

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – ADDITIONAL ESTIMATES 2013-14 – February 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
1	Senate	Moore	Graduate placement scheme	The Senate department's graduate placement scheme	5	27/2/14	18/3/14
2	Senate	Wong	NPP	Which NPPs were funded over the last, four years?	6	27/2/14	18/3/14
3	Senate	McKenzie	Senate Occasional Lectures	Attendance at Senate Occasional Lectures in the last calendar year	7	27/2/14	18/3/14
4	Senate	McKenzie	Prayers – practices in other legislatures	Prayers – practices in other legislatures	10 and 11	27/2/14	18/3/14
5	Senate	Smith	Senate select inquiries	Over the last 10 years, how many senate select inquiries have run parallel with significant government inquiries? [This was widened to include standing as well as select committees.]	8	27/2/14	18/3/14
6	Senate	Seselja	Staffing	<ol style="list-style-type: none"> 1) What are your current and forward plans for staff reductions, including redundancies? 2) How many of these reductions and redundancies relate to efficiency dividends applied over the last three years? 3) How many of these reductions and redundancies relate to decisions made in the 2013 Budget, or earlier, to cease or terminate programs? 4) If redundancies have been offered, when was the decision made to offer these redundancies? 	Written	2/4/14	15/5/14

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7	Senate	Ludwig	Reviews	<p>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:</p> <ol style="list-style-type: none"> 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 <p>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?</p> <ol style="list-style-type: none"> 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, <ol style="list-style-type: none"> 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 <p>3) Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?</p> <ol style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? <p>4) Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them.</p>	Written	2/4/14	15/5/14

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8	Senate	Ludwig	Commissioned reports	<p>a) Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>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?</p> <p>c) What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	2/4/14	15/5/14
9	Senate	Ludwig	Briefings for other parties	<p>1. Since the Supplementary Budget Estimates in November 2013, have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?</p>	Written	2/4/14	15/5/14
10	Senate	Ludwig	Appointments	<p>1. Please detail any board appointments made from the Supplementary Budget Estimates in November 2013 to date.</p> <p>2. What is the gender ratio on each board and across the portfolio?</p>	Written	2/4/14	15/5/14
11	Senate	Ludwig	Stationery requirements	<p>1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from the Supplementary Budget Estimates in November 2013 to date?</p> <p style="padding-left: 20px;">a. Detail the items provided to the minister's office</p> <p>2. How much was spent on departmental stationery requirements from the Supplementary Budget Estimates in November 2013 to date.</p>	Written	2/4/14	15/5/14

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12	Senate	Ludwig	Electronic equipment	<p>1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office since 7 September 2013.</p> <p>a. List the items</p> <p>b. List the items location or normal location</p> <p>c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level</p> <p>d. List the total cost of the items</p> <p>e. List an itemised cost breakdown of these items</p> <p>f. List the date they were provided to the office</p> <p>g. Note if the items were requested by the office or proactively provided by the department</p>	Written	2/4/14	15/5/14
13	Senate	Ludwig	Media subscriptions	<p>1. What pay TV subscriptions does your department/agency have?</p> <p>a) Please provide a list of what channels and the reason for each channel.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost for this from 7 September 2013 to date?</p> <p>2. What newspaper subscriptions does your department/agency have?</p> <p>a) Please provide a list of newspaper subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost for this from 7 September 2013 to date?</p> <p>3. What magazine subscriptions does your department/agency have?</p> <p>a) Please provide a list of magazine subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost for this from 7 September 2013 to date?</p> <p>4. What publications does your department/agency purchase?</p> <p>a) Please provide a list of publications purchased by the department and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p>	Written	2/4/14	15/5/14

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				c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?			
14	Senate	Ludwig	Media monitoring	1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses	Written	2/4/14	15/5/14
15	Senate	Ludwig	Media training	1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: 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 2. 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)	Written	2/4/14	15/5/14

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				<p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a) The location used</p> <p>b) The number of employees who took part on each occasion</p> <p>c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d) Any costs the department or agency's incurred to use the location</p>			
16	Senate	Ludwig	Communication s staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a) How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b) How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c) How many contractors, their classification, type of work they undertake and their location</p> <p>d) How many are graphic designers?</p> <p>e) How many are media managers?</p> <p>f) How many organise events?</p>	Written	2/4/14	15/5/14
17	Senate	Ludwig	Provision of equipment - ministerial	<p>1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>a. Itemise equipment and cost broken down by staff or minister classification</p> <p>2. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.</p>	Written	2/4/14	15/5/14
18	Senate	Ludwig	Provision of equipment - departmental	<p>1) Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <p>a. List the items</p> <p>b. List the purchase cost</p> <p>c. List the ongoing cost</p>	Written	2/4/14	15/5/14

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				d. List the staff and staff classification that receive the equipment.			
19	Senate	Ludwig	Computers	<p>a) List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used</p> <p>b) List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location</p> <p>c) Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs</p>	Written	2/4/14	15/5/14
20	Senate	Ludwig	Travel costs - department	<p>a) From 7 September 2013, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b) From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written	2/4/14	15/5/14
21	Senate	Ludwig	Travel costs - ministerial	<p>a) From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary</p> <p>a. List each location, method of travel, itinerary and purpose of trip;</p> <p>b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and;</p> <p>c. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary.</p> <p>b) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written	2/4/14	15/5/14

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22	Senate	Ludwig	Grants	<p>a) Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.</p> <p>b) Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.</p>	Written	2/4/14	15/5/14
23	Senate	Ludwig	Government payments of accounts	<p>a) From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</p> <p>b) How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</p> <p>c) How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</p> <p>d) How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>e) How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?</p> <p>f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>g) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013?</p> <p>h) Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written	2/4/14	15/5/14
24	Senate	Ludwig	Consultancies	<p>a) How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>b) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as</p>	Written	2/4/14	15/5/14

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				above, and the name of the consultant if known. c) Have any consultancies not gone out for tender? i. If so, which ones and why?			
25	Senate	Ludwig	Meeting costs	a) What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs. b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs. c) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. d) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written	2/4/14	15/5/14
26	Senate	Ludwig	Hospitality and entertainment	a) What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs. b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. c) What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. e) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. f) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs. g) What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. h)	Written	2/4/14	15/5/14

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				<p>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.</p> <p>i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
27	Senate	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 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) 4. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) <p>5. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> a) The location used b) The number of employees who took part on each occasion (provide a breakdown for each employment classification) c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d) Any costs the department or agency's incurred to use the location <p>6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p>	Written	2/4/14	15/5/14

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				7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.			
28	Senate	Ludwig	Staffing profile	1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state)	Written	2/4/14	15/5/14
29	Senate	Ludwig	Staffing reductions	a) How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? 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 from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? g) How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?	Written	2/4/14	15/5/14
30	Senate	Ludwig	Staffing recruitment	a) How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? b) How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? c) From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?	Written	2/4/14	15/5/14
31	Senate	Ludwig	Coffee machines	1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013? 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?	Written	2/4/14	15/5/14

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				<p>Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff useage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
32	Senate	Ludwig	Printing	<p>1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online?</p> <p>2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?</p> <p>a. If so, what companies were sued?</p> <p>b. How were they selected?</p> <p>c. What was the total cost of this printing?</p>	Written	2/4/14	15/5/14
33	Senate	Ludwig	Corporate cars	<p>a) How many cars are owned by each department/agency?</p> <p>b) Where is the car/s located?</p> <p>c) What is the car/s used for?</p> <p>d) What is the cost of each car from Supplementary Budget Estimates in November 2013</p>	Written	2/4/14	15/5/14

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				to date? e) How far did each car travel from Supplementary Budget Estimates in November 2013 to date? f) How many cars are leased by each department/agency? g) Where are the cars located? h) What are the cars used for? i) What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? j) How far did each car travel from Supplementary Budget Estimates in November 2013 to date?			
34	Senate	Ludwig	Taxi costs	a) How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. b) What are the reasons for taxi costs?	Written	2/4/14	15/5/14
35	Senate	Ludwig	Hire cars	a) How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. b) What are the reasons for hire car costs?	Written	2/4/14	15/5/14
36	Senate	Ludwig	Credit cards	1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? a) What action is taken if the corporate credit card is misused? b) How is corporate credit card use monitored? c) What happens if misuse of a corporate credit card is discovered? d) Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse?	Written	2/4/14	15/5/14
37	Senate	Ludwig	Senate estimates briefing	1 How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?	Written	2/4/14	15/5/14

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				<p>2 How many officer hours were spent on preparing that information?</p> <p>a Please break down the hours by officer APS classification</p> <p>3 Were drafts shown to the Minister or their office before senate estimates?</p> <p>a If so, when did this occur?</p> <p>b How many versions of this information were shown to the minister or their office?</p> <p>4 Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p>a If so, when did this occur?</p> <p>b What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</p> <p>c When were the changes made?</p> <p>5 Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.</p>			
38	Senate	Ludwig	Question time	<p>1) How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time?</p> <p>2) How many officer hours are spent each sitting day on preparing that information?</p> <p>a. Please break down the hours by officer APS classification</p> <p>3) Are drafts shown to the Minister or their office before Question Time?</p> <p>a. If so, when does this occur?</p> <p>b. How many versions of this information are shown to the minister or their office?</p> <p>4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p>a. If so, when does this occur?</p> <p>b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</p> <p>5) Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.</p>	Written	2/4/14	15/5/14
39	Senate	Ludwig	Freedom of	<p>1) Can the department please outline the process it under goes to assess Freedom of</p>	Written	2/4/14	15/5/14

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			Information	<p>Information requests?</p> <p>2) Does the department consult or inform the Minister when it receives Freedom of Information requests?</p> <p style="margin-left: 20px;">a. If so, when?</p> <p style="margin-left: 20px;">b. If so, how does this occur?</p> <p>3) Does the department consult or inform other departments or agencies when it receives Freedom of Information requests?</p> <p style="margin-left: 20px;">a. If so, which departments or agencies?</p> <p style="margin-left: 20px;">b. If so, when?</p> <p style="margin-left: 20px;">c. If so, how does this occur?</p> <p>4) Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request?</p> <p style="margin-left: 20px;">a. If so, when?</p> <p style="margin-left: 20px;">b. If so, how does this occur?</p> <p>5) Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?</p> <p style="margin-left: 20px;">a. If so, which departments or agencies?</p> <p style="margin-left: 20px;">b. If so, when?</p> <p style="margin-left: 20px;">c. If so, how does this occur?</p> <p>6) What resources does the department commit to its Freedom of Information team?</p> <p>7) List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8) List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>9) Does the department ever second additional resources to processing Freedom of Information requests?</p> <p style="margin-left: 20px;">a. If so, please detail those resources by APS level</p> <p>10) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p style="margin-left: 20px;">a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p style="margin-left: 20px;">a. How does this differ to the number of officers designated as at 6 September 2013?</p>			

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				<p>12) Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <ul style="list-style-type: none"> a. Of the officers designated as decision makers within the department, how many have received formal training? b. Of the officers designated as decision makers within the department, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>14) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <ul style="list-style-type: none"> a. Of the officers designated as decision makers, how many have received formal training? b. Of the officers designated as decision makers, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>15) Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ul style="list-style-type: none"> a. List those notified request b. How many instances were each of this requests brought to the office or the Minister's attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? 			

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				<p>e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office?</p> <p>f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office?</p> <p>16) Does the department provide FOI PDFs for download on their website?</p> <p>17) If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18) How does the department test it is complying with accessibility standards for its websites?</p> <p>19) Does the department comply with accessibility standards for all its websites?</p> <p>20) What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21) What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22) Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23) How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24) How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25) How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26) What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27) Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28) Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29) What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30) Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31) Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p>			

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				32) Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)“ 33) How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”? 34) Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines? 35) Does the department have a separate email address or inbox for receiving and responding to FOI requests? a. If so, list each email account b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level 36) Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account? a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task ? b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?			
40	Senate	Ludwig	. Functions	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	Written	2/4/14	15/5/14
41	Senate	Ludwig	Red tape reduction	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 2) How many officers have been placed in those units and at what level?	Written	2/4/14	15/5/14

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				3) How have they been recruited? 4) What process was used for their appointment? 5) What is the total cost of this unit? 6) Do members of the unit have access to cabinet documents? 7) Lease 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. 8) What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?			
42	Senate	Ludwig	Official residences	1) Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include: <ol style="list-style-type: none"> a. The guest list of each function, including if any ministerial staff attended 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 at any of the official residences, or venues or offices acting as official residences.	Written	2/4/14	15/5/14
43	Senate	Ludwig	Land costs	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? <i>(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)</i> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> 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 	Written	2/4/14	15/5/14

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				<p style="text-align: center;">identified in (3)?</p> <p>4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(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).</i></p> <p>6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?</p>			
44	Senate	Ludwig	Ministerial staff code	<p>1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?</p> <ul style="list-style-type: none"> ▪ If so, list the breaches identified, broken by staffing classification level ▪ If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? ▪ If so, when was the breach identified? By whom? When was the Minister made aware? <p>2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <ul style="list-style-type: none"> ▪ If not, how many staff don't comply, broken down by classification level? ▪ How long have they worked for the Minister? <p>3. Can you confirm they all complied with the code on the date of their employment?</p> <ul style="list-style-type: none"> ▪ If not, on what date did they comply? <p>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <ul style="list-style-type: none"> ▪ If so, on what date were those disclosure made? <p>5. By position title list the date each staff member was approved by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of</p>	Written	2/4/14	15/5/14

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				Conduct, break down by position level			
45	Senate	Ludwig	Boards (for Departments or agencies with boards)	<ol style="list-style-type: none"> 1. Since September 7th 2013; <ol style="list-style-type: none"> a. how often has each board met, break down by board name; b. what travel expenses are provided; c. what is the average attendance at board meetings; d. how does the board deal with conflict of interest; e. what conflicts of interest have been registered; f. what remuneration is provided to board members; g. how does the board dismiss board members who do not meet attendance standards? h. Have any requests been made to ministers to dismiss board members since September 7, 2013? i. Please list board members who have attended less than 51% of meetings j. what have catering costs been for the board meetings held this year; is alcohol served; 	Written	2/4/14	15/5/14
46	Senate	Ludwig	Shared resources following MOG changes	<ol style="list-style-type: none"> 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? 	Written	2/4/14	15/5/14
47	Senate	Ludwig	Ministerial Leave	<ol style="list-style-type: none"> 1. Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so: <ol style="list-style-type: none"> a. Please table a schedule of the ministers leave. Please include: <ol style="list-style-type: none"> i. The dates the minister was on leave. ii. The dates the minister was out of the country (if applicable). b. Who was acting in the minister's place? <ol style="list-style-type: none"> i. What date was it decided to have this person act in the minister's place? ii. What was the process for selecting this person? iii. Who was involved in making this decision? 	Written	2/4/14	15/5/14

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				<p>c. Were there any matters with which the department needed to make contact with the minister during this time? If so:</p> <ul style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the minister? iv. Were there any times that the department tried to contact the minister but were unable? <p>d. Were there any matters with which the department needed to make contact with the acting minister during this time? If so:</p> <ul style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the acting minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the acting minister? iv. Were there any times that the department tried to contact the acting minister but were unable? v. but were unable? <p>e. Did the department contact the Minister or acting minister during this time? If so:</p> <ul style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time. 			
48	Senate	Ludwig	Departmental Rebranding	<p>1. Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ul style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ul style="list-style-type: none"> 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: 	Written	2/4/14	15/5/14

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				<ul style="list-style-type: none"> 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. <p>c. How was the decision reached to rename and/or rebrand the department?</p> <ul style="list-style-type: none"> 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. 			
49	Senate	Ludwig	Ministerial Motor vehicle	<p>1. Has the minister been provided with a motor vehicle? If so:</p> <ul style="list-style-type: none"> 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? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written	2/4/14	15/5/14
50	Senate	Ludwig	Ministerial Staff	<p>1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided</p>	Written	2/4/14	15/5/14

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			vehicles (non-MoPS)	<p>with a motor vehicle? If so:</p> <ol style="list-style-type: none"> 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? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 			
51	Senate	Ludwig	Ministerial Staff vehicles	<ol style="list-style-type: none"> 1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so: <ol style="list-style-type: none"> 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? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. 	Written	2/4/14	15/5/14

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				j. Have these guidelines changed since September 7, 2013? If so, please detail.			
52	Senate	Ludwig	Building Lease Costs	<p>1. What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <p>a. Please provide a detailed list of each building that is currently leased. Please detail by:</p> <ol style="list-style-type: none"> i. Date the lease agreement is active from. ii. Date the lease agreement ends. iii. Is the lease expected to be renewed? If not, why not? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building is necessary for the operations of the agency / department. <p>b. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by:</p> <ol style="list-style-type: none"> i. Date from which the lease agreement was active. ii. Date the lease agreement ended. iii. Why was the lease not renewed? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building was necessary for the operations of the agency / department. <p>c. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <ol style="list-style-type: none"> i. Date the lease agreement is expected to become active. ii. Date the lease agreement is expected to end. iii. Expected location of the building (City and state). iv. Expected cost of the lease. <ol style="list-style-type: none"> 1. Has this cost been allocated into the budget? v. Why the building is necessary for the operations of the agency / department. <p>d. For each building owned or leased by the department:</p> <ol style="list-style-type: none"> i. What is the current occupancy rate for the building? ii. If the rate is less than 100%, detail what the remaining being 	Written	2/4/14	15/5/14

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				used for.			
53	Senate	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 5. Have any credit cards been issued to ministers or ministers staff? 	Written	2/4/14	15/5/14
54	Senate	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	2/4/14	15/5/14
55	Senate	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? <ol style="list-style-type: none"> a. If so, list each item of expenditure and cost related to those changes 	Written	2/4/14	15/5/14
56	Senate	Ludwig	Ministerial website	<ol style="list-style-type: none"> 1. How much has been spent on the Minister's website since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Who is responsible for uploading information to the Minister's website? <ol style="list-style-type: none"> a. Are any departmental staff required to work outside regular hours to 	Written	2/4/14	15/5/14

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				maintain the Minister's website?			
57	Senate	Ludwig	Ministerial pay outs	<ol style="list-style-type: none"> 1. How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure, staffing level, employing member and cost 	Written	2/4/14	15/5/14
58	Senate	Ludwig	Ministerial staff turnover	<ol style="list-style-type: none"> 1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment 	Written	2/4/14	15/5/14
59	Senate	Ludwig	Christmas party costs	<ol style="list-style-type: none"> 1. List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013 <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	2/4/14	15/5/14
60	Senate	Ludwig	Multiple tenders	<ol style="list-style-type: none"> 1. List any tenders that were re-issued or issued multiple times since 7 September 2013 <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written	2/4/14	15/5/14
61	Senate	Ludwig	Market research	<ol style="list-style-type: none"> 1. List any market research conducted by the department/agency since 7 September 2013. <ol style="list-style-type: none"> 1. List the total cost of this research 	Written	2/4/14	15/5/14

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				<ol style="list-style-type: none"> 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 			
62	Senate	Ludwig	Departmental upgrades	<ol style="list-style-type: none"> 1. Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written	2/4/14	15/5/14
63	Senate	Ludwig	Wine Coolers/Fridges	<ol style="list-style-type: none"> 1. Since 7 September 2013 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? <ol style="list-style-type: none"> 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? 	Written	2/4/14	15/5/14
64	Senate	Ludwig	Office plants	<ol style="list-style-type: none"> 1. Since 7 September 2013 has the department/agency purchased or leased any new office plants? <ol style="list-style-type: none"> 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 	Written	2/4/14	15/5/14

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				5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items?			
65	Senate	Ludwig	Office recreation facilities	1. Since 7 September 2013 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?	Written	2/4/14	15/5/14
66	Senate	Ludwig	Vending machines	1. Since 7 September 2013 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?	Written	2/4/14	15/5/14
67	Senate	Ludwig	Legal costs	1. List all legal costs incurred by the department or agency since 7 September 2013 1. 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 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice	Written	2/4/14	15/5/14

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68	Senate	Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. 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 Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 	Written	2/4/14	15/5/14
69	Senate	Wong	Staffing	Have any redundancies occurred since 18 November 2013? If so, how many are (a) voluntary (b) involuntary?	Written	2/4/14	15/5/14

PARLIAMENTARY BUDGET OFFICE

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Q	Date rec'd	Date tabled
70	PBO	Smith	Informal requests	<p>Senator SMITH: Mr Bowen, I am interested in understanding the full nature of the work of the PBO. If you are able to provide me with information about how many informal requests you are receiving, or meetings that officers may be having. I am assuming that the informal requests and discussions around possible costings are helping people frame official requests that they might make to the PBO. Is that accurate?</p> <p>Mr Bowen: Yes, that is a very accurate description.</p> <p>Senator SMITH: If possible, perhaps you could provide an indication of how many of those informal requests and discussions are happening—maintaining your independence.</p>	Hansard pg.17 24 Feb 2014	11/4/14	15/5/14
71	PBO	Smith	Staffing	<p>Senator SMITH: Thanks. If I could just make some brief inquiries of you around staffing. Obviously PBO officials were recruited during that last parliament, but I am interested in understanding what was the transition process from their former roles. In particular, I am keen to understand whether or not people came to the PBO via a lateral transfer under the Public Service Act, whether they came through a bulk recruitment process or whether they may have been recruited for specific positions. Can you take that on notice and provide me with some information?</p> <p>Mr Bowen: I can take it on notice. Certainly, we have recruited some via direct transfer.</p>	Hansard pg.18 24 Feb 2014	11/4/14	15/5/14

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				<p>We have recruited others to specific jobs. And we have recruited others in bulk rounds. But there is one overriding issue that I would like on the record and that is that, no matter what process we have used, we have had a very clear idea of the sorts of people we want. We have been quite selective, in fact, in our recruitment, to ensure we have the right mix of skills—and we will continue to do that.</p> <p>Senator SMITH: Were any PBO officials drawn from ministerial offices prior to the September general election—on a permanent or temporary basis?</p> <p>Mr Bowen: Not to my knowledge, no.</p> <p>Senator SMITH: If you could just—</p> <p>Mr Bowen: I will look to clarify that, but I do not believe so. It is possible that some staff may have worked in a minister's office at some point, but I do not believe that any have come directly from a minister's office. I will clarify that.</p> <p>Senator SMITH: Thank you, Mr Bowen.</p> <p>Senator WONG: Please draw a distinction, when taking that on notice, Mr Bowen, between ministerial staff and departmental staff.</p> <p>Senator SMITH: I am happy with that.</p> <p>Mr Bowen: Yes, I will do that.</p>			
72	PBO	Wong	Staffing	Have any redundancies occurred since 18 November 2013? If so, how many are (a) voluntary (b) involuntary?	Written	11/4/14	15/5/14
73	PBO	Ludwig	Reviews	<p>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:</p> <ul style="list-style-type: none"> 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 	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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? <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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? <ul style="list-style-type: none"> 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 been concluded? Please list them. 6 Since the Supplementary Budget Estimates in November 2013, how many reviews have 			

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				<p>been provided to Government? Please list them and the date they were provided.</p> <p>7 When will the Government be responding to the respective reviews that have been completed?</p> <p>8 What reviews are planned?</p> <p>a When will each planned review be commenced?</p> <p>b When will each of these reviews be concluded?</p> <p>c When will government respond to each review?</p> <p>d Will the government release each review?</p> <p>i If so, when?</p> <p>ii If not, why not?</p>			
74	PBO	Ludwig	Commissioned reports	<p>1 Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>2 How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?</p> <p>3 What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	11/4/14	15/5/14
75	PBO	Ludwig	Briefings for other parties	<p>1 Since the Supplementary Budget Estimates in November 2013, have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <p>a How are briefings requests commissioned?</p> <p>b What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c Provide details of what information has been provided and a copy of the information.</p> <p>d Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f Which Non-Government Parties or Independents, excluding the Australian Labor</p>	Written	11/4/14	15/5/14

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				Party have requested briefings and/or information?			
76	PBO	Ludwig	Appointments	<ol style="list-style-type: none"> 1 Please detail any board appointments made from the Supplementary Budget Estimates in November 2013 to date. 2 What is the gender ratio on each board and across the portfolio? 	Written	11/4/14	15/5/14
77	PBO	Ludwig	Stationery requirements	<ol style="list-style-type: none"> 1 How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from the Supplementary Budget Estimates in November 2013 to date? <ol style="list-style-type: none"> a Detail the items provided to the Minister's office. 2 How much was spent on departmental stationery requirements from the Supplementary Budget Estimates in November 2013 to date? 	Written	11/4/14	15/5/14
78	PBO	Ludwig	Electronic equipment	<ol style="list-style-type: none"> 1 Other than phones, iPads or computers – please list the electronic equipment provided to the Minister's office since 7 September 2013. <ol style="list-style-type: none"> a List the items. b List the items location or normal location. c List if the item is in the possession of the office or an individual staff member of Minister, if with an individual list their employment classification level. d List the total cost of the items. e List an itemised cost breakdown of these items. f List the date they were provided to the office. g Note if the items were requested by the office or proactively provided by the department. 	Written	11/4/14	15/5/14
79	PBO	Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1 What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a Please provide a list of what channels and the reason for each channel. b What is the cost from 7 September 2013 to date? c What is provided to the Minister or their office? d What is the cost for this from 7 September 2013 to date? 2 What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a Please provide a list of newspaper subscriptions and the reason for each. b What is the cost from 7 September 2013 to date? 	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> c What is provided to the Minister or their office? d What is the cost for this from 7 September 2013 to date? 3 What magazine subscriptions does your department/agency have? <ul style="list-style-type: none"> a Please provide a list of magazine subscriptions and the reason for each. b What is the cost from 7 September 2013 to date? c What is provided to the Minister or their office? d What is the cost for this from 7 September 2013 to date? 4 What publications does your department/agency purchase? <ul style="list-style-type: none"> a Please provide a list of publications purchased by the department and the reason for each. b What is the cost from 7 September 2013 to date? c What is provided to the Minister or their office? d What is the cost for this from 7 September 2013 to date? 			
80	PBO	Ludwig	Media monitoring	<ul style="list-style-type: none"> 1 What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date? <ul style="list-style-type: none"> a Which agency or agencies provided these services? b What has been spent providing these services from 7 September 2013 to date? c Itemise these expenses. 2 What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date? <ul style="list-style-type: none"> a Which agency or agencies provided these services? b What has been spent providing these services from 7 September 2013 to date? c Itemise these expenses. 	Written	11/4/14	15/5/14
81	PBO	Ludwig	Media training	<ul style="list-style-type: none"> 1 In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: <ul style="list-style-type: none"> 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 	Written	11/4/14	15/5/14

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				<p>classification.</p> <p>e The names of all service providers engaged.</p> <p>f The location that this training was provided.</p> <p>2 For each service purchased from a provider listed under (1), please provide:</p> <p>a The name and nature of the service purchased.</p> <p>b Whether the service is one-on-one or group based.</p> <p>c The number of employees who received the service and their employment classification (provide a breakdown for each employment classification).</p> <p>d The total number of hours involved for all employees (provide a breakdown for each employment classification).</p> <p>e The total amount spent on the service.</p> <p>f A description of the fees charged (i.e. per hour, complete package).</p> <p>3 Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a The location used.</p> <p>b The number of employees who took part on each occasion.</p> <p>c The total number of hours involved for all employees who took part (provide a breakdown for each employment classification).</p> <p>d Any costs the department or agency's incurred to use the location.</p>			
82	PBO	Ludwig	Communications staff	<p>1 For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b How many non-ongoing staff, their classification, type of work they undertake and their location.</p> <p>c How many contractors, their classification, type of work they undertake and their location.</p> <p>d How many are graphic designers?</p> <p>e How many are media managers?</p> <p>f How many organise events?</p>	Written	11/4/14	15/5/14
83	PBO	Ludwig	Provision of	<p>1 For departments/agencies that provide mobile phones to Ministers and/or Parliamentary</p>	Written	11/4/14	15/5/14

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			equipment – ministerial	<p>Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>a Itemise equipment and cost broken down by staff or minister classification.</p> <p>2 Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.</p>			
84	PBO	Ludwig	Provision of equipment – departmental	<p>1 Other than desktop computers, list all electronic equipment provided to department/agency staff.</p> <p>a List the items.</p> <p>b List the purchase cost.</p> <p>c List the ongoing cost.</p> <p>d List the staff and staff classification that received the equipment.</p>	Written	11/4/14	15/5/14
85	PBO	Ludwig	Computers	<p>1 List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used</p> <p>2 List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location</p> <p>3 Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs</p>	Written	11/4/14	15/5/14
86	PBO	Ludwig	Travel costs – department	<p>1 From 7 September 2013, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>2 From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>3 What travel is planned for the rest of this calendar year? Also provide a reason and brief</p>	Written	11/4/14	15/5/14

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				explanation for the travel.			
87	PBO	Ludwig	Travel costs – ministerial	<ol style="list-style-type: none"> 1 From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary. <ol style="list-style-type: none"> a List each location, method of travel, itinerary and purpose of trip; b List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; c List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. 2 What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	11/4/14	15/5/14
88	PBO	Ludwig	Grants	<ol style="list-style-type: none"> 1 Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 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 7 September 2013, but did not have financial contracts in place on 7 September 2013. 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. 	Written	11/4/14	15/5/14
89	PBO	Ludwig	Government payments of accounts	<ol style="list-style-type: none"> 1 From Supplementary Budget Estimates in November 2013 to date, 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? 	Written	11/4/14	15/5/14

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				<p>6 How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>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 7 September 2013?</p> <p>8 Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>			
90	PBO	Ludwig	Consultancies	<p>1 How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>2 How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p> <p>3 Have any consultancies not gone out for tender? a If so, which ones and why?</p>	Written	11/4/14	15/5/14
91	PBO	Ludwig	Meeting costs	<p>4 What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>5 For each Minister and Parliamentary Secretary office, please detail total meeting spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>6 What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>7 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.</p>	Written	11/4/14	15/5/14
92	PBO	Ludwig	Hospitality and entertainment	<p>1 What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.</p>	Written	11/4/14	15/5/14

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				<p>2 For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3 What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4 For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>5 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.</p> <p>6 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.</p> <p>7 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. h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>8 Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
93	PBO	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <p>1 Total spending on these services.</p> <p>2 The number of employees offered these services and their employment classification.</p> <p>3 The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification).</p> <p>4 The names of all service providers engaged. For each service purchased from a provider listed under (4), please provide:</p> <p>a The name and nature of the service purchased</p>	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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 e (provide a breakdown for each employment classification) f The total amount spent on the service g A description of the fees charged (i.e. per hour, complete package) <p>5 Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> a The location used b The number of employees who took part on each occasion (provide a breakdown for each employment classification) c The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d Any costs the department or agency's incurred to use the location <p>6 In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>7 For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
94	PBO	Ludwig	Staffing profile	<ul style="list-style-type: none"> 1 What is the current staffing profile of the department/agency? 2 Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state). 	Written	11/4/14	15/5/14
95	PBO	Ludwig	Staffing reductions	<ul style="list-style-type: none"> 1 How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? 2 Were any of these reductions involuntary redundancies? If yes, provide details. 3 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. 4 If there are plans for staff reductions, please give the reason why these are happening. 5 Are there any plans for involuntary redundancies? If yes, provide details. 	Written	11/4/14	15/5/14

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				6 How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 7 How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?			
96	All	Ludwig	Staffing recruitment	1 How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 2 How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 3 From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?	Written	11/4/14	15/5/14
97	All	Ludwig	Coffee machines	1 Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013? 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 from Supplementary Budget Estimates in November 2013 to date, 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? 2 Does the department/agency rent 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.	Written	11/4/14	15/5/14

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				b Why are coffee machines rented? c Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result? d Where does 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 from Supplementary Budget Estimates in November 2013 to date, 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?			
98	PBO	Ludwig	Printing	1 How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date. a How many of these printed documents were also published online? 2 Did the department/agency use external printing services for any print jobs since 7 September 2013? a If so, what companies were used? b How were they selected? c What was the total cost of this printing?	Written	11/4/14	15/5/14
99	PBO	Ludwig	Corporate cars	1 How many cars are owned by each department/agency? 2 Where is the car/s located? 3 What is the car/s used for? 4 What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 5 How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 6 How many cars are leased by each department/agency? 7 Where are the cars located? 8 What are the cars used for? 9 What is the cost of each car from Supplementary Budget Estimates in November 2013 to date?	Written	11/4/14	15/5/14

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				10 How far did each car travel from Supplementary Budget Estimates in November 2013 to date?			
100	PBO	Ludwig	Taxi costs	1 How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. 2 What are the reasons for taxi costs?	Written	11/4/14	15/5/14
101	PBO	Ludwig	Hire cars	1 How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? a Provide a breakdown for each business group in each department/agency. 2 What are the reasons for hire car costs?	Written	11/4/14	15/5/14
102	PBO	Ludwig	Credit cards	1 Provide a breakdown for each employment classification that has a corporate credit card. 2 Please update details of the following: a What action is taken if the corporate credit card is misused? b How is corporate credit card use monitored? c What happens if misuse of a corporate credit card is discovered? d Have any instances of corporate credit card misuse been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e What action is taken to prevent corporate credit card misuse?	Written	11/4/14	15/5/14
103	PBO	Ludwig	Senate estimates briefing	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?	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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.			
104	PBO	Ludwig	Question time	<ul style="list-style-type: none"> 1 How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2 How many officer hours are spent each sitting day on preparing that information? <ul style="list-style-type: none"> a Please break down the hours by officer APS classification 3 Are drafts shown to the Minister or their office before Question Time? <ul style="list-style-type: none"> a If so, when does this occur? b How many versions of this information are shown to the minister or their office? 4 Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ul style="list-style-type: none"> a If so, when does this occur? b What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5 Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014. 	Written	11/4/14	15/5/14
105	PBO	Ludwig	Freedom of information	<ul style="list-style-type: none"> 1 Can the department please outline the process it under goes to assess Freedom of Information requests? 2 Does the department consult or inform the Minister when it receives Freedom of Information requests? <ul style="list-style-type: none"> a If so, when? b If so, how does this occur? 3 Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ul style="list-style-type: none"> a If so, which departments or agencies? b If so, when? c If so, how does this occur? 	Written	11/4/14	15/5/14

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				<p>4 Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request?</p> <p>a If so, when?</p> <p>b If so, how does this occur?</p> <p>5 Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?</p> <p>a If so, which departments or agencies?</p> <p>b If so, when?</p> <p>c If so, how does this occur?</p> <p>6 What resources does the department commit to its Freedom of Information team?</p> <p>7 List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8 List the staffing resources by APS level assigned indirectly to Freedom of Information requests.</p> <p>9 Does the department ever second addition resources to processing Freedom of Information requests?</p> <p>a If so, please detail those resources by APS level</p> <p>10 How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11 How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12 Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13 What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c How long after each officers appointment as a designated decision maker did they</p>			

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				<p>receive formal training?</p> <p>d What did the training involve?</p> <p>e How long was the training?</p> <p>f By whom was the training conducted?</p> <p>14 What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <p>a Of the officers designated as decision makers, how many have received formal training?</p> <p>b Of the officers designated as decision makers, how many have received informal training?</p> <p>c How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d What did the training involve?</p> <p>e How long was the training?</p> <p>f By whom was the training conducted?</p> <p>15 Since 7 September 2013, how many Freedom of Information requests have been shown or alerted to the Minister or their office?</p> <p>a List those notified request</p> <p>b How many instances were each of this requests brought to the office or the Minister's attention?</p> <p>c How many of these items resulted in a separate formal brief being provided to the Minister?</p> <p>d How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister?</p> <p>e How many requests have resulted in multiple formal briefs being provided to the Minister or their office?</p> <p>f How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office?</p> <p>16 Does the department provide FOI PDFs for download on their website?</p> <p>17 If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18 How does the department test it is complying with accessibility standards for its</p>			

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				<p>websites?</p> <p>19 Does the department comply with accessibility standards for all its websites?</p> <p>20 What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21 What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22 Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23 How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24 How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25 How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26 What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27 Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28 Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29 What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30 Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31 Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32 Is this compatible with the information commissioners guidelines- specifically that "published information should be accessible — in particular, it should comply with an agency's obligation to meet the Web Content Accessibility Guidelines (Version 2)"</p> <p>33 How does email PDF provision meet the information commissioner's requirement that "13.124 Information that forms part of the IPS must be published 'to members of the public generally'"?</p> <p>34 Is not providing the FOI PDFs on the website a means of avoiding not conforming to the</p>			

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				<p>WCAG 2.0 or other guidelines?</p> <p>35 Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p>a If so, list each email account</p> <p>b List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36 Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task ?</p> <p>b How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>			
106	PBO	Ludwig	Functions	<p>1 Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:</p> <p>a The guest list of each function</p> <p>b The party or individual who initiated the request for the function</p> <p>c The menu, program or list of proceedings of the function</p> <p>d A list of drinks consumed at the function</p> <p>2 Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office</p>	Written	11/4/14	15/5/14
107	PBO	Ludwig	Red tape reduction	<p>1 Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?</p> <p>a What is the progress of that red tape reduction target</p> <p>2 How many officers have been placed in those units and at what level?</p> <p>3 How have they been recruited?</p> <p>4 What process was used for their appointment?</p> <p>5 What is the total cost of this unit?</p> <p>6 Do members of the unit have access to cabinet documents?</p> <p>7 Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.</p>	Written	11/4/14	15/5/14

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				8 What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?			
108	PBO	Ludwig	Official residences	<p>1 Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include:</p> <p>a The guest list of each function, including if any ministerial staff attended</p> <p>b The party or individual who initiated the request for the function</p> <p>c The menu, program or list of proceedings of the function</p> <p>d A list of drinks consumed at the function</p> <p>2 Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences.</p>	Written	11/4/14	15/5/14
109	PBO	Ludwig	Land costs	<p>1 How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</p> <p>2 Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included.)</p> <p>3 List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p>a What is the current occupancy level and occupant of the items identified in (3)?</p> <p>b What is the value of the items identified in (3)?</p> <p>c What contractual or other arrangements are in place for the items identified in (3)?</p> <p>4 How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>5 Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</p>	Written	11/4/14	15/5/14

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				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?			
110	PBO	Ludwig	Ministerial staff code	<p>1 Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?</p> <p>a If so, list the breaches identified, broken by staffing classification level</p> <p>b If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</p> <p>c If so, when was the breach identified? By whom? When was the Minister made aware?</p> <p>2 Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <p>a If not, how many staff don't comply, broken down by classification level?</p> <p>b How long have they worked for the Minister?</p> <p>3 Can you confirm they all complied with the code on the date of their employment?</p> <p>a If not, on what date did they comply?</p> <p>4 Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <ul style="list-style-type: none"> • If so, on what date were those disclosure made? <p>5 By position title list the date each staff member was approved by government staff committee.</p> <p>6 Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment.</p> <p>7 Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level?</p>	Written	11/4/14	15/5/14
111	PBO	Ludwig	Boards (for Department or agencies with boards)	<p>1 Since September 7th 2013:</p> <p>a how often has each board met, break down by board name?</p> <p>b what travel expenses are provided?</p> <p>c what is the average attendance at board meetings?</p> <p>d how does the board deal with conflict of interest?</p>	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> e what conflicts of interest have been registered? f what remuneration is provided to board members? g how does the board dismiss board members who do not meet attendance standards? h have any requests been made to ministers to dismiss board members since September 7, 2013? i please list board members who have attended less than 51% of meetings. j what have catering costs been for the board meetings held this year; is alcohol served? 			
112	PBO	Ludwig	Shared resources following MOG changes	<ul style="list-style-type: none"> 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? 	Written	11/4/14	15/5/14
113	PBO	Ludwig	Ministerial leave	<ul style="list-style-type: none"> 1 Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so: <ul style="list-style-type: none"> a please table a schedule of the ministers leave. Please include: <ul style="list-style-type: none"> i the dates the minister was on leave. ii the dates the minister was out of the country (if applicable). b who was acting in the minister's place? <ul style="list-style-type: none"> i What date was it decided to have this person act in the minister's place? ii What was the process for selecting this person? iii Who was involved in making this decision? c were there any matters with which the department needed to make contact with the minister during this time? If so: <ul style="list-style-type: none"> i please provide a list of these matters and the date they occurred ii please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time. iii were there any times that the department was aware that it would be unable to communicate with the minister? 	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> iv were there any times that the department tried to contact the minister but were unable? d were there any matters with which the department needed to make contact with the acting minister during this time? If so: <ul style="list-style-type: none"> i please provide a list of these matters and the date they occurred ii please provide a copy of any correspondence, emails, notes etc between the acting minister and the department during this time. iii were there any times that the department was aware that it would be unable to communicate with the acting minister? iv were there any times that the department tried to contact the acting minister but were unable? e did the department contact the Minister or acting minister during this time? If so: <ul style="list-style-type: none"> i Please provide a list of these matters and the date they occurred ii Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time. 			
114	PBO	Ludwig	Departmental rebranding	<ul style="list-style-type: none"> 1 Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so: <ul style="list-style-type: none"> a please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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? 	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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. 			
115	PBO	Ludwig	Ministerial motor vehicle	<ul style="list-style-type: none"> 1 Has the minister been provided with a motor vehicle? If so: <ul style="list-style-type: none"> a how much did it cost? b when was it provided? c was the entire cost met by the department? If not, how was the cost met? d what, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. e are these costs met by the department? If not, how are these costs met? f please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. g have these guidelines changed since September 7, 2013? If so, please detail. h 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. i have these guidelines changed since September 7, 2013? If so, please detail. 	Written	11/4/14	15/5/14
116	PBO	Ludwig	Ministerial staff vehicles (non-MoPS)	<ul style="list-style-type: none"> 1 Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so: <ul style="list-style-type: none"> 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? g please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h have these guidelines changed since September 7, 2013? If so, please detail. i please provide a copy of the guidelines that determine how a motor vehicle is to be 	Written	11/4/14	15/5/14

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				<p>used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>j have these guidelines changed since September 7, 2013? If so, please detail.</p>			
117	PBO	Ludwig	Ministerial staff vehicles	<p>1 Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>a what is the make and model?</p> <p>b how much did it cost?</p> <p>c when was it provided?</p> <p>d was the entire cost met by the department? If not, how was the cost met?</p> <p>e what, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f are these costs met by the department? If not, how are these costs met?</p> <p>g please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>h have these guidelines changed since September 7, 2013? If so, please detail.</p> <p>i please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>j have these guidelines changed since September 7, 2013? If so, please detail.</p>	Written	11/4/14	15/5/14
118	PBO	Ludwig	Building lease costs	<p>1 What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <p>a Please provide a detailed list of each building that is currently leased. Please detail by:</p> <p>i Date the lease agreement is active from.</p> <p>ii Date the lease agreement ends.</p> <p>iii Is the lease expected to be renewed? If not, why not?</p> <p>iv Location of the building (City and state).</p> <p>v Cost of the lease.</p> <p>vi Why the building is necessary for the operations of the agency / department.</p> <p>b Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by:</p>	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> i Date from which the lease agreement was active. ii Date the lease agreement ended. iii Why was the lease not renewed? iv Location of the building (City and state). v Cost of the lease. vi Why the building was necessary for the operations of the agency / department. <p>c Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <ul style="list-style-type: none"> i Date the lease agreement is expected to become active. ii Date the lease agreement is expected to end. iii Expected location of the building (City and state). iv Expected cost of the lease. <ul style="list-style-type: none"> • Has this cost been allocated into the budget? v Why the building is necessary for the operations of the agency / department. <p>d For each building owned or leased by the department:</p> <ul style="list-style-type: none"> i What is the current occupancy rate for the building? ii If the rate is less than 100%, detail what the remaining being used for. 			
119	PBO	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1 What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2 What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3 What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4 Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers. 5 Have any credit cards been issued to ministers or ministers staff? 	Written	11/4/14	15/5/14
120	PBO	Ludwig	Government advertising	<ol style="list-style-type: none"> 1 How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> 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. 	Written	11/4/14	15/5/14

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				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.			
121	PBO	Ludwig	Workplace assessments	1 How much has been spent on workplace ergonomic assessments since 7 September 2013? a List each item of expenditure and cost. 2 Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? a If so, list each item of expenditure and cost related to those changes.	Written	11/4/14	15/5/14
122	PBO	Ludwig	Ministerial website	1 How much has been spent on the Minister's website since 7 September 2013? a List each item of expenditure and cost. 2 Who is responsible for uploading information to the Minister's website? a Are any departmental staff required to work outside regular hours to maintain the Minister's website?	Written	11/4/14	15/5/14
123	PBO	Ludwig	Ministerial pay outs	1 How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013? a List each item of expenditure, staffing level, employing member and cost.	Written	11/4/14	15/5/14
124	PBO	Ludwig	Ministerial staff turnover	1 List the current staffing allocation for each Minister and Parliamentary Secretary. 2 For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification. 3 For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification. 4 For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification. 5 For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment.	Written	11/4/14	15/5/14

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125	PBO	Ludwig	Christmas party costs	1 List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013. a What was the cost of each of these functions? b How was the money identified? c What was the location of these functions? d Provide a table of food and alcohol purchased for the function	Written	11/4/14	15/5/14
126	PBO	Ludwig	Multiple tenders	1 List any tenders that were re-issued or issued multiple times since 7 September 2013. 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?	Written	11/4/14	15/5/14
127	PBO	Ludwig	Market research	1 List any market research conducted by the department/agency since 7 September 2013. 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?	Written	11/4/14	15/5/14
128	PBO	Ludwig	Departmental upgrades	1 Since 7 September 2013 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?	Written	11/4/14	15/5/14
129	PBO	Ludwig	Wine	1 Since 7 September 2013 has the department/agency purchased or leased any new wine	Written	11/4/14	15/5/14

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Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Q	Date rec'd	Date tabled
			coolers/fridges	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?			
130	PBO	Ludwig	Office plants	1 Since 7 September 2013 has the department/agency purchased or leased any new 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?	Written	11/4/14	15/5/14
131	PBO	Ludwig	Office recreation facilities	1 Since 7 September 2013 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?	Written	11/4/14	15/5/14
132	PBO	Ludwig	Vending machines	1 Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities? a If so, list these.	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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? 			
133	PBO	Ludwig	Legal costs	<ul style="list-style-type: none"> 1 List all legal costs incurred by the department or agency since 7 September 2013 <ul style="list-style-type: none"> 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 spend 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. 	Written	11/4/14	15/5/14
134	PBO	Ludwig	Australian Public Affairs	<ul style="list-style-type: none"> 1 List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. 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 Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 	Written	11/4/14	15/5/14

DEPARTMENT OF PARLIAMENTARY SERVICES

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date Rec'd	Date Tabled
135	DPS	Heffernan	Executive appointments	Senator HEFFERNAN: I will go to the security of the building, which I think is more important than the swimming pool and the library, but before I do that, could you take on notice if necessary how many new executive appointments you have made since	p 20	11/4/14	15/5/14

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				<p>you became the boss?</p> <p>Ms Mills: Yes. I can certainly get you the total number, but it has been a mix of reduction and new positions created, because I actually changed the structure of the department as a whole.</p> <p>Senator HEFFERNAN: In changing the structure of the department, could you outline the cost benefit analysis impact on the budget. In other words, by putting on new executive staff did you extend the fixed administrative overheads as opposed to the provision of services or vice versa?</p> <p>Ms Mills: I can certainly provide you with details of that, but—</p>			
136	DPS	Heffernan	Catering	<p>Senator HEFFERNAN: But under the Crimes Act, and the crime of misprision felony, you do not have to prove it; you have to have a reasonable suspicion, and then take it to the reporting authorities, which in this case would have been the Australian Federal Police. Did anyone take it to the Australian Federal Police?</p> <p>Ms Mills: No. On the basis of the report—</p> <p>Senator HEFFERNAN: Thank you. On that basis, you will provide on notice to the committee the cost of the clean up of the mismanagement in terms of, shall I say, the generosity of DPS to try and get someone to take the work on. I appreciate it is a difficult contract; the dining room and he can be full one night and empty the next. I appreciate all that.</p>	p 22	11/4/14	15/5/14
137	DPS	Xenophon	Australian Flag Tenders	<p>Senator XENOPHON: Since the crockery issue, Senator Madigan and I have been working on a project just to try and establish the provision of and manufacture and repairs of the Australian flag above Parliament House. There was an inquiry cut-off date of 17 April 2003; the closing time for the tenders was 22 April 2013. Have the tenders been finalised in respect of the provision of Australian flags to be flown above Parliament House? Just to be clear, these are the 12.8 metre by 6.4 metre flags.</p> <p>Ms Mills: I am sorry, Senator; I will have to take the exact status of the tender on notice. But I can advise you—</p> <p>Senator XENOPHON: It is almost a year ago.</p> <p>Ms Mills: If I can advise you about the actions that have taken place. When the tender closed, there was more than one potential tenderer in terms of meeting the basic criteria, but there was a view—as I believe has been done previously—that the samples should be flown to ensure that what was tendered is actually sustainable, given it is a very unusual arrangement. We fly the flag 24 hours a day, which is unique; its size is unique; and the weather conditions here can be quite difficult. So, since the tender closed and was</p>	p 28	11/4/14	15/5/14

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				assessed, there has been a trial of more than one of the tenderers' flags, to my understanding. I do not know if a decision has yet been made.			
138	DPS	Xenophon	Australian Flags	<p>Senator XENOPHON: So can you confirm that some of the flags—because I understand there are 10 flags that are rotated—are not actually made in Australia?</p> <p>Ms Mills: I do not have it in front of me, so I will take it on notice. But my understanding—and I will take it on notice in case I need to be corrected—is that our present flags are indeed Australian made.</p> <p>Senator XENOPHON: But that may change, given the new tender arrangements?</p> <p>Ms Mills: The final decision does not dictate that it has to be an Australian made product, no.</p>	p 28	11/4/14	15/5/14
139	DPS	Faulkner	Crockery	<p>Ms Mills: Senator, the tradition, as it has been, has not extended to the Department of the Senate providing all crockery from its own budget and under its own arrangements for senators. So I cannot comment on whether your suite has been upgraded. It has been a tradition that the Department of Parliamentary Services provides crockery and other utensils for the House of Representatives and the ministerial suites. At the time of last estimates we spoke about the crockery that we had purchased for the ministerial suites. I am not aware of us having received an order from the House of Representatives recently for any upgrade, but I can take that on notice.</p> <p>Senator FAULKNER: So where is the demarcation line between the chamber departments and DPS in relation to this material being place in members' and senators' suites. What do you do and what do they do?</p> <p>Ms Mills: My understanding is that the Department of the Senate takes full responsibility for the provision of crockery and utensils in senators' suites and does not come to the Department of Parliamentary Services for assistance with that. In the case of the Department of the House of Representatives, they do in fact identify what they require and have traditionally come to the Department of Parliamentary Services for the procurement of that crockery. I am not aware of that having happened recently, but I can take that on notice.</p> <p>Senator FAULKNER: Okay. So all the procurements are handled, effectively, but the Black Rod, as far as you understand—</p> <p>Ms Mills: For the senators.</p>	p 30	11/4/14	15/5/14
140	DPS	Wong	Provision of IT	Senator WONG: The \$44-per-month data plan does not include call charges. Let us	p 31	Answer	15/5/14

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			equipment for the Coalition Advisory Service	<p>come back. In answer No. 4 to that question, you referred to the MOU with the Department of Finance and you said: ... charges for equipment and support are billed back to the Department of Finance on a quarterly basis.</p> <p>Have you issued such a bill? Ms Seittenranta: I might have to take that on notice. I am not sure.</p> <p>Answer: Invoices are being held while the Memorandum of Understanding between the Department of Finance and the Department of Parliamentary Services is being finalised.</p>		provided to Committee 27 Feb	
141	DPS	Wong	Provision of IT equipment for the Coalition Advisory Service	<p>Ms Mills: Yes, I apologise. I do not have an update beyond 31 December. However, I can say that we are working with—</p> <p>Senator WONG: I would like to know: have you billed and for how much? Ms Seittenranta: I do not have that information on me at the moment.</p> <p>Senator WONG: Can you get it? Ms Seittenranta: Yes.</p> <p>Senator WONG: Today? Ms Mills: We will provide that to you as soon as we can.</p> <p>Answer: Invoices are being held while the Memorandum of Understanding between the Department of Finance and the Department of Parliamentary Services is being finalised.</p>	p 31	Answer provided to Committee 27 Feb.	15/5/14
142	DPS	Wong	Provision of IT equipment for the Coalition Advisory Service	<p>Senator WONG: I have follow-up questions to them, and I did give the department some notice of this. So you cannot tell me how much the taxpayer is in fact paying—over and above the \$25½ thousand they have already paid for the laptops et cetera—for calls for this advisory service. Ms Seittenranta: Not at the moment.</p> <p>Senator WONG: You will get that. Is someone going to try and find it now, at least? Is someone watching? Ms Mills: Someone will be miraculously doing that at the moment.</p> <p>Answer: Phones were issued on 9 December 2013. \$615.84 was incurred for call charges up to 9 January 2014.</p>	p 31	Answer provided to Committee 27 Feb.	15/5/14
143	DPS	Wong	Provision of IT equipment for	<p>Senator WONG: Good. Can you explain to me why you provided laptops and not desktop computers.</p>	pp 31-32	Answer provided to	15/5/14

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			the Coalition Advisory Service	<p>Ms Seittenranta: That was the request for the service through the Department of Finance.</p> <p>Senator WONG: Who requested it?</p> <p>Ms Seittenranta: The Department of Finance. This is under the memorandum of understanding with Finance.</p> <p>Senator WONG: Do you know who requested it of them?</p> <p>Ms Seittenranta: I do not have that information on me. I would imagine it is the MAPS team.</p> <p>Answer1: On 4 December 2013 a request was received from the Parliamentary Liaison and Coordination Office in the Department of Finance, advising that the Coalition Advisory Service 'is to be supported in the same manner as the former CCT'.</p> <p>Answer2: The request came from the Parliamentary Liaison and Coordination Office in the Department of Finance as per the email of 4 December 2013.</p> <p>Answer3: The request came to DPS from the Parliamentary Liaison and Coordination Office as per the email of 4 December 2013. The email does not show where the request originated.</p>		Committee 27 Feb.	
144	DPS	Wong/Faulkner	Provision of IT equipment for the Coalition Advisory Service	<p>Senator WONG: You told me last time that they did certain things which, when they were asked, they said they did not do and you did. So I am not filled with confidence—with all due respect—about that evidence. What I am interested in knowing is where the request came from.</p> <p>Ms Seittenranta: We will find that information on you.</p> <p>Answer 1: The request came to DPS from the Parliamentary Liaison and Coordination Office (DoF) as per the email of 4 December 2013 to support the CAS 'in the same manner as the former CCT'. The CCT had laptops, so these were provided again.</p> <p>Senator FAULKNER: If you could you take it on notice to provide the method of communication and a copy of the email or emails or other communications, that might save a bit of time. Thank you for that.</p> <p>Answer 2: The method of communication regarding the provisioning of CAS and CCT has been via email. Attached is a copy of the relevant email between DoF and DPS</p>	p 32	Answer provided to Committee 27 Feb.	15/5/14
145	DPS	Wong		<p>Senator WONG: Are there extra costs associated with provision of laptops as opposed to desktop computers?</p> <p>Ms Seittenranta: I am not aware of any extra costs that there would be.</p> <p>Senator WONG: So are the unit costs the same—the cradle et cetera?</p>	p 32	Answer provided to Committee 27 Feb.	15/5/14

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				<p>Ms Seittenranta: I do not have our catalogue prices on me, but generally a laptop would be in the same order as a desktop these days, depending on the configuration. So we would have to look at particular configurations to compare.</p> <p>Ms Mills: Certainly there is a menu that we make available to people about the price and the configuration that they can have for that price.</p> <p>Answer: Equipment is acquired through the AGIMO whole of government Desktop Hardware and Associated Services. The prices under this panel are revised quarterly. Each individual purchase will use the then current price. In December 2013 panel prices were: Laptop: \$1,045, Desktop \$905, Monitor \$282, docking stations \$159.</p>			
146	DPS	Wong	Provision of IT equipment for the Coalition Advisory Service	<p>Senator WONG: Let us do it this way: can you indicate to me the unit cost of these as opposed to the unit cost of things on your menu, as you describe it? The second thing is: when you had the request for this particular configuration, is it a configuration that, for example, members and senators are entitled to?</p> <p>Ms Seittenranta: I will have to take on notice what build the machine is—whether it is the standard SOE or if they have asked for a native build through the vendor.</p> <p>Answer: The laptops purchased in December 2013 cost \$1045 per unit (via the whole of government panel). Equipment for Senators and Members under their entitlement is also acquired through this panel. The configuration provided to CAS is the same standard DPS configuration which is also available to Senators and Members under the ICT Services Catalogue.</p>	p 32	Answer provided to Committee 27 Feb.	15/5/14
147	DPS	Wong	Provision of IT equipment for the Coalition Advisory Service	<p>Senator WONG: Native build?</p> <p>Ms Seittenranta: That is how it comes from the shop as opposed to—</p> <p>Senator WONG: Custom.</p> <p>Ms Seittenranta: Customised for the parliamentary build. I would have to check which it is.</p> <p>Senator WONG: Can you provide that?</p> <p>Ms Seittenranta: We will get back to you.</p> <p>Answer: The configuration provided to CAS is the same standard DPS configuration which is also available to Senators and Members under the ICT Services Catalogue.</p>	p 33	Answer provided to Committee 27 Feb.	15/5/14
148	DPS	Wong	Provision of IT equipment for the Coalition	<p>Senator WONG: Thank you. I think your evidence was that there was nothing further provided since 31 December—is that right?</p> <p>Ms Seittenranta: I am not aware of anything additional being given to the CAS.</p>	p 33	Answer provided to Committee	15/5/14

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			Advisory Service	<p>Senator WONG: Does that mean it was or it was not, or would you be aware or would you not be aware?</p> <p>Ms Seittenranta: I do not know if anything has been given. I have not been notified of anything being given.</p> <p>Answer: Since the answer to QoN 164, two laptops with docking station and monitor, one Multi Function Device and one external DVD device have been provided.</p>		27 Feb	
149	DPS	Wong	Furnishings for the Coalition Advisory Service	<p>Senator WONG: Any other furnishings?</p> <p>Ms Seittenranta: I do not deal with furnishings.</p> <p>Senator WONG: Well, who does?</p> <p>Ms Mills: I am not aware of any furnishing requests but, again, we will answer that today.</p> <p>Senator WONG: That is DPS, though. Will that be DPS?</p> <p>Ms Mills: It would be DPS through—I apologise if there has been confusion, but it would be a request through the Department of Finance, who would specify what they required.</p> <p>Senator WONG: But you provide it.</p> <p>Ms Mills: We would be the provider of the equipment under normal circumstances.</p> <p>Senator WONG: What furniture or furnishings have been provided since the government was sworn in?</p>	p 33	11/4/14	15/5/14
150	DPS	Wong	Provision of Services for the Coalition Advisory Service	<p>Senator WONG: Are there any other services that you would be providing or that you would arrange?</p> <p>Ms Mills: No, our principal responsibilities relate to maintenance of the building and furnishings and to ICT.</p> <p>Senator WONG: If you can take it on notice just to ensure there are no other services that we have not discussed that you have had to procure, and any other supplies that I also have not touched upon.</p> <p>Ms Mills: Certainly, I will do that.</p>	p 34	11/4/14	15/5/14
151	DPS	McKenzie	Provision of IT equipment for the Coalition Advisory Service	<p>Senator McKENZIE: Thank you, Secretary, for your answers. Was there a similar service in the 42nd and 43rd parliaments for government members and senators?</p> <p>Ms Mills: Yes, my understanding is there was and that we have continued the practice of supporting. However, again I was not here, so unfortunately I am not able to give you the detail, but I could take that on notice.</p>	p 34	11/4/14	15/5/14
152	DPS	McKenzie	Provision of IT	<p>Senator McKENZIE: In response to the question on notice, I just want to run through</p>	p 34	11/4/14	15/5/14

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			equipment for the Coalition Advisory Service	<p>this. You may have to take this on notice. I appreciate that this information is a little old. Could you provide the answer to essentially the same question Senator Wong asked of the Coalition Advisory Service, around the cost of furnishings, fittings, maintenance et cetera to the previous parliament's government service to its members and senators? I also want to go to the PC versus laptop question. If that previous similar service provided PCs, would it have been cheaper to have provided laptops? What was the process for those acquisitions?</p> <p>Ms Mills: I will certainly take those questions on notice. Could I return at least partially to Senator Wong's question for one moment, because it may assist you as well?</p>			
153	DPS	Wong	Provision of IT equipment for the Coalition Advisory Service	<p>Senator WONG: Call charges?</p> <p>Ms Mills: Again, I am tracking that down. Based on the advice I just gave you, I am going to check it myself before I read it out again.</p> <p>Answer: Phones were issued on 9 December 2013. \$615.84 was incurred for call charges up to 9 January 2014.</p>	p 35	Answer provided to Committee 27 Feb	15/5/14
154	DPS	Wong	The Queen's portrait	<p>Senator WONG: The answer that was given is that the Parliament House curator offered to take a portrait off public display for display in the Prime Minister's reception. Is that correct?</p> <p>Ms Mills: That, I would have to check directly with the person that—I am sorry Senator; I do not—</p> <p>Senator WONG: Would you like me to repeat the question?</p> <p>Ms Mills: No, I heard the question very clearly. The advice that I received was that, upon advice that it was in the public area, the Prime Minister's office did not wish to pursue that.</p> <p>Senator WONG: The question goes on to say that the PM did not want to deny public access and so declined the offer. But I am interested in the assertion that in fact the curator offered to take a portrait off public display—is that not your understanding of what occurred?</p> <p>Ms Mills: No, I do not know that we offered to do that, and that is what I will check. Again, it would not be unique to do that. Most of the artwork, other than that which is part of the original design of the building, does move. So it would not be unusual for our staff to offer to relocate a painting for the Prime Minister's office.</p>	p. 36	11/4/14	15/5/14
155	DPS	Chair	Generic email addresses	<p>CHAIR: Okay. And what is the policy with respect to generic email addresses? I refer specifically to one here that is in a <i>Weekend Australian</i> advertisement—it has</p>	p 38	11/4/14	15/5/14

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				'oppositionrecruitment@aph.gov.au'. What is the policy with respect to those sorts of email addresses. Ms Seittenranta: I would have to take that on notice.			
156	DPS	McKenzie	Leather contract	Senator McKENZIE: I am going to ask about a contract notice. Would you like me to give you the notice number so that you can assist me with my line of inquiry? Ms Mills: Certainly. Senator McKENZIE: CN935521. My question goes to the purchase of fabric and upholstery leather for the period 20 September to 31 December in the amount of \$42,185. I am wondering what that leather was purchased for. Ms Mills: I will get the details of that because I do not have it in front of me. Senator McKENZIE: A very big chair or sofa!	p 39	11/4/14	15/5/14
157	DPS	Wong	Orange leather lounge chairs	Ms Mills: The Prime Minister and the cabinet area have the orange. Also in the Mural Hall— Senator WONG: You are asking questions for the opposition! You'll tell us how much they cost. Have you got the cost of the orange ones? CHAIR: Senator McKenzie has the call. Senator McKENZIE: How long will it take you to ascertain that information? Ms Mills: We are just getting it now, so it should take a few minutes.	p. 39	11/4/14	15/5/14
158	DPS	Wong	E-mail outages	Senator WONG: Can you tell me the number of hours per month as a result of intentional outages? Take this on notice, please. There have been. Ms Seittenranta: Yes, we will take that on notice. Senator WONG: On average. Ms Seittenranta: Yes. Senator WONG: Maybe just give me the last few months or something.	p 41	11/4/14	15/5/14
159	DPS	Faulkner	Brumby leather	Senator FAULKNER: So when did that work take place, please? Ms Mills: Again, can I take that on notice? It was certainly scheduled to be done—12 months ago, some of that work was scheduled. I would have to get the program of work since then for you. Senator FAULKNER: Can you, for example, inform us whether it was done before or after last year's election? Ms Mills: I am not aware of any of the brumby lounges being upholstered since the election.	p 42	11/4/14	15/5/14

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160	DPS	Faulkner	Chairs in the cabinet anteroom	<p>Senator FAULKNER: Has there been any reupholstering of any leather chairs in the Prime Minister's office or the cabinet anteroom since the election?</p> <p>Ms Mills: I will have to check on the cabinet anteroom but I can confirm that in the Prime Minister's office, as part of the reupholstering of the sitting room chairs, which have a leather backing in a very specific colour, we have had to order new leather for those chairs to the value of approximately \$5,000.</p>	p 42	11/4/14	15/5/14
161	DPS	Faulkner	Special suites	<p>Senator FAULKNER: Are you able to say what the costs are in these individual areas? You have talked about the Mural Hall, the Prime Minister's office and the cabinet anteroom as the three key areas.</p> <p>Ms Mills: Yes. I can certainly provide some of that now and some of that on notice, if I may.</p> <p>Senator FAULKNER: Can you just let us know what you can provide us with now?</p> <p>Ms Mills: And in doing that, I will include the other suites, if I may.</p> <p>CHAIR: Yes. Can I reiterate that I am interested in the five suites.</p> <p>Senator FAULKNER: Why don't you give the whole picture?</p> <p>Ms Mills: I will give you as much as I possibly can, if I may, with what I have on hand. Can I reiterate that I am going to focus on the five special suites, and they are: the two Presiding Officer's suites, the cabinet suite, the Leader of the Opposition's suite and the Prime Minister's office suite. Obviously they are all very heavily used rooms and they are not often vacated. We tend, in a cycle, each six months, to do as much general maintenance work as we can—patchwork repair, repolishing, cleaning the carpets and so on—and we tend to only have either the July break or the interparliamentary period break to do more substantial work.</p> <p>During the break between parliaments, we repainted the Leader of the Opposition's suite for the first time since 2008, at a cost of \$10,088.</p> <p>Senator FAULKNER: When did this occur?</p> <p>Ms Mills: It occurred after the parliament rose and before the new parliament was formed. I can say that we did do some work in that period—I am sorry, I do not know the exact date—on the Norman lounges of the cabinet suite. I apologise, but I do not know exactly what a Norman lounge is. That cost us \$17,600, and that had never been done in 25 years. Again, I will flesh that out a little more in answer to a question on notice.</p> <p>...</p> <p>Senator FAULKNER: So as I listened carefully, and I hope my arithmetic is accurate, you spent \$17,000 in the Leader of Opposition's office, \$23,000 in the Speaker of</p>	pp 45-49	11/4/14	15/5/14

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				<p>the House Representatives office, \$23,000 in the President of the Senate's office and currently \$92,038 in the Prime Minister's office, understanding what you have said about other work in progress. Unlike some others, I have always understood that from time to time in terms of maintenance and the like, work has to be done. Can you give us a time frame of when you think you will be able to give us the full picture in terms of the cost in all these suites?</p> <p>Ms Mills: I can give you as a question on notice exactly what we have paid and what is planned. As the next period when we can do any significant work will not be until the July recess, probably the following estimates would be the best placed time to give you a summation of all of the work that is being done over the 12-month period.</p> <p>Senator FAULKNER: How long do you think it will take for the first part of that answer, which is not the next tranche?</p> <p>Ms Mills: I can certainly as part of this questions on notice set give you information on everything that has been spent to date and best estimates that we can for known and foreshadowed work over the next six months.</p> <p>....</p> <p>Senator FAULKNER: As I said, if you could take on notice as much as you are able in this estimates round on the nature, extent and cost of the work in the various special areas, understanding that there will be more information available at the next estimates round, that would be appreciated.</p> <p>Ms Mills: Thank you.</p>			
162	DPS	Ludwig	Brandis bookshelf	<p>Ms Mills: Our staff, from both our building area and our heritage area, looked at the bookcase and advised that there were two issues. It would be very difficult, because of its scale and because it had been built in one piece, to relocate it. It would be possible, but it would be relatively expensive. Equally, and perhaps more importantly from our perspective, the timber in the ministerial suite is of a different type to that in the backbench and senator suites, so it would not have been consistent with maintaining the heritage of that space. So on the basis of those discussions, and again I would have to take on notice exactly the timing of when we discussed with both the Department of Finance, who have a level of control in the ministerial wing, and obviously with the Attorney-General's Department as the home department, about an alternative brush box designed, reusable bookcase for the senator.</p> <p>Senator LUDWIG: So, in dealing with the chronology from that time onwards, could</p>	p. 55	11/4/14	15/5/14

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				<p>you include emails, and the dates, of the discussions between both—is it yourself and Mr Wilkins? Did you contact Mr Wilkins? Ms Mills: I did; I had a conversation with Mr Wilkins in, I think, November. I am sorry, I would have to check my records.</p>			
163	DPS	Ludwig	Brandis bookshelf	<p>Senator LUDWIG: How big is it? What size is the bookshelf? Ms Mills: I am sorry; I do not have the actual metreage on me, but I can certainly provide that on notice. It is quite a large bookcase. We have designed it in such a way that it can be easily broken down into three smaller bookcases so that we can re-use it if such a large bookcase is not required in the future.</p> <p>...</p> <p>Senator LUDWIG: You might want to deal with this on notice, but I was after the time line. Firstly, who requested the bookshelf originally and how did that request come to you? If you know the answer to that question— Ms Mills: I can answer that in broad terms. I probably have to go back to a question on notice in terms of the exact date and detail, but as I understand it staff in my department were first approached by the Senate department after the election to seek our advice as to whether the existing bookcase in what had been Senator Brandis's office could be moved.</p> <p>Senator LUDWIG: Yes, I recall hearing that on the service. Ms Mills: So, not only with Attorney-General's but also with Finance and other agencies, where in the past we had a fairly loose arrangement, I have pointed out to agencies that we are no longer in that position, and therefore a co-contribution would be, as I said, mutually beneficial.</p> <p>Senator LUDWIG: I wonder if you could today find the date that you had that conversation? Ms Mills: Certainly.</p> <p>Senator LUDWIG: Who installs it, then, and was there any request about how that bookshelf was to be installed? Ms Mills: Yes, obviously there were discussions. I am not party to the details, so I cannot comment on specifics, but there were discussions with either the senator or representatives of the senator, I do not know, about the design needs you and the amount of space that he required. We then sourced a couple of quotations, and Designcraft, a locally based company, was successful in bidding for the work, and they both manufactured and installed it.</p> <p>Senator LUDWIG: So it went out to tender, and they manufactured and installed it.</p>	pp 54-56	11/4/14	15/5/14

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				<p>Were there any requests? Ms Mills: Sorry, it probably would not have gone to tender because of the price, it would have gone to a select tender process. Senator LUDWIG: Perhaps you could get that on notice. Ms Mills: Certainly more than one quotation was sought. Senator LUDWIG: In the installation were there any special requirements made by Senator Brandis or his office, or through the Attorney-General's office, or from yourselves as DPS? Ms Mills: The only one that I am aware of, and if there are more I will certainly be happy to answer that, was that, because of the meterage of shelving asked for, it meant that, as you alluded to, it was higher than we would normally have installed, and so I believe a small step ladder had to be procured, not by DPS but by Finance or A-G's, to allow safe access to the higher shelves. Senator LUDWIG: So we have now got a little stepladder, have we? CHAIR: We are just fortunate Senator Brandis is so tall, otherwise it would be a large stepladder. Senator LUDWIG: You might know him a bit better than I. Ms Mills: That is what I understand. But to be honest, as we alluded to, I do not normally get involved in such levels of detail, so some of this I will have to take on notice. ... Senator LUDWIG: All right. Can you just check whether or not there were any special requirements about that for me, just to set my mind at rest? Ms Mills: I am very happy to do that. Certainly, Senator.</p>			
164	DPS	Smith	Ministerial suites modifications	<p>Senator SMITH: Just in the interests of time, if you could provide on notice to me details of all office modifications that have been conducted in ministerial offices from 2010 to 2013, providing the date, the office that it occurred in and the nature of that modification and cost, that would be much appreciated. Ms Mills: Yes, I am very happy to do that. Again, one of the successes of the building is that really relatively minor modifications have been made over time and, because each of the suites is consistently fitted out, our costs of relocating, for example, are minimised as a result of that. So, I am very happy to do so. It will not be a very extensive list, but I am certainly very happy to provide it.</p>	p 57	11/4/14	15/5/14
165	DPS	Seselja	Staffing levels	<p>1. What are your current and forward plans for staff reductions, including redundancies?</p>	Written	11/4/14	15/5/14

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				<ol style="list-style-type: none"> 2. How many of these reductions and redundancies relate to efficiency dividends applied over the last three years? 3. How many of these reductions and redundancies relate to decisions made in the 2013 Budget, or earlier, to cease or terminate programs? 4. If redundancies have been offered, when was the decision made to offer these redundancies? 			
166	DPS	Faulkner	Hansard	<ol style="list-style-type: none"> 1. How many staff are employed in Hansard? Please provide an organisation chart for DPS and Hansard. 2. How many Hansard editors are there? Please provide a breakdown of full-time and part-time positions, and permanent and contract staff. 3. Of the permanent staff - when were they employed, what level are they working at and in what positions? 4. Of the contract staff - when were they employed, what level are they working at, in what positions and how long are their contracts? 5. What is the process for employing new Hansard editors? 6. Given the specialised skills of Hansard editors, what aptitude testing and training is done for new editors? 7. Does DPS do workstation health and safety assessments for Hansard staff? If so, when was it last done? If not, why not? 8. What workstation health and safety information and assessments are provided for new Hansard staff? 9. What was the reason for the June 2013 Hansard Trial? 10. What was being tested in the Hansard Trial? Was that set out before the trial commenced? 11. What were the benchmarks for the Hansard Trial? Were they documented before the trial commenced? 12. Who is assessing the outcomes of the Hansard Trial? 13. If, as the Report on the Trial states on page 1 in the Findings, “The evaluation of the trial found that Hansard met its time frames and that the trial had no discernible impact on the accuracy of the transcripts produced” why is there another trial being considered? 14. If, as stated by the Secretary of DPS at Estimates on 24 February, the “first trial was indeed something that was set up to really see what issues might emerge”, and a range of issues have emerged which are being addressed, why is there another trial 	Written	11/4/14	15/5/14

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				<p>being considered?</p> <p>15. Noting there is extensive feedback from Hansard staff that the editor’s presence in the Chamber enhances rather than inhibits their productivity, including concerns noted at pp. 30, 35, 37, 43, 50, 59 and 60 of the Hansard Trial Report, what are DPS comments in relation to each of those concerns? Please provide a substantive response to each concern.</p> <p>16. Why did the second paragraph under the subheading ‘Findings’ on page 1 of the Report of the June 2013 Trial highlight the “eight positive comments about not being in the chambers” but ignore the many negative and mixed comments in 21 of the 29 responses?</p> <p>17. Given that having a Hansard editor in the chamber ensures there is a live witness who can observe and hear speeches, log proceedings, begin editing work, ensure nuances in speeches are properly recorded, hear interjections that may be missed on Parlview and otherwise ensure the complete accuracy of Hansard, how is DPS balancing those advantages against the perceived benefits from having the Hansard editor seated elsewhere? Please provide a substantive response, considering each of the advantages noted in this question.</p> <p>18. Noting the 13 January 2014 letter from the Clerk of the House of Representatives regarding ‘Hansard policies’ which is attached to the Hansard Trial Report, please provide a copy of DPS’s response.</p> <p>19. Has DPS costed or received advice and / or costings on alternative ways of producing Hansard? If so, please provide details.</p> <p>20. Is DPS considering providing live captioning of Hansard? If so, what research, advice or information has been received? Who is doing that research or giving advice? Please provide a copy of research / advice received and a summary of that research / advice.</p> <p>21. Has DPS received costings for the provision of captioning Hansard? Given the Parliament sometimes has three chambers sitting concurrently, sometimes up to 10.30 pm, are there options being considered as part of the costings?</p> <p>22. Given Hansard is available in text form within about 3 hours, does that suffice under the Disability Discrimination Act and Web Content Accessibility Guidelines (WCAG)? If not, why not?</p> <p>23. Is DPS considering recruitment to do the captioning work? What staffing options are being considered?</p>			

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167	DPS	McKenzie	Parliamentary Library	<ol style="list-style-type: none"> 1. Does the library record the total number of requests it receives each year? 2. What is the trend in relation to the Library's research output? Is it increasing or are the number of client requests declining? 3. How many requests for research briefs have been submitted to the library since September 9 2013? 4. Can the total number of requests to date be broken down on a monthly basis? 5. Since 9 September what has been the most common form of request? Has it been request relating to bills and legislation? Have the most common requests been of a statistical nature? Have issues brief been then most commonly requested library products? 6. Which subject matter specialists have had the most requests since September 2013? 7. Is the library able to break down the number of requests it receives by the broad category of Senators Members and Shadow Ministers? 8. How do staff numbers at the Library this financial year compare with last year? 9. Does the Library expect the number of full time staff it employs to decline over the forward estimates? 	Written	11/4/14	15/5/14
168	DPS	Ludwig	Reviews	<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> e. the date they were ordered f. the date they commenced g. the minister responsible h. the department responsible i. the nature of the review j. their terms of reference k. the scope of the review l. Whom is conducting the review m. the number of officers, and their classification level, involved in conducting the review n. the expected report date o. the budgeted, projected or expected costs p. 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 	Written	11/4/14	15/5/14

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				<p>engaged to assist or conduct the review?</p> <ol style="list-style-type: none"> 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, <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> 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? 			

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				<ul style="list-style-type: none"> d. Will the government release each review? <ul style="list-style-type: none"> i. If so, when? ii. If not, why not? 			
169	DPS	Ludwig	Commissioned reports	<ul style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. 2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? 3. What is the current status of each report? When is the Government intending to respond to these reports? 	Written	11/4/14	15/5/14
170	DPS	Ludwig	Briefings for other parties	<ul style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include: <ul style="list-style-type: none"> a. How are briefings requests commissioned? b. What briefings have been undertaken? Provide details and a copy of each briefing. c. Provide details of what information has been provided and a copy of the information. d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information? 	Written	11/4/14	15/5/14
171	DPS	Ludwig	Board Appointments	<ul style="list-style-type: none"> 1. Please detail any board appointments made from the Supplementary Budget Estimates in November 2013 to date. 2. What is the gender ratio on each board and across the portfolio? 	Written	11/4/14	15/5/14
172	DPS	Ludwig	Stationery requirements	<ul style="list-style-type: none"> 1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from the Supplementary Budget Estimates in November 2013 to date? <ul style="list-style-type: none"> a. Detail the items provided to the minister's office 	Written	11/4/14	15/5/14

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				2. How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date?			
173	DPS	Ludwig	Electronic equipment	1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office since 7 September 2013. a. List the items b. List the items location or normal location c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level d. List the total cost of the items e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department	Written	11/4/14	15/5/14
174	DPS	Ludwig	Media subscriptions	1. What pay TV subscriptions does your department/agency have? a. Please provide a list of what channels and the reason for each channel. b. What is the cost from 7 September 2013 to date? c. What is provided to the Minister or their office? d. What is the cost for this from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? c. What is provided to the Minister or their office? d. What is the cost for this from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? a. Please provide a list of magazine subscriptions and the reason for each. b. What is the cost from 7 September 2013 to date? c. What is provided to the Minister or their office? d. What is the cost for this from 7 September 2013 to date? 4. 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 is the cost from 7 September 2013 to date? c. What is provided to the Minister or their office? d. What is the cost for this from 7 September 2013 to date?	Written	11/4/14	15/5/14

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175	DPS	Ludwig	Media monitoring	<ol style="list-style-type: none"> 1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date? <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services from 7 September 2013 to date? c. Itemise these expenses. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date? <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services from 7 September 2013 to date? c. Itemise these expenses 	Written	11/4/14	15/5/14
176	DPS	Ludwig	Media training	<ol style="list-style-type: none"> 1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: <ol style="list-style-type: none"> 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 2. For each service purchased from a provider listed under (1), please provide: <ol style="list-style-type: none"> 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) 3. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> a. The location used 	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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 			
177	DPS	Ludwig	Communication s staff	<ul style="list-style-type: none"> 1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: <ul style="list-style-type: none"> 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? 	Written	11/4/14	15/5/14
178	DPS	Ludwig	Provision of equipment - ministerial	<ul style="list-style-type: none"> 1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs? <ul style="list-style-type: none"> a. Itemise equipment and cost broken down by staff or minister classification 2. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item. 	Written	11/4/14	15/5/14
179	DPS	Ludwig	Provision of equipment - departmental	<ul style="list-style-type: none"> 1. Other than desktop computers, list all electronic equipment provided to department/agency staff. <ul style="list-style-type: none"> a. List the items b. List the purchase cost c. List the ongoing cost d. List the staff and staff classification that receive the equipment. 	Written	11/4/14	15/5/14
180	DPS	Ludwig	Computers	<ul style="list-style-type: none"> 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 	Written	11/4/14	15/5/14

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				<ol style="list-style-type: none"> 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 			
181	DPS	Ludwig	Travel costs - department	<ol style="list-style-type: none"> 1. From 7 September 2013, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). 2. From 7 September 2013, 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. 3. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	11/4/14	15/5/14
182	DPS	Ludwig	Travel costs - ministerial	<ol style="list-style-type: none"> 1. From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary <ol style="list-style-type: none"> a. List each location, method of travel, itinerary and purpose of trip; b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; c. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. 2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	11/4/14	15/5/14
183	DPS	Ludwig	Grants	<ol style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 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 7 September 2013, but did not have financial contracts in place on 7 September 2013. 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. 	Written	11/4/14	15/5/14
184	DPS	Ludwig	Government payments of	<ol style="list-style-type: none"> 1. From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, 	Written	11/4/14	15/5/14

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			accounts	<p>consultants or others?</p> <ol style="list-style-type: none"> 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 7 September 2013? 8. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 			
185	DPS	Ludwig	Consultancies	<ol style="list-style-type: none"> 1. How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 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? <ol style="list-style-type: none"> a. If so, which ones and why? 	Written	11/4/14	15/5/14
186	DPS	Ludwig	Meeting costs	<ol style="list-style-type: none"> 1. What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs. 	Written	11/4/14	15/5/14

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				3. 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. 4. 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.			
187	DPS	Ludwig	Hospitality and entertainment	1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. 3. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. 4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. 5. 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. 6. 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. 7. 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. h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs. 8. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?	Written	11/4/14	15/5/14
188	DPS	Ludwig	Executive coaching and	1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information	Written	11/4/14	15/5/14

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			leadership training	<p>from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> a. Total spending on these services b. The number of employees offered these services and their employment classification c. 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) d. The names of all service providers engaged <ol style="list-style-type: none"> 2. For each service purchased from a provider listed under (d), please provide: <ol style="list-style-type: none"> 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) 3. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> 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 4. 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? 5. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title. 			
189	DPS	Ludwig	Staffing profile	<ol style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	11/4/14	15/5/14
190	DPS	Ludwig	Staffing	<ol style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred from 	Written	11/4/14	15/5/14

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			reductions	<p>Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions?</p> <ol style="list-style-type: none"> 2. Were any of these reductions involuntary redundancies? If yes, provide details. 3. 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. 4. If there are plans for staff reductions, please give the reason why these are happening. 5. Are there any plans for involuntary redundancies? If yes, provide details. 6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? 			
191	DPS	Ludwig	Staffing recruitment	<ol style="list-style-type: none"> 1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? 3. From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period? 	Written	11/4/14	15/5/14
192	DPS	Ludwig	Coffee machines	<ol style="list-style-type: none"> 1. Has the department/agency purchased coffee machines for staff useage since Supplementary Budget Estimates in November 2013? <ol style="list-style-type: none"> 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? d. Are staff leaving the office premises less during business hours as a result? e. Where did the funding for the coffee machines come from? f. Who has access? g. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where 	Written	11/4/14	15/5/14

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				<p>does the funding for maintenance come from?</p> <p>h. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff useage?</p> <p>a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b. Why are coffee machines rented?</p> <p>c. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d. Where does the funding for the coffee machines come from?</p> <p>e. Who has access?</p> <p>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
193	DPS	Ludwig	Printing	<p>1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online?</p> <p>2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?</p> <p>a. If so, what companies were sued?</p> <p>b. How were they selected?</p> <p>c. What was the total cost of this printing?</p>	Written	11/4/14	15/5/14
194	DPS	Ludwig	Corporate cars	<p>1. How many cars are owned by each department/agency?</p> <p>2. Where is the car/s located?</p> <p>3. What is the car/s used for?</p> <p>4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date?</p> <p>5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date?</p> <p>6. How many cars are leased by each department/agency?</p> <p>7. Where are the cars located?</p>	Written	11/4/14	15/5/14

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				8. What are the cars used for? 9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? 10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date?			
195	DPS	Ludwig	Taxi costs	1. How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs?	Written	11/4/14	15/5/14
196	DPS	Ludwig	Hire cars	1. How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs?	Written	11/4/14	15/5/14
197	DPS	Ludwig	Credit cards	1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ol style="list-style-type: none"> a. What action is taken if the corporate credit card is misused? b. How is corporate credit card use monitored? c. What happens if misuse of a corporate credit card is discovered? d. Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e. What action is taken to prevent corporate credit card misuse? 	Written	11/4/14	15/5/14
198	DPS	Ludwig	Senate estimates briefing	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? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> 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?	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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. 			
199	DPS	Ludwig	Question time	<ul style="list-style-type: none"> 1. How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2. How many officer hours are spent each sitting day on preparing that information? <ul style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Are drafts shown to the Minister or their office before Question Time? <ul style="list-style-type: none"> a. If so, when does this occur? b. How many versions of this information are shown to the minister or their office? 4. Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ul style="list-style-type: none"> a. If so, when does this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5. Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014. 	Written	11/4/14	15/5/14
200	DPS	Ludwig	Freedom of Information	<ul style="list-style-type: none"> 1. Can the department please outline the process it under goes to assess Freedom of Information requests? 2. Does the department consult or inform the Minister when it receives Freedom of Information requests? <ul style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ul style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 	Written	11/4/14	15/5/14

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				<ol style="list-style-type: none"> 4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 6. What resources does the department commit to its Freedom of Information team? 7. List the staffing resources by APS level assigned solely to Freedom of Information requests 8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests 9. Does the department ever second additional resources to processing Freedom of Information requests? <ol style="list-style-type: none"> a. If so, please detail those resources by APS level 10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department? <ol style="list-style-type: none"> a. How does this differ to the number of officers designated as at 6 September 2013? 11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office? <ol style="list-style-type: none"> a. How does this differ to the number of officers designated as at 6 September 2013? 12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department? 13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department? <ol style="list-style-type: none"> a. Of the officers designated as decision makers within the department, how many have received formal training? b. Of the officers designated as decision makers within the department, how many have received informal training? 			

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				<ul style="list-style-type: none"> c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister’s office, excluding those officers on secondment from the department?</p> <ul style="list-style-type: none"> a. Of the officers designated as decision makers, how many have received formal training? b. Of the officers designated as decision makers, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ul style="list-style-type: none"> a. List those notified request b. How many instances were each of this requests brought to the office or the Minister’s attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office? f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? <p>16. Does the department provide FOI PDFs for download on their website?</p> <p>17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18. How does the department test it is complying with accessibility standards for its</p>			

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				<p>websites?</p> <p>19. Does the department comply with accessibility standards for all its websites?</p> <p>20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21. What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23. How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p> <p>25. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32. Is this compatible with the information commissioners guidelines- specifically that "published information should be accessible — in particular, it should comply with an agency's obligation to meet the Web Content Accessibility Guidelines (Version 2)"</p> <p>33. How does email PDF provision meet the information commissioner's requirement that "13.124 Information that forms part of the IPS must be published 'to members of the public generally'"?</p>			

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				34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines? 35. Does the department have a separate email address or inbox for receiving and responding to FOI requests? a. If so, list each email account b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level 36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account? a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task? b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?			
201	DPS	Ludwig	Functions	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	Written	11/4/14	15/5/14
202	DPS	Ludwig	Red tape reduction	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 2. How many officers have been placed in those units and at what level? 3. How have they been recruited? 4. What process was used for their appointment? 5. What is the total cost of this unit? 6. Do members of the unit have access to cabinet documents? 7. 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. 8. What is the formal name given to this unit/taskforce/team/workgroup or agency	Written	11/4/14	15/5/14

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				within the department?			
203	DPS	Ludwig	Official residences	<ol style="list-style-type: none"> 1. Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include: <ol style="list-style-type: none"> a. The guest list of each function, including if any ministerial staff attended 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 at any of the official residences, or venues or offices acting as official residences. 	Written	11/4/14	15/5/14
204	DPS	Ludwig	Land costs	<ol style="list-style-type: none"> 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? <i>(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)</i> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> 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? <i>(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).</i> 6. In regards to any building identified in Q4, please also detail, the occupancy rate as 	Written	11/4/14	15/5/14

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				expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?			
205	DPS	Ludwig	Ministerial staff code	<ol style="list-style-type: none"> 1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> 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 	Written	11/4/14	15/5/14
206	DPS	Ludwig	Boards	<ol style="list-style-type: none"> 1. Since September 7th 2013; <ol style="list-style-type: none"> a. how often has each board met, break down by board name; b. what travel expenses are provided; c. what is the average attendance at board meetings; d. how does the board deal with conflict of interest; e. what conflicts of interest have been registered; f. what remuneration is provided to board members; g. how does the board dismiss board members who do not meet attendance standards? 	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> h. Have any requests been made to ministers to dismiss board members since September 7, 2013? i. Please list board members who have attended less than 51% of meetings j. what have catering costs been for the board meetings held this year; is alcohol served; 			
207	DPS	Ludwig	Shared resources following MOG changes	<ul style="list-style-type: none"> 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? 	Written	11/4/14	15/5/14
208	DPS	Ludwig	Ministerial Leave	<ul style="list-style-type: none"> 1. Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so: <ul style="list-style-type: none"> a. Please table a schedule of the ministers leave. Please include: <ul style="list-style-type: none"> i. The dates the minister was on leave. ii. The dates the minister was out of the country (if applicable). b. Who was acting in the minister's place? <ul style="list-style-type: none"> i. What date was it decided to have this person act in the minister's place? ii. What was the process for selecting this person? iii. Who was involved in making this decision? c. Were there any matters with which the department needed to make contact with the minister during this time? If so: <ul style="list-style-type: none"> i. Please provide a list of these matters and he date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the minister? iv. Were there any times that the department tried to contact the minister but were unable? d. Were there any matters with which the department needed to make contact with the acting minister during this time? If so: <ul style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the 	Written	11/4/14	15/5/14

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				<p>acting minister and the department during this time.</p> <p>iii. Were there any times that the department was aware that it would be unable to communicate with the acting minister?</p> <p>iv. Were there any times that the department tried to contact the acting minister but were unable?</p> <p>e. Did the department contact the Minister or acting minister during this time? If so:</p> <p>i. Please provide a list of these matters and the date they occurred</p> <p>ii. Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time.</p>			
209	DPS	Ludwig	Departmental Rebranding	<p>1. Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <p>a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p>i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p>b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p>i. Signage.</p> <p>ii. Stationery (please include details of existing stationery and how it was disposed of).</p> <p>iii. Logos</p> <p>iv. Consultancy</p> <p>v. Any relevant IT changes.</p> <p>vi. Office reconfiguration.</p> <p>c. How was the decision reached to rename and/or rebrand the department?</p> <p>i. Who was involved in reaching this decision?</p> <p>ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.</p>	Written	11/4/14	15/5/14
210	DPS	Ludwig	Ministerial Motor vehicle	<p>1. Has the minister been provided with a motor vehicle? If so:</p> <p>a. What is the make and model?</p> <p>b. How much did it cost?</p> <p>c. When was it provided?</p>	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 			
211	DPS	Ludwig	Ministerial Staff vehicles (non-MoPS)	<ul style="list-style-type: none"> 1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so: <ul style="list-style-type: none"> 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? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written	11/4/14	15/5/14
212	DPS	Ludwig	Ministerial Staff vehicles	<ul style="list-style-type: none"> 1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so: <ul style="list-style-type: none"> 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? 	Written	11/4/14	15/5/14

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				<p>Please include costs such as maintenance and fuel.</p> <ul style="list-style-type: none"> f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 			
213	DPS	Ludwig	Building Lease Costs	<ul style="list-style-type: none"> 1. What has been the total cost of building leases for the agency / department since September 7, 2013? <ul style="list-style-type: none"> a. Please provide a detailed list of each building that is currently leased. Please detail by: <ul style="list-style-type: none"> i. Date the lease agreement is active from. ii. Date the lease agreement ends. iii. Is the lease expected to be renewed? If not, why not? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building is necessary for the operations of the agency / department. b. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by: <ul style="list-style-type: none"> i. Date from which the lease agreement was active. ii. Date the lease agreement ended. iii. Why was the lease not renewed? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building was necessary for the operations of the agency / department. c. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ul style="list-style-type: none"> i. Date the lease agreement is expected to become active. ii. Date the lease agreement is expected to end. iii. Expected location of the building (City and state). iv. Expected cost of the lease. 	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> • Has this cost been allocated into the budget? v. Why the building is necessary for the operations of the agency / department. d. For each building owned or leased by the department: <ul style="list-style-type: none"> i. What is the current occupancy rate for the building? ii. If the rate is less than 100%, detail what the remaining being used for. 			
214	DPS	Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre-approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 5. Have any credit cards been issued to ministers or ministers' staff? 	Written	11/4/14	15/5/14
215	DPS	Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> 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? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	11/4/14	15/5/14
216	DPS	Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? <ol style="list-style-type: none"> a. If so, list each item of expenditure and cost related to those changes 	Written	11/4/14	15/5/14
217	DPS	Ludwig	Ministerial website	<ol style="list-style-type: none"> 1. How much has been spent on the Minister's website since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Who is responsible for uploading information to the Minister's website? <ol style="list-style-type: none"> a. Are any departmental staff required to work outside regular hours to maintain 	Written	11/4/14	15/5/14

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				the Minister's website?			
218	DPS	Ludwig	Ministerial pay outs	1. How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013? a. List each item of expenditure, staffing level, employing member and cost	Written	11/4/14	15/5/14
219	DPS	Ludwig	Ministerial staff turnover	1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment	Written	11/4/14	15/5/14
220	DPS	Ludwig	Christmas party costs	1. List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013 a. What was the cost of each of these functions? b. How was the money identified? c. What was the location of these functions? d. Provide a table of food and alcohol purchased for the function	Written	11/4/14	15/5/14
221	DPS	Ludwig	Multiple tenders	1. List any tenders that were re-issued or issued multiple times since 7 September 2013 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?	Written	11/4/14	15/5/14
222	DPS	Ludwig	Market research	1. List any market research conducted by the department/agency since 7 September 2013. 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?	Written	11/4/14	15/5/14

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				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?			
223	DPS	Ludwig	Departmental upgrades	1. Since 7 September 2013 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?	Written	11/4/14	15/5/14
224	DPS	Ludwig	Wine Coolers/Fridges	1. Since 7 September 2013 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?	Written	11/4/14	15/5/14
225	DPS	Ludwig	Office plants	1. Since 7 September 2013 has the department/agency purchased or leased any new 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?	Written	11/4/14	15/5/14
226	DPS	Ludwig	Office recreation facilities	1. Since 7 September 2013 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	Written	11/4/14	15/5/14

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				<ul style="list-style-type: none"> 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? 			
227	DPS	Ludwig	Vending machines	<ul style="list-style-type: none"> 1. Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities? <ul style="list-style-type: none"> 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? 	Written	11/4/14	15/5/14
228	DPS	Ludwig	Legal costs	<ul style="list-style-type: none"> 1. List all legal costs incurred by the department or agency since 7 September 2013 <ul style="list-style-type: none"> 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 spend 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 	Written	11/4/14	15/5/14
229	DPS	Ludwig	Australian Public Affairs	<ul style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. 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 Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 	Written	11/4/14	15/5/14
230	DPS	Ludwig	Brandis Bookcase	<p>I refer to the newly installed bookcase in the Attorney-General's Ministerial suite, please table all documents and correspondence as they related to the following questions:</p> <ul style="list-style-type: none"> 1. What is the length of the bookshelf or bookshelves? 2. How many rows are there for each bookshelf? 	Written	11/4/14	15/5/14

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No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date Rec'd	Date Tabled
				<ol style="list-style-type: none"> 3. What material are the bookshelves in the Attorney-General's office made of? Were discussions held about the type and colour of material? If so, what was the nature of these discussions? What was the outcome of discussions? 4. Have any bookshelves been installed in Senator Brandis' electorate office? If so, what was the cost of this installation? Does this include labour? If not, how many staff, at what level, worked to install the bookshelves in Senator Brandis' electorate office? 5. Have any bookshelves or new furniture been installed in the Commonwealth Law Offices in Sydney for Senator Brandis? If yes, what has been installed? At what cost? If not, are there plans for any changes? 6. Have any bookshelves or new furniture been installed in any Commonwealth Parliamentary Office for Senator Brandis? If yes, what has been installed? At what cost? If not, are there plans for any changes? 7. Who requested the bookcase be installed? In what format was that request? When was that request made? 8. What cost has there been in re-wiring the Deputy Leader's office to bring it to a higher security classification standard as is required for the Attorney-General? 			
231	DPS	Ludwig	IT	<ol style="list-style-type: none"> 1. Is Opensource software allowed on the parliamentary network?, what are the benefits of closed source applications? 2. What is the whitelist of approved applications for use of the parliamentary network? 3. Are there plans to allow the provision of wifi in electoral offices? 4. What programs are approved for use on parliamentary network computers for statistical analysis? 5. Why is the R statistical program on parliamentary network computers? 6. Why are VNC clients not allowed on the parliamentary network computers? 7. What allowances are there for Mac OS computers on the parliamentary network including electoral offices? 8. What applications are approved on the parliamentary network computers for editing of plain text files? 9. Why websites run under the APH.gov.au provide PDF files with the ashx suffix? Is this a way of avoiding disability access requirements? Could they be provided with the .pdf suffix? What are the APH managed websites plans for provision of plain text versions of answers to questions on notice? 	Written	11/4/14	15/5/14

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – ADDITIONAL ESTIMATES 2013-14 – February 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date Rec'd	Date Tabled
232	DPS	Wong	Staffing	Have any redundancies occurred since 18 November 2013? If so, how many are (a) voluntary (b) involuntary?	Written	11/4/14	15/5/14
233	DPS	Wong	Coalition Advisory Service	Can an itemised list of all equipment provided to the Coalition Advisory Service since 18 September 2013, including associated costs, be provided? What total (a) mobile telephone and (b) data communications costs have been incurred?	Written	11/4/14	15/5/14