

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

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Senate estimates briefing**

Question: **198**

Written **Senator Ludwig**

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

1. How many officers were 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. & 2. Preparation of briefs for appearances at Senate Estimates involves staff at all levels across the Department. Time spent on Estimates preparation tasks is not specifically recorded by the Department and to gather that information would be an unreasonable diversion of Departmental resources.
3. Not applicable. DPS is a parliamentary department and does not have a Minister.
4. Not applicable.
5. The contents page is attached.

No	Topic		No	Topic
1	Accommodation moves (DPS staff)		41	ICT - Website - general
2	25th Anniversary		42	ICT - Wireless access in Parliament House
3	25th Anniversary - Photographic record		43	ICT achievements (Improved services)
4	Artwork Changes Overlooking the Marble Foyer		44	ICT entitlements (Parl ICT & large equipment)
5	Artworks in public areas (touching)		45	ICT Parliamentary ICT Security
6	Bosnia-Herzegovina gift		46	ICT - Flexible Support to Electorate Offices
7	Budget 2013–14		47	Late payment to Small Business
8	Budget - Parliamentary Library		48	Licence renewals and retail strategy
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10	Capability Reviews		50	Nurses Centre (opening hours & services)
11	Capital Works Program (Building and Security Projects)		51	Parking at PH
12	Carpark Gates		52	Parliament Shop
13	Catering Contract		53	Parliamentary Library - Media & news services to Parliament
14	Cleaning Contract (Internal)		54	Portraits - Status and Protocols - HMC
15	Crockery and Cutlery		55	Prime Minister's Suite - Works
16	Crockery Gift by Senators		56	Procurement Review
17	Customer Survey		57	Reconciliation Action Plan (RAP)
18	Disability access to PH		58	Recruitment and Staffing
19	DPS services for 44th Parliament		59	SAP project
20	Enterprise Agreement		60	Security - Screening arrangements and speculation about changes
21	Fair Work Cases		61	
22	Fire Safety		62	Security Reviews
23	Flag Flying Protocols		63	Senate Inquiry—Update on recommendations
24	Florist		64	Senate Meeting Rooms
25	Freedom of Information		65	Senator Brandis' bookcase
26	Furniture (Sydney CPO & Chesterfields)		66	Storage facilities at PH

<b>27</b>	Green Marble (VI) and Carrara Marble		<b>67</b>	Suite changes—costs to DPS
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<b>31</b>	Hansard - Editor Chamber Presence Trial			Switchboard - Accommodation (refer to Brief # 1 - Accommodation)
<b>32</b>	Hansard—Production System and Printing		<b>71</b>	Terracotta pots
<b>33</b>	Health & Rec Centre		<b>72</b>	Utilities - costs
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<b>35</b>	Heritage—Disposals and database		<b>74</b>	Voluntary redundancies (VRs)
<b>36</b>	ICT - 2020 Support Desk staffing and performance		<b>75</b>	Work Health and Safety - Improvements (and name badges)
<b>37</b>	ICT - Leader of the Opposition support		<b>76</b>	Work Health and Safety - Incidents and claims
<b>38</b>	ICT - PCN - Foreign intelligence infiltration of PCN		<b>77</b>	Workplace Issues
<b>39</b>	ICT - PCN - permissible software		<b>78</b>	Certificate of Compliance 2012-13
<b>40</b>	ICT - Website - accessibility		<b>79</b>	\$5.5m funding 2013-14
			<b>80</b>	Heritage - Improving DPS Heritage Management