

Senate Finance and Public Administration Legislation Committee
—Additional Estimates Hearing—February 2014

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Reviews**
Question: **168**
Written **Senator Ludwig**

Date set by the committee for the return of answer: 11 April 2014

1. Since the Supplementary Budget Estimates in November 2013, 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. Whom 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
2. For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, 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
3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?
 - a. Please list them.
 - b. What is the current cost to date expended on the reviews?
4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them.
5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them.
6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. 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?
 - ii. If not, why not?

Answer

1. Since the Supplementary Budget Estimates in November 2013, the following reviews have commenced:

Review	Details
Branch Function & Capability Review	<ol style="list-style-type: none"> a) 1 December 2013 b) 1 December 2013 c) Not applicable d) DPS e) In 2012-13, the Senate Committee into the performance of DPS recommended further improvement to DPS' capability in certain roles throughout the department. The capability review looks at the roles and functions across a number of DPS branches. f) Terms of Reference: <ul style="list-style-type: none"> • sections have the appropriate structure to drive performance and meet current and future business needs; • capabilities are clearly defined; • current employee capabilities are assessed and aligned; and • where gaps in capabilities are determined, appropriate strategies to address the capabilities are introduced. g) Scope of the review: Corporate Services, Strategy & Performance, Building & Asset Management. h) Workplace Research Associates Pty Ltd i) There are no officers involved in conducting the review. j) 30 June 2014 k) The value of this contract is capped at \$100,000 GST inclusive. As at 28 February 2014 there had been no invoices received or payments made. The services being provided are costed as follows: <ul style="list-style-type: none"> • Evaluation of individual positions, including interviews, data collection, analysis and reporting (\$2,164.80 per role) • Review of Branches/work areas (\$18,942.00 per work area) • Skills and knowledge transfer (\$2,706.00 as needed) l) The review is for internal management purposes.

2. Since the Supplementary Budget Estimates in November 2013, the following external people, companies and contractors have been engaged to assist in or conduct reviews:

Review	Details
Branch Function & Capability Review	a) Workplace Research Associates Pty Ltd b) Principal – Dr Julie West (Consultant) c) The value of this contract is capped at \$100,000 GST inclusive. As at 28 February 2014 there had been no invoices received or payments made. The services being provided are costed as follows: <ul style="list-style-type: none"> • Evaluation of individual positions, including interviews, data collection, analysis and reporting (\$2,164.80 per role) • Review of Branches/work areas (\$18,942.00 per work area) • Skills and knowledge transfer (\$2,706.00 as needed) d) Full review being undertaken by Dr West e) No f) Not applicable g) DPS h) Not applicable

3. At the time of the Supplementary Budget Estimates in November 2013, the following reviews were on-going:

Review	Expenditure (as at 28 February 2014)
SES Capability Review (now completed)	\$25,584 inc GST
Review of Performance Management Framework	\$11,025 inc GST
Review of ICT Security (now completed)	\$24,200 inc GST
Review of ICT Capacity Planning	Nil
A review of Parliament House Security Pass Policy	\$73,150 inc GST
Review and assessment of car parking options at Parliament House (now concluded)	\$72,743 inc GST
Review of perimeter security services at Parliament House (now concluded)	\$74,800 inc GST

4. No.

5. Since the Supplementary Budget Estimates in November 2013, the following reviews have concluded:
 - i. SES Capability Review
 - ii. Review of ICT Security
 - iii. Review and assessment of Car Parking Options at Parliament House
 - iv. Review of Perimeter Security Services at Parliament House
6. Not Applicable.
7. Not Applicable.
8. The following reviews are planned:
 - i. Review of WHS in Hansard.