and administrative services to the Department.
QLD - Levels 4-8, 259 Queen Street, Brisbane	27/01/2011	26/01/2019	Y	\$5,045,396	The property provides client contact and administrative services to the Department.
QLD - 996 Wynnum Road Cannon Hill	1/12/2011	30/11/2014	Y	\$144,980	The property provides client contact and administrative services to the Department.
QLD - Level 11 Niecon Tower, 17 Victoria Ave Broadbeach	1/06/2014	31/05/2021	Y	\$87,500	The property provides client contact and administrative services to the Department.
SA - 199 Grenfell Street, Adelaide Levels G to 2	1/11/2011	31/10/2019	Y	\$934,830	The property provides client contact and administrative services to the Department.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Building Address</b>	<b>Lease Start date</b>	<b>Lease End Date</b>	<b>Lease renewed Y / N</b>	<b>Lease Cost Per Annum (2014/15 Rent only)</b>	<b>Why Building Necessary? / Reason for not Renewing</b>
SA - 199 Grenfell Street, Adelaide Level 3N	1/07/2012	31/10/2019	Y	Incl above	The property provides client contact and administrative services to the Department.
SA - Ground Floor, 99 Frome Street, Adelaide	1/02/2012	30/06/2015	Y	\$162,675	The property provides client contact and administrative services to the Department.
TAS - Loyd Lane, Glenorchy	1/01/2011	31/12/2015	Y	\$5,132	The property provides client contact and administrative services to the Department.
TAS - Barrack Place 254-256 Liverpool St Hobart	1/05/2009	30/04/2019	Y	\$843,346	The property provides client contact and administrative services to the Department.
TAS - 105/287 Charles Street, Launceston	1/05/2013	30/04/2018	Y	\$30,384	The property provides client contact and administrative services to the Department.
TAS - Suite 7 & 8 - 45 Cameron Street Launceston	14/02/2014	13/02/2015	Y	\$28,800	The property provides client contact and administrative services to the Department.
TAS - Suite 13 - 8 Wenvoe Street, Devonport	14/02/2014	13/02/2015	Y	\$15,600	The property provides client contact and administrative services to the Department.
VIC - 620 to 622 Lorimer Street, Port Melbourne	1/03/2013	28/02/2016	Y	\$272,206	The property provides client contact and administrative services to the Department.
VIC - Levels 11-13, 300 La Trobe Street, Melbourne	1/07/2011	30/09/2019	Y	\$1,394,356	The property provides client contact and administrative services to the Department.
VIC - Level 4 / 440 Elizabeth Street, Melbourne	1/06/2012	31/05/2015	Y	\$269,040	The property provides client contact and administrative services to the Department.
VIC - U3 200 Malop Street, Geelong	1/07/2012	30/06/2014	Y	\$37,344	The property provides client contact and administrative services to the Department.
VIC - 81 Hume Street, Wodonga	1/07/2013	30/06/2016	Y	\$269,064	The property provides client contact and administrative services to the Department.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Building Address</b>	<b>Lease Start date</b>	<b>Lease End Date</b>	<b>Lease renewed Y / N</b>	<b>Lease Cost Per Annum (2014/15 Rent only)</b>	<b>Why Building Necessary? / Reason for not Renewing</b>
VIC - Shop 6 54-58 Wells Street, Frankston	1/11/2010	31/10/2014	N	\$6,150	This property closed on 31 October 2014 as part of the service delivery reforms. Veterans will be able to access services in the region via the DHS office in Frankston.
VIC - 68a McLeod Street, Bairnsdale	1/07/2012	30/06/2014	N	Nil.	This property closed on 30 June 2014 as part of the service delivery reforms. Veterans will be able to access services in the region via the DHS office in Morwell.
VIC - 715 Raglan Parade, Warrnambool	1/04/2007	31/07/2014	N	\$1,500	The Veterans' Information Services previously provided by a counter from this site will now be available through DHS Warrnambool.
VIC - 10 George Street, Morwell	1/07/2012	30/06/2014	N	Nil.	This property closed on 30 June 2014 and co-located into DHS Morwell as part of the service delivery reforms. Veterans will be able to access services in the region via this DHS office.
VIC - 12 Dawson Street South, Ballarat	1/07/2012	30/06/2014	N	Nil.	This property closed on 30 June 2014 and co-located into DHS Ballarat as part of the service delivery reforms. Veterans will be able to access services in the region via this DHS office.
WA - 7 Kintail Road, Applecross	1/02/2014	31/01/2017	Y	\$196,968	The property provides client contact and administrative services to the Department.
WA - 140 St Georges Terrace, Perth	5/10/2011	4/10/2019	Y	\$1,150,897	The property provides client contact and administrative services to the Department.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 59**

**Outcome: All Program: All**  
**Topic: Building Lease Costs**  
(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- 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.

**Answer**

a. to f. The below table refers:

<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
<b>Lease active date</b>	<b>Lease end date</b>	<b>Location</b>	<b>Why lease not renewed?</b>	<b>Cost of lease (Rent only)</b>	<b>Why building necessary?</b>
13 June 2011	12 September 2014	Level 5, 12 Short Street, Southport, Queensland.	Decreasing client numbers, minimal counter visits. Staff and services relocated to new Broadbeach office, Queensland.	Approx. \$422,401.82 (GST Excl.), over the full term of the lease.	To support the work of the Department of Veterans' Affairs (DVA).
9 September 2011	8 September 2014	250 Mann Street, Gosford, New South Wales.	Decreasing client numbers, minimal counter visits. Services now provided via Department of Human Services (DHS) at Wyong, NSW.	Approx. \$238,637.40 (GST Excl.), over the full term of the lease.	To support the work of DVA.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
<b>Lease active date</b>	<b>Lease end date</b>	<b>Location</b>	<b>Why lease not renewed?</b>	<b>Cost of lease (Rent only)</b>	<b>Why building necessary?</b>
1 November 2010	31 October 2014	Shop 6 54-58 Wells Street, Frankston, Victoria.	Decreasing client numbers, minimal counter visits. Services now provided via DHS at Frankston, Victoria.	Approx. \$109,439.99 (GST Excl.), over the full term of the lease.	To support the work of DVA.
1 July 2012	30 June 2014	10 George Street, Morwell, Victoria.	Decreasing client numbers, minimal counter visits. Services now provided via DHS at Morwell, Victoria.	Approx. \$20,973.33 (GST Excl.), over the full term of the lease.	To support the work of DVA.
1 July 2012	30 June 2014	12 Dawson Street South, Ballarat, Victoria.	Decreasing client numbers, minimal counter visits. Office now co-located into DHS Ballarat, Victoria.	Approx. \$69,627.65 (GST Excl.), over the full term of the lease.	To support the work of DVA.
1 July 2012	30 June 2014	68a McLeod Street, Bairnsdale, Victoria.	Decreasing client numbers, minimal counter visits. Services now provided via DHS at Morwell, Victoria.	Approx. \$17,123.52 (GST Excl.), over the full term of the lease.	To support the work of DVA.
1 April 2007	31 July 2014	715 Raglan Parade, Warrnambool, Victoria.	Decreasing client numbers, minimal counter visits. Services now provided via DHS at Warrnambool, Victoria.	Approx. \$55,315.00 (GST Excl.), over the full term of the lease.	To support the work of DVA.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>
<b>Lease active date</b>	<b>Lease end date</b>	<b>Location</b>	<b>Why lease not renewed?</b>	<b>Cost of lease (Rent only)</b>	<b>Why building necessary?</b>
1 July 2011	30 June 2014	43 Burelli Street, Wollongong, New South Wales.	Decreasing client numbers, minimal counter visits. Services now provided via DHS at Nowra, NSW.	Approx. \$154,886.86 (GST Excl.), over the full term of the lease.	To support the work of DVA.
1 January 2011	31 December 2014	110 George Street, Parramatta, New South Wales	Office will be replaced by the Greater Western Sydney VAN located in Parramatta, New South Wales.	Approx. \$243,346.91 (GST Excl.), over the full term of the lease.	To support the work of DVA.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 60**

**Outcome: All Program: All**

**Topic: Building Lease Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Greater Western Sydney Veterans' Access Network Office:

- a. 28 November 2014.
- b. 27 November 2015.
- c. Parramatta, Sydney, NSW.
- d. \$18,900 per annum.
- e. Yes.
- f. Continued support of the veteran community in the Parramatta region.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 61**

**Outcome: All Program: All**

**Topic: Building Lease Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

a. to b. The table below lists the occupancy rate for workpoints in buildings leased by the Department of Veterans' Affairs that are reportable in accordance with the Department of Finance guidelines (Australian Government properties within Australia that contain 500m<sup>2</sup> or more of office space). This data has been extracted from the October 2014 report to the Australian Government Property Data Collection, which is undertaken annually. The time and effort to accurately provide this information for properties that contain less than 500m<sup>2</sup> of office space would be too resource intensive.

<b>Building</b>	<b>Total No. Workpoints</b>	<b>Occupied Workpoints</b>	<b>Workpoint Occupancy Rate</b>	<b>Use where less than 100% occupancy</b>
ACT – Keltie Street, Woden (Levels 7 to 22)	969	797	82.2%	The Department is relocating into smaller premises in the Gnabra building by June 2016 at current lease end.
NSW – Elizabeth Street, Surry Hills	373	323	86.6%	Planning to consolidate vacant space over time.
QLD – Queen Street, Brisbane	470	394	83.8%	Small numbers of vacant work-points on each of the five floors.
SA – Grenfell Street, Adelaide	163	150	92.0%	Insignificant number of vacant work-points.
TAS – Liverpool Street, Hobart	80	71	88.7%	Insignificant number of vacant work-points.
VIC – La Trobe Street, Melbourne	341	286	83.9%	Planning to consolidate vacant space over time.
WA – St Georges Terrace, Perth	134	80	59.7%	Planning to consolidate vacant space over time.
NT – Winnellie Road, Winnellie	21	19	90.5%	Insignificant number of vacant work-points.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 62**

**Outcome: All Program: All**

**Topic: Government Advertising**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. a to c. The total cost for all advertising for the period 1 July 2014 until 30 September 2014 was \$183,067.43 (GST excl). The expenditure is provided for 1 July 2014 to 30 September 2014 as identifying costs from Budget Estimates in June would be too resource intensive. In each of the instances, the approving officer was the relevant Senior Executive Service (SES) officer.

<b>Purpose</b>	<b>Amount (GST excl)</b>	<b>Outlets paid</b>	<b>Advertising type</b>
Tender, public notices and recruitment advertising	\$31,690.18	Adcorp	non-campaign
Mental Health - to inform eligible people about the availability of DVA Mental Health Services via the At Ease website.	\$145,285.27	Universal McCann	campaign
Defence Service Home Insurance Scheme - to inform eligible people about the availability of insurance products.	\$6,091.98	Universal McCann	campaign
<b>TOTAL</b>	<b>\$183,067.43</b>		

\* Please note that figures presented are those that have been paid to Adcorp and/or Universal McCann within the specified period. Other funds may have been committed yet do not appear in this table as they have not been invoiced/acquitted.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

2. The Department will continue to conduct campaign and non-campaign advertising in accordance with the *Short-term Interim Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies* issued by the Department of Finance. This will include campaign advertising for the Defence Service Home Insurance Scheme. Non-campaign advertising will also be conducted for tender, public notices and recruitment as required.
  - a. The total expected costs for campaign and non-campaign advertising is unable to be determined at this stage.
  - b. Each item of expenditure and cost is unable to be determined at this stage.
  - c. The approving officer will be the relevant SES.
  - d. All non-campaign and campaign advertising will be arranged through Mitchell Adcorp Alliance (who have replaced Adcorp and Universal McCann as the Government's master media agency).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 63**

**Outcome: All Program: All**

**Topic: Workplace assessments**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. The total expenditure on ergonomic assessments for the period 1 June 2014 to 20 October 2014 was \$20,434.91.

- a. The cost of individual assessments varies from \$125 - \$700 depending on factors such as the complexity of the individual's health issues, expertise of the provider and any discount that may be negotiated if multiple assessments are conducted on the same day. In this period, approximately 55 assessments were conducted.
- b. Most assessments, such as those for new workers, require only simple rearrangement of the workstation and worker. Workstation assessments recommending provision of specific ergonomic equipment are generally only required to support a worker with an existing or new disability or medical condition, and support the provision of a safe workplace.
- c. The total expenditure on ergonomic equipment during the period was \$22,651.57. Providing a detailed breakdown of each individual item, its cost and for the period requested would involve significant time and effort and be too resource intensive.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 64**

**Outcome: All Program: All**

**Topic: Ministerial Website**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. No expenditure, outside business as usual, has been incurred on the Minister's website since Budget Estimates in June 2014.
  - a. N/A.
  - b. The Department of Veterans' Affairs Anzac Centenary and Communication Branch is responsible for uploading information to the Minister's website.
  - c. While staff do not regularly work outside regular hours to maintain the Minister's website, they may occasionally be required to work for short periods of time on significant commemorative anniversaries, such as Anzac Day, to upload a message or a media release from the Minister.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 65**

**Outcome: All Program: All**

**Topic: Existing Resources Program**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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'?
  - a. List each
  - b. List the staffing assigned to each task
  - c. What is the nominal total salary cost of the officers assigned to the project?
  - d. What resources or equipment has been assigned to the project?

**Answer**

1. All work of the Department of Veterans' Affairs is undertaken within existing resources, unless specific supplementation is provided in the budget context.
  - a. to d. Refer above.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 66**

**Outcome: All Program: All**

**Topic: Multiple tenders**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. List any tenders that were re-issued or issued multiple times:
  - a. Why were they re-issued or issued multiple times?
  - b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
  - c. Were those applicants asked to resubmit their tender proposal?

**Answer**

1. Nil.

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 67**

**Outcome: All Program: All**

**Topic: Staff Transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

How many people does your department employ?

**Answer**

The number of people (headcount) employed by the Department of Veterans' Affairs as at 30 September 2014 is 1967; this includes Veterans and Veterans Families Counselling Service counsellors.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 68**

**Outcome: All Program: All**

**Topic: Staff Transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. Please refer to the answer provided to Question on Notice 39 from Budget Estimates 3 June 2014.

2. Please refer to Tables 68.1, 68.2 and 68.3 below for staff currently employed in each state and territory, and their ages, gender and classification levels as at 30 September 2014.

**Table 68.1: Employees by age range and employment type at 30 September 2014**

	<b>Ongoing</b>	<b>Non-ongoing</b>	<b>Full Time Statutory Office Holders</b>	<b>Total</b>
Less than 20	4			<b>4</b>
20 - 30	151	11		<b>162</b>
30 - 40	352	11		<b>363</b>
40 - 50	528	10		<b>538</b>
50 - 60	636	7	4	<b>647</b>
Greater than 60	249	4		<b>253</b>
<b>Total</b>	<b>1920</b>	<b>43</b>	<b>4</b>	<b>1967</b>

**Table 68.2: Full-time and part-time employees by gender and location at 30 September 2014**

	<b>NSW</b>	<b>QLD</b>	<b>SA</b>	<b>NT</b>	<b>TAS</b>	<b>VIC</b>	<b>WA</b>	<b>ACT</b>	<b>Total</b>
Full-time male	121	130	65	7	19	116	41	246	<b>745</b>
Part-time male	5	1			3	8	3	10	<b>30</b>
Full-time female	150	215	75	7	36	130	55	326	<b>994</b>
Part-time female	32	42	11	1	10	30	12	60	<b>198</b>
<b>Total</b>	<b>308</b>	<b>388</b>	<b>151</b>	<b>15</b>	<b>68</b>	<b>284</b>	<b>111</b>	<b>642</b>	<b>1967</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Table 68.3: Total number of employees by actual classification and location at 30 September 2014**

	NSW	QLD	SA	NT	TAS	VIC	WA	ACT	Total
APS1	2	5				2	2	8	19
APS2	23	15	3	1	1	5	3	7	58
APS3	42	54	35	2	23	38	19	11	224
APS4	34	41	11	3	9	33	12	57	200
APS5	100	125	46	3	15	74	40	62	465
APS6	64	84	31	3	15	85	25	172	479
EL1	25	40	20	1	3	35	6	179	309
EL2	10	19	3	2	2	6	2	84	128
Graduate APS								15	15
Legal 1 (EL1)	2					3		7	12
Legal 2 (EL2)								3	3
Medical Officer (MO) 3		2							2
MO4		1							1
Public Affairs Officer (PAO) 1 (APS5)								2	2
PAO2 (APS6)								3	3
PAO3 (EL1)	1							5	6
Senior PAO (EL2)								2	2
Senior Executive Service (SES) 1	1		1			1	1	16	20
SES2	1	1				1		5	8
SES3								1	1
Advocate	2	1	1			1	1		6
Statutory*	1							3	4
<b>Total</b>	<b>308</b>	<b>388</b>	<b>151</b>	<b>15</b>	<b>68</b>	<b>284</b>	<b>111</b>	<b>642</b>	<b>1967</b>

\*Note: The Deputy President statutory office holder position is currently vacant and is awaiting finalisation of recruitment action.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 69**

**Outcome: All Program: All**

**Topic: Staff transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
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?
3. with co
4. How many of these people are employed in Canberra?

**Answer**

There have been no changes since the response was provided to Question on Notice 40, from June Budget Estimates 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 70**

**Outcome: All Program: All**

**Topic: Staff Transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
2. How many employees have been transferred out of Canberra since the 2013
3. How many of your employees have been transferred to Canberra since the 2013 federal election?
  - a. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
  - 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.
  - c. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
  - 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.
  - 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.
  - f. For every transferred employee please provide an explanation for their transfer?
  - g. For every transferred employee please provide any other cost incurred by the department because of that transfer?
  - h. Please provide all relevant dates.

**Answer**

1. The Department of Veterans' Affairs had a total of 638 staff located in Canberra as at 6 September 2013.
2. Two employees have transferred out of Canberra since the 2013 federal election.
3. One employee has transferred to Canberra since the 2013 federal election.
  3. a. The numbers of staff transfers are too small to provide age detail as this may allow identification.
  3. b. A transfer at level does not attract any change in salary. Therefore in all three cases, the salary before transfer and after transfer was the same.
  3. c. The employee who transferred to Canberra is male and the two employees who transferred out of Canberra are female.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

3. d. and e. The numbers of staff transfers are too small to provide section/position details as this may allow identification.
3. f. Staff requested transfers and these were granted.
3. g. No cost was incurred by the Department of Veterans' Affairs.
3. h. Dates of transfers were from 4 November 2013 to 9 June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 71**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many positions have been made redundant in your department since the 2013 federal election?
  - a. How many of these positions were ongoing?
  - b. How many of these positions were non-ongoing?
  - c. How many of these positions were situated in the Australian Capital Territory?

**Answer**

1. Twenty positions were made redundant from the 2013 federal election to 30 September 2014.
  - a. All.
  - b. Nil.
  - c. Five of these positions were situated in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 72**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. Three employees were redeployed from the 2013 federal election to 30 September 2014.
  - a. All.
  - b. Nil.
  - c. Two of these employees were situated in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 73**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Seventeen of these employees were offered voluntary redundancies from the 2013 federal election to 30 September 2014.
  - a. All.
  - b. Nil.
  - c. Three of these employees were situated in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 74**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Seventeen employees accepted a voluntary redundancy from the 2013 federal election to 30 September 2014.
  - a. All.
  - b. Nil.
  - c. Three employees were situated in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 75**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Seventeen employees were offered the choice between a voluntary redundancy and redeployment from the 2013 federal election to 30 September 2014.
  - a. All.
  - b. Nil.
  - c. Three employees were situated in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 76**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. Seventeen employees ranging from APS4 to EL2 staff accepted voluntary redundancies since the 2013 federal election to 30 September 2014. Redundancy payments for the 17 employees totalled \$999,526.81. Full details of the employees' ages, genders and position descriptions cannot be specified for privacy reasons.

2. Payments of leave in lieu at cessation for the 17 employees totalled \$636,673.23. This figure is included in response to part 1.

3. There were no additional costs incurred by the Department of Veterans' Affairs.

4. Due to privacy issues, reasons for the redundancies will not be provided.

5. The last days of employment were from December 2013 to August 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 77**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

- a. and d. Three employees were redeployed since the 2013 federal election to 30 September 2014. No other information is provided as it may divulge the identities of the three people.
- b. There were no additional costs incurred because of the redeployments.
- c. The employees were potentially excess.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 78**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. One employee was made redundant involuntarily since the 2013 federal election.
  - a. This employee was ongoing.
  - b. Nil.
  - c. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 79**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. One employee was offered voluntary redundancy or redeployment prior to being made redundant involuntarily from the 2013 federal election to 30 September 2014.
  - a. This employee was ongoing.
  - b. Nil.
  - c. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 80**

**Outcome: All Program: All**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. One employee took an involuntary redundancy since the 2013 federal election to 30 September 2014. No other information is provided as it may divulge the identity of this person.
2. The employee was paid out accrued annual leave of 73.4 hours and long service leave of 0.9 months.
3. There were no additional costs incurred because of this involuntary redundancy.
4. The position was made redundant.
5. The last day employed was 12 February 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 81**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. As at 30 September 2014, there were 43 employees on non-ongoing contracts.
2. Nil. The Department of Veterans' Affairs does not use ongoing contracts.
3. In the period from the 2013 federal election until 30 September 2014, there were 151 extensions of non-ongoing contracts which related to 80 employees.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 82**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
2. How many of these extensions were approved by the Public Service Commission?
  - 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.

**Answer**

1. Nil. Under the Australian Public Service Commission interim recruitment arrangements, the Secretary approves non-ongoing contract extensions.
2. and a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 83**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. Nil.
- a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 84**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. In the period from the federal election to 30 September 2014, 151 non-ongoing contracts have been extended.
  - a. There have been no unapproved extensions. All extensions have been approved by the Secretary in line with the Australian Public Service Commission interim recruitment arrangements.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 85**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. In the period from the 2013 federal election to 30 September 2014, 112 non-ongoing contracts expired without extension.
  - a. In addition to privacy restrictions, the information sought is not readily available and would be too resource intensive to provide a complete response.



**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 86**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

In the period from the 2013 federal election to 30 September 2014, 59 new employees were engaged on non-ongoing contracts.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 87**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. Nil. Under the Australian Public Service Commission Interim Recruitment arrangement, the Secretary approves non-ongoing engagements.
2. and a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 88**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. Nil.

a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 89**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. In the period since the 2013 federal election to 30 September 2014, 59 non-ongoing employees have been engaged. Under the Australian Public Service Commission interim recruitment arrangements, the Secretary approves non-ongoing engagements.
  - a. In addition to privacy restrictions, the information sought is not readily available and would be too resource intensive to provide a complete response.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 90**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

Nil. Refer to the answer provided to Question on Notice 81 part 2.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 91**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
2. How many of these new ongoing engagements were approved by the Public Service Commission?
  - 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.

**Answer**

1. The Department of Veterans' Affairs (DVA) has sought approval from the Australian Public Service Commission to advertise or to access current 'Orders of Merit' for up to 42 positions. They are:

- 1 x APS6 Contemporary Client Contact (order of merit);
- 1 x EL1 Repatriation and Medical Authority (advertise);
- 1 x EL2 Veterans and Veterans Families Counselling Service (VVCS) (advertise);
- 17 x APS6 VVCS (advertise); and
- Up to 22 entry level positions, including cadets, graduates and ICT apprentices (advertise).

**Note:** In addition to the above, two Indigenous graduates have also been offered positions, as part of DVA's 2015 graduate intake; however, these are exempt from the Australian Public Service interim recruitment arrangements.

2. Up to 42 positions were approved for advertising, noting that DVA only offered 19 entry level positions for 2015, comprising 18 graduates (including two Indigenous) and one ICT apprentice.

a. The information sought is not readily available. To provide a response would involve considerable time and effort and would be too resource intensive.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 92**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. Nil.

a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 93**

**Outcome: All Program: All**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. Nil.

a. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 94**

**Outcome: All Program: All**  
**Topic: Departmental Upgrades**  
(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
  - a. If so, list these
  - b. If so, list the total cost for these changes
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, who conducted the works?
  - e. If so, list the process for identifying who would conduct these works
  - f. If so, when are the works expected to be completed?

**Answer**

Since Budget Estimates in June 2014, the Department of Veterans' Affairs (DVA) has made changes to the following offices:

**Veterans Access' Network (VAN) and Veterans and Veterans Families Counselling Service (VVCS), Broadbeach**

- a. Fitout of new Broadbeach offices – VAN and VVCS (relocated from Southport).
- b. The total cost was estimated at \$1.05m.
- c. The below table refers:

Description	Cost
Fitout	\$908,993.55
Security system	\$22,037.34
Voice/ICT	\$58,159.31
Other	\$60,809.80
<b>Total</b>	<b>\$1,050,000.00</b>

- d. Quadric carried out the fitout works, Chubb Security carried out the security works and the Department of Human Services carried out the ICT/voice works.
- e. External Project Manager managed a tender on behalf of DVA. Five responses were received and an assessment based on value for money was carried out. An interview was conducted with the preferred supplier (Quadric). Quadric demonstrated best value for money and had a good track record of completing high quality projects within short timeframes.
- f. The office opened on 1 September 2014 and some minor defects are still being rectified. Works should be completed by 30 November 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Sydney Office**

a. Remodel front counter; build freedom of information viewing room on Level 1; sound proofing work on the Level 4 Video Conference room.

b. \$120,234.24 (GST inclusive).

c. The below table refers:

<b>Description</b>	<b>Cost</b>
Site establishment	\$12,662.76
Building works	\$91,196.60
Consultants	\$16,128.90
State Government Levy	\$245.98
<b>Total</b>	<b>\$120,234.24</b>

d. Working Environments.

e. Limited tender - companies who have demonstrated value for money in the past were invited to tender. Three responses were received and evaluated with Working Environments demonstrating best value for money.

f. August 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 95**

**Outcome: All Program: DVA General**

**Topic: Wine Coolers / Fridges**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?
  - a. If so, list these
  - b. If so, list the total cost for these items
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, where were these purchased
  - e. If so, list the process for identifying how they would be purchased
  - f. If so, what is the current location for these items?
  - g. If so, what is the current stocking level for each of these items?

**Answer**

1.a to g. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 96**

**Outcome: All Program: All**

**Topic: Office Plants**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any office plants?

a. If so, list these

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

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

d. If so, where were these purchased

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

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

**Answer**

1. Yes, DVA has existing plant hire arrangements.

a, b, c and f. The below table refers, for the period from 1 July 2014 to 30 September 2014:

<b>a and f</b>	<b>b and c</b>
ACT - 6-8 Champion Street, Deakin	\$400.56
ACT - Lovett Tower, 13 Keltie Street Woden	\$6,136.50
ACT - 30 Corinna Street, Woden	\$197.24
NSW - Suite 6 and 8, Conway Court, 17 Conway Street, Lismore	\$384.93
NSW - Suite 1 and 2 Ground Floor 6 Auckland Street, Newcastle	\$839.95
NSW - Suite 1 and 2 88 Phillip Street, Parramatta	\$583.91
NT - Unit 1 Winnellie Central, 14 Winnellie Road, Winnellie	\$498.29
QLD - Suite G2/340 Ross River Road Aitkenvale	\$261.06
QLD - 5 Astor Terrace, Spring Hill	\$749.20
QLD - 99 Russell Street, Toowoomba	\$156.60
QLD - Level 5, 12 Short Street, Southport	\$423.87
QLD - Shop 2/129 Horton Parade Maroochydore	\$380.02
QLD - Level 1, 520 Flinders Street, Townsville	\$242.81
QLD - Levels 4-8, 259 Queen Street, Brisbane	\$1,419.86
QLD - 996 Wynnum Road Cannon Hill	\$206.70
SA - 199 Grenfell Street, Adelaide Levels G to 2	\$335.91
SA - Ground Floor, 99 Frome Street, Adelaide	\$611.77
TAS - Barrack Place 254-256 Liverpool St Hobart	\$219.09
VIC - 620 to 622 Lorimer Street, Port Melbourne	\$87.02
VIC - Levels 11-13, 300 La Trobe Street, Melbourne	\$904.07
VIC - Level 4 / 440 Elizabeth Street, Melbourne	\$116.84
VIC - Shop 6 54-58 Wells Street, Frankston	\$140.00
WA - 7 Kintail Road, Applecross	\$598.92

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

WA - 140 St Georges Terrace, Perth	\$480.74
<b>Total</b>	<b>\$16,375.86</b>

d. and e. The time and effort to accurately provide this information would be too resource intensive.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 97**

**Outcome: All Program: All**

**Topic: Office Recreation Facilities**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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)?
  - a. If so, list these
  - b. If so, list the total cost for these items
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, where were these purchased
  - e. If so, list the process for identifying how they would be purchased
  - f. If so, what is the current location for these items?
  - g. If so, what is the current usage for each of these items?

**Answer**

1.a to g. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 98**

**Outcome: All Program: All**

**Topic: Vending Machines**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
  - a. If so, list these
  - b. If so, list the total cost for these items
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, where were these purchased
  - e. If so, list the process for identifying how they would be purchased
  - f. If so, what is the current location for these items?
  - g. If so, what is the current usage for each of these items?

**Answer**

1.a to g. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 99**

**Outcome: All Program: All**

**Topic: Legal Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. List all legal costs incurred by the department or agency
  - 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
  - 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)
  - c. How was each piece of advice procured? Detail the method of identifying legal advice

**Answer**

- 1a. The total figures for legal services expenditure are provided, noting that Legal Services expenditure is collected on a quarterly basis and the figures below are for the period 1 July 2014 to 30 September 2014:
  - internal legal services - \$0.7 million; and
  - external legal services - \$1.6 million.
- b. DVA spent \$0.3 million on legal services from other sources (barristers, specialists reports and disbursements). All Counsel were engaged by DVA.

The ratio of male to female counsel per briefing was 11:09.

- c. External legal services are procured under the Legal Services Multi-Use List, using the three panels of firms established to provide external legal services to DVA.

Where counsel are engaged directly by DVA, or through an external legal services provider, they are engaged in accordance with Appendix D of the *Legal Services Directions 2005*.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 100**

**Outcome: All Program: All**

**Topic: Lobbyist Register Meetings**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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

**Answer**

1. Nil.

a. N/A.

2. The Department of Veterans' Affairs does not maintain records of meetings for the Minister for Veterans' Affairs.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 101**

**Outcome: All Program: All**

**Topic: Provision of equipment - departmental**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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:
  - a. What has been 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.

**Answer**

1. Yes. The following electronic equipment has been provided to departmental staff since Budget Estimates in June 2014:

<b>a. Item</b>	<b>b. Purchase cost</b>	<b>c. Ongoing cost</b>	<b>d. Accessories</b>	<b>e. Staff classification</b>
1 x mobile phone	\$149	\$5.99 per month, plus usage	Nil	issued to Client Contact & Support EL2 (replacement device)
1 x mobile phone	\$149	\$5.99 per month, plus usage	Nil	issued to ICTSB Infrastructure Projects staff EL1 (new device)
2 x mobile phones	\$298 (\$149 each)	\$5.99 per month, plus usage	Nil	issued to Transport Contracts Team APS6 (new device) EL2 (replacement device)
1 x mobile phone	\$149	\$5.99 per month, plus usage	Nil	issued to Assistant Secretary Determination Support SES1 (replacement device)
1 x mobile phone	\$149	\$5.99 per month, plus usage	Nil	issued to Working Environment & Consulting Team EL1 (replacement device)
1 x mobile phone	\$149	\$5.99 per month, plus usage	Nil	issued to Information & Records Management APS5 (replacement device)
1 x mobile phone	\$149	\$5.99 per month, plus usage	Nil	issued to Private Hospitals & Contracting EL2 (replacement device)

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 102**

**Outcome: All Program: All**

**Topic: Ministerial staff turnover**

(Written Question on Notice)

**Senator LUDWIG asked:**

List the current staffing allocation for each Minister and Parliamentary Secretary

- a. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification
- b. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification
- c. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification
- 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

**Answer**

- a. to d. The Department of Veterans' Affairs does not have information on Ministerial staff turnover.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 103**

**Outcome: All Program: All**

**Topic: Unallocated equipment**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

**Answer**

1. The following electrical equipment is currently in storage or unallocated to staff:
  - 26 x mobile phones – replacement spares (Cost = \$14,976).
  - 4 x iPads – replacement spares (Cost = \$3,100).
2. There are no storage costs associated with unallocated electrical equipment as it is all stored at Department of Veterans' Affairs offices.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 104**

**Outcome: All Program: All**

**Topic: Communications Staff**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
- How many ongoing staff, the classification, the type of work they undertake and their location.
  - How many non-ongoing staff, their classification, type of work they undertake and their location
  - How many contractors, their classification, type of work they undertake and their location
  - How many are graphic designers?
  - How many are media managers?
  - How many organise events?

**Answer**

The following details are provided for all public relations, communications and media staff in the Department of Veterans' Affairs as at 30 September 2014:

a.

(i)

<b>Ongoing Staff by Classification</b>	
Public Affairs Officer Grade 1	2
Public Affairs Officer Grade 2	3
Public Affairs Officer Grade 3	6
Senior Public Affairs Officer	2
<b>TOTAL ongoing Public Affairs Officers</b>	<b>13</b>

- (ii) Public Affairs Officers provide wide-ranging public affairs support to the Minister and the Department. This includes issues management and media liaison, developing and implementing strategic communication initiatives, pursuing proactive publicity opportunities, website design and maintenance and the production of publications.

(iii)

<b>Ongoing Staff by Location</b>	
Canberra	12
Sydney	1
<b>TOTAL ongoing Public Affairs Officers</b>	<b>13</b>

b. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

- c. There are three contracted staff members who are Public Affairs Officer Grade 3 located in Canberra. See (a) (ii) above for the work undertaken by Public Affairs Officers.
- d. Three Public Affairs Officers perform the role of a graphic designer.
- e. Nil.
- f. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 105**

**Outcome: All Program: All**

**Topic: Red Tape Reduction**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?
  - a. What is the progress of that red tape reduction target
  - b. How many officers have been placed in those units and at what level?
  - c. How have they been recruited?
  - d. What process was used for their appointment?
  - e. What is the total cost of this unit?
  - f. What is the estimated total salary cost of the officers assigned to the unit.
  - g. Do members of the unit have access to cabinet documents?
  - 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.
  - i. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

**Answer**

1. There have been no changes since the answer was provided to Question on Notice 264 (1) from Budget Estimates 2013-14, 3 June 2014.
  - a. The Department of Veterans' Affairs (DVA) has reported a saving of \$2.6 million in compliance costs.
  - b. There have been no changes since the answer was provided to Question on Notice 264 (b) from Budget Estimates 2013-14, 3 June 2014.
  - c. Please refer to the answer provided to Question on Notice 264 (c) from Budget Estimates 2013-14, 3 June 2014.

There have been two staffing movement since the answer was provided to Question on Notice 264 (c) from Budget Estimates 3 June 2014. The existing EL2 officer moved to another role within the Department and was replaced through an internal Expression of Interest process by another EL2 officer. The existing APS6 officer was replaced through an internal Expression of Interest process by another APS6 officer.

- d. There have been no changes since the answer was provided to Question on Notice 264 (d) from Budget Estimates 2013-14, 3 June 2014.
  - e. There have been no changes since the answer was provided to Question on Notice 264 (e) from Budget Estimates 2013-14, 3 June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

- f. There have been no changes since the answer was provided to Question on Notice 264 (f) from Budget Estimates 2013-14, 3 June 2014.
- g. There have been no changes since the answer was provided to Question on Notice 264 (g) from Budget Estimates 2013-14, 3 June 2014.
- h. There has been two changes since the answer was provided to Question on Notice 264 (h) from Budget Estimates 2013-14, 3 June 2014:
  - i. EL2 – Highly Protected (now equivalent to Baseline Vetting) granted 27/08/2009; and
  - ii. APS6 – Confidential (now equivalent to Baseline Vetting) granted 3/09/2008
- i. There have been no changes since the answer was provided to Question on Notice 264 (i) from Budget Estimates 2013-14, 3 June 2014.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 106**

**Outcome: All Program: All**

**Topic: Land Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
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)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
  - a. What is the current occupancy level and occupant of the items identified in (3)?
  - b. What is the value of the items identified in (3)?
  - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
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).
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?

**Answer**

1 and 2.

Table 1 – Listing of Land Holdings

<b>Holding</b>	<b>Size</b>	<b>Location</b>	<b>Valuation (\$m)</b>
Greenslopes - Lots 123, 124 and 125 of Registered Plan 46047	1932 square metres	Greenslopes, Queensland	1.352
Splay corners – see table 2 below	Small parcels	Various - see table 2 below	Nil

The Repatriation Commission is the legal titleholder of the Greenslopes land, Queensland.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

The Australian Housing Commission, Defence Service Homes Corporation, Director of Defence Service Homes, Director of War Service Homes, and the War Service Homes Commissioner were responsible for the development and disposal of land under War Service Homes projects from 1918 to 1977. These entities own approximately 175 small parcels of land described as splay corners, roads, reserves and footpaths. These will be referred to collectively as 'splay corners'.

Table 2 – Listing of known Land Holdings – Splay Corners

<b>Title holder</b>	<b>NSW</b>	<b>QLD</b>	<b>TAS</b>	<b>VIC</b>	<b>WA</b>	<b>TOTAL</b>
Australian Housing Corporation			5	3		8
Defence Service Homes Corporation	16		20	27		63
Director of Defence Service Homes				4		4
Director of War Service Homes	19	5	2	49	2	77
War Service Homes Commissioner	4			12	7	23
<b>TOTAL</b>	<b>39</b>	<b>5</b>	<b>27</b>	<b>95</b>	<b>9</b>	<b>175</b>

3.

Table 3 – List of Current Assets on Land Holdings

<b>Holding</b>	<b>Current Assets</b>	<b>a. Occupancy Level and Occupant</b>	<b>b. Value (\$m)</b>	<b>c. Contractual Arrangements in Place</b>
Greenslopes - Lots 123, 124 and 125 of Registered Plan 46047	Nil. Buildings constructed and owned by Australian Red Cross, as lessee, in mid 1940s. Value of existing building \$0 (AVO).	Nil, Australian Red Cross	Nil	Nil
Splay corners – various locations	Nil	Nil	Nil	Nil

4. The Department of Veterans' Affairs does not own any buildings. Please refer to Question on Notice 58 for leasing details.

5. N/A.

6. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 107**

**Outcome: All Program: All**  
**Topic: Ministerial staff code**  
(Written Question on Notice)

**Senator LUDWIG:**

Since Budget Estimates in June, 2014:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
  - a. If so, list the breaches identified, broken by staffing classification level
  - b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  - c. If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?
  - a. If not, how many staff don't comply, broken down by classification level?
  - b. How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment?
  - a. If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?
  - a. If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
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.

**Answer**

1. to 7. The Department of Veterans' Affairs does not have information about the Statement of Standards for Ministerial staff.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 108**

**Outcome: All Program: All**

**Topic: Boards (for Departments or agencies with boards)**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

- a. how often has each board met, break down by board name;
- b. what travel expenses have been incurred;
- c. what has been the average attendance at board meetings;
- d. List each member's attendance at meetings;
- e. how does the board deal with conflict of interest;
- f. what conflicts of interest have been registered;
- g. what remuneration has been provided to board members;
- h. how does the board dismiss board members who do not meet attendance standards?
- i. Have any requests been made to ministers to dismiss board members?
- j. Please list board members who have attended less than 51% of meetings
- k. what have been the catering costs for the board meetings held during this period? Please break down the cost list.

**Answer**

Please refer to the attached spreadsheet for the responses. The responses relate to the period from June 2014 Budget Estimates to 30 September 2014.

QoN 108

Board	a. How often has the board met since 3 June 2014 to 30 September 2014?	b. What travel expenses have been incurred?	c. What has been the average attendance at board meetings?	d. List each member's attendance at meetings	e. How does the board deal with conflict of interest?	f. What conflicts of interest have been registered?	g. What remuneration has been provided to board members?	h. How does the board dismiss board members who do not meet attendance standards?	i. Have any requests been made to ministers to dismiss board members?	j. Please list board members who have attended less than 51% of meetings	k. What have been the catering costs for the board meetings? Please break down the cost list.
<b>Anzac Centenary Public Fund Board</b>	One meeting on 9 July 2014	See Remuneration Tribunal Determination 2013/16 - <a href="http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf">http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf</a> refer to Part 3 - Travel Expenses on page 4	80%	Mr Gary Humphries, Chair The Hon Con Sciacca AO, Deputy Chair Professor Jane Halton PSM, Secretary, Department of Finance Mr Simon Lewis PSM, Secretary, Department of Veterans' Affairs.	Terms and conditions signed by Board members contain standard clauses in relation to avoidance of conflicts of interest.	Nil	See Remuneration Tribunal Determination 2013/11 - <a href="http://remtribunal.gov.au/_data/assets/pdf_file/0006/24495/2013-11-Determination.pdf">http://remtribunal.gov.au/_data/assets/pdf_file/0006/24495/2013-11-Determination.pdf</a> refer to Part 2 - Fees on page 2	This issue has not arisen however, such issues would be raised with the Minister following legal advice.	No	Air Chief Marshal Angus Houston AC AFC (Ret'd) was not available to attend the first Anzac Centenary Public Fund Board meeting on 9 July 2014.	Day One - \$65 (GST incl).
<b>Military Rehabilitation and Compensation Commission</b>	Three meetings	See Remuneration Tribunal Determination 2013/16 - <a href="http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf">http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf</a> refer to Part 3 - Travel Expenses on page 4	88%	<u>3 July and 7 August 2014 meetings:</u> Mr Simon Lewis PSM (Chair) Ms Jennifer Collins (Acting Deputy President) Major General Mark Kelly AO DSC (Member) Rear Admiral Robyn Walker AM RAN (Member) Air Vice-Marshal Anthony Needham AM (Member) Ms Kylie Emery (Member)  <u>4 September 2014 meeting:</u> Mr Simon Lewis PSM (Chair) Ms Jennifer Collins (Acting Deputy President) Major General Mark Kelly AO DSC (Member) Rear Admiral Robyn Walker AM RAN (Member)	See <i>Military Rehabilitation and Compensation Act 2004</i> refer to Chapter 9, The Military Rehabilitation and Compensation Commission - Part 6, Meetings and resolutions - Section 379, Commission member to disclose any interest in claims etc.	Nil	See Remuneration Tribunal Determination 2014/03 - <a href="http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf">http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf</a> refer to page 14	See <i>Military Rehabilitation and Compensation Act 2004</i> refer to Chapter 9, The Military Rehabilitation and Compensation Commission - Part 5, Membership - Section 372, Termination of appointment of appointed Commission members	No	Nil	Not applicable
<b>Prime Ministerial Advisory Council on Veterans' Mental Health (PMAC)</b>	One meeting held on 24 and 25 July 2014	\$7390.90 inc GST for ten members to attend. The total figure includes: surface and air travel, travel allowances, accommodation, in accordance with DVA travel and accommodation policy and frameworks and catering.	90%	Dr Graeme Killer was absent from one meeting.	Declarations of interest are completed annually. The PMAC Chair seeks advice from each member at the commencement of each meeting as to whether the agenda necessitates any additional declaration or discussion	Nil	See Remuneration Tribunal Determination 2014/08 - <a href="http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-08-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-08-PTOH-Determination-for-1.7.2014.pdf">http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-08-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-08-PTOH-Determination-for-1.7.2014.pdf</a> refer to page 13	This issue has not arisen however, such issues would be raised with the Minister following legal advice.	No	Nil	Day One - \$587.00 total Day Two - \$587.00 total Total - \$1174.00 inc GST

**QoN 108**

<b>Repatriation Commission</b>	Four meetings (see QoN 108d for dates)	See Remuneration Tribunal Determination 2013/16 - <a href="http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf">http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf</a> refer to Part 3 - Travel Expenses on page 4	100%	<u>3 July, 15 July and 7 August 2014 meetings:</u> Mr Simon Lewis PSM (President) Ms Jennifer Collins (Acting Deputy President) Major General Mark Kelly AO DSC (Commissioner)  <u>4 September 2014 meeting:</u> Mr Simon Lewis PSM (President) Mr John Geary (Acting Deputy President) Major General Mark Kelly AO DSC (Commissioner)	See <i>Veterans' Entitlements Act 1986</i> (VEA) - Volume 3 - Part XI, The Repatriation Commission - Division 2, Constitution and Meetings of Commission - Section 165, Disclosure of interests / Section 189, Commissioner to disclose any interest in claims for pensions etc. / Section 190, Commissioner to disclose other interests	Nil	See Remuneration Tribunal 2013/09 - <a href="http://remtribunal.gov.au/media/documents/2013/determinations/2013-09*-determination-principal-executive-office-classification-structure-and-terms-and-conditions/2013-09-Determination.1.7.2013.pdf">http://remtribunal.gov.au/media/documents/2013/determinations/2013-09*-determination-principal-executive-office-classification-structure-and-terms-and-conditions/2013-09-Determination.1.7.2013.pdf</a> refer to page 7	See VEA - Volume 3 - Part XI, The Repatriation Commission - Division 2, Constitution and meetings of Commission - Section 188, Termination of appointment	No	Nil	Not applicable
<b>Repatriation Medical Authority (RMA)</b>	Two meetings held on 3 and 4 June 2014 and 5 and 6 August 2014	\$13,217 - airfares, taxi charges & Travel Allowance in accordance with relevant Remuneration Tribunal Determination 2013-16	100%	All members attended each meeting	Declarations of interest are completed annually. The RMA Chairperson seeks advice from each member at the commencement of each meeting as to whether the agenda necessitates any additional declaration or discussion.	Nil	See Remuneration Tribunal Determination 2014/03 - <a href="http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf">http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf</a> - refer to page 11	Not applicable	No	Nil	\$300.00 for the two 2-day meetings
<b>Specialist Medical Review Council (SMRC)</b>	The SMRC is not a single board but separate review councils convened for specific reviews. There have been no review council meetings in the period.	Not applicable	Not applicable	Not applicable	The SMRC asks all members to complete a conflict of interest statement when they are appointed.	Nil	See Remuneration Tribunal Determination 2014/03 - <a href="http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf">http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf</a> - refer to page 11	This issue has not arisen however, such issues would be raised with the Minister following legal advice.	No	Not applicable	Not applicable

<b>Veterans and Veterans Families Counselling Service - National Advisory Committee (VVCS NAC)</b>	One meeting held on 10 and 11 July 2014	See Remuneration Tribunal Determination 2014/08 - <a href="http://remtribunal.gov.au/media/documents/2015/2014-determinations/2014-08-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-08-PTOH-Determination-for-1.7.2014.pdf">http://remtribunal.gov.au/media/documents/2015/2014-determinations/2014-08-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-08-PTOH-Determination-for-1.7.2014.pdf</a>	71%	Dr Tony Austin AM, Chair Mrs Mel Pyrah (Member) Prof Malcolm Battersby (Member) Dr David Cockram (Member) Ms Leanne Galayini (Member) Dr Mike Seah (Member) Mr Paul Copeland OAM JP (Member) Ms Heike Brown CSM (Member) MAJGEN Mark Kelly AO DSC (ex-officio) WO Martin Holzberger Warrant Officer of the Navy (ex-officio) Ms Josephine Bryant (ex-officio) Dr Andrea Phelps (ex-officio) Mr Wayne Penniall (ex-officio)	Potential conflicts of interest are declared at the start of each meeting. If the Chair considers that the matter is a conflict of interest, the member concerned would take leave from the meeting while the matter was discussed.	Nil	See Remuneration Tribunal Determination 2014/08 - <a href="http://remtribunal.gov.au/media/documents/2015/2014-determinations/2014-08-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-08-PTOH-Determination-for-1.7.2014.pdf">http://remtribunal.gov.au/media/documents/2015/2014-determinations/2014-08-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-08-PTOH-Determination-for-1.7.2014.pdf</a>	This issue has not arisen however, such issues would be raised with the Minister following legal advice.	No	No member appointed by the Minister has attended less than 51% of the meetings in this period. Three ex-officio members were not present for one meeting in the period but sent a representative.	Catering costs for the two day meeting were \$870.00. This included catering for the Board's consultation meetings with VVCS clients, providers and ESO stakeholders held on day 1 and refreshments for the 14 NAC members attending the Committee's business meeting on day 2.
<b>Veterans' Review Board (Board)</b>	The Board does not hold "meetings" as such, but rather hearings of applications for review. The Board has heard 834 applications in this period.	See Remuneration Tribunal Determination 2013/16 - <a href="http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf">http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf</a> refer to Part 3 - Travel	See answer to QoN 108a.	Not applicable	See <a href="http://vrb-mirror/pubs/bias.pdf">http://vrb-mirror/pubs/bias.pdf</a> . This guides applicants and members when dealing with a conflict of interest issue. In addition, members must comply with the Standards of Conduct for Tribunal Members. Further, Section 165 of the VEA also deals with "disclosure of interests" by VRB members.	Nil	See Remuneration Tribunal Determination 2014/03 - <a href="http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf">http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf</a> refer to page 13	The Board has in place a member competency framework and members are assessed against the framework, twice yearly. In addition, section 164 of the VEA sets out how a member can be removed from office. This requires action by the Governor-General or Minister.	No	Not applicable	Not applicable
<b>Veterans' Children Education Board</b>	NSW - 1, Qld - 1, Victoria - 1, SA - 2, WA - 0, TAS - 1	<b>QLD</b> - 4 cabcharges (approx \$250 in total) <b>Victoria</b> - 5 local parking vouchers <b>SA</b> - each attendee is paid a parking allowance of \$30 <b>TAS</b> parking voucher is provided to one member <b>NSW</b> - 2 reimbursement of driving and parking costs (approx \$222 in total)	QLD - 4, Victoria - 6, NSW - 8, TAS - 5, SA - 6	<b>QLD</b> - Dr John Roulston, Phillip Lilliebridge, Alan Reece, Alison Armstrong <b>Victoria</b> - Dr Robert Webster, Geoff Brewer, Ann O'Kane, John Vincent, Prof Erica Frydenberg <b>TAS</b> Di Smith, Lyn Johnston, Sandy Verrier, Byron Nicol, Susan Diprose <b>SA/NT</b> Jim Davies, Graeme Gatley, Betty Fox, Fran Conway, Lindsay Strong, Denise Wilkowski <b>NSW</b> - George Moscos, Les Vincent, Lesley Minner, Marie Larkings, Maurice Green, Meg Green, Nick Heyler, Tony McArthur	Members disclose any conflict of interest prior to agenda items being discussed.	A Victorian member registered his conflict of interest when a client that was a near neighbour had requested special financial assistance.	Nil	Chairperson and education board secretary would share their concerns with each other. If there are no medical reasons for a member not meeting attendance expectations, and if a "termination of appointment" is agreed upon, their joint recommendation would be forwarded to the Repatriation Commission for consideration.	No	Nil	QLD \$52, Victoria \$63, NSW \$30, TAS \$30 No catering provided in SA/WA.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 109**

**Outcome: All Program: All**

**Topic: Shared resources following MOG changes**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
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?

**Answer**

1. No.
2. Nil.
3. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 110**

**Outcome: All Program: All**

**Topic: Departmental Rebranding**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:
  - a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
    - i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
    - b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
      - i. Signage.
      - ii. Stationery (please include details of existing stationery and how it was disposed of).
      - iii. Logos
      - iv. Consultancy
      - v. Any relevant IT changes.
      - vi. Office reconfiguration.
    - c. How was the decision reached to rename and/or rebrand the department?
      - i. Who was involved in reaching this decision?
      - ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

**Answer**

1. No

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 111**

**Outcome: All Program: All**

**Topic: Contracts under \$10,000**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

**Answer**

It is not a requirement under the Commonwealth Procurement Rules to record contracts valued at less than \$10,000 on the Department of Veterans' Affairs contract register. It would be an unreasonable diversion of resources to provide a list of each contract and the value of that contract.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 112**

**Outcome: All Program: All**

**Topic: Freedom of Information Consultations with other Departments, Agencies and the Minister**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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?

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

- a. The Department or Agency which was consulted;
- b. The document;
- c. The purpose of the consultation;
- 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;
- 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

**Answer**

1. Refer to response to Question on Notice 256 from June 2014 Budget Estimates. Since that response was tabled, the Department has consulted with one other agency for a purpose other than discussing a section 16 transfer.

a. to e.:

Agency	Australian War Memorial
Document	Question Time Brief concerning funding to Travelling Exhibition
Purpose	To manage 'requests where an FOI applicant has requested access to the same or similar documents from several agencies', in accordance with the FOI Guidelines at 3.70.
Applicant extension	N/A
OAIC extension	N/A

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 113**

**Outcome: All Program: All**

**Topic: FOI Consultations with other Departments, Agencies and the Minister**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

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

- a. The requests with respect to which the Minister or Ministerial office was consulted;
- b. The Minister or Ministerial office which was consulted;
- c. The purpose of the consultation;
- 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;
- 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
- f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

**Answer**

1. a to f: The Department of Veterans' Affairs examines each Freedom of Information (FOI) request received and determines, on a case-by-case basis, the need to brief the Minister on the outcome of its FOI decision. It is an adhoc arrangement which depends on the nature and sensitivity of the material being requested.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 114**

**Outcome: All Program: All**

**Topic: Freedom of Information Staffing Resources**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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

**Answer**

1. Staffing resources assigned to Freedom of Information (FOI) requests are listed by APS level in the below tables. The proportion of time spent on FOI requests by each staff member is estimated by FTE, where 1 unit indicates 1 FTE assigned to FOI requests.

<b>Information Law, Canberra</b>	
<b>EL2</b>	.30
<b>EL1</b>	.75
<b>APS5</b>	.75
<b>APS4</b>	.20
<b>Total</b>	2 FTE

<b>Veterans' Access Network Management &amp; Community Support, Sydney</b>	
<b>EL2</b>	.05
<b>EL1</b>	.15
<b>APS6</b>	.20
<b>APS5</b>	2
<b>APS4</b>	3.8
<b>APS3</b>	2
<b>APS2</b>	1
<b>Total</b>	9.2 FTE

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 115**

**Outcome: All Program: All**

**Topic: FOI Disclosure Log**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- a. Maintain a webpage allowing download of documents released under section 11A (direct download)?
- b. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
- c. Facilitate to those documents in a different manner (if so, specify).

**Answer**

In accordance with its obligations under section 11C of the *Freedom of Information Act 1982*, the Department of Veterans' Affairs maintains a Disclosure Log webpage, which provides the contact details for individuals to request the provision of documents published on the Disclosure Log.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 116**

**Outcome: All Program: All**

**Topic: FOI Disclosure Log**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- 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;
- b. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
- c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
- d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
- e. What was the approximate cost for salaries for the FTE staff allocated to this task?

**Answer**

The Department of Veterans' Affairs continues to meet its obligations under section 11C of the *Freedom of Information Act 1982* through provision of documents on request by individuals. The Department has not moved from this system.

- a. to e. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 117**

**Outcome: All Program: All**

**Topic: FOI Disclosure Log**

(Written Question on Notice)

**Senator LUDWIG asked:**

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)?

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

- a. On how many occasions charges have been imposed;
- b. The amount charged for each document
- c. The total amount charged;
- d. What is the highest charge that has been imposed.

**Answer**

Since 18 September 2013, the Department of Veterans' Affairs has not imposed any charges for access to a document under section 11C(4) of the FOI Act.

- a. to d. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 118**

**Outcome: All: Program: All**

**Topic: With respect to FOI requests**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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

Of those, how many were:

- a. Released in full
- b. Released in part
- c. Refused access on the grounds that release of the document would be contrary to the public interest
- d. Other (please specify)

**Answer**

1. 152.

a. 0.

b. 94.

c. 58.

d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 119**

**Outcome: All Program: All**

**Topic: Prequalified, Multi-use list tenders**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

**Answer**

1. No.
2. The Department of Veterans' Affairs subscribes to the Department of Human Services (DHS) owned Printing and Production Services multi-use list. Refer to DHS for details.
3. to 7. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 120**

**Outcome: All Program: All**

**Topic: Senate estimates briefing**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?
2. How many officer hours were spent on preparing that information?
  - a. Please break down the hours by officer APS classification
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?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  - a. If so, when did this occur?
  - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  - c. When were the changes made?
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.

**Answer**

1. The Department of Veterans' Affairs develops a departmental briefing pack, a copy of which is provided to the Minister. All business areas of the Department contribute to its development.
2. It would be too resource intensive to respond to this question and to 2.a.
3. The briefings were discussed with the Minister's Office prior to Senate Estimates.
4. Yes. It would be too resource intensive to provide responses to a. b. and c.
5. Information on briefings provided to Ministers is not made publicly available in order to maintain agency's ability to properly and effectively brief Ministers.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 121**

**Outcome: All Program: All**

**Topic: Advertising**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.
2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.
3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister of their delegate or the department or their delegate.

**Answer**

Please see response to Question on Notice 62.



**Australian Government**

---

**Department of Veterans' Affairs**

# **DVA PEOPLE POLICY**

## **Conduct**

## CONTENTS

INTRODUCTION .....	2
APS VALUES AND EMPLOYMENT PRINCIPLES .....	2
DVA VALUES .....	2
COMMITMENT .....	3
AIMS .....	3
PRINCIPLES.....	3
COVERAGE .....	3
LEGAL AND OTHER AUTHORITIES .....	4
DEFINITIONS .....	4
ROLES AND RESPONSIBILITIES .....	4
DVA RESPONSIBILITIES: .....	4
MANAGER RESPONSIBILITIES: .....	4
<i>FAIRNESS AND EQUITY</i> .....	5
<i>DUTY OF CARE</i> .....	5
<i>FOLLOWING LEGAL REQUIREMENTS AND DIRECTIONS</i> .....	5
EMPLOYEE RESPONSIBILITIES:.....	5
<i>CLIENT SERVICE</i> .....	5
<i>FAIRNESS AND EQUITY</i> .....	6
<i>DUTY OF CARE</i> .....	6
<i>WORKING PROFESSIONALLY</i> .....	6
<i>PERSONAL BEHAVIOUR</i> .....	10
<i>CONFLICT OF INTEREST</i> .....	12
SUSPECTED BREACHES OF THE APS CODE OF CONDUCT .....	14
<i>What is misconduct?</i> .....	14
<i>How does Unsatisfactory Performance Relate to Misconduct?</i> .....	14
<i>Procedures for Dealing with Suspected Breaches of the APS Code of Conduct</i> .....	14
EVALUATION/REVIEW .....	15
RELATED DVA POLICIES .....	15
USEFUL WEB SITES .....	15
APPENDIXES.....	15

## **INTRODUCTION**

All DVA employees are required to uphold and adhere to the APS Values, the APS Employment Principles and the APS Code of Conduct (the Code) as set out in sections 10, 10A, and 13 of the *Public Service Act 1999* (the PS Act) respectively. These documents are at Appendixes 1 and 2.

This policy describes the standards expected of all DVA employees in relation to working professionally, serving the client, personal behaviour, conflicts of interest and outlines how DVA will deal with breaches of the Code of Conduct.

## **APS VALUES AND EMPLOYMENT PRINCIPLES**

Fundamental to the achievement of the goals of the APS, is a set of attitudes and behaviours that APS employees bring to their work. The APS Values, together with the APS Employment principles (see Appendix A), define the APS as an institution, and guide it in its dealings with everyone and in everything that it does. Behaviour consistent with the APS Values strengthens public trust and confidence in public administration and provides a secure foundation to guide the APS and DVA into the future.

## **APS CODE OF CONDUCT**

The APS Code of Conduct (see Appendix B) requires that APS employees at all times behave in a way that upholds the APS values, the APS Employment Principles and the integrity and good reputation of DVA and the APS.

## **DVA VALUES**

DVA has an agreed set of values which complement the APS Values and is committed to delivering services to veterans, members of the ADF and their families with a specific focus on the following:

Integrity and Respect

Openness, Fairness and Transparency

Innovation and results

Responsibility

Teamwork and Communication.

## **COMMITMENT**

DVA will ensure policy advice is available so that employees are aware of the values by which DVA and the APS operate, the behaviour expected of them and their rights and responsibilities. DVA will take prompt action to address unacceptable practices.

## **AIMS**

This policy seeks to ensure that DVA employees understand:

- The standards of personal behaviour expected;
- How to approach the performance of their duties in an ethical way;
- The need to exercise a duty of care when giving information or advice to clients;
- Identifying and responding to perceived or actual conflicts of interest;
- The implications of breaching the APS Code of Conduct.

## **PRINCIPLES**

DVA will maintain a professional and ethical relationship with the Government, the Parliament and the public. DVA employees are expected to exhibit high standards of integrity and professionalism.

In determining whether a breach of the Code has occurred, DVA will ensure:

- Any complaint about behaviour will be investigated;
- All employees will be shown natural justice;
- Decision makers will be unbiased in the matter to be decided;
- Decisions will be based on logically probative (affording proof, establishing facts) evidence; and
- Any person whose interests will be adversely affected by a decision will be given the opportunity to be heard.

The PID Act establishes a framework to encourage and facilitate the disclosure of information by public officials about suspected wrongdoing in the APS. It also ensures that public officials who make public interest disclosures are supported and protected from adverse consequences and that disclosures are properly investigated and dealt with. These requirements are detailed in the *DVA People Policy – Public Interest Disclosure Procedures*

## **COVERAGE**

The APS Code of Conduct applies to:

- all APS employees, including ongoing and non-ongoing employees but excluding overseas locally engaged employees;
- the Secretary;
- statutory office holders employed under an Act and who have supervisory



responsibilities in relation to APS employees or a 'day to day' working relationship with APS employees.

## LEGAL AND OTHER AUTHORITIES

*Public Service Act 1999*

*Public Interest Disclosure Act 2013 (PID Act)*

*DVA Enterprise Agreement 2012-2014*

*DVA Chief Executive Instructions (CEIs)*

*DVA People Policy - Procedures for dealing with suspected breaches of the APS Code of Conduct*

*DVA People Policy – Public Interest Disclosure Procedures*

---

## DEFINITIONS

For the purposes of this policy, the following definitions apply.

***Disclosure*** - a term in the PID Act which refers to disclosing information about individuals which may amount to a breach of the APS Code of Conduct..

***Public Official*** – a term in the PID Act which includes all Australian Government employees, members of the Defence Force, contractors to agencies, and staff of Commonwealth contracted service providers.

***Ethics*** – are moral principles which help determine the right and proper course of action. Ethics are about fairness, honesty, integrity and natural justice.

---

## ROLES AND RESPONSIBILITIES

### DVA RESPONSIBILITIES:

- Ensure clear guidelines exist describing the standards of personal behaviour to be observed by employees while at work or acting in an official capacity away from the workplace;
- Provide support to managers and employees dealing with suspected or actual breaches of the Code of Conduct;
- Take a consistent and fair approach to the management of suspected breaches of the Code of Conduct.

### MANAGER RESPONSIBILITIES:

Managers in DVA have a responsibility to model the standards reflected in the APS Values and Employment Principles and the Code of Conduct and to ensure their

employees are aware of the behaviour expected of them as well as their rights and responsibilities.

Managers have the following responsibilities in relation to their employee management duties:

### **FAIRNESS AND EQUITY**

Managers must be fair and equitable and take into account the needs of individuals and/or groups. More detailed information on Workplace Diversity is available on the [Equity and Diversity](#) DVA intranet site.

### **DUTY OF CARE**

Managers must ensure that they and their employees provide accurate information and advice to clients. Individual employees (but usually the Commonwealth) may be liable for damages in relation to economic losses sustained by persons who act on information or advice negligently given by employees.

Managers should:

- take adequate measures to ensure that information and advice provided to employees in the course of their duties is accurate;
- ensure (where possible) that employees make notes of conversations with inquirers and of any advice given so that any later claimed misunderstandings can be quickly resolved; and
- ensure that employees have access to adequate guidelines and instructions and receive sufficient training to enable them to provide accurate advice.

### **FOLLOWING LEGAL REQUIREMENTS AND DIRECTIONS**

While employees are required to follow lawful directions, they should not be prevented from questioning directions or the manner in which they are given. Managers should encourage staff feedback on directions and attempt to informally resolve any disagreements.

Ultimately, if a direction is legal the direction must be followed.

### **EMPLOYEE RESPONSIBILITIES:**

It is important that all employees understand their responsibilities in relation to standards of behaviour and working professionally. The following information covers a number of important areas:

#### **CLIENT SERVICE**

- Employees are required to treat both the public, and fellow employees, whether in face-to-face situations, telephone discussions or written communication with respect and courtesy and without harassment.
- DVA, in consultation with the veteran community, ex-service organisations and

employees has a Service Charter which states its commitment to providing excellent service to clients and the standards by which that service can be judged.

- All employees must act within the law. Being responsive does not mean that the intention of legislation can be ignored.
- As a matter of principle, employees must be courteous, fair and sensitive in dealing with individuals regardless of their race, religion, sex, sexual preference, ethnic or national origin.
- Should a situation with a client result in hostility or threats from the client, the employee involved should not hesitate to seek the assistance of a more senior or experienced colleague. If a threatening situation develops, the employee should withdraw from the discussion and seek advice.

## **FAIRNESS AND EQUITY**

Public confidence in the APS is built on the premise that employees perform their duties without prejudice and in a way that is fair and equitable to all.

It is a basic requirement that all employees perform their duties with due regard for the law and do not in any way attempt to improperly exercise powers.

When making decisions the onus is on the decision maker to:

- properly exercise powers
- be prompt
- be fair
- administer programs equitably
- explain the reasons for decisions.

## **DUTY OF CARE**

All DVA employees are expected to exercise a duty of care in giving accurate information or advice. Individuals must ensure they act within the limits of the powers attached to their office or powers delegated or authorised to them.

## **WORKING PROFESSIONALLY**

### **Professional Standards**

Employees should always conduct themselves with professionalism and integrity. Characteristics which commonly denote professionalism include competency in basic administration, attention to detail, good interpersonal skills, diligence and impartiality in decision making.

Managers must establish for their employees generally agreed standards of professional conduct and ensure employees know and understand those standards.

## **Following Legal Requirements and Directions**

All DVA employees are required to act within the letter and intent of the law both in giving and following directions. They are required to observe Acts, regulations, policies, determinations and lawful directions that relate to their official duties.

Employees giving directions or exercising powers have an obligation to:  
ensure that the legislation under which a decision is made actually authorises the making of the decision;  
that he/she has the delegation and jurisdiction to make the decision and that all policies and procedural advice has been followed.

## **Use of Official Position**

DVA employees must not make improper use of official information, their duties, status, power or authority in order to gain, or seek to gain a benefit or advantage for themselves or for any other person.

Employees should not:

- use their position in order to influence a person to enter into a financial (or any other) arrangement with them, or with anyone else; or
- influence or try to influence their colleagues by making gifts to them, or by entering into financial or other arrangements with them which make improper use of inside information.

## **Performance of Duties**

Employees are required to perform their agreed hours of duty and should not be absent from their designated workplace without the agreement of their manager, or on approved leave or without good cause.

## **Non-performance of Duties**

Non-performance of duties means that an employee is not performing their duties as a consequence of an unauthorised workplace absence. Non-performance may apply to an extended unauthorised workplace absence or to frequent short periods of workplace unauthorised absence.

A delegate may terminate the employment of an ongoing employee, who is not a probationer, if after a continuous unauthorised workplace absence of 28 calendar days or unauthorised workplace absences aggregating to 20 working days in a twelve month period the employee fails to provide just cause for the absence. People Services Branch must be consulted about the initiation of these processes.

Unauthorised workplace absences resulting from industrial action would not be taken into account.

Where the delegate considers that termination of employment may be appropriate s/he must:

- make reasonable attempts to notify the employee in writing that s/he is considering terminating their employment; and
- invite the employee to provide reasons in writing, within 14 days of the employer's notice, why this action would not be reasonable.

The notice should be:

- sent by registered post to the employee's last known address; or
- if the employee is at work, hand delivered to the employee.

After considering any comments provided by the employee the delegate should advise the employee in writing of the decision and the reasons for the decision.

An employee who has been dismissed may have the right under the *Fair Work Act 2009* to seek a remedy from the Fair Work Authority. Depending on the grounds, an application for remedy or resolution of dispute will need to be lodged within either 14 days (unfair dismissal) or 60 days of dismissal (unlawful dismissal or adverse action).

### **Responsibilities in Relation to Personal and Official Information**

The APS collects and holds substantial amounts of information on individuals, some of which is confidential and highly sensitive. Employees who are involved in collecting or accessing personal information should be familiar with all relevant legislation and guidelines which safeguard the privacy of this information.

Official information must not be disclosed by an employee to any person unless: in the course of their official duties;

- with the express authority of the Secretary and if permitted by the PS Act, the Regulations and Information Privacy Principle 11; or
- for other lawful purposes, such as under the *Freedom of Information Act 1982*.

Employees must maintain appropriate confidentiality about dealings they have with any Minister or Minister's member of staff.

### **Fraud**

Fraud against the Commonwealth is a very serious offence and can result in significant penalties under the *Crimes Act 1914* and the *Proceeds of Crime Act 1987*.

Employees committing fraud may face misconduct actions under the PS Act and could lose superannuation benefits under the *Crimes (Superannuation) Act 1989*. The major areas of exposure to fraud in the APS are in revenue, expenditure and assets. The most common assets at risk are money, property, time and information.

Employees of DVA engaging in, or directly implicated in, fraudulent activities against the Commonwealth will be subject to action under both the *DVA People Policy - Procedures for dealing with suspected breaches of the APS Code of Conduct* and the *Crimes Act 1914*.

Any instance of suspected fraud against the Commonwealth should be reported to the relevant manager immediately. Where it would be inappropriate to report a suspected fraud to the manager, employees should report directly to the Secretary or a delegate of the Secretary. See the *DVA People Policy - Public Interest Disclosure Procedures* for details regarding disclosure, and action required to ensure that public officials are supported and protected from adverse consequences following disclosure of suspected wrongdoing.

### **Official Hospitality**

The aim of official hospitality is to facilitate the conduct of public business. This might include representatives or sponsors of client organisations, business and medical consultants or overseas visitors.

The provision of hospitality to Commonwealth Government officials is not the primary function of publicly funded hospitality, however working meals may be provided where a meeting has been scheduled over a normal meal break and there are cost advantages in continuing the meeting.

For further information on official hospitality refer to Chief Executive Instructions No. 5.15.

### **Waste and Extravagance**

DVA employees are expected to perform their duties fairly, economically and effectively. If an employee's duties include incurring or authorising expenditure, he or she has a particular responsibility to exercise due economy.

### **Use, Care and Maintenance of Property**

DVA and other Commonwealth property is to be used for official purposes and is to be managed efficiently and effectively.

There may be situations where the use of DVA facilities for non-official purposes may occur, with specific Departmental approval. Such instances may include activities organised by the Social Club. In conducting such activities, official facilities must not be used for private gain.

Care of government offices and other property is important in maintaining standards of service for both employees and the public. The *Crimes Act 1914* includes specific penalties for destroying, damaging or stealing Commonwealth property.

Employees should also ensure that official records and papers are kept in good order. Official records and papers should not be destroyed or disposed of except in accordance with stipulated practices, or appropriate Archives disposal schedules. Penalties apply to the deliberate falsification or unauthorised disposal of Commonwealth records or other documents.

The *Archives Act 1983* imposes a financial penalty for the destruction, transfer of custody, damage or alteration of Commonwealth records. The unauthorised destruction of records could also be a breach of the *Privacy Act 1988*.

## **PERSONAL BEHAVIOUR**

### **Working with Others**

All DVA employees are required to observe diversity principles in the workplace and in serving clients. The *DVA Workplace Diversity Policy and Action Plan 2011-2015* provides information on workplace diversity principles and employees rights and responsibilities.

Harassment of other employees or of members of the public is not acceptable and is in breach of the APS Code of Conduct.

All employees and especially managers have a responsibility to work safely and maintain a safe workplace. These responsibilities are outlined in detail in the DVA Work Health and Safety policies.

No employee of DVA should be under the influence of alcohol or other drugs in the workplace. Smoking in any DVA or APS workplace is prohibited.

### **Dress and Appearance**

Generally, appropriate attire for a professional office environment is required. DVA employees must ensure that their attire and personal hygiene is in accordance with the standard expected of all public servants, that is, that their appearance would not bring DVA into disrepute. More information is available at *DVA People Policy - Dress and Appearance*.

### **Public Comment**

Few employees are restricted from making public comment, indeed some employees, as part of their normal duties, provide comment or explain DVA activities to the media

and the public. Approaches to DVA employees by the media should initially be referred to the Media and Communications Section.

DVA recognises the value of open and participative community involvement in political and social issues. It also recognises the right of its employees as members of the community to make public comment and enter into public debate on such issues.

However, because of the nature of public service employment and the relationship between the APS and the elected Government, there are some limited circumstances in which employees, particularly at senior levels, should refrain from commenting publicly in ways which would conflict with their duties.

Where making comment amounts to taking improper advantage of official information for the gain of any individual or group it would not be appropriate.

Public comment would be improper where a public servant, particularly a senior public servant, is making comment in a private capacity, but has not made this clear to the audience, who may be under the impression that the comment is being made in an official capacity.

The range of activities covered by the term 'public comment' includes comments on radio and television, views expressed in letters to the press or in books, public notices, and public speaking engagements.

### **Political Participation**

Employees are free to become members of, and hold office in, any political party. DVA accepts political participation by employees as part of their general involvement in community affairs.

However, employees involved in the political arena, particularly as spokespersons for political parties, should bear in mind the potential for conflict of interest. If such a conflict arises, it may be necessary for the employee to withdraw from the public political sphere, or from the area of work which gives rise to the conflict.

Care should be taken in the wearing or display of political material on duty. Employees should be aware of their responsibility to contribute to harmonious working relationships and of the potential for such material to disrupt those relationships.

In addition, where an employee's duties involve public contact, the wearing or display of political material while on duty is not acceptable. It may create the impression of official endorsement of the political material, and represents an unreasonable imposition of personal views on DVA clients and could jeopardise the impartial standing of the Department.



Employees intending to stand for election to Federal or State governments should seek advice from People Services Branch about their obligation to resign from the APS.

Generally there are no restrictions on DVA employees holding office in a local government organisation. The only constraints which may apply relate to public comment, conflict of interests and the need to seek Departmental approval to any paid outside employment. See the *DVA People Policy - Outside Employment*.

## **CONFLICT OF INTEREST**

### **Personal Interests**

Employees are required to disclose, and to take steps to avoid, situations where their private financial or other interests may conflict with their official duties. SES employees (and those acting in SES positions for more than three months) are required to provide written statements of their private interests to the Secretary.

It is the responsibility of the employee to alert their manager to any actual or potential conflict of interest, pecuniary or otherwise.

Managers should try to resolve the situation and the employee must then take steps, if necessary, to avoid the conflict. This may involve the employee divesting themselves of their interest or a rearrangement of duties so no longer performs duties which involve an actual or potential conflict with the employee's private interests.

Failure to disclose or attempt to resolve a conflict of interest may constitute misconduct and could lead to action under the *DVA People Policy - Procedures for dealing with suspected breaches of the APS Code of Conduct*.

'Interests' refer both to pecuniary interests (eg directorships, share holdings, real estate, trusts) and non-pecuniary interests. Non-pecuniary interests might include those arising out of relationships based on common interests such as sporting, social or cultural activities as well as family or other relationships. Interests include not only the interests of the individual public servant, but also the interest of members of his or her immediate family (to the extent that these are known).

Employees must not allow themselves to be improperly influenced by family or other close personal relationships in carrying out their duties. They should alert their managers if it is likely that patronage, favouritism or nepotism may appear to or influence their work, particularly in relation to personnel and administrative actions affecting other employees.

### **Acceptance of Gifts and Other Benefits**

The APS Code of Conduct prohibits employees taking advantage, or seeking to take advantage of their official functions in order to obtain a benefit.

*DVA People Policy - Acceptance of Gifts and Benefits* describes the circumstances where it may be appropriate to accept a gift or benefit. It also contains information about fees, hospitality, sponsored travel, entertainment and bribery and related offences.

DVA aims to carry out its functions fairly, impartially and professionally and for the public to be confident that it will do so. Accordingly, DVA employees must be able to demonstrate that they cannot be improperly influenced in the performance of their duties by offers of gifts or other inducements.

### **Outside Employment**

Employees must obtain permission from the delegate if they wish to engage in employment outside of their official duties. Approvals are only valid for twelve months and a further application must be submitted at the expiry of that period if the outside employment continues. Applications should be submitted on the appropriate form, through the manager to the People Services Branch..

In considering whether to endorse an application managers should satisfy themselves that the outside employment does not place the employee in conflict with their official duties and is not likely to affect their attendance, efficiency or performance. Generally outside employment must be performed wholly in the employee's own time although in some circumstances where there are obvious benefits to the Department and the employee, outside employment may be approved during periods of leave.

*DVA People Policy - Outside Employment* is available at the DVA intranet site.

### **Post Separation Employment**

Post separation employment should not give rise, or appear to give rise, to a conflict of interest between public duties and private interests.

In some instances approval may have to be obtained if employees (especially SES) are intending to take up some types of business appointment after leaving the APS. The *Crimes Act 1914* deems it an offence for former employees to use facts, documents or knowledge, gained while an employee in the Commonwealth, without authorisation.

Conflicts of interest may arise for those employees who during APS employment:

- were involved in purchasing or procurement;
- were concerned with anticipated contractual relationships;
- had knowledge of confidential procedures and/or criteria within DVA or the APS which could allow anticipation or manipulation of Government decisions;
- or
- has advance knowledge of Government intentions which could confer direct pecuniary advantage on those able to participate.

Advice should be sought from People Service Branch on whether approval is necessary to take up post separation employment.

---

## **SUSPECTED BREACHES OF THE APS CODE OF CONDUCT**

### **What is misconduct?**

In broad terms, an APS employee whose conduct does not comply with any element of the Code of Conduct can be found to have breached the Code.

The Code specifies a connection between the standard of conduct and the workplace, as follows:

- 'in connection with employment' and
- 'at all times'.

The term 'at all times' used in subsection 13(11) means that conduct outside the workplace may be subject to the Code - as long as there is a real connection between the conduct and its effect on the workplace.

- This element of the Code may provide one of the bases for determining whether an employee who has been found guilty of a criminal offence has also breached the Code.
- In order for a breach to be found in these cases, it would be necessary to assess whether the criminal behaviour has compromised the integrity and good reputation of DVA and the APS and the extent to which it has adversely affected the employee's position in the workplace.

### **How does Unsatisfactory Performance Relate to Misconduct?**

In certain circumstances unsatisfactory performance or failure to follow sectional or departmental procedures or policies can be dealt with as a possible breach of the Code of Conduct ('an employee must act with care and diligence in connection with APS employment' and 'an employee must comply with any lawful and reasonable direction given by someone in DVA who has authority to give the direction').

Guidance should be sought from the People Service Branch in these situations.

### **Procedures for Dealing with Suspected Breaches of the APS Code of Conduct**

In line with Section 15(3) of the PS Act the Department has developed procedures for dealing with suspected breaches of the APS Code of Conduct. These procedures must be adhered to all the time.

---

## **EVALUATION/REVIEW**

This policy will be reviewed in 2015

## **RELATED DVA POLICIES**

*DVA People Policy – Public Interest Disclosure Procedures*

*DVA People Policy –Acceptance of Gifts and Benefits*

*DVA People Policy - Outside Employment*

*DVA People Policy - Dress and Appearance*

*DVA People Policy - Procedures for dealing with suspected breaches of the APS Code of Conduct*

## **USEFUL WEB SITES**

Australian Public Service Commission <http://www.apsc.gov.au/>

---

## **APPENDIXES**

Appendix A – APS Values and Employment Principles - Section 10 and 10A of the *Public Service Act 1999*

Appendix B – APS Code of Conduct – Section 13 of the *Public Service Act 1999*

---

## PUBLIC SERVICE ACT 1999

### Section 10: APS Values and Employment Principles

- **Impartial:** The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.
- **Committed to service:** The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.
- **Accountable:** The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.
- **Respectful:** The APS respects all people, including their rights and their heritage.
- **Ethical:** The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does

### Section 10A: APS Employment Principles

- (1) The APS is a career-based service that:
- a) makes fair employment decisions with a fair system of review;
  - b) recognises that the usual basis for engagement is as an ongoing APS employee;
  - c) makes decisions relating to engagement and promotion that are based on merit;
  - d) requires effective performance from each employee;
  - e) provides flexible, safe and rewarding workplaces where communication, consultation, cooperation and input from employees on matters that affect their workplaces are valued;
  - f) provides workplaces that are free from discrimination, patronage and favouritism; and
  - g) recognises the diversity of the Australian community and fosters diversity in the workplace.

## Public Service Act 1999

### Section 13: Code of Conduct

- (1) An APS employee must behave honestly and with integrity in connection with of APS employment.
- (2) An APS employee must act with care and diligence in connection with APS employment.
- (3) An APS employee, when acting in connection with APS employment, must treat everyone with respect and courtesy, and without harassment.
- (4) An APS employee, when acting in connection with of APS employment, must comply with all applicable Australian laws. For this purpose, *Australian law* means:
  - (a) any Act (including this Act), or any instrument made under an Act; or
  - (b) any law of a State or Territory, including any instrument made under such a law.
- (5) An APS employee must comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction.
- (6) An APS employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff.
- (7) An APS employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment.
- (8) An APS employee must use Commonwealth resources in a proper manner.
- (9) An APS employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment.
- (10) An APS employee must not make improper use of:
  - (a) inside information; or
  - (b) the employee's duties, status, power or authority;in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- (11) An APS employee must at all times behave in a way that upholds:
  - (a) the APS Values and Employment Principles: and
  - (b) the integrity and good reputation of the employee's agency and the APS.
- (12) An APS employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.
- (13) An APS employee must comply with any other conduct requirement that is prescribed by the regulations.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 122**

**Outcome: All Program: All**

**Topic: Departmental Staff Misconduct**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Please provide a copy of the departmental staff code of conduct.
2. Have there been any identified breaches of this code of conduct by departmental staff?
  - a. If yes, list the breaches identified, broken by staffing classification level.
  - b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  - c. If yes, when was the breach identified? By whom? When was the Minister made aware?
  - d. If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer**

1. A copy of the Department of Veterans' Affairs' Conduct Policy is attached.
2. For the period 1 June 2014 to 20 October 2014 there has been one formal action commenced for a suspected breach of the APS Code of Conduct.
  - a. The suspected breach was not determined.
  - b. The suspected breach was not determined as the individual's employment with the Department was terminated for other reasons prior to the action being finalised.
  - c. No breach was determined.
  - d. There were no legal ramifications for either party as a breach was not determined.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 123**

**Outcome: All Program: All**

**Topic: Cloud Services and Storage**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:
  - a. What date did/will cloud services be deployed in the department?
  - b. Please provide a list of all cloud services in use or being considered for use.
  - c. How much do these services cost? Please break down by service.
  - d. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
  - e. How much does this cloud storage cost per month?
  - f. What security arrangements are in place to protect cloud based services and storage?
  - g. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
  - h. What has been the cost of security for the cloud? Please provide a breakdown.

**Answer**

1. Yes.

a. The Department of Veterans' Affairs (DVA) started using cloud services in June 2013.

b.

- VERA, the Veterans and Veterans Families Counselling Service (VVCS) case management and invoicing system.
- HP Quality Centre (QC); a test management system which allows creation of tests, detailing conditions, use cases, tracking defects found during testing, etc.

**c. Cost Breakdown**

For VERA:

Hosting	Monthly	\$ 2,414	Production, Development & Test
Data Transfer	Monthly	\$ 40	50GBs per month
Support	Monthly	\$ 2,430	SSL Certificates, backups firewall etc
Web Service	Annual	\$ 2,796	\$699 per CPU (4 CPUs)
<b>Total</b>	<b>Annual</b>	<b>\$61,404</b>	

For QC:

\$216 per licence per month. DVA has 90 licences, so monthly cost is \$19,440 and annual total is \$233,218.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**d. Available and In-Use Cloud Storage**

For VERA:

Database storage space: 449Gb; 12% utilisation.

Application Server storage: 961Gb; 3% utilisation.

For QC:

This is a Software as a Service (SaaS) cloud service, and storage capacity or utilisation is not separately identified or itemised.

**e. Storage Costs**

For VERA:

Storage costs are incorporated into the \$2,414 per month hosting charge and cannot be separately identified. The amount of storage provisioned will allow for anticipated growth in storage needs.

For QC:

Storage costs are incorporated into the monthly licence fee; the costs are not separately itemised or identified.

**f. Cloud Security Arrangements**

DVA conducts a cyber security risk assessment for all systems, including cloud arrangements, in accordance with the Protective Security Policy Framework / Information Security Manual requirements.

For VERA:

VERA was subjected to cyber scrutiny. The Infrastructure-as-a-Service (data centre) provider's facilities, international reputation and security qualifications were examined. The Platform-as-a-Service (hosting) provider's equipment specifications, work procedures and security certifications were inspected. The Software-as-a-Service (system integrator) provider's processes were vetted. All were found compliant with Government cyber security requirements.

In addition, ongoing monitoring of the confidentiality, integrity and availability of VERA is part of the Support agreement. The service provider also has commercial grade firewalls and network protection devices in place.

**g. Security Analysts**

For VERA:

Yes - a consulting firm was employed at a cost of \$13,600 to conduct penetration testing. If significant changes to VERA are made in the future, penetration testing may be conducted again as an assurance measure.

For QC:

Yes - cyber security staff from a consulting firm were engaged to conduct the initial risk assessment at a cost of \$2,800.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**h. Cost of Security**

For VERA:

The Ongoing Monthly Support charge of \$2,430 includes monitoring of cyber security.

For QC:

The ongoing security cost associated is absorbed within the base resourcing for DVA's IT Security function, and is not separately identifiable.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 124**

**Outcome: All Program: All**

**Topic: Disability Access**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:
  - a. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
  - b. What plans are in place to make the premises compliant with the act.
  - c. When these plans will commence and when they are expected to be complete.
  - 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.
  - e. What is the expected cost of making the premises compliant? Please break down the costs.
  - 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.
  - g. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

**Answer**

1. All DVA premises owned, leased or otherwise operated by the department / agency comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010).

a. to g. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 125**

**Outcome: All Program: All**

**Topic: Fee for services**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since September 7, 2013:

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:
  - a. Name of the fee and a short description of what it covers.
  - b. How much is the fee (and is it a flat fee or a percentage of the service).
  - c. The date the fee came into place.
  - 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.
  - e. What consultation was carried out before the fee was put into place?
  - f. How was the fee put into place (e.g. through legislation, regulation changes etc)?
  - g. What justification is there for the fee?
  - h. test

**Answer**

1. No.

a. to h. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 126**

**Outcome: All Program: All**

**Topic: Documents provided to Minister**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.
  - a. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
  - b. How are they transmitted to the office?
  - c. What mode of delivery is used (hardcopy, email) for those documents?
  - d. What level officer are they provided to in the minister's office?

**Answer**

1. Nil.

a. to d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 127**

**Outcome: All Program: All**

**Topic:** merchandise or promotional material

(Written Question on Notice)

**Senator LUDWIG asked:**

Since 7 September 2013:

1. Has the department purchased any merchandise or promotional material?
  - 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)
  - b. List the cost for each item
  - c. List the quantity of each item
  - d. Who suggested these material be created?
  - e. Who approved its creation?
  - f. Provide copies of authorisation
  - g. When was the Minister informed of the material being created?
  - h. Who created the material?
  - i. How was that person selected?
  - j. How many individuals or groups were considered in selecting who to create the material?

**Answer**

Please see the attached table.

The following information is for the period 7 September 2013 to 30 September 2014

	A	B	C	D	E	G	H	I	J
Item	Purpose of each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)	List the cost for each item (inclusive of GST)	List the quantity of each item	Who suggested these material be created?	Who approved its creation?	When was the Minister informed of the material being created?	Who created the material?	How was that person selected?	How many individuals or groups were considered in selecting who to create material?
Anzac Centenary lapel pin	A lapel pin to commemorate the Anzac Centenary	\$8,954.00	3,000	Director, Anzac Centenary Strategy	Assistant Secretary - Anzac Centenary Branch	January/February 2014	GA Miller Metal Industries Pty Ltd	Prequalified tender	17
Anzac Centenary lapel pin	A lapel pin to commemorate the Anzac Centenary	\$400.00	100	Director, Anzac Centenary Strategy	Assistant Secretary - Anzac Centenary Branch	January/February 2014	GA Miller Metal Industries Pty Ltd	Direct	1
Anzac Centenary lapel pin	A lapel pin to commemorate the Anzac Centenary	\$6,567.00	2,200	Director, Anzac Centenary Strategy	Assistant Secretary - Anzac Centenary Branch	January/February 2014	GA Miller Metal Industries Pty Ltd	Direct	1
Anzac Centenary lapel pin	A lapel pin to commemorate the Anzac Centenary	\$1,782.00	600	Director, Anzac Centenary Strategy	Assistant Secretary - Anzac Centenary Branch	January/February 2014	GA Miller Metal Industries Pty Ltd	Direct	1
Anzac Centenary lapel pin	A lapel pin to commemorate the Anzac Centenary + \$300 for set up	\$924.00	200	Director, Anzac Centenary Strategy	Assistant Secretary - Anzac Centenary Branch	January/February 2014	GA Miller Metal Industries Pty Ltd	Direct	1
Anzac Centenary lapel pin	A lapel pin to commemorate the Anzac Centenary	\$297.00	100	Director, Anzac Centenary Strategy	Assistant Secretary - Anzac Centenary Branch	January/February 2014	GA Miller Metal Industries Pty Ltd	Direct	1
The Right Mix - On Track Coasters	Health Promotions Products	\$2,124.00	10,005	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	Abacus Industries	Prequalified tender	17
The Right Mix - On Track Coasters	Health Promotions Products	\$1,816.10	2,005	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	Paragon Printers	Prequalified tender	17
At Ease Drink Bottles	Health Promotions Products	\$10,345.17	10,005	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	Abacus Industries	Prequalified tender	17
Veteran's Health Week - Apron	Health Promotions Products	\$4,616.92	1,005	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Choose Health Be Active Frisbee	Health Promotions Products	\$3,634.53	2,205	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Choose health be active Drink bottles	Health Promotions Products	\$5,621.60	3,305	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Towel - Stay fit, strong, healthy	Health Promotions Products	\$5,842.93	1,105	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Health promotions skipping rope	Health Promotions Products	\$13,394.10	6,610	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Health Promo Tape Measure	Health Promotions Products	\$3,372.00	4,405	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Health Promo Smartphone armband	Health Promotions Products	\$4,749.60	1,105	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Veteran's Health Week cap	Health Promotions Products	\$4,946.50	1,105	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
Health Promotions BMI Measure	Health Promotions Products	\$2,786.74	2,105	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	E-Bisprint Pty Limited	Prequalified tender	17
The Right Mix - Standard drinks glass	Health Promotions Products	\$9,280.00	10,005	Department of Veterans' Affairs	Assistant Secretary - Mental and Social Health	Not applicable	Abacus Industries	Prequalified tender	17
Website portal Webkey	A USB-like device to raise awareness and promote the Anzac Portal	\$74,679.00	30,995	Director, Education and Community Awareness; Commemorations Program staff	Assistant Secretary - Commemorations	August 2014	Flourish Marketing Pty Ltd	Prequalified tender	17
Commemoration Symbols cube*	The Commemorative Symbols Cube has symbols associated with commemoration to raise awareness among students and promote the Anzac Portal.	\$50,172.00	40,000	Director, Education and Community Awareness; Commemorations Program staff	Assistant Secretary - Commemorations	August 2014	E-Bisprint Pty Limited	Prequalified tender	17
VVCS Pens	VVCS pens are printed with the contact details of the VVCS and are designed to remind veterans and their family members about the availability of VVCS support services.	\$8,316.01	20,005	Director, Policy and Planning, VVCS	National Manager - VVCS	April 2014	Intandem	Prequalified tender	17
VVCS Show Bags	VVCS showbags are used to hold VVCS promotional materials that are provided to current and former serving members and their family members at workshops and events.	\$2,323.72	20,005	VVCS National Management Team	National Manager - VVCS	April 2014	E-Bisprint Pty Limited	Prequalified tender	17
VVCS Show Bags	VVCS showbags are used to hold VVCS promotional materials that are provided to current and former serving members and their family members at workshops and events.	\$3,517.35	30,000	VVCS National Management Team	National Manager - VVCS	April 2014	National promotions	Prequalified tender	17
VVCS Fridge Magnets	The VVCS fridge magnets are printed with the contact details of the VVCS and are designed to remind veterans and their family members about the availability of VVCS support services.	\$6,985.70	50,005	VVCS National Management Team	National Manager - VVCS	April 2014	Dandy Designs	Prequalified tender	17
VVCS Balloons	The VVCS balloons are printed with the contact details of the VVCS and are designed to attract children of veterans and families at functions, information days and events.	\$5,089.85	30,005	VVCS National Management Team	National Manager - VVCS	April 2014	E-Bisprint Pty Limited	Prequalified tender	17
VVCS Stress Cubes 2014	The VVCS stress cubes are printed with the contact details of the VVCS and are designed to remind veterans and their family members about the availability of VVCS support services.	\$16,732.72	30,005	VVCS National Management Team	National Manager - VVCS	April 2014	Abacus Industries	Prequalified tender	17
VVCS Telephone memo magnets	The VVCS magnets are printed with the contact details of the VVCS and are designed to remind veterans and their family members about the availability of VVCS support services.	\$8,635.00	10,005	Director, Policy and Planning, VVCS	National Manager - VVCS	April 2014	Intandem	Prequalified tender	17
VVCS Promotional Notepads	The VVCS notepads contain the contact details of the VVCS and are designed for clients to have near their telephones to remind them of the availability of the VVCS.	\$10,021.00	30,000	VVCS National Management Team	National Manager - VVCS	April 2014	Blue Star Australia	Prequalified tender	17
Pens	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$9,100.00	7,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Aluminium LED torch	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$8,400.00	2,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Key Ring Torch	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$4,000.00	2,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3

	A	B	C	D	E	G	H	I	J
Item	Purpose of each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)	List the cost for each item (inclusive of GST)	List the quantity of each item	Who suggested these material be created?	Who approved its creation?	When was the Minister informed of the material being created?	Who created the material?	How was that person selected?	How many individuals or groups were considered in selecting who to create material?
Tote Bags	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$2,000.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
First Aid Kits - Black	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$6,200.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
First Aid Kits - Red	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$5,900.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Glasses Lens Cloth	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$5,100.00	3,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Water Bottles	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$8,000.00	2,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Mints	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$2,650.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Sewing Kit	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$2,800.00	2,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Stubby Holder	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$6,000.00	2,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Tape Measure	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$5,400.00	3,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Pens	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$6,250.00	5,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Aluminium LED torch	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$4,575.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
First Aid Kits - Black	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$3,525.00	500	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
First Aid Kits - Red	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$3,325.00	500	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Glasses Lens Cloth	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$3,975.00	2,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3



A	B	C	D	E	G	H	I	J	
	Purpose of each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)	List the cost for each item (inclusive of GST)	List the quantity of each item	Who suggested these material be created?	Who approved its creation?	When was the Minister informed of the material being created?	Who created the material?	How was that person selected?	How many individuals or groups were considered in selecting who to create material?
Water Bottles	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$4,420.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Mints	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$2,650.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Stubby Holder	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$3,265.00	1,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Tape Measure	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$540.00	3,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3
Magnet	Choice & Maintainability in Veterans' Services (CMVS) Program - The items were identified as part of a communication and engagement strategy approved by the Program Board to target clients to encourage them to register for online services and conduct transactions online with DVA.	\$4,000.00	5,000	CMVS Program Board	First Assistant Secretary, Corporate	Not advised.	Paddywack Promotional Products	Through a request for quote (RFQ)	3

\* Good Received - awaiting invoice

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 128**

**Outcome: All Program: All**

**Topic: Freedom of Information - Stats**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many FOI requests were received between 7 September 2013 to date.
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

**Answer**

1. Since 7 September 2013, the Department of Veterans' Affairs has received 4201 primary requests under the *Freedom of Information Act 1982 (FOI Act)*.
  - 1515 requests have been received since June 2014 (refer Question on Notice 54).
2. Since 7 September 2013, the Department has finalised 4263 primary requests, this includes requests which were granted an extension under various provisions of the FOI Act, had a practical refusal consultation, were awaiting payment of charges or were withdrawn.
3. 38 of the requests finalised were granted an extension under s 15AA.
4. 9 of the requests finalised were granted an extension under s 15AB (these requests were also granted extensions under s 15AA).
5. 8 of the requests finalised were finalised out of time.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 129**

**Outcome General: Program All**

**Topic: Contracts for Temporary Staff**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How much did the department/agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

**Answer**

1. Temporary or contract staff are considered labour hire personnel and numbers change daily. This information is not centrally recorded in the Department of Veterans' Affairs' (DVA) Human Resource Management System and the time and effort to capture this information would place an unreasonable burden on the Department's resources.
2. Refer to part 1.
3. As at 30 September 2014, 318 labour hire personnel are recorded as engaged by DVA in the Human Resource Management System.
4. The Department does not usually pay agencies to find labour hire personnel.
5. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 130**

**Outcome: All Program: All**

**Topic: Staffing Profile**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has there been any change to the staffing profile of the department/agency?
2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state).

**Answer**

1. and 2. Please refer to the tables below for a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state).

**Table 130.1: Total number of employees by classification at 3 June 2014 and 30 September 2014**

	<b>3 June 2014</b>	<b>30 September 2014</b>
APS1	19	19
APS2	61	58
APS3	228	224
APS4	213	200
APS5	457	465
APS6	505	479
EL1	316	309
EL2	123	128
Graduate APS	15	15
Legal 1 (EL1)	12	12
Legal 2 (EL2)	3	3
Medical Officer (MO) 3	2	2
MO4	1	1
Public Affairs Officer (PAO) 1 (APS5)	2	2
PAO2 (APS6)	2	3
PAO3 (EL1)	9	6
Senior PAO (EL2)	2	2
Senior Executive Service (SES) 1	20	20

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

SES2	8	8
SES3		1
Advocate (EL1)	6	6
Statutory	5	4
<b>Total</b>	<b>2009</b>	<b>1967</b>

**Table 130.2: Total number of employees by division at 3 June 2014 and 30 September 2014**

	<b>3 June 2014</b>	<b>30 September 2014</b>
Secretary & Repatriation Commission	9	10
Chief Operating Officer Group <sup>1</sup>		3
Deputy Commissioner NSW / ACT	118	118
Deputy Commissioner NT	7	7
Deputy Commissioner QLD	145	146
Deputy Commissioner SA	39	41
Deputy Commissioner TAS	29	28
Deputy Commissioner VIC	107	109
Deputy Commissioner WA	67	65
Veterans & Veterans Families Counselling Service (Branch)	105	98
Corporate Division	369	357
Commemorations & War Graves Division	135	125
Client Strategy & Defence Relations Branch	30	29
Rehabilitation & Support Division	356	346
Health & Community Services Division	435	423
Legal Services, Assurance & Deregulation Branch	25	26
<b>Total Department of Veterans' Affairs</b>	<b>1976</b>	<b>1931</b>
Repatriation Medical Authority <sup>2</sup>	9	11
Veterans' Review Board <sup>2</sup>	24	25
<b>Grand Total</b>	<b>2009</b>	<b>1967</b>

Note<sup>1</sup>: Chief Operating Officer Group was established as part of a restructure from 16 June 2014.

Note<sup>2</sup>: Staff who work at Repatriation Medical Authority and Veterans' Review Board are employed by Department of Veterans' Affairs

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Table 130.3: Total number of employees by town/city and state at 3 June 2014 and 30 September 2014**

	<b>3 June 2014</b>	<b>30 September 2014</b>
<b>ACT</b>		
Canberra	659	642
<b>NSW</b>		
Sydney	296	293
Lismore	7	7
Newcastle	6	5
Tweed Heads	4	3
Wollongong	3	
Gosford	3	
<b>QLD</b>		
Brisbane	354	344
Townsville	29	31
Maroochydore	6	5
Southport	5	5
Toowoomba	3	3
<b>VIC</b>		
Melbourne	275	275
Wodonga	5	5
Morwell	2	1
Ballarat	2	1
Geelong	2	2
Frankston	2	
Bairnsdale	1	
<b>SA</b>		
Adelaide	149	151
<b>NT</b>		
Darwin	15	15
<b>TAS</b>		
Hobart	63	65
Launceston	3	3
<b>WA</b>		
Perth	115	111
<b>Total</b>	<b>2009</b>	<b>1967</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 131**

**Outcome: All Programs: All**

**Topic: Savings and Efficiency Measures**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since the Appropriate Bills 2014 were passed by the parliament:

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?
2. For each measure or task identified in question 1:
  - a. What is the timeframe for implementation?
  - b. Who is the responsible agency for actioning these measures, guidelines or tasks?
  - c. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
  - d. What action has the minister asked be done on this policy?

**Answer**

1. Legislation is yet to pass Parliament for the following Department of Veterans' Affairs measures from the 2014-15 Budget.

**Veterans' Disability Pensions – commencement of payments from date of claim**  
*- Social Services and Other Legislation Amendment (2014 Budget Measures No 4).*

Other cross portfolio measures that also impact on payments made by the Department are still awaiting passage of legislation.

2. a. to d. As the measures are yet to be passed by Parliament, part 2 of this question is not applicable.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 132**

**Outcome: All Program: All**

**Topic: Computers**

(Written Question on Notice)

**Senator LUDWIG asked:**

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
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location
3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs

**Answer**

1. The Minister for Veterans' Affairs has two sites where computers provided by the Department of Veterans' Affairs (DVA) are located. All equipment is currently in use.

<b>Type</b>	<b>No.</b>	<b>Cost per unit</b>	<b>Total cost</b>	<b>Location</b>	<b>Allocated to</b>
PCs (Thin and Thick Clients)	6	\$927.53	\$5,565.18	Parliament House	Ministerial Staff
Laptops	3	\$1,858.17	\$5,574.51	Parliament House	Advisor Media Advisor Aide-de-Camp
PCs (Thin Clients)	5	\$927.53	\$4,637.65	Melbourne	Ministerial Staff
<b>Total</b>	14		\$15,777.34		

2. The Department currently owns the following computers:

<b>Type</b>	<b># Computers</b>	<b>Cost per computer</b>	<b>Total</b>
PCs	2,760	\$927.53	\$2,559,982.80
Laptops	160	\$1,858.17	\$297,307.20

As of 17 November 2014, this equipment was located nationally across the States/Territories in 44 sites and includes equipment provided to the Minister's offices (both at Parliament House and in Melbourne). See Attachment A for equipment location list.

3. The operating systems are:

- Thin Client kits utilise Windows 7 Thin Client
- Thick Client kits utilise Windows XP Professional

The software license for the operating system is sourced through the whole of government Microsoft Volume Sourcing Agreement administered by the Department of Finance. DVA paid \$415,366.26 in 2014-15 Financial Year for Microsoft Products relating to the Microsoft Volume



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

Sourcing arrangement. This included operating software costs and a wide range of other Microsoft products, such as Microsoft Office and other desktop software products.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**ATTACHMENT A**

As of 17 November 2014, DVA equipment was located nationally across the States/Territories in 44 sites and includes equipment provided to the Minister's offices (both at Parliament House and in Melbourne). Refer to below DVA equipment site list.

**Australian Capital Territory**

1. Lovett Tower, 13 Keltie Street, Woden.
2. 28-30 Corinna Street, Woden (Veterans' Access Network (VAN)).
3. 6-8 Campion Street, Deakin (Veterans and Veterans Families Counselling Service (VVCS)).

**New South Wales**

4. 280 Elizabeth Street, Surry Hills (VAN & Veterans' Review Board (VRB)).
5. Shop 45, Tweed Shopping Centre, Tweed Heads (VAN).
6. 17 Conway Street, Lismore (VAN & VVCS).
7. 8 Auckland Street, Newcastle (VAN & VVCS).
8. 88 Phillip Street, Parramatta (VVCS).
9. 99 Phillip Street, Parramatta (VAN).
10. Memorial Avenue, Rookwood Necropolis, Rookwood (Office of Australian War Graves (OAWG)).
11. 120 Miller Road, Villawood (Repository/File Store).

**Northern Territory**

12. 14 Winnellie Road, Winnellie (VAN & VVCS).
13. Memorial Drive, Adelaide River (OAWG).

**Queensland**

14. 259 Queen Street, Brisbane (VAN & VRB).
15. 17 Victoria Avenue, Broadbeach (VAN & VVCS).
16. 129 Horton Parade, Maroochydore (VAN & VVCS).
17. 99 Russell Street, Toowoomba (VAN).
18. 15 Astor Terrace, Spring Hill (VVCS).
19. Graham Road, Bridgeman Downs (OAWG).
20. 520 Flinders Street, Townsville (VAN).
21. Evans Street, Belgian Gardens, Townsville (OAWG).
22. Ross River Road, Cranbrook, Townsville (VVCS).
23. 996 Wynnum Road, Cannon Hill (Repository/File Store).
24. Gallipoli Barracks, Enoggera (DVA staff located here with laptops).
25. Lavarack Barracks, Townsville (DVA staff located here with laptops).

**South Australia**

26. 199 Grenfell Street, Adelaide.
27. 99 Frome Street, Adelaide (VVCS).
28. 760 Goodwood Road, Pasadena (OAWG).

**Tasmania**

29. 254 - 286 Liverpool Street, Hobart (VVCS & VAN).
30. 105/287 Charles Street, Launceston (VAN).
31. 13/8 Wenvoe Street, Devonport (VVCS).
32. Queens Walk, Hobart (OAWG).
33. Quarantine Road, Kings Meadow, Launceston (OAWG).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Victoria**

- 34. 300 Latrobe Street, Melbourne (VAN & VRB).
- 35. 200 Malop Street, Geelong (VAN).
- 36. 81 Hume Street, Wodonga (VAN & VVCS).
- 37. 440 Elizabeth Street, Melbourne (VVCS).
- 38. North Drive, Springvale Necropolis, Springvale (OAWG).
- 39. 620 Lorimer Street, Port Melbourne (Repository/File Store).

**Western Australia**

- 40. 140 St George's Terrace, Perth (VAN & VRB).
- 41. 7 Kintail Road, Applecross (VVCS).
- 42. Smyth Road, Nedlands (OAWG).

**Minister's Offices**

- 43. Level 14, Collins Street, Melbourne.
- 44. Suite M1 49, Parliament House, Canberra.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 133**

**Outcome: All Program: All**

**Topic: Travel Costs - Department**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
  - a. If so, under what policy?
  - b. Provide a copy of that policy.
  - c. When was this policy implemented?
  - d. List all occurrences of travel that this has occurred under.
  - e. Detail the process.
  - f. When is the minister notified, when is approved provided?

**Answer**

1. The Minister is required to approve the need for departmental international travel when the total cost of travel exceeds \$20,000. Where the cost is \$50,000 or more, the Minister must consult with the Prime Minister before approving the need to travel. The need for departmental international travel costed at \$20,000 and under is approved by the Secretary of the Department.

a. The policy for approval of official international travel is contained in the Department of Finance's Resource Management Guide (RMG) 405.

b. RMG 405 is at <http://www.finance.gov.au/sites/default/files/resource-management-guide-no-405.pdf>.

c. The policy was implemented on 1 July 2014.

d. The Minister has been required to approve the following travel:

- Travel to France and Belgium for industry briefings on the Western Front Interpretive Centre. Request for approval to travel was received by the Minister's office on 11 July 2014 and approval given on 12 July 2014.
- Travel to Turkey and the UK to plan Anzac Day 2015 ceremonies. Request for approval to travel was received by the Minister's office on 15 July 2014 and approval given on 22 July 2014.
- Travel to France, Belgium and the UK to plan Anzac Day 2015 ceremonies. Request for approval to travel was received by the Minister's office on 30 July 2014 and approval given on 4 August 2014.
- Travel to Wellington, New Zealand for Department of Veterans' Affairs staff to attend the Gallipoli Bilateral meeting in November 2014. Request for approval to travel was received by the Minister's office on 5 August 2014 and approval given on 10 August 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

e. All international travel proposals are forwarded to the Secretary of the Department for endorsement. Where the Secretary agrees to the need to travel, and the overall cost of the trip exceeds \$20,000, a brief is forwarded to the Minister recommending approval. The Minister may approve or not approve the request.

f. See answer to part d.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 134**

**Outcome: All Program: All**

**Topic: Travel costs - departmental**

(Written Question on Notice)

**Senator LUDWIG asked:**

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).

**Answer**

The Minister for Veterans' Affairs is assigned an Aide de Camp (ADC) by the Department of Defence. This is a long standing arrangement as the ADC supports the Minister when attending events relating to the commemorative activities of his portfolio responsibilities. The Department of Veterans' Affairs reimburses the Department of Defence for the ADC's travel.

Since Budget Estimates in June 2014 to 30 September 2014, details for the ADC's travel is outlined below.

<b>Townsville 20-21 June 2014 – Queensland RSL Annual Congress</b>	<b>Spend (excl. GST)</b>
Fares and booking fees	\$632.58
Travel Allowances (meals and incidentals)/Accommodation/Parking/Tolls	\$232.52
Taxis	\$ 43.45
<b>Total</b>	<b>\$908.55</b>
<b>Melbourne 5-6 July 2014 – Reserve Forces Day</b>	<b>Spend</b>
Fares and booking fees	\$457.56
Travel Allowances (meals and incidentals)/Accommodation/Parking/Tolls	\$280.87
Taxis	\$146.75
<b>Total</b>	<b>\$885.18</b>
<b>France, Belgium, and UK – 13-22 July 2014</b>	
Fares and booking fees	\$9,239.36
Travel Allowances (meals and incidentals)/Accommodation/Parking/Tolls	\$5,996.47
Taxis	\$ 26.04
<b>Total</b>	<b>\$15,261.87</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

The ADC also accompanied the Minister to Papua New Guinea from 10 to 12 September 2014. The Department of Defence has not issued an invoice for the reimbursement of travel costs as at 27 November 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 135**

**Outcome: All Program: All**

**Topic: Travel Costs - Department**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. For the period 1 July 2014 to 30 September 2014 the Department of Veterans' Affairs (DVA) spent \$677, 780 on travel for Departmental officers. This figure includes domestic and overseas travel. The expenditure breakdown is shown in the table below. The reasons for travel by Departmental officers include: to attend Departmental meetings once the cost effectiveness of the travel has been established, noting that offices and business areas are located in each state and territory and the majority of DVA staff are not located in Canberra; to maintain war graves in remote areas; to arrange and attend commemorative events overseas; and to meet with stakeholders such as ex-service organisations.

**1 July 2014 to 30 September 2014**

<b>Travel type</b>	<b>Spend</b>
Fares and booking fees	\$280,418
Travel Allowances (meals and incidentals)/Accommodation/Parking/Tolls	\$387,531
Car hire	\$9,831
<b>Total</b>	<b>\$677,780</b>

**Note:** Figures are GST exclusive.

Data on the breakdown of airfares by type is provided in the following table. The data includes domestic and international travel.

<b>Business class</b>	<b>Fully Flexible</b>	<b>Mid Range</b>	<b>Lowest Restricted</b>
163	38	559	224

The figures listed above are from 1 July 2014 to 30 September 2014 as it would have been too resource intensive to provide them from the requested start date in June 2014.

2. and 3. See answer to Question on Notice 133.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

4. Travel within the Department is carried out on a needs basis in direct response to business requirements. Forecasting of future travel is not realistic as emerging needs arise at short notice. Therefore, we are not able to predict the future expenditure in this area.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 136**

**Outcome: All Program: All**

**Topic: Travel costs - ministerial**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. to 2. The Department of Veterans' Affairs does not have information about travel costs by the Minister.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 137**

**Outcome: 1, 2 and 3 Program: 1.4, 2.4 and 3.1**

**Topic: Grants**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. The grants programs (Outcome: 1, 2 and 3 Program: 1.4, 2.4 and 3.1) are administered in accordance with the respective grant guidelines, which are available at the following websites:

[http://www.dva.gov.au/ex-service\\_organisations/grants/Pages/index.aspx](http://www.dva.gov.au/ex-service_organisations/grants/Pages/index.aspx)

[http://www.dva.gov.au/commems\\_oawg/OAWG/grants/Pages/index.aspx](http://www.dva.gov.au/commems_oawg/OAWG/grants/Pages/index.aspx)

<http://www.anzaccentenary.gov.au/grants/index.htm>

2. Application forms are available from the websites listed above. Information on how to lodge an application is provided on the respective application forms.
3. Each program has a set of published guidelines which specify applicant eligibility criteria and restrictions.
  - a. The guidelines do not contain provision to waive applicant eligibility criteria.
4. The process for assessment of applications is specified in the respective guidelines.
5. All applications are assessed by the Department of Veterans' Affairs and recommendations are forwarded to the Minister for Veterans' Affairs.
6. Final decisions on all applications are at the discretion of the Minister.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

- a. No. All funding recommendations and decisions are made in accordance with the provisions set out in the *Commonwealth Grant Rules and Guidelines (July 2014)*, formerly the *Commonwealth Grant Guidelines*.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 138**

**Outcome: 1, 2 and 3 Program: 1.4, 2.4 and 3.1**

**Topic: Grants**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June 2014:

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.
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.

**Answer**

1. All approved grants are published on the Department of Veterans' Affairs (DVA) website. The information recorded is in accordance with the Commonwealth Grant Rules and Guidelines (5.3 web-based reporting). Lists of all approved grants with executed grant agreements, as per the web-based reporting guideline, can be found at:

[http://www.dva.gov.au/ex-service\\_organisations/grants/Pages/ApprovedGrantsList.aspx](http://www.dva.gov.au/ex-service_organisations/grants/Pages/ApprovedGrantsList.aspx)  
[http://www.dva.gov.au/ex-service\\_organisations/grants/Pages/OPCMR.aspx](http://www.dva.gov.au/ex-service_organisations/grants/Pages/OPCMR.aspx)

2. An updated list of grants approved prior to 3 June 2014 which did not have financial contracts in place at the time is provided below. Please refer to the DVA website for a list of all approved grants with grant agreements in place between 3 June 2014 and 22 October 2014.

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Horsham Rural City Council	Hold an exhibition between August and October 2014 at the Horsham Regional Art Gallery to commemorate the First World War servicemen who enlisted in Horsham and to explore the impact it had on the local community.	\$7,400	HORSHAM, VIC	Yes	Grant Agreement executed 27 June 2014. Currently, waiting on relevant paperwork to enable payment to be processed. This has been followed up multiple times.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Moreton Bay Regional Council	Construct a new Anzac Memorial and Remembrance Gardens in Burpengary.	\$79,000	BURPENGARY, QLD	Yes	25 June 2014
Sunshine Coast Regional Council	Erect memorial walls with display boards and murals beside the Anzac Memorial Cenotaph, Quota Park, Nambour, to commemorate the fallen heroes from the First World War.	\$12,500	NAMBOUR, QLD	Yes	23 June 2014
Coolum Peregian RSL Sub-Branch	Install a secure cabinet in the Coolum Peregian RSL Memorial Hall to preserve and display a large amount of First World War memorabilia for the Centenary of Anzac.	\$14,630	COOLUM, QLD	Yes	8 July 2014
Darebin & Reservoir RSL Sub-Branch	Hold a Dawn Service on 25 April 2015 at All Nations Park, Northcote, and an Anzac Day march followed by community services at RSL Sub-branches within the local district. Centenary plaques will be installed during services at the local RSL Sub-branches. Includes the purchase of seven Anzac Centenary plaques to be installed and unveiled at the service.	\$5,693	DAREBIN, VIC	Yes	8 July 2014
Fairfield Primary School	Restore and install lighting to the Fairfield State School First World War Roll of Honour.	\$20,000	FAIRFIELD, VIC	Yes	11 July 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Darebin & Reservoir RSL Sub-Branch	Hold a service on 11 September 2014 at the Shrine of Remembrance, Melbourne, to commemorate the centenary of the Battle of Bitu Paka.	\$10,211	DAREBIN, VIC	Yes	8 July 2014
Armidale Dumaresq Council	Compile and publish a book "Armidale and the First World War" to commemorate the men and women from the district who served in the First World War.	\$10,000	ARMIDALE, NSW	Yes	Grant Agreement executed. Funds to be paid in February 2015
Tamworth RSL Sub-Branch	Publish a dictionary of biography 'Not Just Names' on the 194 names of the local men listed on the Tamworth Gates Roll of Honour who died while serving in the First World War.	\$10,000	TAMWORTH, NSW	Yes	19 June 2014
Mingoola Progress Association Inc.	Install a secure cabinet in the Mingoola Community Hall to house, preserve and display donated First World War memorabilia.	\$2,500	MINGOOLA, NSW	Yes	24 June 2014
Carlton Gardens Primary School	To publish and produce a book of students' work which will focus on Australia's involvement in the First World War.	\$7,458	CARLTON, VIC	Yes	29 July 2014
Flemington Primary School	Restore the First World War Honour Board at Flemington Primary School	\$7,000	FLEMINGTON, VIC	Yes	25 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Royal Australasian Society of Surgeons	Assist with costs of holding an exhibition titled "The Anzac Surgeons of Gallipoli" from 24 April 2015 to 30 June 2015 at the Royal Australasian College of Surgeons Museum that will provide a snapshot of a 'surgical scene' at Gallipoli in 1915, and publish a book on the same subject.	\$10,140	EAST MELBOURN E, VIC	Yes	23 June 2014
St Patrick's College	Publish a history book documenting former students of St Patrick's College, Ballarat, who served in the First World War.	\$5,000	BALLARAT, VIC	Yes	23 June 2014
Creswick Museum	Restore the Creswick Primary School First World War Honour Board which will be displayed in the Creswick Museum during the Anzac Centenary 2014-2018.	\$4,770	CRESWICK, VIC	Yes	25 June 2014
Victorian Interpretive Projects Inc.	Undertake a "Mining Mud & Medals" project to document and highlight the connections during the First World War between the Australian Mining & Boring Corps, Australian Tunnelling Companies and Schools of Mines in the Ballarat electorate.	\$35,683	BALLARAT, VIC	Yes	13 October 2014



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Ballarat Cemeteries Trust	Assist with publishing 'They Answered Their Country's Call', a book about those from the district who served during the First World War who are buried in Ballarat's two cemeteries or named on memorials within those cemeteries.	\$14,510	BALLARAT, VIC	Yes	24 June 2014
Moree RSL Sub-Branch	Purchase 75 cloth hats embroidered with the ADF badge and issued to every ex-service person who takes part in the Anzac Day 2015 march.	\$1,640	MOREE, NSW	Yes	25 June 2014
Narromine Shire Council	Erect a bronze honour roll at the Trangie Memorial Hall to commemorate the servicemen and women from the district who served in the First World War.	\$4,070	TRANGIE, NSW	Yes	18 June 2014
Hexham Community Association	Refurbish and upgrade the Hexham War Memorial.	\$3,729	HEXHAM, VIC	Yes	19 June 2014
Weston RSL Sub-branch	To supply and install a brass plaque in Peace Park, Weston, to commemorate the Wallaby Recruiting March.	\$1,310	WESTON, NSW	Yes	23 June 2014
Coalfields Heritage Group - Edgeworth David Museum	The purchase of printing and stationery to support the historical research project to deliver upward of 4,000 pages of research information on the First World War to the Museum repository.	\$1,500	KURRI KURRI, NSW	Yes	8 July 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
St John's Village	Install a plaque on the flagpole at St John's Village, Glebe, to commemorate all who served in the First World War and hire audio equipment and purchase two wreaths to use during a commemorative service and plaque unveiling ceremony to be held on Anzac Day 2015.	\$852	GLEBE, NSW	Yes	10 November 2014
Department of Corrective Services	Install a new memorial with pathway from internal roadway to memorial at Hakea Prison to commemorate Australian servicemen and women who served in the First World War.	\$17,085	CANNING VALE, WA	Yes	28 July 2014
Talbot Arts & Historical Museum	Publish "In Memoriam - Talbot's Great War 1914-1918", a book on the history of the men and women from Talbot who served during the First World War.	\$2,500	TALBOT, VIC	Yes	22 July 2014
Loddon Shire Council	Erect two bronze sculptures in Soldiers Memorial Park, Wedderburn, to commemorate Albert Jacka VC and Albert Borella VC who served in the First World War.	\$20,000	WEDDERBURN, VIC	Yes	23 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Portland RSL Sub-branch	Install a plaque on the Portland Cenotaph to commemorate the local men and women who served in the First World War and purchase two sets of replica First World War uniforms for use by the Light Horse Re-enactment Group during the centenary of the First World War.	\$2,548	PORTLAND, VIC	Yes	16 June 2014
Chelsea & District Historical Society Inc	Publish a book titled Those Who Served and Died in World War One. The book provides information about individuals who lived in the Chelsea district and who served and died during the First World War.	\$15,000	CHELSEA, VIC	Yes	22 July 2014
Ararat Rural City Council	Establish a First World War memorial to honour those who served from Ararat District on a lawn area next to the RSL building.	\$10,976	ARARAT, VIC	Yes	4 August 2014
Bicton Environmental Action Group	To have the Honour Avenue at Point Walter clearly defined as an Avenue with the purpose of displaying memorials to recognise the sacrifices made by Australians in the First World War.	\$12,351	MELVILLE, WA	Yes	18 June 2014
Richmond Primary School	Relocate the Richmond Primary School First World War Honour Board and encase it in a protective Perspex case.	\$5,052	RICHMOND, VIC	Yes	19 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Eastern Regional Libraries Corp.	Create a website containing names and details of the men and women named on memorials and honour boards around the Eastern Region of Melbourne who served in the First World War.	\$1,025	SCORESBY, VIC	Yes	21 July 2014
Mount Alexander College	Install an honour board at Mount Alexander College to commemorate the former students of the College who served in the First World War.	\$-	FLEMINGTON, VIC	Yes	Grant approved however Applicant declined grant offer.
East Melbourne Historical Society	To hold an exhibition in April 2015 at the East Melbourne Library to commemorate the Gallipoli Landing and provide an insight into the lives of First World War servicemen and women before, during and after the war.	\$2,400	EAST MELBOURNE, VIC	Yes	16 June 2014
Museum of Chinese Australian History Inc.	To hold an exhibition - "Chinese Anzacs: Chinese-Australians and the Great War" at the Chinese Museum from June 2014 - December 2014, and develop an education program for visiting school groups.	\$21,000	MELBOURNE, VIC	Yes	19 June 2014
Salisbury RSL Sub-branch	To supply and install a full size steel silhouette of an Australian Soldier adjacent to the Salisbury RSL Sub Branch.	\$500	SALISBURY, SA	Yes	27 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Auburn, Clare & Districts RSL Sub-branch	Install lighting to the First World War Memorial for dawn services and security at night. Re-concrete the path with exposed aggregate to match the recently renovated Second World War Memorial.	\$10,000	CLARE, SA	Yes	19 June 2014
Owen Community Centre Committee	Assist in restoring the First World War Memorial at Owen and installing a First World War Roll of Honour in the Owen Town Hall.	\$759	OWEN, SA	Yes	23 June 2014
Dublin History Group Inc	The supply of five exhibition banners, to supplement the collection of information about local veterans, and a tree planting with the supply and installation of plaques to commemorate the residents who did not return from the First World War.	\$5,684	DUBLIN, SA	Yes	11 August 2014
Rhynie Improvement Scheme	Produce replica of First World War Honour Board from photo of original, due to loss of original.	\$1,225	RHYNIE, SA	Yes	23 June 2014
National Military Vehicle Museum	Purchase four new wooden wheels to be fitted to two restored Limbers that were used in the First World War.	\$10,000	SALISBURY, SA	Yes	23 June 2014
Gawler RSL Sub-branch	Restoration and relocation of Gawler's First World War Memorial to the Memorial Zone in Pioneer Park.	\$10,000	GAWLER, SA	Yes	8 July 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Virginia Primary School	Create a semi-circle mosaic wall depicting three veterans from the First World War who attended the Old Virginia Primary School and lived in Virginia, around the front of the peace symbol in the Peace Garden of Virginia Primary School.	\$5,000	VIRGINIA, SA	Yes	28 July 2014
Two Wells RSL Sub-branch	Upgrade the First World War memorial by dismantling, repairing and rebuilding it.	\$7,700	TWO WELLS, SA	Yes	19 June 2014
Women Caring for Veterans of War	To build a memorial to the wives of war veterans from the First World War.	\$21,000	KENSINGTON, VIC	Yes	19 June 2014
Serbian Orthodox Church School Congregation 'Sveti Nikola'	To construct a memorial park on the grounds of the Serbian Orthodox Church School and install a plaque dedicating the memorial to allies with Serbia, for the purposes of commemorating Anzac and allied involvement in the First World War.	\$14,895	RICHLANDS, QLD	Yes	11 July 2014
Centenary Suburbs RSL Sub-branch	To install a statue of Simpson and his Donkey at the Centenary Suburbs War Memorial Gardens.	\$45,000	MOUNT OMMANEY, QLD	Yes	18 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Pallamallawa War Memorial Hall Committee	Contribute to the construction of a new outdoor war memorial including a Roll of Honour granite slab to allow Pallamallawa and district to commemorate Anzac Day and other significant military anniversaries.	\$10,000	PALLAMALLA, NSW	Yes	29 July 2014
Narrabri RSL Sub-branch	To contribute to the erection of a new Narrabri War Memorial.	\$9,100	NARRABRI, NSW	Yes	25 June 2014
Gilgandra Shire Council	To research, design, produce and install a permanent Cooee Honour Wall of the original 35 Cooees who marched from Gilgandra to Sydney in 1915.	\$5,185	GILGANDRA, NSW	Yes	2 July 2014
Cobar Shire Council	The project will create a travelling exhibition and a booklet focusing on local individuals from Cobar who enlisted in the First World War.	\$7,500	COBAR, NSW	Yes	15 September 2014
Eumungerie-Coboro RSL Sub-branch	Display a plaque with the names of local servicemen and women who served in the First World War.	\$455	EUMUNGERIE, NSW	Yes	29 July 2014
Dubbo District Concert Band	The auditorium hire, advertising and program printing costs for a concert which will commemorate the service and sacrifice of Australian servicemen and women in the First World War.	\$808	DUBBO, NSW	Yes	8 July 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Central Goldfields Shire Council	Restore the bronze soldier statue on the Maryborough War Memorial.	\$14,000	MARYBOROUGH, VIC	Yes	10 July 2014
Forbes & District Historical Society Inc	Contribute to costs associated with holding an exhibition at the Forbes Historic Museum during the Anzac Centenary period to commemorate the local men and women who served in the First World War.	\$10,000	FORBES, NSW	Yes	18 June 2014
Lithgow Public School P&C Association	Restoration of Lithgow Public School Memorial Gates	\$4,972	LITHGOW, NSW	Yes	22 July 2014
Peak Hill RSL Sub-branch	The project will replace the existing flagpole with a 9 metre aluminium, tapered, clear anodised finish flagpole with lockable halyard.	\$2,607	PEAK HILL, NSW	Yes	22 July 2014
Bathurst RSL Sub-branch	To install an Honour Board and plaque at the Bathurst War Memorial Carillon commemorating people from Bathurst and the wider district who lost their lives in the First World War.	\$2,122	BATHURST, NSW	Yes	10 November 2014
Neville Public Hall Reserve Trust	To restore the Shaw Neville First World War Memorial.	\$2,800	NEVILLE, NSW	Yes	24 June 2014



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Trundle RSL Sub-branch	To install ten plaques and stands for the Avenue of Remembrance in Trundle to commemorate men from the area who enlisted in the First World War.	\$3,000	TRUNDLE, NSW	Yes	29 July 2014
Lithgow City Band	To commemorate the Anzacs by holding a multicultural musical tribute on the eve of Anzac Day 2015 in Queen Elizabeth Park, Lithgow.	\$3,500	LITHGOW, NSW	Yes	29 July 2014
Anglican Parish of Cudal	To restore the War Memorial located in the church yard of St Alban's Toogong.	\$2,860	CUDAL, NSW	Yes	30 July 2014
Town of Cambridge	To refurbish the West Leederville War Memorial in preparation for the Anzac Day centenary and ceremony on 25 April 2015, and supply and install two flagpoles.	\$7,392	FLOREAT, NSW	Yes	8 July 2014
The Ballarat & District Genealogical Society Inc	To identify, research and make available information on an online database about civilians of Ballarat and district who were involved in the community efforts to support Australia's war effort in the First World War.	\$4,500	BAKERY HILL MC, VIC	Yes	2 July 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Village Glen Residents' Club Committee	To install a memorial plaque on a granite rock to commemorate the centenary of Gallipoli, located in front of the Village Glen Clubhouse.	\$3,000	ROSEBUD WEST, VIC	Yes	2 July 2014
Nepean Historical Society Inc	To design and print an Anzac information panel: A Tribute to Local Service People, First World War - for permanent display at Sorrento Museum.	\$2,794	SORRENTO, VIC	Yes	24 June 2014
Tyabb Primary School	Create a Ceramic Poppy Commemorative Remembrance Wall	\$2,641	TYABB, VIC	Yes	28 July 2014
Pearcedale Public Hall Inc	To build a First World War memorial garden with a pillar and plaque to commemorate local servicemen and women.	\$9,000	PEACEDALE , VIC	Yes	2 July 2014
Mornington Peninsula Shire Council	Contribute to costs associated with the relocation and refurbishment of the Somerville Cenotaph.	\$10,000	HASTINGS, VIC	Yes	25 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Cabra Vale Ex-Active Servicemen's Club Ltd	An electorate-wide research project, involving 41 participating schools and the wider community, producing a piece of visual, performing, print or multimedia art representing their individual understanding of Australia's involvement in the First World War and how this involvement has shaped modern Australia.	\$112,856	CANLEY WALE, NSW	Yes	First instalment paid 13 July 2014
Wollongong City Council	To restore the First World War Memorial at 'Slacky Flat' Bulli,, NSW.	\$10,650	BULLI, NSW	Yes	22 July 2014
Queen Victoria Museum and Art Gallery	Hold an exhibition in the Queen Victoria Museum and Art Gallery entitled: The Great War - Tasmanian Experiences, to commemorate the commencement of the First World War.	\$30,500	LAUNCEST ON TAS	Yes	11 August 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Launceston Legacy	Assist with research and publication costs associated with producing a book and transcripts on the history of Tasmanian members of the 3rd Field Ambulance unit, Tent Sub-Divisions, Army Medical Corps who served at Gallipoli, and the contribution and involvement of Launceston and other parts of Tasmania in the Anzac Campaign.	\$9,960	LAUNCESTON TAS	Yes	11 June 2014
Scottsdale RSL Sub-branch	Build an Anzac Walk of Honour in Scottsdale Memorial Park commemorating the 457 who served in the First World War from the Dorset Municipality.	\$25,000	SCOTTSDALE TAS	Yes	30 July 2014
Cambridge Volunteer Fire Brigade	Development of a memorial site at the Cambridge Memorial Oval which incorporates artillery machinery, the Australian and Tasmanian flags, a garden with Rosemary and three slabs of sandstone representing the Air Force, Army and Navy, and a paved area which highlights the 'Rising Sun'.	\$10,900	ROMNEY TAS	Yes	19 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Browns River History Group	Create four First World War banners for use at community events and commemorative services and publish a booklet on the men and women from the Browns River district who served in the First World War.	\$2,486	KINGSTON BEACH TAS	Yes	8 July 2014
South Arm RSL Sub-branch Inc	To establish a 'Wall of Honour' to commemorate the Tasmanian military units that served at Gallipoli during the First World War.	\$24,310	SOUTH ARM TAS	Yes	24 June 2014
Knox Historical Society	To publish a book "Knox Anzacs 1914 - 1919".	\$5,460	Ferntree Gully, VIC	Yes	10 July 2014
Rydalmere East Public School	Purchased the Production Package of 'Do Not Forget, Australia' - A theatrical production for school students.	\$2,970	ERMINGTON, NSW	Yes	12 August 2014
Mornington Peninsula Family History Society Inc	Event to commemorate the Centenary of recruits leaving Frankston for the First World War at the Mechanics Institute on 4 October 2014.	\$1,000	FRANKSTON, VIC	Yes	29 July 2014
Woodgate Beach RSL Sub-branch Inc	Install a new First World War Memorial on The Esplanade, Woodgate Beach with security lighting.	\$10,000	WOODGATE BEACH, QLD	Yes	23 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Bundaberg & District Ex-Servicewomen's Association	Hold a community memorial service on 1 November 2014 at the War Nurse Memorial Park, Bundaberg, to commemorate the centenary of the sailing from Australia of the first contingent from the Australian Army Nursing Service.	\$1,668	BUNDABERG, QLD	Yes	17 June 2014
The Centenary of Anzac Hills Community Committee	<p>Provide assistance to the Centenary of ANZAC Hills Community Committee to help hold a number of events during the Centenary of Anzac.</p> <p>This application is additional to originally approved grant application (196571) to cover:</p> <ul style="list-style-type: none"> <li>* Sound and lighting equipment for the 1812 overture orchestra performance;</li> <li>* Purchase of Lego for the Lego displays;</li> <li>* Stage equipment and photographs for the Centenary of Anzac stage play; and</li> <li>* Necessary insurances for the whole of event/committee activities.</li> </ul>	\$25,000	BAULKHAM HILLS, NSW	Yes	First instalment paid 27 June 2014
Lions Club of Hallett Cove and Districts	To hold a vigil, a community dawn service and a gunfire breakfast at Hallett Cove.	\$10,000	HALLETT COVE, SA	Yes	Grant Agreement executed. Funds to be paid in January 2015

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Dubbo City Council	To restore the Dubbo Cenotaph, re-patina the three bronze images, re-cast the bronze hinge on the safe to enable the Roll of Honour to be replaced, and update the Theatre of War listing.	\$15,000	DUBBO, NSW	Yes	8 July 2014
Lemnos Gallipoli Commemorative Committee Inc	Contribute towards a statue of a soldier which will form part of a memorial commemorating the role of the northern Aegean Island of Lemnos in Australia's Gallipoli story.	\$25,000	CRANBOURNE, VIC	Yes	First instalment paid 10 July 2014
FOSALH (Friends of Sandy and the Australian Light Horse)	To install a custom designed interpretive panel on or near to the burial site of Sandy, the only horse to return to Australia of the tens of thousands of horses taken overseas during the First World War.	\$17,622	SEDDON, VIC	Yes	11 July 2014
Keilor East RSL Sub-branch	Erect a water feature at the entrance to the Keilor East RSL Club to commemorate those from the local district who served in the First World War	\$6,880	WEST ESSENDON, VIC	Yes	23 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Keilor East RSL Sub-branch	Restore and reframe a photograph of men from the Essendon District attending a dinner on 8 September 1914 at the Moonee Ponds Town Hall prior to joining the 1st Australian Imperial Expeditionary Force to commence training in Egypt.	\$920	WEST ESSENDON, VIC	Yes	23 June 2014
NSW Lancers Memorial Museum Incorporated	To run a free, public, historical Pageant through the centre of Parramatta on 30 August 2014 to commemorate the outbreak of the First World War and the service and sacrifice of the men of the 1st Light Horse.	\$13,000	PARRAMATTA, NSW	Yes	23 July 2014
Buderim Men's Shed Inc	Design, fabricate and install a First World War Light Horse memorial at Cotton Tree Park.	\$53,413	BUDERIM, QLD	Yes	First instalment paid 3 July 2014
Sorrento Portsea RSL Sub-branch	Hold an event on 5 August 2014 to commemorate the firing of the first shot of the First World War by the British Commonwealth from Point Nepean.	\$10,000	SORRENTO, VIC	Yes	23 June 2014
Submarines Association Australia (SAA) ACT Inc.	Produce and install two plaques at the Australian War Memorial to commemorate the contributions of Australian submarines AE1 and AE2 in the First World War.	\$2,783	TARAGO, NSW	Yes	28 July 2014



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
WRANS Association (ACT)	Purchase new banner, hats and hat tally bands to reflect the change of name of the association	\$1,727	WODEN, ACT	Yes	9 July 2014
Far East Strategic Reserve (Navy) Association	Install a plaque at the Australian War Memorial to commemorate 24 Royal Australian Navy ships that were allocated from 1955 to 1966	\$1,243	CAMPBELL, ACT	Yes	17 June 2014
Hornsby Shire Council	Relocate and restore the David John Willis Boer War Memorial in Beecroft	\$4,000	BEECROFT, NSW	Yes	5 September 2014
The 7th Australian Division AIF Association	Hold a service at Bass Hill to commemorate the 70th Anniversary of the Lae campaign	\$3,000	CHESTER HILL, NSW	Yes	26 June 2014
The Spitfire Association	Upgrade the website of The Spitfire Association	\$3,000	KILLARA, NSW	Yes	8 July 2014
RAAF Transport Flight Vietnam / 35 Squadron Council	Hold a meet and greet function on 8 August 2014 at Opal Cove Resort in Coffs Harbour to commemorate the 50th anniversary of the deployment of the first RAAF operational unit to the Vietnam War	\$769	COFFS HARBOUR, NSW	Yes	20 June 2014
RAAF Transport Flight Vietnam / 35 Squadron Council	To publish a 'Caribou history of operations' booklet to commemorate the 50th anniversary of the deployment of the first RAAF peration unit to the Vietnam War	\$352	COFFS HARBOUR, NSW	Yes	20 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Australian Armourers Association	Print two books on the history of RAAF armourers and armament from 1921 to 2011	\$2,615	SHELLY BEACH, NSW	Yes	9 July 2014
Narooma RSL Sub-branch	Install six bronze plaques at the war memorial at the Narooma RSL club to commemorate local service in various conflicts	\$4,000	NAROOMA, NSW	Yes	20 June 2014
National Servicemen's Association of Australia Shoalhaven Sub-branch	Install three information plaques on wartime memorabilia displayed at the Shoalhaven National Servicemen's Memorial in Ulladulla	\$4,000	ULLADULLA, NSW	Yes	26 June 2014
Harden Murrumburra Historical Society Inc	Erect three bronze plaques commemorating local Second World War servicemen and women on the War Memorial Gates in Jugiong	\$4,000	JUGIONG, NSW	Yes	23 June 2014
The Rotary Club of Cootamundra	Purchase a Peace Monument in Cootamundra	\$818	COOTAMUNDRA, NSW	Yes	20 June 2014
Laurieton RSL Sub-branch	Construct Navy and Air Force Memorials at Laurieton Memorial Park	\$4,000	LAURIETON, NSW	Yes	18 June 2014
Avalon Beach RSL Sub-branch	Replace faulty lighting in a memorabilia display cabinet	\$858	AVALON BEACH, NSW	Yes	23 June 2014
Bonalbo RSL Sub-branch	Install a plaque at the commemorative gazebo in Bonalbo to commemorate local servicemen interned as prisoners of war in the Second World War	\$2,695	BONALBO, NSW	Yes	20 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Kyogle RSL Sub-branch	Construct a memorial rose garden at the Kyogle cemetery to commemorate servicemen and women of the Kyogle district	\$2,610	KYOGLE, NSW	Yes	23 June 2014
Nelson Bay RSL Sub-branch	Restore existing name panel on a memorial at Apex Park in Nelson Bay	\$2,948	NELSON BAY, NSW	Yes	20 June 2014
Tumut RSL Sub-branch	Add four names to the War Memorial at Adelong	\$710	ADELONG, NSW	Yes	24 June 2014
Davistown RSL Sub-branch	Affix four service plaques to the memorial wall at the Davistown RSL Club	\$3,000	DAVISTOWN, NSW	Yes	26 June 2014
Ocean Beach Surf Life, Saving Club Inc	Construct a community memorial at Ocean Beach Surf Life Saving Club in Umina	\$4,000	UMINA, NSW	Yes	20 June 2014
The Radar Air Defence Branch RAAF Association (NSW)	Purchase a RAAF Radar Air Defence and Air Traffic Control banner for use on Anzac Day	\$660	EAST GOSFORD, NSW	Yes	23 June 2014
Belmont RSL Sub-branch	Relocate and upgrade the Belmont War Memorial	\$4,000	BELMONT, NSW	Yes	26 June 2014
Battle of Java Sea & Coral Sea Commemoration Committee	Hold the inaugural merged Java and Coral Sea commemorative service at the Sydney Cenotaph	\$1,550	SYDNEY, NSW	Yes	26 June 2014
Wollongong City Council	Restore the Dapto Pool War Memorial	\$4,000	DAPTO, NSW	Yes	23 July 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
The National Malaya & Borneo Veterans Assoc Australia Inc South Australia & Northern Territory Branch	Hold a commemoration service for the 50th anniversary of the embarkation of HMAS Sydney to Borneo and Kedah	\$2,689	GARDEN ISLAND, NSW	Yes	8 July 2014
Lowood RSL Sub-branch	Upgrade the Lowood War Memorial and immediate surrounds	\$3,801	LOWOOD, QLD	Yes	26 June 2014
Manly-Lota RSL Sub-branch	Restore and upgrade the Manly War Memorial	\$3,500	MANLY, QLD	Yes	9 July 2014
Long Tan Veterans Association	Install four bronze plaques on a rock at Gallipoli Barracks, Enoggera, to create a monument to commemorate those killed at Long Tan	\$3,632	ENOGERA, QLD	Yes	Grant approved but applicant declined grant offer.
Nambour & District Historical Museum Association Inc	Assist the museum in memorabilia displays of former local residents	\$2,240	NAMBOUR, QLD	Yes	25 June 2014
Palmwoods and District RSL Sub-branch	Restore three plaques on the Palmwoods War Memorial	\$301	PALMWOODS, QLD	Yes	23 July 2014
Beerwah Peachester RSL Sub-branch	Restore the Beerwah Peachester War Memorial and immediate surrounds	\$2,000	BEERWAH, QLD	Yes	9 July 2014
National Servicemen's Association (Qld) Inc Toowoomba & District Branch	Produce a book on the history of national service and compulsory military service in Australia	\$3,000	TOOWOOMBA, QLD	Yes	24 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Bundaberg & District Ex Servicewomen's Association Inc	Erect a memorial wall at the War Nurses Memorial Park to commemorate all Australian service nurses	\$4,000	BUNDABERG, QLD	Yes	20 June 2014
Roma RSL Sub-branch	Install an honour board commemorating local service men and women at Muckadilla	\$2,859	MUCKADILLA, QLD	Yes	24 June 2014
Innovative Care Ltd	Erect a new honour board and flagpole at the Tugun Aged Care Facility	\$1,170	TUGUN, QLD	Yes	25 June 2014
Gold Coast War Museum	Purchase glass to create showcase cabinets to display wartime memorabilia at the Gold Coast War Museum and for loan to schools and community organisations	\$3,000	MUDGEERABA, QLD	Yes	9 July 2014
3rd Battalion, The Royal Australian Regiment South Australia Association Inc	Hold a luncheon on following a service to dedicate a memorial to the 50th Infantry Battalion AIF on the Pathway of Honour, Adelaide	\$3,000	ADELAIDE, SA	Yes	9 July 2014
3rd Battalion, The Royal Australian Regiment South Australia Association Inc	Install a plaque on a plinth on the Pathway of Honour, Adelaide, to commemorate the 50th Infantry Battalion, Australian Imperial Force	\$4,000	ADELAIDE, SA	Yes	9 July 2014
Brighton RSL Sub-branch	Install a bookcase to hold the library collection of the Brighton RSL Sub-branch	\$1,760	BRIGHTON, SA	Yes	26 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Cowell RSL Sub-branch	Install mannequins to display military uniforms and purchase three frames to hold photographs of local Second World War veterans at the Cowell RSL Sub-branch hall	\$2,519	COWELL, SA	Yes	9 July 2014
Kadina Memorial School	Upgrade the Memorial Arch at Kadina Memorial School and install fencing, signage, lighting and a garden	\$3,630	KADINA, SA	Yes	17 June 2014
National Servicemen's Association of Australia Eyre Peninsula Sub-branch	Install two plaques at the RSL Garden of Remembrance in Port Lincoln to honour Australian servicemen and women and merchant navy seamen for their service in the Vietnam War	\$2,400	PORT LINCOLN, SA	Yes	24 June 2014
Sacred Heart College	Restore Second World War and post-1952 honour rolls at, Sacred Heart College	\$3,000	SOMERTON PARK, SA	Yes	26 June 2014
Sacred Heart College	Install lighting above the Second World War and post-1952 honour rolls at Sacred Heart College	\$3,000	SOMERTON PARK, SA	Yes	26 June 2014
Touched by FIRE Australia	Purchase mannequins and showcases to display military uniforms from the Vietnam War in a mobile exhibition	\$933	MORPHETT VALE, SA	Yes	18 June 2014
Naval Association of Australia Devonport/Ulverstone Sub-section	Erect a memorial and hold a commemorative service in Ulverstone to commemorate the 50th anniversary of the sinking of HMAS Voyager II	\$2,585	ULVERSTONE, TAS	Yes	9 July 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Smithton RSL Sub-branch	Install a display cabinet to showcase wartime memorabilia at the Smithton RSL Sub-branch	\$2,258	SMITHTON, TAS	Yes	9 July 2014
Campania District School	Install a flagpole and build a memorial garden at Campania District School	\$1,809	CAMPANIA, TAS	Yes	9 July 2014
Northern Midlands RSL Sub-branch	Repair damage to the Cenotaph in Perth, Tasmania	\$1,950	PERTH, TAS	Yes	26 June 2014
Sorell RSL Sub-branch	Restore the Boer War Memorial in Sorell	\$2,430	SORELL, TAS	Yes	8 July 2014
Creswick-Smeaton RSL Sub-branch	Erect a flagpole at the Creswick Cenotaph to fly the Australian National Flag	\$500	CRESWICK, VIC	Yes	17 June 2014
Hemsley Park Residents Committee	Install a flagpole at the Hemsley Park Retirement Village to fly the Australian National Flag	\$500	BALLARAT EAST, VIC	Yes	26 June 2014
Reservoir Lodge / Dependable Care	Install a flagpole at Reservoir Lodge in Reservoir to fly the Australian National flag	\$500	RESERVOIR , VIC	Yes	Grant agreement with applicant for signing.
Bendigo District RSL Sub-branch	Restore a Centurion Tank on display at the Bendigo District RSL Sub-branch Memorial and Memorabilia Park	\$3,000	LONG GULLY, VIC	Yes	20 June 2014
Castlemaine RSL Sub-branch	Improve access to the Sutton Grange War Memorial	\$925	SUTTON GRANGE, VIC	Yes	26 June 2014
Geelong Lodge / Dependable Care	Erect a flagpole at Geelong Lodge in Belmont to fly the Australian National Flag	\$500	GEELONG, VIC	Yes	Grant agreement with applicant for signing

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Lifestyle Communities Ltd T/A Lifestyle Hastings Village	Install a flagpole to fly the Australian National Flag at Lifestyle Hastings Village	\$500	HASTINGS, VIC	Yes	23 June 2014
National Vietnam Veterans Museum	Create a 9RAR interactive display at the National Vietnam Veterans Museum	\$2,920	SAN REMO, VIC	Yes	26 June 2014
National Vietnam Veterans Museum Ltd	Restore and upgrade honour board in the National Vietnam Veterans Museum	\$2,250	NEWHAVEN , VIC	Yes	26 June 2014
Robert O'Hara Burke Memorial Museum	Publish a book <i>Beechworth at War</i> focussing on the stories of residents of Beechworth involved in the Boer War and the First and Second World Wars	\$3,000	BEECHWORTH, VIC	Yes	26 June 2014
Gembrook Primary School	Undertake a research project and install a memorial rock and plaque to commemorate the contribution of local ex-service personnel in peacekeeping and in times of conflict	\$1,000	GEMBROOK , VIC	Yes	26 June 2014
National Servicemen's Association of Australia South East Victorian Sub-branch	Restore the National Servicemen's Memorial in Berwick	\$2,300	BERWICK, VIC	Yes	24 June 2014
Royal Australian Electrical & Mechanical Engineers Association (Vic) Inc	Purchase an updated RAEME banner for use on days of commemoration	\$3,000	FOUNTAIN GATE, VIC	Yes	25 June 2014



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Brim Memorial Hall Committee	Restore and upgrade the historical flagpole at the Brim Memorial Hall	\$3,135	BRIM , VIC	Yes	24 June 2014
Cohuna/Leitchville RSL Sub-branch	Erect a flagpole to fly the Australian National Flag at the Cohuna/Leitchville RSL Sub-branch clubrooms	\$500	COHUNA, VIC	Yes	20 June 2014
Vietnam Veterans Association of Australia Mitchell Sub-branch	Install closed circuit television cameras at the Vietnam Veterans Commemorative Walk in Seymour	\$4,000	SEYMOUR , VIC	Yes	26 June 2014
St Thomas Aquinas College	Install a flagpole at St Thomas Aquinas College	\$500	TYNONG, VIC	Yes	30 July 2014
Corop Community, Action Group	Erect a flagpole at Corop Community Centre to fly the Australian National Flag	\$500	COROP, VIC	Yes	21 August 2014
Innovative Care Ltd	Erect a new honour board and flagpole at the Echuca Residential Care Facility	\$1,170	ECHUCA, VIC	Yes	25 June 2014
Numurkah & District Development Committee Inc	Install a wall art mural overlooking the Numurkah Cenotaph depicting local servicemen and women in theatres of war from the Boer War to the present.	\$3,000	NUMURKA H, VIC	Yes	24 June 2014
Stanhope RSL Sub-branch	Install a plaque on the Stanhope War Memorial commemorating local service women who served in the Second World War	\$550	STANHOPE, VIC	Yes	24 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Tongala RSL Sub-branch	Install an honour board at Tongala RSL Hall to commemorate servicemen from the Tongala district who served in the Korean War and the Vietnam War	\$350	TONGALA, VIC	Yes	24 June 2014
Coleraine RSL Sub-branch	Upgrade the flagpole and cenotaph at the memorial garden at Coleraine RSL	\$2,008	COLERAINE, VIC	Yes	24 July 2014
Maroona Recreation Centre Committee	Erect a war memorial in Maroona to honour local First World War and Second World War servicemen	\$3,275	MAROONA, VIC	Yes	8 July 2014
Royal Australian Air Force Association Ballarat Branch	Restore the Hamilton Air Force Memorial Gates	\$1,920	HAMILTON, VIC	Yes	9 July 2014
Kelmscott-Pinjarra 10th Lighthorse Memorial Troop Inc	Display a complete, genuine World War 2 uniform	\$1,941	SEVILLE GROVE, WA	Yes	24 June 2014
Ballajura RSL Sub-branch	Install six new commemorative plaques on the memorial in Ballajura Peace Park	\$3,000	BALLAJURA, WA	Yes	17 June 2014
Serpentine-Jarrahdale RSL Sub-branch	Install a display cabinet at the Miniature Soldier Museum in Hyden to exhibit wartime memorabilia	\$3,000	HYDEN, WA	Yes	23 July 2014
Shire of Williams	Install a community war memorial in Williams, Western Australia	\$3,300	WILLIAMS, WA	Yes	26 June 2014
Helena College Junior School	Install a memorial garden at Helena College Junior School	\$3,000	DARLINGTON, WA	Yes	20 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Recipient</b>	<b>Project</b>	<b>Grant amount (GST inc)</b>	<b>Grant Funding Location</b>	<b>Advised of grant</b>	<b>Current status – date grant paid</b>
Royal Australian Engineers Association of WA Inc	Publish a book, <i>Sappers in the West - Army Engineers in Western Australia - 1851 to 2012</i>	\$3,000	BALGA, WA	Yes	8 July 2014
Lynette Silver OAM	Improvements to the protective fence surrounding the Last Camp Memorial.	\$1,850	Ranau, Sabah, Malaysia	Yes	12 June 2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 139**

**Outcome: All Program: All**

**Topic: Government Payment of Accounts**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
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?
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?
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer**

1. For the period 1 July 2014 to 30 September 2014, the average time taken to pay accounts under the Government's 30 day payment policy has been 20.3 days.

2. to 5.

<b>Number of Payments</b>	<b>Percentage</b>	<b>Days</b>
5,059	96.05 %	Under 30 days
166	3.15 %	between 30 and 60 days
21	0.40 %	between 60 and 90 days
8	0.15 %	between 90 and 120 days
13	0.25 %	over 120 days

6. \$603.20 has been paid in interest on overdue amounts between 1 July 2014 and 30 September 2014.

7. The interest rate used was 9.69% per annum based on the Australian Taxation Office general interest charge as required by the Government's Supplier Pay On Time or Pay Interest Policy.

The figures listed above, for all questions, are from 1 July 2014 to 30 September 2014 as it would have been too resource intensive to provide them from the requested start date in June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 140**

**Outcome: All Program: All**

**Topic: Consultancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.
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.
3. Have any consultancies not gone out for tender?
  - a. List each, including name, cost and purpose
  - b. If so, why?

**Answer**

1. The details requested are available under the Reports tab on AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)).
2. Consultancies already planned for this calendar year are listed on the Department of Veterans' Affairs (DVA) Procurement Plan, amended from time to time. The Department's Procurement Plan is available under the Procurement Plans tab on AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)).
3. DVA sources some consultancies via a Request for Proposal from members of relevant panels. The details requested are available under the Reports tab on AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 141**

**Outcome: All Program: All**

**Topic: Meeting Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

From 1 July 2014 to 30 September 2014, the Department of Veterans' Affairs spent \$15,258 (GST excl.) on catering for meetings. This amount is predominantly for small purchases of refreshments for meetings and forums such as board and committee meetings and meetings with Departmental visitors. Information relating to date and location of all events is not readily available. The time and effort to accurately provide this information would be too resource intensive.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 142**

**Outcome: All Program: All**

**Topic: Meeting costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 143**

**Outcome: All Program: All**

**Topic: Meeting Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

The Department of Veterans' Affairs expects to spend approximately the same amount during 2014-15 on catering for meetings as it spent during the 2013-14 financial year which was \$52,378 (GST excl.). Information relating to date and location of all planned events is not readily available. The time and effort to accurately provide this information would be too resource intensive.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 144**

**Outcome: All Program: All**

**Topic: Meeting costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

There is currently no meeting spend being planned.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 145**

**Outcome: All Program: All**

**Topic: Functions**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. The Minister for Veterans' Affairs hosted a breakfast for the Prime Ministerial Advisory Council on Veterans' Mental Health (PMAC) on 24 July 2014 at Parliament House. This provided an opportunity for the Minister and Prime Minister to meet and welcome all members of the Council. The function was held prior to the inaugural meeting held later that day.
  - a. The membership of PMAC is available at <http://www.pmac.dva.gov.au/>
  - b. The Minister.
  - c. A light continental buffet-style breakfast was provided.
  - d. Tea, coffee and a selection of fruit juice was served.
2. There has been no wine, beer or other alcoholic beverages purchased or on order in the Minister's office since Budget Estimates in June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 146**

**Outcome: All Program: All**

**Topic: Executive coaching and leadership training**

(Written Question on Notice)

**Senator LUDWIG asked:**

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)

**Answer**

The responses are provided from 1 July 2014 to 30 September 2014, as it would have been too resource intensive to provide from Budget Estimates.

1. \$47,452 on three leadership programs.

2. The Department of Veterans' Affairs (DVA) has a suite of leadership training available for APS3 to APS6, EL1 to EL2 and SES officers. Since June 2014, the following leadership training has occurred:

- Australian and New Zealand School of Government (ANZSOG) Executive Fellows Program
- Australian Public Service Commission (APSC) SES Band 1 Talent Program
- Looking Forwards Program (LFP)

The ANZSOG Executive Fellows Program and the APSC SES Band 1 Talent Program are offered to high performing SES officers. As at 30 September 2014, DVA had 29 SES officers.

The LFP is offered to all APS3 to APS6 staff. As at 30 September 2014, DVA had a total of 1368 APS3 to APS6 staff.

3. 23 staff attended these three programs. See Table 1 for a breakdown of classification. Staff on training are considered to be on duty and therefore study leave is not required.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Table 1 – Executive Coaching and/or leadership training services for SES, APS and EL staff purchased by DVA for the period 1 July 2014 – 30 September 2014**

<b>Question 146 Question 147 Question 148</b>	<b>Service Provider – ODS Management Consulting</b>	<b>Service provider – Australian and New Zealand School of Government (ANZSOG)</b>	<b>Service Provider –Australian Public Service Commission (APSC)</b>	<b>Totals</b>
4. a) The name and nature of the service purchased	Provision of Leadership Training - Looking Forwards Program (LFP)	Executive Fellows Program (EFP). Program commences 3 November 2014	SES Band 1 Talent Program. Program commences 10 November 2014	
4. b) Whether the service is one-on-one or group based	Group based	Group based - three week residential program	Group based spanning an eight-month period, incorporating 360° assessment feedback, 12 days of facilitated workshops (including 4 day residential), 3 x small group learning sessions, 3 x one-to-one executive coaching.	
4. c) The number of employees who received the service and their employment classification	Recall Canberra 21 attendees (5x APS4) (2 x APS5) (14 x APS6)	1 SES Band 1 Officer	1 SES Band 1 Officer	
Total attendees	<b>Total: 21 attendees</b>	<b>Total: 1 attendee</b>	<b>Total: 1 attendee</b>	<b>Grand total: 23 attendees</b>
4. d) The total number of hours involved for all employees (provide a breakdown for each employment classification)	<ul style="list-style-type: none"> <li>○ 5 APS4 x 4 hours = 20 hours</li> <li>○ 2 APS5 x 4 hours = 8 hours</li> <li>○ 14 APS6 x 4 hours = 56 hours</li> </ul>	<ul style="list-style-type: none"> <li>○ 1 SES Band 1 x 112.5 hours = 112.5 hours</li> </ul>	<ul style="list-style-type: none"> <li>○ 1 SES Band 1 x 99 hours = 99 hours</li> </ul>	
Total hours	<b>Total = 84 hours</b>	<b>Total = 112.5 hours</b>	<b>Total = 99 hours</b>	<b>Total = 295.5 hours</b>
4. e) The total amount spent on the service	<b>\$4,565</b>	<b>\$29,887</b>	<b>\$13,000</b>	<b>Grand Total: \$47,452</b>
4. f) A description of the fees charged (i.e. per hour, complete package)	The cost noted above includes facilitation, course material and travel costs for facilitators. There is a standard cost for the facilitation, however, the total cost of each	The cost noted above is the standard course cost, as set by ANZSOG, and includes the costs of administration, facilitation, accommodation and all course	The cost noted above is the standard course cost, as set by the APSC, and includes the costs of administration, facilitation, accommodation and all course	

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Question 146 Question 147 Question 148</b>	<b>Service Provider – ODS Management Consulting</b>	<b>Service provider – Australian and New Zealand School of Government (ANZSOG)</b>	<b>Service Provider –Australian Public Service Commission (APSC)</b>	<b>Totals</b>
	program varies depending on the number of participants, course materials required and location of the program.	materials.	materials.	

The above information is provided in relation to leadership training which is either corporately administered or recorded within DVA. It should be noted that within the Department, individual business areas may arrange coaching and leadership training which is specific only to staff in their business area. This training is not centrally recorded and the time and effort to provide this information would be too resource intensive.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 147**

**Outcome: All Program: All**

**Topic: Executive coaching and leadership training**

(Written Question on Notice)

**Senator LUDWIG asked:**

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)

**Answer**

Please refer to Table 1 within the answer to Question on Notice 146.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 148**

**Outcome: All Program: All**

**Topic: Executive coaching and leadership training**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

a. The Executive Fellows Program is held at the Australian and New Zealand School of Government campus at 204 Lygon Street, Carlton, Melbourne, Victoria.

The Australian Public Service Commission (APSC) SES Band 1 Talent Program workshop components are held at APSC premises at 16 Furzer Street, Phillip, Canberra, ACT, except for the four-day residential workshop held at Mercure Resort, 1 Fern Street, Gerringong, NSW.

b. Please refer to the answer provided to Question on Notice 146.

c. Please refer to the answer provided to Question on Notice 146.

d. There is no separate cost for the above venues. Costs are covered in the participant's registration fee.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 149**

**Outcome: All Program: All**

**Topic: Executive coaching and leadership training**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

The Department of Veterans' Affairs does not mandate or suggest any form of agreement relating to continuing employment after training has been completed.



**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 150**

**Outcome: All Program: All**

**Topic: Executive coaching and leadership training**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

The Department of Veterans' Affairs' human resource management information system does not record full details of staff in receipt of education benefits (i.e. study assistance) nor a breakdown of the type of study assistance received. As these study activities are not centrally recorded, the time and effort to provide the information requested would be too resource intensive.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 151**

**Outcome: All Program: All**

**Topic: Provision of equipment - ministerial**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

a. No new devices were allocated during the period from June 2014 to 22 October 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 152**

**Outcome: All Program: All**

**Topic: Provision of equipment - ministerial**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:
- What is provided?
  - The purchase cost.
  - The ongoing cost.
  - 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).
  - A breakdown of what staff and staff classification receives each item.

**Answer**

1. Yes. Data provided for parts a. to e. is for 1 July 2014 to 7 November 2014.

a.

7 x Blackberry phones  
1 x iPad (with wireless broadband)  
2 x HP laptops (with wireless broadband)  
1 x Toshiba laptop  
8 x RSA Tokens

b.

\$13,863.50

c.

Blackberry	\$34.95 per month, plus \$5.00 per month for voice, plus call & SMS costs that are in excess of \$5.00, plus excess data charges
Wireless Broadband (includes iPads)	\$35.00 per month, plus excess data charges

d.

1 x iPad keyboard = \$59.95  
3 x laptop bags = approximately \$50 per unit, \$150 total.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

e.

<b>Item</b>	<b>Staff or Minister classification</b>
Blackberry 9780/iPad/RSA Token	Minister
Blackberry 9790/HP Laptop/RSA Token	DVA Adviser
Blackberry 9700/RSA Token	DVA Adviser
Blackberry 9780/RSA Token	DVA Adviser
Blackberry 9780/HP Laptop/RSA Token	Media Adviser
Blackberry 9780/RSA Token	Office Manager
Blackberry 9800/Toshiba Laptop/RSA Token	Aide-De-Camp
RSA Token	Chief of Staff

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 153**

**Outcome: All Program: All**

**Topic: Staffing reductions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many staff reductions/voluntary redundancies have occurred?
  - a. What was the reason for these reductions?
  - b. Were any of these reductions involuntary redundancies? If yes, provide details.
  - 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.
  - d. If there are plans for staff reductions, please give the reason why these are happening.
  - e. Are there any plans for involuntary redundancies? If yes, provide details.
  - f. How many ongoing staff left the department/agency? What classification were these staff?
  - g. How many non-ongoing staff left department/agency from? What classification were these staff?
  - h. What are the voluntary redundancy packages offered? Please detail for each staff level and position
  - i. How do the packages differ from the default public service package?
  - j. How is the department/agency funding the packages?

**Answer**

1. In the period 3 June 2014 to 30 September 2014, total net staff reduction of 42 from 2,009 to 1,967 (Head Count). This included 12 voluntary redundancies.
  - a. To meet Business Reform initiatives.
  - b. Nil.
  - c. The Department of Veterans' Affairs (DVA) staffing profile is expected to reduce by 54 FTE in the 2014-15 financial year. The majority of staff reductions are anticipated through natural attrition and with minimal impact on clients.
  - d. DVA will need to reduce staff numbers to operate efficiently within a reduced budget allocation.
  - e. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

f. From 3 June 2014 to 30 September 2014, 47 ongoing staff left the Department. Classifications of these staff are listed in the table below.

**Ceased Employees (Head Count) – 3 June 2014 to 30 September 2014**  
**By Classification and Employment Type**

<b>Classification</b>	<b>Ongoing employees</b>	<b>Non-ongoing employees</b>	<b>Total</b>
APS2	3	3	<b>6</b>
APS3	8	18	<b>26</b>
APS4	9	4	<b>13</b>
APS5	6	5	<b>11</b>
APS6	13		<b>13</b>
VVCS Professional - APS6	4	1	<b>5</b>
Executive Level 1	2		<b>2</b>
Legal Officer 1		1	<b>1</b>
Executive Level 2	2		<b>2</b>
<b>TOTAL</b>	<b>47</b>	<b>32</b>	<b>79</b>

g. From 3 June 2014 to 30 September 2014, 32 non-ongoing staff left the Department. Classifications of these staff are listed in the table in part f. above.

h. Redundancy packages are offered under the conditions of the DVA Enterprise Agreement 2012-2014, which is available online at:

[www.dva.gov.au/aboutdva/publications/corporate/Pages/index.aspx#working](http://www.dva.gov.au/aboutdva/publications/corporate/Pages/index.aspx#working)

i. There is no difference from the default public service package.

j. Redundancy packages are funded from the Department's existing budget.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 154**

**Outcome: All Program: All**  
**Topic: Staffing recruitment**  
(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many ongoing staff have been recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many staff have been employed on contract and what is the average length of their employment period?

**Answer**

1. In the period from 3 June 2014 to 30 September 2014, 13 ongoing staff were recruited.

The table below shows the classification of ongoing staff recruited.

**Ongoing employees recruited – 3 June 2014 to 30 September 2014**  
**By Classification and Type of Recruitment**

<b>Classification</b>	<b>New engagement to APS</b>	<b>Transfer/ Promotion within APS</b>	<b>Temporary Assignment from another APS Agency</b>	<b>Existing non- ongoing employee engaged as ongoing</b>	<b>Total</b>
APS3		1		1	2
APS4		3			3
APS5		3			3
APS6		3			3
Executive Level 1	1	1			2
<b>Total</b>	<b>1</b>	<b>11</b>		<b>1</b>	<b>13</b>

2. As at 3 June 2014 there were 51 employees on non-ongoing contracts.

In the period from 3 June 2014 to 30 September 2014, 24 new non-ongoing staff members were recruited.

In the same period, 30 non-ongoing staff ceased and 2 were engaged as ongoing employees.

As at 30 September 2014 there were 43 employees on non-ongoing contracts.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

The table below shows the classification of non-ongoing employees in the period from 3 June 2014 to 30 September 2014.

**Non-ongoing employees – 3 June 2014 to 30 September 2014**  
**By Classification**

<b>Classification</b>	<b>Head Count As at 3/6/2014</b>	<b>Commenced during period to 30/9/2014</b>	<b>Ceased (or changed status to ongoing)</b>	<b>Head Count As at 30/9/2014</b>
APS2	6		3	<b>3</b>
APS3	26	22	18	<b>30</b>
APS4	5	1	3	<b>3</b>
APS5	9		5	<b>4</b>
APS6		1		<b>1</b>
APS6 – Veterans and Veterans Families Counselling Service Professional	2		1	<b>1</b>
Legal 1	1		1	
Executive Level 1	1		1	
SES Band 1	1			<b>1</b>
<b>TOTAL</b>	<b>51</b>	<b>24</b>	<b>32</b>	<b>43</b>

3. For all 73 non-ongoing employees who were employed for some part of the period 3 June 2014 to 30 September 2014, the average length of employment was 14.2 months.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 155**

**Outcome: All Program: All**

**Topic: Coffee Machines**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff useage?
  - 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?
  - b. Why were coffee machines purchased?
  - 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?
  - d. Where did the funding for the coffee machines come from?
  - e. Who has access?
  - 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?
  - g. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer**

1.a to g. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 156**

**Outcome: All Program: All**

**Topic: Printing**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many documents (include the amount of copies) have been printed?
  - a. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  - a. If so, what companies were used?
  - b. How were they selected?
  - c. What was the total cost of this printing by item?

**Answer**

The responses below cover the period from Budget Estimates 2013 - 14; 3 June 2014 to 30 September 2014.

1. It would be too resource intensive to provide all relevant documents under this question. Accordingly, the Department of Veterans' Affairs (DVA) has provided a summary of key documents released to the public.

<b>Name of document printed</b>	<b>Number printed</b>	<b>a. Published online: Yes/No</b>
i. Vetaffairs Vol. 30 No.2	249,465	Yes
ii. Review of statutory timeframes <i>Military Rehabilitation and Compensation Act 2004</i>	238	Yes
iii. Non-Liability Health Care Brochure	12,000	Yes
iv. Non-Liability Health Care Information Card	12,000	Yes
v. Rehabilitation Brochure	20,900	Yes
vi. Rehabilitation Brochure	10,000	Yes
vii. <i>Military Rehabilitation and Compensation Act 2004</i> – Reprint (includes <i>Military Rehabilitation and Compensation (Consequential and Transitional Provisions) Act 2004</i> and Index)	1,000	Yes (without index)
viii. Mens Health Peer Education Magazine July 2014	25,550	Yes

2. The Department used the following external printing services:

<b>a) Companies used</b>	<b>b) How selected</b>	<b>c) Total cost (including GST)</b>
i. Independent Print Media Group	Prequalified Tender	\$55,836.61
ii. Canprint Communication Pty Ltd	Prequalified Tender	\$924.00
iii. New Millennium Print	Prequalified Tender	\$1,174.00
iv. New Millennium Print	Prequalified Tender	\$722.70
v. Paragon Printers Australasia	Prequalified Tender	\$2,645.50

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

vi. New Millenium Print Pty Ltd	Prequalified Tender	\$1,461.90
vii. Canprint Communication Pty Ltd	Limited Tender	\$20,583.31
viii. Paragon Printers	Panel	\$32,337.80

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 157**

**Outcome: All Program: All**

**Topic: Corporate Cars**

Written Question on Notice

**Senator LUDWIG asked:**

1. How many cars are owned by each department/agency?
  - a. Where are the cars located?
  - b. What are the cars used for?
  - c. What is the cost of each car during the specified period?
  - d. How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
  - a. Where are the cars located?
  - b. What are the cars used for?
  - c. What is the cost of each car during the specified period?
  - d. How far did each car travel during the specified period?

**Answer**

1. The Department of Veterans' Affairs (DVA) currently owns four cars which includes two commercial vehicles.
  - a. One car is located in Ankara, Turkey.  
One car is located in Paris, France.  
One commercial vehicle is located at Port Moresby (Bomana) War Cemetery, Papua New Guinea.  
One commercial vehicle is located at Rabaul (Bita Paka) War Cemetery, Papua New Guinea.
  - b. The car located in Ankara, Turkey is used for official purposes by the DVA Section at the Australian Embassy and private use by the DVA Counsellor, for which the officer pays a contribution.  
The car located in Paris, France is used for official purposes by the DVA Section at the Australian Embassy and private use by the First Secretary, for which the officer pays a contribution.  
The commercial vehicles located in Papua New Guinea are used for the care and maintenance of Port Moresby (Bomana) and Rabaul (Bita Paka) War Cemeteries and memorials.
  - c. For the period 3 June 2014 to 30 September 2014:
    - The running cost of the car in Ankara, Turkey was approximately TRY 4,128 (AUD \$2,139);
    - The running cost of the car in Paris, France was approximately EURO 1,511 (AUD \$2,175);
    - The running cost of the commercial vehicle located at Port Moresby (Bomana) War Cemetery, Papua New Guinea was approximately PGK 2,202 (AUD \$996); and
    - The running cost of the commercial vehicle located at Rabaul (Bita Paka) War Cemetery, Papua New Guinea was approximately PGK 3,601 (AUD \$1,800).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

Note: The costs detailed above exclude depreciation and any employee contributions for private usage.

d. For the period 3 June 2014 to 30 September 2014:

- The car located in Ankara, Turkey travelled approximately 11,500 km;
- The car in Paris, France travelled approximately 13,109 km;
- The commercial vehicle located at Port Moresby (Bomana) War Cemetery, Papua New Guinea travelled approximately 4,203 km; and
- The commercial vehicle located at Rabaul (Bita Paka) War Cemetery, Papua New Guinea travelled approximately 1,670 km.

2. DVA currently leases 49 vehicles, after relinquishing three vehicles during this period.

- 32 Departmental vehicles.
- 17 Office of Australian War Graves (OAWG) vehicles.

a. **OAWG**

<b>Site</b>	<b>Cost 3/6/2014 – 30/9/2014</b>	<b>Odometer Readings 3/6/2014 – 30/9/2014</b>
NSW War Graves	\$4,298.72	13,217
NSW War Graves	\$6,230.52	20,320
NSW War Graves	\$5,357.88	23,625
NT War Graves	\$3,021.08	19,407
SA War Graves	\$3,405.08	12,638
SA War Graves	\$7,271.44	4,351
VIC War Graves	\$5,724.48	20,001
VIC War Graves	\$4,439.24	19,349
QLD War Graves	\$3,116.84	2,239
QLD War Graves	\$2,453.44	6,922
QLD War Graves	\$3,771.76	5,874
QLD War Graves Townsville	\$4,299.88	11,847
QLD War Graves Townsville	\$2,389.84	2,771
TAS War Graves Hobart	\$3,990.44	6,690
TAS War Graves Launceston	\$4,542.56	7,220
WA War Graves	\$3,272.80	4,981
WA War Graves	\$3,319.48	784
	<b>\$70,905.48</b>	<b>182,236 km</b>

**DVA**

<b>Site</b>	<b>Cost 3/6/2014 – 30/9/2014</b>	<b>Odometer Readings 3/6/2014 – 30/9/2014</b>
Parramatta Veterans' Access Network (VAN)	\$3,690.00	1,482
Newcastle VAN	\$3,137.88	989
Darwin State Office	\$2,768.40	5,548
Brisbane State Office	\$2,675.32	463
Brisbane State Office	\$3,086.20	6,075
Brisbane State Office	\$2,703.68	644

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

Maroochydore VAN	\$1,572.48	4,678
Tweed Heads VAN	\$1,782.92	1,398
Southport VAN	\$3,410.04	7,318
Adelaide State Office	\$2,780.52	2,338
Adelaide State Office	\$1,698.24	707
Adelaide State Office	\$1,945.48	1,275
Hobart State Office	\$2,868.10	1,929
Morwell VAN (Relinquished 30/6/14)	\$1,125.27	302
Perth State Office	\$ 736.10	1,238
Perth State Office	\$2,539.96	5,352
Perth State Office (Relinquished 30/6/14)	\$3,107.28	5,246
Canberra Office	\$3,048.00	3,867
Canberra VAN	\$3,537.56	7,166
Sydney State Office	\$1,766.92	1,670
Sydney State Office	\$2,460.32	3,024
Sydney State Office	\$2,463.76	2,739
Sydney State Office	\$3,089.28	1,307
Sydney State Office	\$3,084.96	1,282
Sydney State Office	\$2,518.12	3,278
Lismore VAN	\$3,168.48	628
Melbourne State Office	\$4,132.88	3,299
Melbourne State Office	\$3,508.56	4,396
Melbourne State Office	\$3,372.16	6,184
Melbourne State Office	\$3,709.76	6,299
Wodonga VAN	\$2,955.04	1,915
Bairnsdale VAN (Relinquished 30/6/14)	\$ 838.48	1,934
Ballarat VAN	\$3,901.24	5,693
Townsville	\$1,739.25	710
Toowoomba	\$1,968.29	481
	<b>\$92,890.93</b>	<b>102,854 km</b>

b. The leased vehicles are used for official purposes by various departmental sections for official meetings and commemorative events. For example:

- VAN for regional visits to veterans;
- Outreach and information services;
- On Base Advisory Services;
- Defence personnel; and
- OAWG who maintain official individual commemorations of the war dead and eligible post-war dead.

c. Refer to a.

d. Refer to a.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 158**

**Outcome: All Program: All**

**Topic: Taxi Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.
2. What are the reasons for taxi costs?

**Answer**

1. The total expenditure on taxis from 1 July 2014 to 30 September 2014 was \$142,701 (GST excl.). This figure does not include expenditure on taxis for veterans under the Repatriation Transport Scheme, or for health services for veterans. The expenditure is provided for 1 July 2014 to 30 September 2014 as identifying costs from Budget Estimates in June would be too resource intensive.

The breakdown by business group is:

<b>Business Group</b>	<b>Amount (\$)</b>
Secretary, Commissioner and Deputy President	5,777
State Deputy Commissioners	12,163
Veterans and Veterans Families Counselling Service	6,561
Corporate Division and Legal Services	49,841
Client and Commemorations Division	13,095
Rehabilitation and Support Division	18,400
Health and Community Services Division	28,811
Repatriation Medical Authority	898
Veterans' Review Board	7,155
<b>TOTAL</b>	<b>142,701</b>

2. Taxis are used by Department of Veterans' Affairs (DVA) staff in conjunction with official travel, such as travelling from the airport to office. Taxis are also used by staff to travel to external meetings, to accompany veterans attending commemorative activities, and by veterans attending DVA related activities.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 159**

**Outcome: All Program: All**

**Topic: Taxi costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

For the period 1 July 2014 to 30 September 2014, \$2,533.14 was spent on taxis for the Minister.

The figure listed above is from 1 July 2014 to 30 September 2014 as it would have been too resource intensive to provide them from the requested start date of 3 June 2014.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 160**

**Outcome: All Program: All**

**Topic: Hire Cars**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. The expenditure on hire cars from 1 July 2014 to 30 September 2014 was \$9,831 (GST excl.). The expenditure is provided for 1 July 2014 to 30 September 2014 as identifying costs from Budget Estimates in June would be too resource intensive.

The breakdown by business group was:

<b>Business Group</b>	<b>Amount (\$) (GST excl)</b>
Secretary, Commissioner and Deputy President	720
State Deputy Commissioners	1,401
Veterans and Veterans Families Counselling Service	1,223
Corporate Division and Legal Services	444
Client and Commemorations Division	4,456
Rehabilitation and Support Division	0
Health and Community Services Division	776
Repatriation Medical Authority	0
Veterans' Review Board	811
<b>TOTAL</b>	<b>9,831</b>

2. Hire cars are used in conjunction with official travel. They are used in lieu of taxis when it is cost efficient to do so. They are also used for regional travel in Australia and overseas, and when there is a need to carry equipment such as for training events or by grave maintenance field staff.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 161**

**Outcome: All Program: All**

**Topic: Hire cars**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

Expenses for the Minister for Veterans' Affairs car hire (Comcar) are reimbursed to the Department of Finance. For the period 1 July 2014 to 30 September 2014, the cost was \$9,481.72 (excl GST).

The figure listed above is from 1 July 2014 to 30 September 2014 as it would have been too resource intensive to provide it from the requested start date of 3 June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 162**

**Outcome: All Program: All**

**Topic: Credit Cards**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. There have been no changes to arrangements for using credit cards since June 2014. The total number of cards issued to Department of Veterans' Affairs (DVA) employees, as at 11 November 2014, was 245.

The breakdown by employment classification was:

<b>Classification</b>	<b>No. of Cardholders</b>
APS2	9
APS3	12
APS4	30
APS5	30
APS6	64
EL1	34
EL2	35
SES	26
Statutory Position Holders	4
Principal Member Veterans' Review Board	1
<b>TOTAL</b>	<b>245</b>

2. No

3. No

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

4. Since Budget Estimates in June 2014, two incidents of corporate credit card misuse have been reported.
5. An EL1 level staff member accidentally used a DVA credit card to make personal purchase. The misuse was reported immediately and the amount was paid back. An APS 6 level staff member accidentally charged a personal item to a corporate card. The purchase was returned for a full refund which was repaid to the Department. The staff member then repurchased the item using their own card. In both cases the staff members were advised to keep the corporate card separate from personal cards.
6. Yes. The financial management training module has been replaced by a credit card specific training course which all cardholders are required to complete at set intervals.
7. No cards are issued to the Minister or his office.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 163**

**Outcome: All Program: All**

**Topic: Hospitality and Entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

What has been the Department/Agency's hospitality spend including any catering and drinks costs.

**Answer**

From 1 July 2014 to 30 September 2014, the Department of Veterans' Affairs spent \$3,552 (GST excl.) on hospitality and entertainment. This was predominantly for small purchases of refreshments for meetings and forums involving external parties, in particular ex-service organisations. Information relating to date, location, purpose and cost for all events is not readily available. The time and effort to accurately provide this information from the dates specified would be too resource intensive.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 164**

**Outcome: All Program: All**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

\$438.44 (GST excl.) was spent on combined hospitality and entertainment expenses. The Minister for Veterans' Affairs hosted a breakfast for the Prime Ministerial Advisory Council on Veterans' Mental Health on 24 July 2014 at Parliament House. This provided an opportunity for the Minister to meet and welcome all members of the Council. For further details please refer to the answer to Question on Notice 145.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 165**

**Outcome: All Program: All**

**Topic: Hospitality and Entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Please refer to the answer provided to Question on Notice 163.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 166**

**Outcome: All Program: All**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Please refer to the answer provided to Question on Notice 164, which details amount spent on combined hospitality and entertainment expenses.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 167**

**Outcome: All Program: All**

**Topic: Hospitality and Entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

In 2014-15, the Department of Veterans' Affairs expects to spend approximately the same amount as it spent in the 2013-14 financial year which was \$11,248 (GST excl.). A similar number of events and meetings, where hospitality and entertainment is provided, are expected to occur. To provide a more detailed breakdown of these costs for each individual event would involve considerable time and effort and be too resource intensive.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 168**

**Outcome: All Program: All**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

There is currently no specific hospitality spend being planned.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 169**

**Outcome: All Program: All**

**Topic: Hospitality and Entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Please refer to the answer provided to Question on Notice 167.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 170**

**Outcome: All Program: All**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

There is currently no specific entertainment spend being planned.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 171**

**Outcome: All Program: All**

**Topic: Hospitality and Entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

The Department of Veterans' Affairs reviews all expenditure to achieve value for money. Expenditure on hospitality and entertainment is expected to be similar to the previous year.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 172**

**Outcome: 1 Programme: 1.2 & 1.6**

**Topic: Compensation / DART**

(Written Question on Notice)

**Senator XENOPHON asked:**

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?

**Answer**

1. and a. The receipt of a reparation payment from the Defence Abuse Response Taskforce (DART) is not directly relevant to the Department of Veterans' Affairs (DVA) claims-processing requirements. Claimants are not required to declare as part of their claim whether they have lodged a claim with, or received a payment from, the DART. Claimants do not always disclose their involvement with DART and/or may not disclose the outcome of their DART reparation claim as this information is not required for the purposes of their compensation claim with DVA. As a result, DVA cannot provide numbers of claimants who have also received a reparation payment.

However, DVA can advise that 259 claims completed during the period 1 January 2011 to 31 July 2014 were wholly or partly related to sexual or physical abuse.

These completed claims involved 522 separate conditions. Of the 522 conditions, 262 (50 per cent) were accepted and 222 were refused. The remaining 38 include claims where no diagnosable condition was established and claims that were withdrawn.

- b. Claims were unsuccessful for one or more of the following reasons:
  - no diagnosed medical condition;
  - claimant's circumstances may not have met the relevant Statement of Principles for the diagnosed condition;
  - insufficient medical or other documentary evidence to support the claim;
  - inconsistent evidence resulting in the connection between the claimed events and the condition not meeting the relevant standard of proof; and
  - claimant not 'on duty' at the time of the alleged assault.
- c. It is not possible to provide a response to this question based on current data collected.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 173**

**Outcome: 2 Program: 2**

**Topic: Suicide**

(Written Question on Notice)

**Senator XENOPHON asked:**

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

**Answer**

1. The Department of Veterans' Affairs (DVA) only maintains records of suicide of veterans in relation to a death of a veteran when a claim is lodged by dependants for compensation.

DVA has commissioned the Australian Institute of Health and Welfare (AIHW) to carry out a data-matching exercise between deceased ADF personnel (specifically those who served from 1972 and who died on or after 1 January 1990) and the National Death Index (NDI) and the State Coroners' databases to establish both the number of suicides and the prevalence of suicide in the veteran population.

- a. No, see answer to question 1 above. DVA has determined two deaths by suicide in 2014. Both veterans were approximately 90 years old.
- b. The Repatriation Medical Authority has determined Statements of Principles (SOPs) for 'suicide and attempted suicide'. The 'suicide and attempted suicide' SOPs are used by DVA employees acting as delegates of the Repatriation Commission or Military Rehabilitation and Compensation Commission in the process for determining if a death by suicide is related to service. DVA's system records claims against the relevant SOP code.
- c. Where a veteran's death by suicide is related to service, any dependent partner, 'eligible young person' or 'other dependant' of that veteran may be eligible for a range of benefits under legislation administered by DVA. Benefits may include compensation payments, a Repatriation Health Card – For All Conditions (Gold Card), and education payments.

The bereavement caused by suicide has a significant impact on the family members left behind. The Veterans and Veterans Families Counselling Service (VVCS) is available to support family members through such difficult times. VVCS provides free and confidential, nation-wide counselling and support for war and service-related mental health and wellbeing conditions.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

DVA is focused on developing and delivering programmes that help prevent suicide, build resilience and provide information on how and where to seek help for those at risk of, or impacted by, suicide. Through its Operation Life initiative, DVA offers online suicide awareness training and prevention resources, as well as face-to-face workshops, which are delivered nationally through the VVCS.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 174**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

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.

1. How many claims has the Department received from people who were a part of the Australian Civilian Medical and Surgical Teams in Vietnam?

**Answer**

The Department of Veterans' Affairs does not record information on the number of claims from members of the Australian Civilian Medical and Surgical Teams under the *Veterans' Entitlements Act 1986*. Claims under the *Safety, Rehabilitation and Compensation Act 1988* are managed by Comcare.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 175**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

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?

**Answer**

The Department of Veterans' Affairs (DVA) only holds records of those former Australia Defence Force members who are eligible to receive entitlements from DVA. DVA notes the following figures:

- the Vietnam Nominal Roll lists 441 members of the teams;
- the Vietnam Logistics and Support Medal was awarded to 279 members of the teams in 1993; and
- Dr Edward Kremer, a member of the teams, advised the then Minister for Veterans' Affairs that there were 'about 250 surviving team members' in 2012.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 177**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

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?

**Answer**

Subsection 5R(1) of the VEA provides:

- (1) The Minister may, by notice in writing published in the Gazette, make, in respect of a person, or of persons included in a class of persons, specified in the notice, all or any of the following determinations:
    - (a) a determination that this Act, or specified provisions of this Act, are to apply to and in relation to the person, or a person included in that class of persons, as if he or she was, while he or she was rendering service of a kind specified in the notice (in this subsection referred to as relevant service), a member of the Defence Force who was rendering continuous full-time service;
- [...]

Determinations under this provision are usually only made in respect of a person who has rendered relevant service as determined by the Australian Defence Force or the Defence Minister or the Minister responsible for defence personnel.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 178**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice.)

**Senator XENOPHON asked:**

Who makes the decision as to whether a former civilian employee would be eligible?

**Answer**

Previous determinations under subsection 5R(1) *Veterans' Entitlements Act 1986* (VEA) relating to civilians have been made by the Minister for Veterans' Affairs based on advice from the Australian Defence Force (ADF) regarding the relationship between the civilian and the ADF. The specific benefits and entitlements that civilians would be eligible for would depend on the determination as well as other statutory requirements applicable to all persons who have coverage under the VEA. Where eligibility for a benefit or entitlement requires allotment for duty in an operational area, a decision is required under subsection 5B(2) and is made by either the ADF, the Minister for Defence or the Minister responsible for defence personnel.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 179**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

Has DVA provided advice to the Government on recognising the Australian Civilian Medical and Surgical Teams? If so, what advice was given?

**Answer**

This is a matter for the Department of Defence.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 180**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

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?

**Answer**

If individual civilian doctors or nurses worked in Australian military hospitals under the command and control of the Australian Defence Force, they may have eligibility under the *Veterans' Entitlements Act 1986*. These individuals would be assessed on a case-by-case basis if they submitted a claim to the Department of Veterans' Affairs.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 181**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

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?

**Answer**

This is a matter for the Department of Defence.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 182**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

Is DVA aware of cases where Comcare has denied treatment for dioxin-related cancers?

**Answer**

This matter should be referred to the Department of Employment.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 183**

**Outcome: 1 Program: 1.1**

**Topic: Australian Civilian Medical and Surgical Teams**

(Written Question on Notice)

**Senator XENOPHON asked:**

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

**Answer**

Only two types of civilians employed in Vietnam have been provided access to entitlements and benefits under the *Veterans' Entitlements Act 1986* through a determination under paragraph 5R(1)(a) of that Act:

- Defence civilian intelligence officers attached to particular Australian units; and
- Merchant mariners who served as part of a mixed crew along with members of the Royal Australian Navy (RAN) on HMAS Boonaroo between 17 March 1967 and 13 April 1967 or on HMAS Jeparit between 19 December 1969 and 11 March 1972. During these periods, these vessels were commissioned by the RAN and were commanded by a RAN officer.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 184**

**Outcome: All Program: All**

**Topic: Consultants**

(Written Question on Notice)

**Senator XENOPHON asked:**

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?

**Answer**

A list of reportable contracts (with contract values) awarded by the Department of Veterans' Affairs to Softlaw Community Projects Ltd is publicly available on AusTender at [www.tenders.gov.au](http://www.tenders.gov.au). AusTender is managed on behalf of the Australian Government by the Department of Finance. Data preceding the introduction of AusTender can be found at <http://www.data.gov.au/dataset/historical-australian-government-contract-data>.

It has been determined that more detailed information about actual payments made to Softlaw Community Projects Ltd is exempt material under the *Freedom of Information Act 1982* and for this reason, this information will not be provided. This approach is consistent with the *Government Guidelines for Official Witnesses before Parliamentary Committees and Related Matters* ([http://www.aph.gov.au/Parliamentary\\_Business/Senate\\_Estimates/Guidelines\\_for\\_official\\_witness](http://www.aph.gov.au/Parliamentary_Business/Senate_Estimates/Guidelines_for_official_witness)).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 185**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Self-Initiated work**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No, all work undertaken is approved via the Business Planning process.
2. to 7. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 186**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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 contract. 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?

**Answer**

1. No. The Memorial's standard contract terms and conditions do not contain any limitations or restrictions on advocacy or criticising Government policy.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 187**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No. The Memorial's standard contract terms and conditions do not contain any limitations or restrictions on advocacy or criticising Government policy.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 188**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 189**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Conditions of Government Contracts and Agreements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?
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?
3. If no consultation has occurred, why not?
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?

**Answer**

1. to 4. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 190**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Non-Conventional Therapies**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since 7 September 2013:

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:
  - a. What is the process by which these therapies can be approved?
  - b. Who are they available to?
  - c. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?

**Answer**

1. No.

a. to c. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 191**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Non-Conventional Therapies**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since 7 September 2013:

2. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:

1. What therapies have been provided?
2. What were they used to treat?
3. What was the cost of the therapy?

**Answer**

1. No.

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 192**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Statutory Review Provisions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a work plan for the review.
3. When did/will this work begin?
4. When is/was the review due to commence?
5. What is the expected report date?
6. Who is the minister responsible for the review?
7. What department is responsible for the review?
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review?
11. Who is conducting the review? How were they selected? What are the legislated obligations for the selection of the person to conduct the review?
12. What are the budgeted, projected or expected costs of the review?
13. When was the Minister briefed on this matter?
14. What decision points are upcoming for the minister on this matter?
15. List the number of officers, and their classification level, involved in conducting the review.
16. Will the report will be tabled in parliament or made public. If so, when?

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 193**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Sunset provisions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:

1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
2. Has any consideration been given to delaying or alerting the sunset provisions?
3. Please provide a schedule or a work plan for the sunset provisions becoming active.
4. When did/will this work begin?
5. When is/was the review due to commence?
6. What is the expected report date?
7. Who is the minister responsible for the review?
8. What department is responsible for the review?
9. List the specific clauses or legislation under review caused by the statutory provision.
10. List the terms of reference.
11. What is the scope of the review?
12. Who is conducting the review? How were they selected? What are the legislated obligations for the selection of the person to conduct the review?
13. What are the budgeted, projected or expected costs of the review?
14. When was the Minister briefed on this matter?
15. What decision points are upcoming for the minister on this matter?
16. List the number of officers, and their classification level, involved in conducting the review.
17. Will the report will be tabled in parliament or made public. If so, when?

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 194**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Domain Usage**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 195**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Procedure Manuals (Departmental)**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.

a. to e. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 196**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Procedure Manuals (Ministerial)**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.

a. to d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 197**

**Outcome: 1 Program: Australian War Memorial**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

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 request 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 attend with the minister?

**Answer**

1. a. to d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 198**

**Outcome: 1 Program: Australian War Memorial**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

How many departmental staff attended the G20?

**Answer**

Nil.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 199**

**Outcome: 1 Program: Australian War Memorial**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. to 3. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 200**

**Outcome: 1 Program: Australian War Memorial**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

Has the department purchased any merchandise or promotional material for the G20? Please detail.

**Answer**

No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 201**

**Outcome: 1 Program: Australian War Memorial**

**Topic: G20 - Brisbane**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 202**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Report Printing**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. No.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 203**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Graduate intake**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. to 4. Nil

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 204**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Enterprise Bargaining Agreements (EBAs)**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. Australian War Memorial Teamwork Agreement 2011-14.
2. The Teamwork Agreement 2011-14 commenced on 28 November 2011 with a nominal expiry date 30 June 2014.
3. The Memorial formally commenced enterprise bargaining on 7 May 2014 (through release of the Notice of Employee Representational Rights). The Bargaining Team has met on ten occasions. The focus has been on addressing the union/staff representative claims which are being factored into the development of the Memorial's bargaining position.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 205**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 206**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.
- 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

**Answer**

No.

a. to h. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 207**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

Which reviews are on-going?

- a. Please list them.
- b. What is the current cost to date expended on the reviews?

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 208**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. No.
2. to 4. N/A..

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 209**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Reviews**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

Nil. The Memorial does not have any reviews planned.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 210**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Commissioned Reports**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

b. 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?

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

**Answer**

1. Nil. The Memorial has not commissioned any reports.

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 211**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Appointments**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Please detail any board appointments made from to date.
2. What is the gender ratio on each board and across the portfolio?
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.
4. Please specify when these gender ratio or participation policies were changed.

**Answer**

The response to question 1 relates to the period from June 2014 Budget Estimates to 30 September 2014.

1. The below members were appointed as part-time members to the Council of the Australian War Memorial (Council):
  - Mr Leslie Carlyon AC was appointed on 12 June 2014;
  - Ms Jillian Segal AM was appointed on 19 June 2014;
  - Mr Kerry Stokes AC was appointed on 4 August 2014; and
  - Vice Admiral Tim Barrett AO CSC RAN was appointed as an ex-officio member on 30 June 2014.
2. As at 30 September 2014, the gender ratio of the Council is two women and ten men.
3. The Council operates in line with the Australian Government guidelines relating to gender balance for boards and appointments.
4. Please see the response to question 3.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 212**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Stationery Requirements**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
  - a. Detail the items provided to the minister's office.
  - b. Please specify how many reams of paper have been supplied to the Minister's office.

**Answer**

1. Nil. the Memorial does not provide stationery requirements for the Minister for Veterans' Affairs.

a. to b. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 213**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Stationery Requirements**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

How much has been spent on departmental stationary requirements to date.

**Answer**

The total stationery spend for the Memorial between 1 July 2014 and 30 September 2014 was \$12,514 + GST. This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 214**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Stationery Requirements**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

No.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 215**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Electronic equipment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

The Memorial did not provide any electronic equipment to the Minister for Veterans' Affairs' Office.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 216**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media Subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. The Memorial has a Foxtel Flexi 10 package subscription.
  - a. The Memorial subscribes to the Business value package (includes CNN, Sky News Aust, Sky News for Business, FOX News, History Channel, V Hits, Smooth, ESPN, ESPN2) which was selected because of its news services as well as historical reference.
  - b. The total cost for the period 1 July 2014 to 30 September 2014 is \$369.33 GST incl. This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.
  - c. The Memorial does not provide pay TV subscriptions for the Minister or his Office.
  - d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 217**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media Subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

- 1.a. The newspaper subscriptions of the Australian War Memorial are *The Canberra Times* (Mon – Sun), *The Australian* (including *Weekend Australian*), the *Sydney Morning Herald* (Mon – Fri) and *The Daily Telegraph* (Mon – Sat). All papers are selected for informing senior management of current events, political and social issues, industry and market news, media monitoring and advertising purposes at a local and national level.
- b. The total cost from 1 July 2014 to 30 September 2014 is \$1,708.38 incl GST. This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.
- c. Nil. The Memorial does not provide newspaper subscriptions to the Minister or his Office.
- d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 218**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media Subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What magazine subscriptions does your department/agency have?
  - a. Please provide a list of magazine 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?

**Answer**

1. a. See table below for a list of journal subscriptions, all of which were provided for staff knowledge, training and development during the period 1 July to 30 September 2014. This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

b. \$3,068.51.

c. Nil. The Memorial does not provide magazine subscriptions to the Minister or his Office.

d. N/A.

Title
JOURNAL OF MATERIAL CULTURE - Online Only - Sage Code: L732-EFF01
JOURNAL OF VISUAL CULTURE - Online Only L803-EFF01
MEMORY STUDIES - Online Only L960-EFF01
AMERICAN ARCHIVIST premium subscription - Print and online combined
AMERICAN INSTITUTE FOR CONSERVATION OF HISTORIC & ARTISTIC WORKS - Base Membership (Includes: AIC NEWS, JOURNAL and ANNUAL DIRECTORY)
ARCHIVES
ARCHIVES & RECORDS ASSOCIATION OF NEW ZEALAND - Includes ARCHIFACTS
ARCHIVES AND RECORDS: THE JOURNAL OF THE ARCHIVES AND RECORDS ASSOCIATION previously JOURNAL OF THE SOCIETY OF ARCHIVISTS
ART MONTHLY AUSTRALIA (AMA)
ARTAND Australia previously ART AND AUSTRALIA
ARTLINK
ARTS LAW: NEWSLETTER OF THE ARTS LAW CENTRE OF AUSTRALIA - subscription rate for Arts/Not for Profit/Law Firms/Commercial/Government(Budgets>1M)
AUDIOTECHNOLOGY

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Title</b>
AUSTRALASIAN REGISTRARS COMMITTEE (ARC) INSTITUTION MEMBERSHIP Includes AUSTRALASIAN REGISTRARS COMMITTEE JOURNAL
AUSTRALIAN & NEW ZEALAND MAP SOCIETY MEMBERSHIP Includes THE GLOBE and NEWSLETTER which is now free online at: <a href="http://australianmapcircle.org.au/newsletter/">australianmapcircle.org.au/newsletter/</a>
AUSTRALIAN AND NEW ZEALAND JOURNAL OF ART (ANZJA) & NEWSLETTER (Newsletter Online Only) - Print & Online
AUSTRALIAN AND NEW ZEALAND JOURNAL OF ART -Print & Online
AUSTRALIAN ART COLLECTOR
AUSTRALIAN COPYRIGHT COUNCIL - PRACTICAL GUIDES & DISCUSSION PAPERS
AUSTRALIAN CURRICULUM STUDIES ASSOCIATION Membership - Inc CURRICULUM PERSPECTIVES JOURNAL and (CURRICULUM PERSPECTIVES NEWSLETTER E format Only)
AUSTRALIAN DIGITAL ALLIANCE - Membership
AUSTRALIAN DIRECTORY OF PHILANTHROPY - Online Only
AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (AICCM )Institutional Membership Includes AICCM BULLETIN & NATIONAL NEWSLETTER
AUSTRALIAN PERSONAL COMPUTER (APC)
AUSTRALIAN SOCIETY OF ARCHIVISTS - Full Institutional Membership (Category A)
BRITISH JOURNAL OF PHOTOGRAPHY
CAPTURE
CLASSIC MILITARY VEHICLE
CLASSIC WINGS
COMPUTER MUSIC
CORROSION - Online Only
CX MAGAZINE Previously CONNECTIONS -Print only
DIRECTORY OF AUSTRALIAN ASSOCIATIONS Print only
THE ECONOMIST
FUNDRAISING & PHILANTHROPY AUSTRALASIA
HISTORICAL JOURNAL OF FILM, RADIO AND TELEVISION
HISTORY TEACHERS ASSOCIATION OF NSW Institutional Membership - Includes TEACHING HISTORY, NEWSLETTER
HISTORY TEACHERS ASSOCIATION OF VICTORIA Institutional Membership - Includes AGORA & NEWSLETTERS - Online only
HISTORY TEACHERS ASSOCIATION OF WA Membership - Includes HISTORY BULLETIN & HINDSIGHT
IASA Membership (including IASA JOURNAL and Information Bulletin) - Information Bulletin is now an eBulletin only available online
INSTITUTE OF CONSERVATION FULL Organisation Membership - Includes ICON NEWS, CONSERVATOR, PAPER CONSERVATOR and MEMBERSHIP DIRECTORY
INTERNATIONAL ASSOCIATION FOR MEDIA & HISTORY - Institutional membership Includes HISTORICAL JOURNAL OF FILM, RADIO & TELEVISION

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Title</b>
INTERNATIONAL INSTITUTE FOR CONSERVATION OF HISTORIC AND ARTISTIC WORKS Membership - Includes STUDIES IN CONSERVATION and NEWS IN CONSERVATION
IQ THE RIM PROFESSIONALS AUSTRALASIA QUARTERLY (IQ)
JOURNAL OF FILM PRESERVATION
JOURNAL OF MUSEUM EDUCATION -For Museum Organizations Print & Online
LITERARY & LINGUISTIC COMPUTING (LLC) - Online Only
MEDAL NEWS
MILITARY MACHINES INTERNATIONAL
MULTIMEDIA INFORMATION & TECHNOLOGY - Online only
MUSEUM
MUSEUM MANAGEMENT AND CURATORSHIP
ORAL HISTORY
ORAL HISTORY ASSOCIATION OF AUSTRALIA - Membership -Includes JOURNAL and VOICEPRINT (E-Newsletter)
ORAL HISTORY REVIEW - Print & Online
PICTURE RESTORER
PRINT COUNCIL OF AUSTRALIA - Membership Includes IMPRINT
QUEENSLAND HISTORY TEACHERS ASSOCIATION Inst Membership Includes HISTORY TEACHER - Online Only
RESTAURATOR
SILICON CHIP Print only
SOCIAL EDUCATION ASSOCIATION Membership - Includes SOCIAL EDUCATOR
SOCIAL EDUCATION VICTORIA Secondary School/other Organisation Membership (Includes ETHOS)
TRADE-A-PLANE SERVICE
UNIFORMS
VICTORIA BARRACKS HISTORICAL SOCIETY Membership Includes Mentioned in Despatches
WIRED
WORLD OF ANTIQUES AND ART

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 219**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media Subscriptions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What publications does your department/agency purchase?
  - a. Please provide a list of publications purchased by the department 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?

**Answer**

- 1.a. Nil. No books were purchased for staff use during this period.
- b. N/A.
- c. Nil. The Memorial does not provide publications to the Minister or his Office.
- d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 220**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media monitoring**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services during the specified period?
  - c. Itemise these expenses.

**Answer**

1. Nil. The Memorial does not provide media monitoring services to the Minister's Office.

a. to c. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 221**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media monitoring**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?
  - a. Which agency or agencies provided these services?
  - b. What has been spent providing these services during the specified period?
  - c. Itemise these expenses

**Answer**

1. \$29,038.08.

a. iSentia.

b. During the period 1 July 2014 to 30 September 2014 the total spend on media monitoring services was \$29,038.08. This time period has been used as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

c.

Internet monitoring	\$4,108.87
Monitoring service access incl. metro and regional newsalert	\$23,497.87
Transcript/clip ordering	\$1,431.34
<b>TOTAL</b>	<b>\$29,038.08</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 222**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media training**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:

- a. Total spending on these services
- b. An itemised cost breakdown of these services
- c. The number of employees offered these services and their employment classification
- e. The number of employees who have utilised these services and their employment classification
- e. The names of all service providers engaged
- f. The location that this training was provided

**Answer**

1. Nil.

a. to f. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 223**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media training**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

For each service purchased from a provider listed under (1), 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  
(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)

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 224**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Media training**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- 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

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 225**

**Outcome: 1 Program: Australian War Memorial**

**Topic: G20 - expenses**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

For each item, please provide:

1. The name of the event/meeting that the expense related to.
2. The location of the event.
3. The date of the event.
4. The name and ABN of the service provider.
5. Advise whether the contract was awarded through an open tender process.
6. The total value of the contract/invoice.
7. The date the contract was executed by the Department.
8. The number of attendees at the event, if applicable.
9. Advise whether an Australian Government Minister was in attendance. Please detail.
10. Advise whether foreign delegates were in attendance. Please detail.

Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

**Answer**

Nil. The Memorial has not incurred any expenses associated with the G20 activities.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 226**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Market research**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. List any market research conducted by the department/agency:
  - a. List the total cost of this research
  - b. List each item of expenditure and cost, broken down by division and program
  - c. Who conducted the research?
  - d. How were they identified?
  - e. Where was the research conducted?
  - f. In what way was the research conducted?
  - g. Were focus groups, round tables or other forms of research tools used?
  - h. How were participants for these focus groups et al selected?
  - i. How was the firm or individual that conducted the review selected?
  - j. What input did the Minister have?
  - k. How was it approved?
  - l. Were other firms or individuals considered? If yes, please detail.

**Answer**

1.
  - Benchmark audience research General Visitor Survey (in progress);
  - Anzac Voices Special Exhibition Summative (in progress);
  - Commemorative Area Soundscape Remedial (completed);
  - Catering Contract Performance (in progress).
- a. From 1 July 2014 to 30 September 2014 the total expenditure was \$7,102.99 (excl GST). This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

b.

Benchmark audience research General Visitor Survey	\$1,696.86
Anzac Voices Special Exhibition Summative	\$986.82
Commemorative Area Soundscape Remedial	\$493.41
Catering Contract Performance	\$3,925.90
<b>TOTAL</b>	<b>\$7,102.99</b>

- c. The research was conducted in-house by Memorial staff with assistance for interviewing provided by contracted casual staff (Hoban Recruitment).
- d. Interview staff were identified through the Memorial's contracted supplier of casual staff (Hoban Recruitment).

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

e. The research was conducted onsite at the Australian War Memorial in the:

- main exit;
- special exhibition gallery;
- Commemorative Area exit; and
- both café venues.

f. Exit surveys.

g. No.

h. Exit surveys participants were selected via random sampling methodology applied as members of the general public audience exited the specific areas of the Memorial.

i. N/A. The research was conducted in-house so no firm or individual was selected to conduct the research.

j. to l. N/A

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 227**

**Outcome: 1 Program: Australian War Memorial**

**Topic: FOI Requests**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
  - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
  - b. For how many has a redacted document been provided?

**Answer**

1. The Memorial received two requests for documents under the *Freedom of Information Act 1982* between 1 June and 30 September 2014.
2. Of these, two documents were determined to be deliberative documents.
3. a. Of those assessed as deliberative documents, two documents were exempt from release as it was considered that it was contrary to the public interest.  
b. Nil.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 228**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Ministerial Motor vehicle**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the minister been provided with or had access to a motor vehicle? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
2. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
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.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

**Answer**

1. Nil. The Memorial does not provide a motor vehicle for the Minister.

a. to f. N/A.

2. and 3. Please refer to [http://www.maps.finance.gov.au/entitlements\\_handbooks/ministers-of-state/Ministers\\_of\\_State\\_Entitlements.asp#](http://www.maps.finance.gov.au/entitlements_handbooks/ministers-of-state/Ministers_of_State_Entitlements.asp#)

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 229**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Ministerial staff vehicles (non-MoPS)**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
2. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
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.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

**Answer**

1. 2 and 3. Nil. The Memorial does not provide motor vehicles for Ministerial staff.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 230**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Ministerial staff vehicles**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:
  - a. What is the make and model?
  - b. How much did it cost?
  - c. When was it provided?
  - d. Was the entire cost met by the department? If not, how was the cost met?
  - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  - f. Are these costs met by the department? If not, how are these costs met?
2. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
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.
  - a. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

**Answer**

1. The Special Minister of State will respond to Questions on Notice regarding ministerial entitlements on behalf of all departments and agencies.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 231**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Building lease costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What has been the total cost of building leases for the agency / department? Please provide a detailed list of each building that is currently leased. Please detail by:
  - a. Date the lease agreement is active from.
  - b. Date the lease agreement ends.
  - c. Is the lease expected to be renewed? If not, why not?
  - d. Location of the building (City and state).
  - e. Cost of the lease.
  - f. Why the building is necessary for the operations of the agency / department.

**Answer**

1. N/A. The Memorial did not lease any buildings from 1 July 2014.
- a. to f. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 232**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Building lease costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- 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.

**Answer**

The Memorial had one lease that was not renewed during the period 1 July to 30 September 2014:

- a. 1 July 2011.
- b. 30 June 2014.
- c. The annual lease on Mitchell property, Treloar E, was not renewed as the approved option to purchase was taken up.
- d. Mitchell ACT.
- e. 1 day's rent \$297.18 (ex GST) – 1 July 2014 (contract exchange date).
- f. Treloar E is a storage facility critical to the Memorial's ongoing ability to acquire items to enhance the National Collection through which the Australian experience of war is told.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 233**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Building lease costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.

**Answer**

Nil.

a. to f. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 234**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Building lease costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.

**Answer**

<b>Building leased/owned</b>	<b>Occupancy rate</b>
Main Building	100%
Anzac Hall	100%
Admin Building	100%
CEW Bean Building	100%
Treloar A	100%
Treloar B	100%
Treloar C	100%
Treloar D	100%
Treloar E	100%
Poppy's Café	100%

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 235**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Government advertising**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. Refer to table below for summary information\* regarding advertising expenditure for the period 1 July to 30 September 2014. This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

<b>Advertising Expenditure</b>	
Recruitment	\$0.00
Other (general promotion and marketing of AWM)	\$38,952.84
<b>TOTAL</b>	<b>\$38,952.84</b>

2. While there may be some recruitment related or general advertising of an operational nature, detailed plans and costs are not available.

\* Providing a response to level of detail requested would result in an unreasonable diversion of resources from critical tasks.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 236**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Workplace assessments**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. One workstation assessment has been conducted in the period 1 July to 30 September 2014 at a total cost of \$520. This assessment resulted in purchasing of some ergonomic equipment based on the occupational therapist recommendations. A list of the equipment purchased is outlined in part a below.

a.

<b>Assessment Costs</b>	<b>Cost</b>
Workstation assessment	\$520.00
<i>Sub Total</i>	<i>\$520.00</i>
1 Small Keyboard and Numeric Keyboard	\$230.00
1 Head Set	\$250.00
<i>Sub Total</i>	<i>\$480.00</i>
<b>Total</b>	<b>\$1,000.00</b>

b. Yes

c.

<b>Item purchased</b>	<b>Cost</b>
12 Ergonomic chair replacement	\$3,600.00
3 Evoluent Mouse	\$360.00
2 Reading and Writing Aid Microdesks	\$250.00
1 Arc Keyboard	\$75.00
1 Varidesk Sit/Stand Workstation	\$375.00
<b>Total</b>	<b>\$4,660.00</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 237**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Ministerial website**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. Nil. The Memorial is not responsible for the Minister's website.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 238**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Existing Resources Program**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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'?
  - a. List each
  - b. List the staffing assigned to each task
  - c. What is the nominal total salary cost of the officers assigned to the project?
  - d. What resources or equipment has been assigned to the project?

**Answer**

1. Nil.

a. to d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 239**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Multiple tenders**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. List any tenders that were re-issued or issued multiple times:
  - a. Why were they re-issued or issued multiple times?
  - b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
  - c. Were those applicants asked to resubmit their tender proposal?

**Answer**

1. Nil.

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 240**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Staff Transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many people does your department employ?

**Answer**

1. 338 as at 30 September 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 241**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Staff Transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

All staff are in the ACT.

<b>Age Range</b>	<b>30 June 2013</b>	<b>30 September 2014</b>
Under 25	17	7
25-34	103	92
35-44	107	103
45-54	74	79
55-64	53	50
65 and over	7	7
<b>Total</b>	<b>361</b>	<b>338</b>

<b>Gender</b>	<b>30 June 2013</b>	<b>30 September 2014</b>
Female	198	188
Male	163	150
<b>Total</b>	<b>361</b>	<b>338</b>

<b>Classification Level</b>	<b>30 June 2013</b>	<b>30 September 2014</b>
APS 2	37	32
APS 3	65	64
APS 4	33	32
APS 5	35	28
APS 6	54	56
AWM BBB	5	3
AWM BB1	3	3
AWM BB2	1	1
AWM BB3	53	46
AWM BB4	5	5
EL1	45	44
EL2	20	20
SES	4	3
Statutory Office Holder	1	1
<b>Total</b>	<b>361</b>	<b>338</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 242**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Staff Transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
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?
3. How many of these people are employed in Canberra?

**Answer**

1. Nil. No Memorial functions have been transferred from one state or territory to another since the federal election in 2013.
2. and 3. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 243**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Staff Transfers**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
2. How many employees have been transferred out of Canberra since the 2013?
3. How many of your employees have been transferred to Canberra since the 2013 federal election?
  - a. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
  - 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.
  - c. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
  - 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.
  - 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.
  - f. For every transferred employee please provide an explanation for their transfer?
  - g. For every transferred employee please provide any other cost incurred by the department because of that transfer?
  - h. Please provide all relevant dates.

**Answer**

1. 364.
2. and 3. Nil.
- a. to h. N/A



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 244**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many positions have been made redundant in your department since the 2013 federal election?
  - a. How many of these positions were ongoing?
  - b. How many of these positions were non-ongoing?
  - c. How many of these positions were situated in the Australian Capital Territory?

**Answer**

1. Six positions have been made redundant.
  - a. Five of these were ongoing.
  - b. One was non-ongoing.
  - c. All of these positions were in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 245**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. As at 30 September 2014, the Memorial is seeking redeployment for two employees filling redundant positions.
  - a. Two ongoing employees are in this situation.
  - b. Nil.
  - c. All of these positions were in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 246**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Five of the employees were offered redundancies.
  - a. Five of these were ongoing.
  - b. Nil.
  - c. All of these positions were in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 247**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Three of the employees accepted voluntary redundancies.
  - a. Three of these were ongoing.
  - b. Nil.
  - c. All of these positions were in the Australian Capital Territory.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 248**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Five of the employees were offered the choice between a voluntary redundancy and redeployment.
  - a. Five of these were ongoing.
  - b. Nil.
  - c. All of these positions were in the Australian Capital Territory

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 249**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Due to the small number of employees affected by redundancy within the Memorial, providing this information could readily identify individuals and could breach their privacy.

1. See above. For all employment type was ongoing.
2. See above
3. See above. In general, other costs incurred by the Memorial because of redundancies are financial counselling, career and emotional support.
4. The existing roles were absorbed by other functions.
5. Redundancies to date were effected in May, June and August 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 250**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

As at 30 September 2014, no employees have been redeployed. The Memorial is currently seeking redeployment for two employees. Neither process has been finalised.

- a. Providing this information could readily identify individuals and could breach their privacy.
- b. Staff counselling - financial, career and emotional support.
- c. Existing roles were absorbed by other functions.
- d. Currently underway.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 251**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Nil.

a. to c. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 252**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. N/A.

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 253**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Redundancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. to 5. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 254**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. 72 (this includes 29 casual staff members).
2. 265 (excludes Director who is a statutory office holder).
3. 24 non-ongoing contracts have been extended since 18 September 2013.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 255**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
2. How many of these extensions were approved by the Public Service Commission?
  - 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.

**Answer**

1. Nil.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 256**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. Nil.

a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 257**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. 24.

a. See table - note: age, gender and position description not included due to privacy reasons.

Wage	APS Level	APS Service (Yrs)	Length of unapproved contract ext (Yrs)	Reason ext granted	Submitted to APSC?	Why ext granted without APSC app?	Effective Date of Extension	Contract End Date
82,030	APS 6	6.22	0.89	Critical Role	n/a	n/a	1/07/2014	23/05/2015
82,030	APS 6	3.49	0.04	Critical Role	n/a	n/a	1/06/2014	16/06/2014
60,337	AWM BB3	2.37	0.18	Critical Role	n/a	n/a	1/04/2014	5/06/2014
60,337	AWM BB3	2.38	1.41	Critical Role	n/a	n/a	1/10/2013	28/02/2015
60,337	AWM BB3	1.77	1.19	Critical Role	n/a	n/a	1/01/2014	11/03/2015
64,361	APS 4	2.28	0.48	Critical Role	n/a	n/a	1/07/2014	24/12/2014
57,405	APS 3	2.19	0.50	Critical Role	n/a	n/a	1/08/2014	30/01/2015
51,779	APS 2	2.09	1.24	Critical Role	n/a	n/a	1/12/2013	28/02/2015
57,405	APS 3	2.09	1.41	Critical Role	n/a	n/a	1/10/2013	28/02/2015
60,337	AWM	1.70	0.39	Critical	n/a	n/a	1/01/2014	21/05/2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Wage</b>	<b>APS Level</b>	<b>APS Service (Yrs)</b>	<b>Length of unapproved contract ext (Yrs)</b>	<b>Reason ext granted</b>	<b>Submitted to APSC?</b>	<b>Why ext granted without APSC app?</b>	<b>Effective Date of Extension</b>	<b>Contract End Date</b>
	BB3			Role				
60,337	AWM BB3	1.75	0.49	Critical Role	n/a	n/a	1/01/2014	26/06/2014
82,030	APS 6	1.20	0.25	Critical Role	n/a	n/a	1/11/2013	2/02/2014
70,108	APS 5	1.00	0.48	Critical Role	n/a	n/a	1/10/2013	24/03/2014
51,779	APS 2	1.19	0.80	Critical Role	n/a	n/a	1/09/2013	18/06/2014
60,337	AWM BB3	0.99	1.71	Critical Role	n/a	n/a	1/10/2013	17/06/2015
60,337	AWM BB3	0.99	1.63	Critical Role	n/a	n/a	1/11/2013	17/06/2015
82,030	APS 6	1.54	0.17	Critical Role	n/a	n/a	1/12/2013	31/01/2014
57,405	APS 3	1.00	0.19	Critical Role	n/a	n/a	1/12/2013	10/02/2014
51,779	APS 2	1.51	0.06	Critical Role	n/a	n/a	1/11/2013	21/11/2013
70,108	APS 5	0.63	0.23	Critical Role	n/a	n/a	1/10/2013	24/12/2013
51,779	APS 2	0.63	0.15	Critical Role	n/a	n/a	1/12/2013	24/01/2014
51,779	APS 2	0.60	0.15	Critical Role	n/a	n/a	1/12/2013	24/01/2014
57,405	APS 3	0.43	0.33	Critical Role	n/a	n/a	1/10/2013	29/01/2014
57,405	APS 3	0.30	0.15	Critical Role	n/a	n/a	1/06/2014	25/07/2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 258**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. 46.

- a. See table - note: age, gender and position description not included due to privacy reasons.

<b>Wage</b>	<b>Classification Level</b>	<b>Years of Service (APS)</b>	<b>Reason for Cessation</b>	<b>Entry Date</b>	<b>Leaving Date</b>
51,779	APS 2	0.60	Cessation of Non-ongoing Contract	19/06/2013	24/01/2014
51,779	APS 2	0.60	Cessation of Non-ongoing Contract	18/06/2013	24/01/2014
51,779	APS 2	0.50	Cessation of Non-ongoing Contract	27/08/2013	28/02/2014
51,779	APS 2	1.00	Cessation of Non-ongoing Contract	11/09/2013	12/09/2014
57,405	APS 3	0.16	Cessation of Non-ongoing Contract	16/09/2013	15/11/2013
57,405	APS 3	0.12	Cessation of Non-ongoing Contract	31/10/2013	12/12/2013
57,405	APS 3	0.18	Cessation of Non-ongoing Contract	4/11/2013	10/01/2014
57,405	APS 3	0.18	Cessation of Non-ongoing Contract	4/11/2013	10/01/2014
57,405	APS 3	0.43	Cessation of Non-ongoing Contract	23/08/2013	29/01/2014
57,405	APS 3	1.00	Cessation of Non-ongoing Contract	11/02/2013	10/02/2014
57,405	APS 3	1.65	Cessation of Non-ongoing Contract	20/06/2012	14/02/2014
57,405	APS 3	1.09	Cessation of Non-ongoing Contract	14/05/2013	18/06/2014
57,405	APS 3	0.30	Cessation of Non-ongoing Contract	7/04/2014	25/07/2014
57,405	APS 3	0.83	Cessation of Non-ongoing Contract	31/10/2013	29/08/2014
57,405	APS 3	1.00	Cessation of Non-ongoing Contract	9/09/2013	8/09/2014
64,361	APS 4	1.36	Cessation of Non-ongoing Contract	11/02/2013	20/06/2014
64,361	APS 4	1.50	Cessation of Non-ongoing Contract	18/03/2013	18/09/2014
64,361	APS 4	1.65	Cessation of Non-ongoing Contract	4/02/2013	27/09/2014
70,108	APS 5	0.63	Cessation of Non-ongoing Contract	9/05/2013	24/12/2013



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Wage</b>	<b>Classification Level</b>	<b>Years of Service (APS)</b>	<b>Reason for Cessation</b>	<b>Entry Date</b>	<b>Leaving Date</b>
70,108	APS 5	3.92	Cessation of Non-ongoing Contract	1/02/2010	31/12/2013
70,108	APS 5	1.00	Cessation of Non-ongoing Contract	14/02/2013	14/02/2014
70,108	APS 5	1.00	Cessation of Non-ongoing Contract	25/03/2013	24/03/2014
70,108	APS 5	5.54	Cessation of Non-ongoing Contract	4/12/2008	18/06/2014
70,108	APS 5	1.20	Cessation of Non-ongoing Contract	15/04/2013	27/06/2014
70,108	APS 5	0.33	Cessation of Non-ongoing Contract	1/03/2014	30/06/2014
82,030	APS 6	1.20	Cessation of Non-ongoing Contract	20/11/2012	2/02/2014
82,030	APS 6	1.69	Cessation of Non-ongoing Contract	1/06/2012	8/02/2014
82,030	APS 6	0.22	Cessation of Non-ongoing Contract	23/06/2014	12/09/2014
82,030	APS 6	1.50	Cessation of Non-ongoing Contract	20/03/2013	19/09/2014
40,864	AWM BBB	6.31	Term of Non-ongoing Contract	27/08/2007	18/12/2013
60,337	AWM BB3	0.60	Cessation of Non-ongoing Contract	6/02/2013	13/09/2013
60,337	AWM BB3	0.25	Cessation of Non-ongoing Contract	20/08/2013	21/11/2013
60,337	AWM BB3	1.77	Cessation of Non-ongoing Contract	5/06/2012	11/03/2014
60,337	AWM BB3	1.70	Cessation of Non-ongoing Contract	10/09/2012	21/05/2014
60,337	AWM BB3	2.74	Cessation of Non-ongoing Contract	5/09/2011	3/06/2014
60,337	AWM BB3	2.37	Cessation of Non-ongoing Contract	23/01/2012	5/06/2014
60,337	AWM BB3	2.37	Cessation of Non-ongoing Contract	6/02/2012	18/06/2014
60,337	AWM BB3	2.32	Cessation of Non-ongoing Contract	22/02/2012	18/06/2014
60,337	AWM BB3	0.90	Cessation of Non-ongoing Contract	23/07/2013	18/06/2014
60,337	AWM BB3	2.25	Cessation of Non-ongoing Contract	19/03/2012	19/06/2014
60,337	AWM BB3	1.75	Term of Non-ongoing Contract	27/09/2012	26/06/2014
60,337	AWM BB3	0.62	Cessation of Non-ongoing Contract	18/11/2013	30/06/2014
98,851	EL1	2.03	Cessation of Non-ongoing Contract	20/10/2011	1/11/2013
98,851	EL1	0.50	Cessation of Non-ongoing Contract	17/06/2013	17/12/2013
98,851	EL1	1.00	Cessation of Non-ongoing Contract	14/01/2013	14/01/2014
119,700	EL2	1.00	Cessation of Non-ongoing Contract	8/04/2013	7/04/2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 259**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. 42.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 260**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. Nil.
2. and a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 261**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

1. Nil.

a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 262**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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.

**Answer**

1. 42.

a. See table – note: age, gender and position description not included due to privacy reasons.

Wage \$	APS Level	Length of Contract - Years	Position Advertised?	Engagement Reason	Engagement reason with APSC app	Entry Date	End Date
51,779	APS 2	0.51	Yes	Critical Role	Approval not required for non-ongoing contracts	28/04/2014	30/10/2014
51,779	APS 2	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	14/07/2014	13/07/2015
51,779	APS 2	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	14/07/2014	13/07/2015
51,779	APS 2	1.50	Yes	Critical Role	Approval not required for non-ongoing contracts	14/07/2014	13/01/2016
51,779	APS 2	1.50	Yes	Critical Role	Approval not required for non-ongoing contracts	14/07/2014	13/01/2016
51,779	APS 2	1.50	Yes	Critical Role	Approval not required for non-ongoing contracts	14/07/2014	13/01/2016
51,779	APS 2	0.99	No	Critical Role	Approval not required for non-ongoing contracts	1/03/2014	28/02/2015
51,779	APS 2	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	11/09/2013	12/09/2014
51,779	APS 2	0.21	Yes	Critical Role	Approval not required for non-ongoing contracts	9/04/2014	29/04/2014
57,405	APS 3	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	2/07/2014	30/06/2015
57,405	APS 3	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	1/07/2014	30/06/2015
57,405	APS 3	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	6/01/2014	5/01/2015

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Wage \$</b>	<b>APS Level</b>	<b>Length of Contract - Years</b>	<b>Position Advertised?</b>	<b>Engagement Reason</b>	<b>Engagement reason with APSC app</b>	<b>Entry Date</b>	<b>End Date</b>
57,405	APS 3	0.30	No	Critical Role	Approval not required for non-ongoing contracts	7/04/2014	25/07/2014
51,779	APS 3	1.00	No	Critical Role	Approval not required for non-ongoing contracts	9/09/2013	8/09/2014
57,405	APS 3	0.16	Yes	Critical Role	Approval not required for non-ongoing contracts	16/09/2013	15/11/2013
57,405	APS 3	0.18	No	Critical Role	Approval not required for non-ongoing contracts	4/11/2013	10/01/2014
57,405	APS 3	0.18	Yes	Critical Role	Approval not required for non-ongoing contracts	4/11/2013	10/01/2014
57,405	APS 3	0.66	No	Critical Role	Approval not required for non-ongoing contracts	31/10/2013	12/12/2013
64,361	APS 4	0.69	No	Critical Role	Approval not required for non-ongoing contracts	19/06/2014	28/02/2015
64,361	APS 4	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	25/06/2014	24/06/2015
64,361	APS 4	0.95	Yes	Critical Role	Approval not required for non-ongoing contracts	19/02/2014	30/01/2015
64,361	APS 4	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	31/03/2014	30/03/2015
70,108	APS 5	0.83	No	Critical Role	Approval not required for non-ongoing contracts	2/01/2014	29/08/2014
70,108	APS 5	0.50	No	Critical Role	Approval not required for non-ongoing contracts	1/03/2014	01/09/2014
82,030	APS 6	1.00	No	Critical Role	Approval not required for non-ongoing contracts	19/12/2013	18/12/2014
82,030	APS 6	0.22	No	Critical Role	Approval not required for non-ongoing contracts	23/06/2014	12/09/2014
82,030	APS 6	0.22	Yes	Critical Role	Approval not required for non-ongoing contracts	18/03/2014	6/06/2014
60,337	AWM BB3	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	14/10/2013	13/10/2014
60,337	AWM BB3	1.50	No	Critical Role	Approval not required for non-ongoing contracts	28/04/2014	27/10/2015
60,337	AWM BB3	0.73	No	Critical Role	Approval not required for non-ongoing contracts	4/06/2014	27/02/2015
60,337	AWM BB3	0.73	No	Critical Role	Approval not required for non-ongoing contracts	3/06/2014	27/02/2015
60,337	AWM BB3	0.62	No	Critical Role	Approval not required for non-ongoing contracts	18/11/2013	30/06/2014
60,337	AWM BB3	1.71	No	Critical Role	Approval not required for non-ongoing contracts	3/10/2013	17/06/2015
60,337	AWM BB3	1.50	Yes	Critical Role	Approval not required for non-ongoing contracts	7/05/2014	6/11/2015
60,337	AWM BB3	0.50	Yes	Critical Role	Approval not required for non-ongoing contracts	7/04/2014	7/10/2014
98,851	EL1	1.00	No	Critical Role	Approval not required for non-ongoing contracts	2/04/2014	1/04/2015

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Wage \$</b>	<b>APS Level</b>	<b>Length of Contract - Years</b>	<b>Position Advertised?</b>	<b>Engagement Reason</b>	<b>Engagement reason with APSC app</b>	<b>Entry Date</b>	<b>End Date</b>
98,851	EL1	0.99	No	Critical Role	Approval not required for non-ongoing contracts	14/10/2013	10/10/2014
98,851	EL1	0.94	No	Critical Role	Approval not required for non-ongoing contracts	18/03/2014	28/02/2015
98,851	EL1	3.00	Yes	Critical Role	Approval not required for non-ongoing contracts	6/02/2014	5/02/2017
98,851	EL1	1.00	No	Critical Role	Approval not required for non-ongoing contracts	14/04/2014	13/04/2015
98,851	EL1	0.25	No	Critical Role	Approval not required for non-ongoing contracts	6/01/2014	5/04/2014
119,700	EL2	1.00	Yes	Critical Role	Approval not required for non-ongoing contracts	11/12/2013	10/12/2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 263**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

Eleven employees have been engaged by the Memorial on an ongoing basis since the 2013 federal election.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 264**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
2. How many of these new ongoing engagements were approved by the Public Service Commission?
  - 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.

**Answer**

1. Six.
2. Five.
  - a. See table – age, gender and position description not included due to privacy concerns.

<b>Wage</b>	<b>APS Level</b>	<b>Length of Contract</b>	<b>Submitted to APSC</b>	<b>APSC Approval</b>	<b>Advertised Ext?</b>	<b>Reason for engaging</b>	<b>APSC approval reason</b>	<b>Relevant dates</b>
70,108	APS 5	n/a - ongoing	yes	yes	yes	Critical role	No reason is given	13/01/2014
119,700	EL2	n/a - ongoing	yes	yes	yes	Critical role	No reason is given	3/03/2014
82,030	APS 6	n/a - ongoing	yes	yes	yes	Critical role	No reason is given	7/04/2014
70,108	APS 5	n/a - ongoing	yes	yes	yes (existing order of merit)	Critical role	No reason is given	24/04/2014
82,030	APS 6	n/a - ongoing	yes	yes	yes (existing order of merit)	Critical role	No reason is given	28/04/2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 265**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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.

**Answer**

1. One.

a.

APS level, description	Length of ongoing contract	Reason for engaging new employee	APSC reason for rejecting submission	Relevant dates
EL1	Ongoing	Critical role	Skills could be found internal to the APS	Email rejection dated 31 January 2014

Note: description of job not provided for privacy reasons.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 266**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hiring**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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.

**Answer**

1. Six.

a. See table – note: age, gender and position description not included due to privacy reasons.

<b>Wage \$</b>	<b>APS Level</b>	<b>Length of Contract</b>	<b>Advertised Ext?</b>	<b>Reason for engaging</b>	<b>APSC approval reason</b>	<b>Commencement Date</b>
98,851	EL1	n/a - ongoing	Yes	Critical role	APS employee	6/01/2014
98,851	EL1	n/a - ongoing	Yes (Hays)	Critical role	APS employee	7/04/2014
82,030	APS 6	n/a - ongoing	Yes	Critical role	Commenced prior to interim recruitment arrangements	26/09/2013
82,030	APS 6	n/a - ongoing	Yes	Critical role	APS employee	2/12/2013
57,405	APS 3	n/a - ongoing	Yes	Critical role	Commenced prior to interim recruitment arrangements	8/11/2013
98,851	EL1	n/a - ongoing	Yes	Critical role	Offer made in Oct 2013, didn't commence until Feb 2014	17/02/2014

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 267**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Departmental Upgrades**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
  - a. If so, list these
  - b. If so, list the total cost for these changes
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, who conducted the works?
  - e. If so, list the process for identifying who would conduct these works
  - f. If so, when are the works expected to be completed?

**Answer**

1. Yes.

a. Poppy's Café refurbishment.

b. \$597,836.

c.

Built Pty Ltd	Construction management and building works including installation of the new server area, joinery and AV equipment	\$445,530.00
Pelle Architects	Project management, design and procurement of new café furniture	\$152,306.00.
TOTAL		\$597,836.00

d. Built Pty Ltd and Pelle Architects.

e. Pelle Architects were appointed as Project Manager and Design following an approach to market and undertook all relevant procurement on behalf of the Memorial.

f. Works completed August 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 268**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Wine coolers - Fridges**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current stocking level for each of these items?

**Answer**

1. No.

1. to 7. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 269**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Office Plants**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any office plants?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?

**Answer**

1. No.

1. to 6. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 270**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Office recreation facilities**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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)?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer**

1. No.

1. to 7. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 271**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Vending machines**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current usage for each of these items?

**Answer**

1. No.

1. to 7. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 272**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Legal Costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. List all legal costs incurred by the department or agency
2. 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
3. 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)
4. How was each piece of advice procured? Detail the method of identifying legal advice

**Answer**

1. The Memorial does not generally disclose the content of legal advice received. It is important for the Memorial to be able to make fully informed decisions based on comprehensive and confidential legal advice. As such, the total for legal services expenditure by the Memorial between 1 July and 30 September 2014 is \$72,403.70. This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014. The Memorial does not have internal legal services and as such all expenditure is for external legal services.
2. Information is not available to this level of detail as it would have been too resource intensive to provide.
3. The Memorial did not engage Counsel during the period 1 July to 30 September 2014.
4. All legal services are procured under the Legal Services Multi-Use List.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 273**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Lobbyist register meetings**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. List all interactions between the department/agency with any representative listed on the lobbyist register
2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
3. 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

**Answer**

1. Nil.
2. N/A.
3. The Memorial does not maintain records of meetings the Minister for Veterans' Affairs has with any representatives listed on the lobbyist register.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 274**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Provision of equipment - departmental**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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:
  - a. What has been 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.

**Answer**

1. No.

a. to e. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 275**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Ministerial staff turnover**

(Written Question on Notice)

**Senator LUDWIG asked:**

List the current staffing allocation for each Minister and Parliamentary Secretary

- a. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification
- b. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification
- c. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification
- 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

**Answer**

Nil. The Memorial does not provide staff for the Minister's Office.

a. to d. N/A

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 276**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Unallocated equipment**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

**Answer**

1. At any given time there would be less than 20 computers and 10 telephones unallocated or in storage to meet fluctuations in operational requirements. Eight of these computers are reserved for training purposes and are set up as required.
2. Computers are leased on four yearly terms. Telephones are purchased at pricing levels established through an open tender conducted in 2011. Computers in storage or unallocated have ongoing costs equivalent to the monthly rental rate (approximately \$19 per computer per month). Telephones, being owned only incur the lost opportunity cost for not being used. Given the small numbers involved and space required, neither computers nor phones incur measurable storage costs as they do not require dedicated storage space.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 277**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Communications staff**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

- a. How many ongoing staff, the classification, the type of work they undertake and their location.
- b. How many non-ongoing staff, their classification, type of work they undertake and their location
- c. How many contractors, their classification, type of work they undertake and their location
- d. How many are graphic designers?
- e. How many are media managers?
- f. How many organise events?

**Answer**

a. Six ongoing staff:

<b>Classification</b>	<b>Type of work</b>	<b>Location</b>
EL2	Head of Communication and Marketing section	Canberra ACT
EL1	Marketing manager	Canberra ACT
EL1	Web manager	Canberra ACT
APS 6	Publications officer	Canberra ACT
APS 5	Web/social media officer	Canberra ACT
APS 3	Media officer	Canberra ACT

b. Five non-ongoing staff:

<b>Classification</b>	<b>Type of work</b>	<b>Location</b>
APS 6	Centenary communications officer	Canberra ACT
APS 6	Social media content officer	Canberra ACT
APS 6	Media manager	Canberra ACT
APS 5	Historical documentary co-ordinator	Canberra ACT
APS 5	<i>Friends of the Memorial</i> co-ordinator	Canberra ACT

c. Nil.

d. Nil.

e. Two.

f. Nil

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 278**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Red tape reduction**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?
  - a. What is the progress of that red tape reduction target?
  - b. How many officers have been placed in those units and at what level?
  - c. How have they been recruited?
  - d. What process was used for their appointment?
  - e. What is the total cost of this unit?
  - f. What is the estimated total salary cost of the officers assigned to the unit?
  - g. Do members of the unit have access to cabinet documents?
  - 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.
  - i. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

**Answer**

1. The Memorial's Assistant Director Corporate Services is the Memorial's contact for this initiative. There is no formal structure or officials assigned.
  - a. Nil at this stage.
  - b. No staff have been specifically assigned to this initiative.
  - c. to i. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 279**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Land costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
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)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
  - a. What is the current occupancy level and occupant of the items identified in (3)?
  - b. What is the value of the items identified in (3)?
  - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
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).
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?

**Answer**

1. The Memorial owns or leases approximately 154,732 m<sup>2</sup>.

2. The Memorial has the following land holdings:

Campbell Precinct Block 3 Section 39 Division of Campbell	120,719m <sup>2</sup>	\$8,450,000
Mitchell Precinct Block 12 Section 20 Division of Mitchell	6,909m <sup>2</sup>	\$1,760,000
Mitchell Precinct Block 16 Section 21 Division of Mitchell	15,410m <sup>2</sup>	\$3,080,000
Mitchell Precinct Block 9 Section 21 Division of Mitchell	4,801m <sup>2</sup>	\$1,250,000
Mitchell Precinct Block 17 Section 21 Division of Mitchell	6,893m <sup>2</sup>	\$1,200,000



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

3.

Building	Description	Occupancy	Value of assets in Building	Contract Arrangements
Campbell Precinct	Main building - heritage listed with national iconic status	100%	\$60,702,000	All buildings have the usual contracts associated with utilities, grounds maintenance and facilities maintenance
	Anzac Hall	100%	\$10,362,000	
	Administration Building	100%	\$9,893,000	
	CEW Bean Building	100%	\$9,755,000	
	Poppy's Café	100%	\$15,941,000	
	Underground car-park	100%		
Mitchell Precinct	Treloar A - Office, laboratory, warehouse building with various mezzanine areas. Additional buildings include radiation store and hazardous chemicals building. Site improvements include concrete fencing and car parks.	100%	\$4,483,000	
	Treloar B - Warehouse building with mezzanine areas with additional building of a hot works shed. Site improvements include car park areas and boundary fencing	100%	\$1,223,000	
	Treloar C - Large temperature controlled warehouse building with visitors' centre and workshop	100%	\$6,172,000	
	Treloar D - Warehouse/Workshop building with mezzanine offices and storage.	100%	\$920,000	
	Treloar E - Open compound with warehouse storage and mechanical workshop.	100%	\$1,304,000	

4. The Memorial owns 11 buildings.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

5. See table below

<b>Building Name</b>	<b>Address</b>	<b>Building Area/m<sup>2</sup></b>	<b>Fair Value of Asset as of 31st December 2013</b>
Main Building	Cnr Limestone & Fairbairn Avenues, Campbell, 2612	Area of some 17,660 m <sup>2</sup>	\$60,702,000
Anzac Hall	Cnr Limestone & Fairbairn Avenues, Campbell, 2612	Area of some 3,500 m <sup>2</sup>	\$10,362,000
CEW Bean Building	Cnr Limestone & Fairbairn Avenues, Campbell, 2612	Area of some 3,115 m <sup>2</sup>	\$9,755,000
Administration Building	Cnr Limestone & Fairbairn Avenues, Campbell, 2612	Area of some 5,995m <sup>2</sup>	\$9,893,000
The Terrace Café	Cnr Limestone & Fairbairn Avenues, Campbell, 2612	Area of some 473m <sup>2</sup>	\$15,941,000
Underground Car Park	Cnr Limestone & Fairbairn Avenues, Campbell, 2612	Area of some 6,030m <sup>2</sup>	
Treloar A Building	4 Callan Street, Mitchell, 2911	Area of some 1,860 m <sup>2</sup>	\$4,483,000
Treloar B Building	8 Callan Street, Mitchell, 2911	Area of some 1,249 m <sup>2</sup>	\$1,223,000
Treloar C Building	8 Callan Street, Mitchell, 2911	Area of some 2,505 m <sup>2</sup>	\$6,172,000
Treloar D Building	11 Callan Street, Mitchell, 2911	Area of some 1,482 m <sup>2</sup>	\$920,000
Treloar E Building	12 Callan Street, Mitchell, 2911	Area of some 5,900 m <sup>2</sup>	\$1,275,000

6. 100% occupied by the Memorial (staff and National Collection)

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 280**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Ministerial staff code**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
  - a. If so, list the breaches identified, broken by staffing classification level
  - b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  - c. If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?
  - a. If not, how many staff don't comply, broken down by classification level?
  - b. How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment?
  - a. If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?
  - a. If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
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

**Answer**

1. to 7. The Memorial does not have information about the Statements of Standards for Ministerial staff.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 281**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Boards**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

- a. how often has each board met, break down by board name;
- b. what travel expenses have been incurred;
- c. what has been the average attendance at board meetings;
- d. List each member's attendance at meetings;
- e. how does the board deal with conflict of interest;
- f. what conflicts of interest have been registered;
- g. what remuneration has been provided to board members;
- h. how does the board dismiss board members who do not meet attendance standards?
- i. Have any requests been made to ministers to dismiss board members?
- j. Please list board members who have attended less than 51% of meetings
- k. what have been the catering costs for the board meetings held during this period?  
Please break down the cost list.

**Answer**

- a. The Council of the Australian War Memorial has met once: 19-20 August 2014.
- b. Travel expenses are provided to interstate Council members in accordance with Remuneration Tribunal Determination 2013/16 - Official Travel by Office Holders <http://remtribunal.gov.au/media/documents/2013/compilations/travelallowance-compilations/2013-16-determination-official-travel-by-officeholders/2013-16-Determination-26.9.2013.pdf> - refer to Part 3 – Travel Expenses on page 4
- c. 92% at the Council meeting and 100% at the Finance Audit Compliance Committee meeting.
- d. Apology: Ms Jillian Segal. Attended: Rear Admiral Ken Doolan, Major General Paul Stevens, Dr Allan Hawke, The Hon. Graham Edwards, Ms Gabrielle Trainor, Mr Peter FitzSimons, Mr Les Carlyon, Mr Kerry Stokes, Vice Admiral Tim Barrett, Lieutenant General David Morrison, Air Marshal Geoff Brown.
- e. As part of the preparation of the Memorial's financial statements, members are required to sign an annual declaration of material interest form in relation to companies with whom the Memorial has contracts. During the course of Council meetings, as per Section 16 of the Australian War Memorial Act 1980, members should disclose the nature of any direct or indirect pecuniary interest in a matter being considered by Council, and as a result not take part in the deliberation.
- f. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

g. Council members are remunerated in accordance with Remuneration Tribunal Determination 2014/03: Remuneration and Allowances for Holders of Part-Time Public Office. See <http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf>

h. In accordance with Section 14(2)(b) of the Australian War Memorial Act 1980.

i. Nil.

j. Nil.

k. \$1,036 total cost in catering for two Council lunches and one morning tea. Council Finance Audit and Compliance Committee lunch was \$90. Morning tea for Council meeting was \$180. Council lunch was \$766.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 282**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Shared resources following MOG changes**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
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?

**Answer**

1. No.
2. and 3. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 283**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Departmental rebranding**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in 26 February, 2014? If so:
  - a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
    - i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
  - b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
    - i. Signage.
    - ii. Stationery (please include details of existing stationery and how it was disposed of).
    - iii. Logos
    - iv. Consultancy
    - v. Any relevant IT changes.
    - vi. Office reconfiguration.
  - c. How was the decision reached to rename and/or rebrand the department?
    - i. Who was involved in reaching this decision?
    - ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc.) from within the department, or between the department and the government regarding the rename/rebranding.

**Answer**

1. No.

a. to c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 284**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Contracts under \$10,000**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

**Answer**

1. Refer to the attached table.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

Name	Contract Number	Contract Status	Description	Procurement Method	Start Date	Finish Date	Total Amount
Meyer Vandenberg Lawyers	2014/0207	Executed	Provision of legal advice regarding contract 2014/0114 and contract 2014/0149	Prequalified Tender	11/07/2014	21/07/2014	\$8,192.50
Graeme Reynolds	2015/0001	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Alan Collins	2015/0002	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Alex Raupach	2015/0003	Executed	Last Post - Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Alexander Ross	2015/0004	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Ben Bonney	2015/0005	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Cameron Smith	2015/0006	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Catherine Savage	2015/0007	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Daniel Hiscock	2015/0009	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
David Bird	2015/0010	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Geoff Williams	2015/0012	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Horace Reginald Foreman	2015/0014	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
James Davey	2015/0015	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Jennifer Hamer	2015/0016	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
John Ferguson	2015/0017	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

Name	Contract Number	Contract Status	Description	Procurement Method	Start Date	Finish Date	Total Amount
John Wombey	2015/0018	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Jonathan Augustine Kiley Hall	2015/0019	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Ken Fraser	2015/0020	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Luke Glasson	2015/0022	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Stephen Ladd	2015/0023	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Stephen Ross	2015/0024	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Steven Carter	2015/0025	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Warren Stoodley	2015/0026	Executed	Last Post Bugler	Limited Tender	1/07/2014	30/06/2016	\$5,040.00
Art & Archival Pty Ltd	2015/0038	Executed	Temporary Personnel Services	Limited Tender	14/07/2014	8/08/2014	\$7,920.00
Art & Archival Pty Ltd	2015/0054	Executed	Temporary Personnel Services - Freezer program	Limited Tender	11/08/2014	3/09/2014	\$5,940.00
Australia Government Solicitor	2015/0064	Executed	For the provision of a draft Memorandum of Understanding which will be Government to Government between Australia and Singapore.	Prequalified Tender	28/08/2014	3/11/2014	\$8,800.00
The Australian Rugby Choir Incorporated	2015/0067	Executed	Provision of choir performances at minor ceremonies 2014/15	Limited Tender	30/08/2014	30/06/2015	\$4,400.00

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 285**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Freedom of Information Consultations with other Departments, Agencies and the Minister**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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?
2. If so, for each instance provide a table setting out the following information:
  - a. The Department or Agency which was consulted;
  - b. The document;
  - c. The purpose of the consultation;
  - 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;
  - 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

**Answer**

1. Not as a general rule. If third party consultation with other departments is required then it is undertaken. If the matter is sensitive or complex, then advice from the Australian Government Solicitors is sought. There were three instances where the Memorial consulted or informed other agencies with regard to FOI requests.

2.

<b>The Department or Agency which was consulted</b>	<b>The document</b>	<b>The purpose of the consultation</b>	<b>Extension of time sought from the applicant</b>	<b>Extension of time sought from the Information Commissioner</b>
AGS	There were too many documents provided to the AGS to be listed here.	To request AGS to handle the complex and sensitive matter on behalf of the Memorial	No	No
PM&C and AGS	Feasibility study for the Official History into Iraq and Afghanistan	PM&C – consultation regarding exemption of the document under s47C	No - the applicant was advised that the extension had been sought and then advised that it had been	Yes – a 1 month extension of time was requested to complete the consultation with PM&C for the internal review

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>The Department or Agency which was consulted</b>	<b>The document</b>	<b>The purpose of the consultation</b>	<b>Extension of time sought from the applicant</b>	<b>Extension of time sought from the Information Commissioner</b>
		AGS - advice regarding exemption under s47C and assistance with internal review process	granted.	process.
DVA	Emails, letters and QTB re reduction in funding from DVA to AWM for the Travelling Exhibition program	Third party consultation	No	No

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 286**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Freedom of Information Consultations with other Departments, Agencies and the Minister**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

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

- a. The requests with respect to which the Minister or Ministerial office was consulted;
- b. The Minister or Ministerial office which was consulted;
- c. The purpose of the consultation;
- 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;
- 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;
- f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

**Answer**

1. Not as a general rule. If third party consultation with the Minister or his Office is required then it is undertaken. There was one instance where the Memorial informed the Minister with regard to an FOI request.

2. a. The Minister was informed of a request for information under the FOI Act by Mr D Tate.

b. Senator the Hon. Michael Ronaldson, Minister for Veterans' Affairs.

c. An information brief was provided, no consultation was undertaken.

d. No extension of time was sought.

e. No extension of time was sought.

f. A formal briefing was provided noting the receipt of the request under the FOI Act and background to the Memorial's relationship with Mr Tate.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 287**

**Outcome: 1 Program: Australian War Memorial**

**Topic: FOI staffing resources**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

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

**Answer**

Estimate 0.09 of one FTE plus assistance from Australian Government Solicitors to manage one large, complex and sensitive matter and an internal review process.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 288**

**Outcome: 1 Program: Australian War Memorial**

**Topic: FOI disclosure log**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- a. Maintain a webpage allowing download of documents released under section 11A (direct download)?
- b. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
- c. Facilitate to those documents in a different manner (if so, specify).

**Answer**

1. a. No.

b. Yes.

c. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 289**

**Outcome: 1 Program: Australian War Memorial**

**Topic: FOI disclosure log**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:

- 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;
- b. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
- c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
- d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
- e. What was the approximate cost for salaries for the FTE staff allocated to this task?

**Answer**

1. The Memorial has not changed its system for accessing documents in the FOI Disclosure Log.

a. to e. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 290**

**Outcome: 1 Program: Australian War Memorial**

**Topic: FOI disclosure log**

(Written Question on Notice)

**Senator LUDWIG asked:**

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)?

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

- a. On how many occasions charges have been imposed;
- b. The amount charged for each document
- c. The total amount charged;
- d. What is the highest charge that has been imposed?

**Answer**

No.

a. to d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 291**

**Outcome: 1 Program: Australian War Memorial**

**Topic: FOI requests**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
2. Of those, how many were:
  - a. Released in full
  - b. Released in part
  - c. Refused access on the grounds that release of the document would be contrary to the public interest
  - d. Other (please specify)

**Answer**

1. Two.
2. a. Nil.
- b. Nil.
- c. Two.
- d. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 292**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Prequalified multi-use list tenders**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

**Answer**

1. No.
2. to 7. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 293**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Senate Estimates briefing**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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?
2. How many officer hours were spent on preparing that information?
  - a. Please break down the hours by officer APS classification
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?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  - a. If so, when did this occur?
  - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  - c. When were the changes made?
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.

**Answer**

1. The Memorial develops a departmental briefing pack, a copy of which is provided to the Minister. All business areas of the Memorial contribute to its development. There were 13 key contributors.
2. It would be too resource intensive to respond to this question and to 2.a.
3. One draft was provided to the Minister. A final copy was provided a few days after.
  - a. 2 October 2014
  - b. Two versions (the draft version and the final version)
4. Yes. It would be too resource intensive to provide responses to a. b. and c.
5. Information on briefings provided to the Minister is not made publicly available in order to maintain the Memorial's ability to properly and effectively brief the Minister.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 294**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Advertising**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.
2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.
3. 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.

**Answer**

1. \$38,952.84.

2. and 3. Providing a response to the level of detail requested would result in an unreasonable diversion of resources from critical tasks.



Australian War Memorial  
**DIRECTOR'S INSTRUCTIONS (ADMINISTRATIVE) 2.6**  
**(REVISED JULY 2013)**

## **Procedures for Determining Breaches of the Code of Conduct and for Determining Sanction**

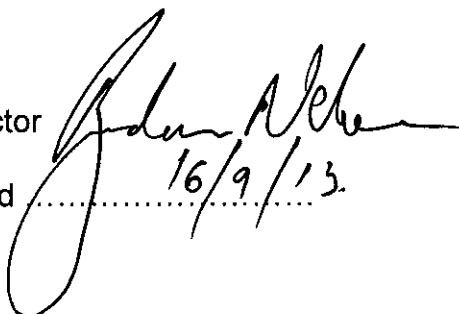
I, Brendan Nelson, Director of the Australian War Memorial, establish these procedures under subsection 15 (3) of the *Public Service Act 1999* ('the Act') and the *Public Service Amendment Act 2013*.

These procedures commence on 1 July 2013.

These procedures supersede the previous procedures made for the Australian War Memorial under subsection 15 (3) of the Act, but the previous procedures may continue to apply for transitional purposes.

Director

Dated

  
16/9/13

### **INSTRUCTION**

#### **1. Application of procedures**

- 1.1. These procedures apply in determining whether a person who is an APS employee at the Australian War Memorial, or who is a former APS employee who was employed at the Australian War Memorial at the time of the suspected misconduct, has breached the APS Code of Conduct ('the Code') in section 13 of the *Public Service Act 1999* ('the Act').
- 1.2. These procedures apply in determining any sanction to be imposed on an APS employee at the Australian War Memorial who has been found to have breached the Code.
- 1.3. These procedures, as they apply to determining whether there has been a breach of the Code, apply to any suspected breach of the Code except for one in respect of which a decision had been made before 1 July 2013 to begin an investigation to determine whether there had been a breach of the Code.

- 1.4. These procedures, as they apply to determining any sanction for breach of the Code, apply where a sanction decision is under consideration on or after 1 July 2013.
- 1.5. In these procedures, a reference to a breach of the Code by a person includes a reference to a person engaging in conduct set out in subsection 15 (2A) of the Act in connection with their engagement as an APS employee.

*Note: Not all suspected breaches of the Code need to be dealt with by way of determination under these procedures. In particular circumstances, another way of dealing with a suspected breach of the Code may be more appropriate, including performance management.*

## **2. Availability of procedures**

- 2.1. As provided for in subsection 15 (7) of the Act, these procedures are publicly available on the Australian War Memorial's website.

## **3. Breach decision maker and sanction delegate**

- 3.1. As soon as practicable after a suspected breach of the Code has been identified and the Director, or a person authorised by the Director, has decided to deal with the suspected breach under these procedures, the Director or that person will appoint a decision maker ('the breach decision maker') to make a determination under these procedures.

*Note: The Australian Public Service Commissioner's Directions 2013 provide that where the conduct of an APS employee raises concerns that relate both to effective performance and possible breaches of the Code, the Agency Head must, before making a decision to commence formal misconduct action, have regard to any relevant standards and guidance issued by the Australian Public Service Commissioner.*

- 3.2. The role of the breach decision maker is to determine in writing whether a breach of the Code has occurred.
- 3.3. The breach decision maker may seek the assistance of an investigator with matters including investigating the alleged breach, gathering evidence and making a report of recommended factual findings to the breach decision maker.
- 3.4. The person who is to decide what, if any, sanction is to be imposed on an APS employee who is found to have breached the Code must hold a delegation of the power under the Act to impose sanctions ('the sanction delegate').
- 3.5. These procedures do not prevent the breach decision maker from being the sanction delegate in the same matter.

*Note: Any delegation of powers under the Act that is proposed to be made to a person who is not an APS employee must be approved in writing in advance by the Australian Public Service Commissioner. This is required by subsection 78 (8) of the Act. This would include delegation of the power under subsection 15 (1) to impose a sanction.*

*Note: Appointment as a breach decision maker under these procedures does not empower the breach decision maker to make a decision regarding sanction. Only the Director or a person who has been delegated the power*

*under section 15 of the Act and related powers, such as under section 29 of the Act, may make a sanction decision.*

**4. Person or persons making breach determination and imposing any sanction to be independent and unbiased**

- 4.1. The breach decision maker and the sanction delegate must be, and must appear to be, independent and unbiased.
- 4.2. The breach decision maker and the sanction delegate must advise the Director in writing if they consider that they may not be independent and unbiased or if they consider that they may reasonably be perceived not to be independent and unbiased, for example if they are a witness in the matter.

**5. The determination process**

- 5.1. The process for determining whether a person who is, or was, an APS employee in the Department has breached the Code must be carried out with as little formality, and with as much expedition, as a proper consideration of the matter allows.
- 5.2. The process must be consistent with the principles of procedural fairness.

*Note:Procedural fairness generally requires that:*

- the person suspected of breaching the Code is informed of the case against them (i.e. any material that is before the decision maker that is adverse to the person or their interests and that is credible, relevant and significant)*
- the person is provided with a reasonable opportunity to respond and put their case, in accordance with these procedures, before any decision is made on breach or sanction*
- the decision maker acts without bias or an appearance of bias*
- there is logically probative evidence to support the making, on the balance of probabilities, of adverse findings.*

- 5.3. A determination may not be made in relation to a suspected breach of the Code by a person unless reasonable steps have been taken to:

- a) Inform the person of:
- b) the details of the suspected breach of the Code (including any subsequent variation of those details); and
- c) where the person is an APS employee, the sanctions that may be imposed on them under subsection 15 (1) of the Act;
- d) give the person a reasonable opportunity to make a written statement, or provide further evidence in relation to the suspected breach, within 7 calendar days or any longer period that is allowed.

*Note:This clause is designed to ensure that by the time the breach decision maker comes to make a determination, reasonable steps have been taken for the person suspected of breach to be informed of the case against them. It will generally also be good practice to give the person notice at an early stage in the process of a summary of the details of the suspected breach*



*that are available at that time and notice of the elements of the Code that are suspected to have been breached.*

*Note: The breach decision maker may decide to give the person the opportunity to make both a written and an oral statement.*

- 5.4. A person who does not make a statement in relation to the suspected breach is not, for that reason alone, to be taken to have admitted to committing the suspected breach.
- 5.5. For the purpose of determining whether a person who is, or was, an APS employee in the Australian War Memorial has breached the Code, a formal hearing is not required.
- 5.6. The breach decision maker (or the person assisting the breach decision maker, if any) where they consider in all the circumstances that the request is reasonable, must agree to a request made by the person who is suspected of breaching the Code to have a support person present in a meeting or interview they conduct.

## **6. Sanctions**

- 6.1. The process for deciding on sanction must be consistent with the principles of procedural fairness.
- 6.2. If a determination is made that an APS employee in the Department has breached the Code, a sanction may not be imposed on the employee unless reasonable steps have been taken to:
  - a) inform the employee of;
  - b) the determination that has been made;
  - c) the sanction or sanctions that are under consideration; and
  - d) the factors that are under consideration in determining any sanction to be imposed; and
  - e) give the employee a reasonable opportunity to make a written statement in relation to the sanction or sanctions under consideration within 7 calendar days, or any longer period that is allowed by the sanction delegate.

*Note: The sanction delegate may decide to give the employee the opportunity to make both a written and an oral statement.*

## **7. Record of determination and sanction**

- 7.1. If a determination in relation to a suspected breach of the Code by a person who is, or was, an APS employee at the Australian War Memorial is made, a written record must be made of:
  - a) the suspected breach; and
  - b) the determination; and
  - c) where the person is an APS employee--any sanctions imposed as a result of a determination that the employee has breached the Code; and

- d) if a statement of reasons was given to the person regarding the determination in relation to suspected breach of the Code, or, in the case of an employee, regarding the sanction decision--that statement of reasons or those statements of reasons.

*Note: The Archives Act 1983 and the Privacy Act 1988 apply to departmental records.*

## **8. Procedure when an ongoing employee is to move to another agency**

8.1. This clause applies if:

- a) a person who is an ongoing APS employee at the Australian War Memorial is suspected of having breached the Code, and
- b) the employee has been informed of the matters mentioned in 5.3.(a); and
- c) the matter has not yet been resolved, and
- d) a decision has been made that, apart from this clause, the employee would move to another agency in accordance with section 26 of the Act (including on promotion).

8.2. Unless the Director and the new Agency Head agree otherwise, the movement (including on promotion) does not take effect until the matter is resolved.

8.3. For the purpose of this clause the matter is taken to be resolved when:

- a) a determination in relation to suspected breach of the Code is made in accordance with these procedures; or
- b) the Director decides that a determination is not necessary.

## **Assistance and Support**

Head, Human Resources and/or the Employee Assistance Program on 1300 361 008.

## **RESPONSIBILITY**

ADCS, through the Head of Human Resources, is responsible for ensuring this Instruction is implemented, maintained and reviewed.

## **Reference**

*Public Service Amendment Act 2013*

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 295**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Departmental Staff Misconduct**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Please provide a copy of the departmental staff code of conduct.
2. Have there been any identified breaches of this code of conduct by departmental staff?
  - a. If yes, list the breaches identified, broken by staffing classification level.
  - b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  - c. If yes, when was the breach identified? By whom? When was the Minister made aware?
  - d. If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer**

1. Director's Instruction 2.06, Breaches of the Code of Conduct is attached.
2. One.
  - a. Breach of two elements of the Code by staff member: when acting in connection with APS employment, treat everyone with respect, and courtesy and without harassment; and, at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS.
  - b. Formal reprimand.
  - c. During a Code of Conduct investigation process, by the investigator. The Minister was not made aware. The Head of Agency was fully informed.
  - d. As the breach was identified as a result of a Public Interest Disclosure process, advice was sought from the Australian Government Solicitor and the Commonwealth Ombudsman's Office on aspects of the matter.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 296**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Cloud services and storage**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc.)? If yes:
  - a. What date did/will cloud services be deployed in the department?
  - b. Please provide a list of all cloud services in use or being considered for use.
  - c. How much do these services cost? Please break down by service.
  - d. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
  - e. How much does this cloud storage cost per month?
  - f. What security arrangements are in place to protect cloud based services and storage?
  - g. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
  - h. What has been the cost of security for the cloud? Please provide a breakdown.

**Answer**

1. No.

a. to h. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 297**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Disability Access**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:
- The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
  - What plans are in place to make the premises compliant with the Act?
  - When these plans will commence and when they are expected to be complete?
  - 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.
  - What is the expected cost of making the premises compliant? Please break down the costs.
  - 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.
  - Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

**Answer**

1. There are a small number of low-risk items within Memorial buildings which are not fully compliant in relation to building access. These items were compliant at time of installation. They are upgraded to fully comply either during refurbishments or part of staged upgrades as resources and funding allow.

a. With the exception of the recent acquisition noted below, the details regarding the timing of building purchases are not readily available and would be an unreasonable diversion of resources from critical tasks to retrieve the data.

<b>Building</b>	<b>Purchase date</b>
Treloar E, 12 Callan Mitchell ACT	1 July 2014

b. and c. Remedial work is included within other building work projects and providing a response to the level of detail requested would result in an unreasonable diversion of resources from critical tasks.

d. No.

e. Remedial work is included within other building work projects and providing a response to the level of detail requested would result in an unreasonable diversion of resources from critical tasks.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

f. No.

g. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 298**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Fee for services**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since September 7, 2013:

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:

- a. Name of the fee and a short description of what it covers.
- b. How much is the fee (and is it a flat fee or a percentage of the service).
- c. The date the fee came into place.
- 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.
- e. What consultation was carried out before the fee was put into place?
- f. How was the fee put into place (e.g. through legislation, regulation changes etc)?
- g. What justification is there for the fee?

**Answer**

1. No.

a. to g. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 299**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Documents provided to Minister**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

- a. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
- c. How are they transmitted to the office?
- d. What mode of delivery is used (hardcopy, email) for those documents?
- e. What level officer are they provided to in the minister's office?

**Answer**

1. Nil.

a. to e. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 300**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Merchandising or promotional material**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since 7 September 2013:

1. Has the department purchased any merchandise or promotional material?
  - 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)
  - b. List the cost for each item
  - c. List the quantity of each item
  - d. Who suggested this material be created?
  - e. Who approved its creation?
  - f. Provide copies of authorisation
  - g. When was the Minister informed of the material being created?
  - h. Who created the material?
  - i. How was that person selected?
  - j. How many individuals or groups were considered in selecting who to create the material?

**Answer**

1. The Memorial has purchased two different lots of promotional material since 7 September 2013 – Poppy Pins and First World War trivia cards.

a. to j. See attached table.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Question</b>	<b>Poppy Pins</b>	<b>First World War trivia cards</b>
a.	Poppy pins were created to reflect the Memorial's centenary logo. The artwork for the poppy matches the poppy displayed in the centenary logo. The pins were distributed to VIPs and Sponsors who attended the Memorial's centenary logo launch on 19 February 2014.	First World War trivia cards were created to hand out to media and visitors at centenary events and as promotional material for marketing promotional packs.
b.	A total amount of \$1,160.00 (\$1,276.00 incl. GST) was spent on the pins.	The design of the cards - \$959.00 (\$1,054.90 incl. GST) The printing of the cards - \$6,770.50 (\$7,447.55 incl. GST) Bags for the cards - \$1,110.34 (no GST, international company)
c.	250 pins were purchased.	There were 1000 sets of cards created with each set containing 100 cards.
d.	The Communications and Marketing Team developed the idea.	Head of Communications and Marketing
e.	The Director of the Australian War Memorial and Head of Communications and Marketing.	Head of Communications and Marketing
f.	Authorisation for the purchase is recorded in the Financial Management Information System (Purchase Order no. 36076).	Authorisation for the purchase is recorded in the Financial Management Information System (Purchase Order nos. 35513 and 35541).
g.	The Minister was not informed. The Minister was provided with a pin at the launch of the Memorial's centenary logo.	N/A.
h.	Ties n' Cuffs was selected to produce the pins.	Whitefox Design created the design and managed the printing of the cards with Printing Press. Printovation created the calico bags for the cards.
i.	The company was selected from a quote process. Ties n' Cuff were the only company from those approached that could produce custom pins within the required timeframe.	The providers were selected from a competitive quote process, which identified Whitefox Design Printing Press and Printovation as offering best value for money for the deliverables within the timeframe.
j.	A total of three companies were approached to quote on the job.	Three providers were approached for both the design and printing requirements. The packaging was directly sourced due to the low value of procurement.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 301**

**Outcome: 1 Program: Australian War Memorial**

**Topic: FOI stats**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. How many FOI requests were received between 7 September 2013 to date.
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

**Answer**

1. Six.
2. Six.
3. to 5. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 302**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Contracts for Temporary Staff**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How much did the department/agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

**Answer**

1. \$641,737.85.
2. 31 contract staff have been employed since 1 July 2014 to 30 September 2014. This date range has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.
3. 87 contract staff as at 30 September 2014.
4. \$2,900.
5. No.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 303**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Staffing profile**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has there been any change to the staffing profile of the department/agency?
2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)

**Answer**

1. Yes.

2. See tables below. All Memorial staff are located in Canberra, ACT.

**CHANGE IN STAFFING PROFILE (from 1 July 2014 to 30 September 2014)**

<b>Employment Type</b>	<b>Change</b>
Casual	1
Non Ongoing Full Time	-13
Non Ongoing Part Time	0
Ongoing Full Time	-6
Ongoing Part Time	0
Principal Exec. Off	0
<b>Total</b>	<b>-18</b>

<b>Classification</b>	<b>Change</b>
APS 2	1
APS 3	-1
APS 4	-2
APS 5	-4
APS 6	-2
BB1	0
BB2	0
BB3	-7
BB4	0
BBB	0
EL1	-2
EL2	-1
SES	0
Statutory Office Holder	0
<b>Total</b>	<b>-18</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

<b>Branch</b>	<b>Change</b>
ACTE	0
Corporate Services	-8
National Collection	-15
Public Programmes	5
<b>Total</b>	<b>-18</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 304**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Savings and Efficiency Measures**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since the Appropriate Bills 2014 were passed by the parliament:

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?
2. For each measure or task identified in question 1:
  - a. What is the timeframe for implementation?
  - b. Who is the responsible agency for actioning these measures, guidelines or tasks?
  - c. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
  - d. What action has the minister asked be done on this policy?

**Answer**

1. N/A.

2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 305**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Computers**

(Written Question on Notice)

**Senator LUDWIG asked:**

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
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location
3. Please detail the operating systems used by the department's computers, the contractual arrangements for operating software and the on-going costs

**Answer**

1. The Memorial does not lease, purchase or store computers for the Minister's Office.
2. The Memorial leases approximately 450 computers which are made available to staff at all levels from APS2 to SESB3 throughout 10 buildings across the two sites at Campbell and Mitchell, ACT. Some computers are used for public access throughout the galleries. All of the equipment is used on a regular basis. The annual lease cost is less than \$200,000 pa. Resources do not permit the collation of a more detail breakdown of this information.
3. Almost all desktop and laptop computers utilise the Microsoft Windows 7 operating system, the licenses for which are provided as part of the overall lease cost for the equipment. There are no additional ongoing costs apart from the staff effort to maintain configuration of the Standard Operating Environment based on this operating system. All server operating systems are Microsoft. Licences for these are purchased as required under a very cost effective agreement and incur no ongoing cost apart from staff management and eventual version upgrade.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 306**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Travel costs - Departmental**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
  - a. If so, under what policy?
  - b. Provide a copy of that policy.
  - c. When was this policy implemented?
  - d. List all occurrences of travel that this has occurred under.
  - e. Detail the process.
  - f. When is the minister notified, when is approved provided?

**Answer**

1. No. International travel delegation is governed by the Department of Finance whole-of-government travel policy. See Finance Circular No. 2013/06.

a. Whole of Government travel policy issued under Finance Circular No. 2013/06.

b. The policy is available on the Department of Finance website at:

<http://www.finance.gov.au/archive/procurement/travel-and-related-services/finance-circulars/2013/06.html>

c. 13 December 2013.

d. Nil.

e. Refer to policy document.

f. Refer to policy document.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 307**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Travel costs - Departmental**

(Written Question on Notice)

**Senator LUDWIG asked:**

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).

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 308**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Travel costs - Departmental**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. For the period 1 July to 30 September 2014 the Memorial spent \$91,954.48 on travel for staff. This figure includes domestic and overseas travel. The expenditure breakdown is show in the table below. The reasons for travel by Memorial staff include:

- |                         |  |
|-------------------------|--|
| • Collection related    | Development / acquisition / assessment / auction attendance; Training e.g. risk management; conservation; research |
| • Exhibition related    | Install / demount exhibitions; attend launches; deliver public programs  |
| • Meetings              | Exhibition designers; consultants / contractors; stakeholders; sponsors  |
| • Conference / workshop | Presentations; attendance; community presentations   |

Travel Type	Expenditure
Fares and booking fees	\$42,600.45
Travel allowance (meals and incidentals), Accommodation, parking, private vehicle allowance, and rail tickets	\$35,782.00
Taxi and Car Hire	\$13,572.03
<b>TOTAL</b>	<b>\$91,954.48</b>

**Note:** Figures are GST exclusive.

Data on the breakdown of airfares by type is provided in the following table. The data includes domestic and international travel.

Travel class	Number
Business	4
Economy	91

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

2. and 3. N/A – see response to Question on Notice 306.

4. Travel with the Memorial is carried out on an as needs basis. As at 30 September 2014, a total of 64 domestic travel requests and 2 international travel requests have been approved for reasons similar to those above.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 309**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Travel costs - Ministerial**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. a. to c. N/A.
2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 310**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Grants**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. to 6. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 311**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Grants**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.
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.

**Answer**

1. Nil.

2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 312**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Government payment of accounts**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?
6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
7. 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?
8. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer**

1. The average time period to pay accounts to vendors from 01 July to 30 September 2014 was 6 days after due date. This time period has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014

2. to 6.

<b>Within 30 days</b>		<b>30 – 60 days</b>		<b>60 – 90 days</b>		<b>90 – 120 days</b>		<b>Over 120 days</b>	
94%	1,748	4%	81	1%	18	0.5%	8	0.5%	9

7. N/A. The Department of Finance Resource Management Guide No. 417 Supplier Pay On-Time or Pay Interest Policy does not apply to the Memorial as it is a corporate Commonwealth entity under the PGPA Act.

8. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 313**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Consultancies**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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 (i.e. open tender, direct source, etc.). Also include total value for all consultancies.
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.
3. Have any consultancies not gone out for tender?
  - a. List each, including name, cost and purpose
  - b. If so, why?

**Answer**

1. and 2. Nil.

3. a. and b. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 314**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Meeting costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. 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.

**Answer**

1.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost</b>	
19-20 August 2014	Australian War Memorial - Canberra	Meetings of the Council of the Australian War Memorial and its Committees	Travel	\$7,760.15
			Other (e.g. catering)	\$847.80
<b>TOTAL</b>				<b>\$8,607.95</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 315**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Meeting costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 316**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Meeting costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

The Memorial does not compile budgets at the level of detail requested.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 317**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Meeting costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 318**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Functions**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

1. a. to d. N/A.

2. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 319**

**Outcome: 1 Program: Australian War Memorial**  
**Topic: Executive coaching and leadership training**  
(Written Question on Notice)

**Senator LUDWIG asked:**

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)

**Answer**

1. 2. and 3. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 320**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Executive coaching and leadership training**

(Written Question on Notice)

**Senator LUDWIG asked:**

The names of all service providers engaged for each service purchased from 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)

**Answer**

a. to f. N/A.



**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 321**

**Outcome: 1 Program: Australian War Memorial**  
**Topic: Executive coaching and leadership training**  
(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

The following responses refer to a staff management training course organised by the National Archives of Australia, with a vacant space offered to the Memorial. No costs for the training course were incurred by the Memorial.

- a. National Archives of Australia.
- b. 1 x EL1.
- c. 7.2 hours.
- d. Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 322**

**Outcome: 1 Program: Australian War Memorial**  
**Topic: Executive coaching and leadership training**  
(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 323**

**Outcome: 1 Program: Australian War Memorial**  
**Topic: Executive coaching and leadership training**  
(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

BB3 - Masters of Museums and Collections;  
BB3 - PhD Australian History;  
BB3 - PhD in Film Studies;  
APS 6 - CPA Professional level;  
APS 2 - Masters of Strategic Studies;  
APS 5- Graduate Certificate in Museum Education and Heritage Interpretation;  
BB3 - Masters of Information Studies; and  
APS 2- Masters of Cultural Materials Conservation.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 324**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Provision of equipment - Ministerial**

(Written Question on Notice)

**Senator LUDWIG asked:**

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

**Answer**

a. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 325**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Provision of equipment - Ministerial**

(Written Question on Notice)

**Senator LUDWIG asked:**

1. Has electronic equipment (such as iPads, 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.

**Answer**

1. a. to e. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 326**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Staffing reductions**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many staff reductions/voluntary redundancies have occurred?
  - a. What was the reason for these reductions?
  - b. Were any of these reductions involuntary redundancies? If yes, provide details.
  - 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.
  - d. If there are plans for staff reductions, please give the reason why these are happening.
  - e. Are there any plans for involuntary redundancies? If yes, provide details.
  - f. How many ongoing staff left the department/agency? What classification were these staff?
  - g. How many non-ongoing staff left department/agency from? What classification were these staff?
  - h. What are the voluntary redundancy packages offered? Please detail for each staff level and position
  - i. How do the packages differ from the default public service package?
  - j. How is the department/agency funding the packages?

**Answer**

1. Nil.

a. N/A.

b. N/A.

c. Yes. The Memorial invited expressions of interest (EOI) in voluntary redundancies on 22 September 2014. In order to operate within the available budget the Memorial needs to reduce its workforce by around 19 positions over the next 3 year period based on average staffing cost.

d. To operate within the available budget.

e. ~~Every effort is being made to achieve staff reductions through natural attrition, and voluntary redundancies, however if sufficient reductions are unable to be achieved through natural attrition and VRs, a more targeted process may be considered.~~No.

f. None, as the EOI process had not concluded at 30 September 2014.

g. See above.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

h. See above.

i. N/A.

j. Any redundancy payments are funded from within the existing salary budget.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 327**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Staffing recruitment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many ongoing staff have been recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many staff have been employed on contract and what is the average length of their employment period?

**Answer**

1. Nil.

2. 72 non-ongoing staff as at 30 September 2014 (this includes 29 casual staff), no positions have been created.

<b>Classification</b>	<b>Number</b>
APS 2	7
APS 3	33
APS 4	5
APS 5	2
APS 6	3
BB3	12
BBB	1
EL1	6
EL2	3
<b>Total</b>	<b>72</b>

3. 31 contract staff have been employed since 1 July 2014 to 30 September 2014. Average contract length is 217 calendar days.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 328**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Coffee Machines**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff usage?
  - 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?
  - b. Why were coffee machines purchased?
  - 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?
  - d. Where did the funding for the coffee machines come from?
  - e. Who has access?
  - 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?
  - g. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer**

1. No.

a. to g. N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 329**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Printing**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many documents (include the amount of copies) have been printed?
  - a. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  - a. If so, what companies were used?
  - b. How were they selected?
  - c. What was the total cost of this printing by item?

**Answer**

1. 10 documents were printed with a total of 26,830 copies.

a. Three of these documents were also published online.

2. a. b. and c. See table below.

<b>Name of product</b>	<b>External printer</b>	<b>Selection Process</b>	<b>Cost of printing</b>
Annual Report 2013-14	Union Offset	Competitive quoting process	\$4,520.00
Remembrance Day programs	BlueStar Printing	RFQ process. Best value for money	\$2,194.50
Spring at the Memorial Brochure	Union Offset	Competitive quoting process	\$5,460.00
Remembrance Day invitations	BlueStar Printing	RFQ process. Best value for money.	\$1,405.80
Remembrance Day entrée cards	BlueStar Printing	RFQ process. Best value for money	\$387.10
Quilty/Seton exhibition launch invitations	PLT Print Solutions	Competitive quoting process	\$4,937.50
Hall of Memory reprint	Union Offset	Competitive quoting process	\$5,432.00
<i>Anzac Treasures</i> book launch invitations	CopyQik	Could meet required deadline	\$224.95
Staff Parking Permits	Paragon	Competitive quoting process	\$2,475.00
<i>Friends of the Memorial</i> Gala dinner invitations	Union Offset	Competitive quoting process	\$704.00
<b>TOTAL</b>			<b>\$27,740.85</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 330**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Corporate Cars**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

1. How many cars are owned by each department/agency?
  - a. Where are the cars located?
  - b. What are the cars used for?
  - c. What is the cost of each car during the specified period?
  - d. How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
  - a. Where are the cars located?
  - b. What are the cars used for?
  - c. What is the cost of each car during the specified period?
  - d. How far did each car travel during the specified period?

**Answer**

1. Nil. The Memorial does not own any vehicles.

a. to d. N/A.

2. The Memorial leases seven vehicles.

a. Four vehicles are located at the Memorial in Campbell ACT and three are located at the Treloar Technology Centre in Mitchell, ACT.

b. Staff travel between sites and to meetings; transportation of collection items.

c. and d.

	<b>Vehicle Type</b>	<b>Total Cost*</b>	<b>Estimated Distance Travelled (km) **</b>
1	Pool vehicle - Pantech truck	\$8,214.37	700
2	Pool vehicle - Small Van	\$1,747.77	1,415
3	Pool vehicle - wagon	\$2,940.85	290
4	Pool vehicle - wagon	\$3,386.58	4,760
5	Pool vehicle - ute	\$2,783.50	2,100
6	Pool vehicle - sedan	\$4,122.02	8,900
7	Pool vehicle - Big Van	\$5,426.90	960
8	Executive vehicle	\$3,490.42	5,740
9	Executive vehicle	\$2,123.16	0

\* Figures are GST exclusive

\*\* Distance travelled estimated using annual FBT Odometer readings

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 331**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Taxi costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.
2. What are the reasons for taxi costs?

**Answer**

1. Total expenditure on taxis from 1 July to 30 September 2014 was \$13,404.93. This time period has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

<b>Branch</b>	<b>Total</b>
National Collection	\$3,536.03
Public Programs	\$4,863.55
Corporate Services (includes Centenary and Executive)	\$5,005.35
<b>Total</b>	<b>\$13,404.93</b>

2. To support the operational requirements of the Memorial.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 332**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Taxi costs**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 333**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hire cars**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

1. Total expenditure on car hire from 1 July to 30 September 2014 was \$4,535.03. This time period has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

<b>Branch</b>	<b>Total</b>
National Collection	\$772.42
Public Programs	\$3,180.15
Corporate Services	\$582.46
Centenary	\$-
<b>Total</b>	<b>\$4,535.03</b>

2. To support the operational requirements of the Memorial.



**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 334**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hire cars**

(Written Question on Notice)

**Senator LUDWIG asked:**

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?

**Answer**

N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 335**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Credit cards**

(Written Question on Notice)

**Senator LUDWIG asked:**

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:
  - a. Please list staff classification and what the misuse was, and the action taken.
5. Have there been any changes to what action is taken to prevent corporate credit card misuse?
6. 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?
  - a. Has any action been taken against the Minister or their office for credit card misuse?
  - b. If so, list each occurrence, including the cost of the misuse.

**Answer**

1. N/A.
2. to 5. No.
6. a. and b N/A.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 336**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

What has been the Department/Agency's hospitality spend including any catering and drinks costs.

**Answer**

Total hospitality expenditure for the period from 1 July to 30 September 2014 was \$11,100. This time period has been used, as it would have been too resource intensive to provide the requested information from the start date of June Budget Estimates, 3 June 2014.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 337**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 338**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 339**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

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.

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 340**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.

**Answer**

As at 30 September 2014, there is an estimated \$21,800 expenditure planned for hospitality.

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Est. Cost</b>
November 2014, March 2015, May 2015	Australian War Memorial, Canberra ACT	Quarterly Council meetings	\$4,100
December 2014	Australian War Memorial, Canberra ACT	Exhibition launch - Ben Quilty/Alex Seaton (sponsored event)	\$14,100
October 2014	Australian War Memorial, Canberra ACT	Book launch – <i>Anzac treasures: the Gallipoli collection of the Australian War Memorial</i>	\$3,600
February 2015	Australian War Memorial, Canberra ACT	Exhibition launch – First World War galleries	To be scoped
<b>TOTAL</b>			<b>\$21,800.00</b>

**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 341**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.

**Answer**

Nil.



**Senate Standing Committee on Foreign Affairs, Defence and Trade**  
**Supplementary Budget Estimates 2014-15; 22 October 2014**  
**Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 342**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 343**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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.

**Answer**

Nil.

**Senate Standing Committee on Foreign Affairs, Defence and Trade  
Supplementary Budget Estimates 2014-15; 22 October 2014  
Answers to questions on notice from the Veterans' Affairs portfolio**

**Question 344**

**Outcome: 1 Program: Australian War Memorial**

**Topic: Hospitality and entertainment**

(Written Question on Notice)

**Senator LUDWIG asked:**

Since Budget Estimates in June, 2014:

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

**Answer**

The Memorial limits expenditure on official hospitality where appropriate, however the nature of some events require the provision of a modest level of catering for stakeholders and official representatives.