

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2015-16 – February 2016
PARLIAMENT

Q No.	Agency	Senator	Broad Topic	Question	Proof Hansard 8 February 2016 /Written
1	Senate	McAllister Wong	President's overseas travel and trip to New Zealand	<p>Senator McALLISTER: Perhaps I can come back, then, to the sequence of events that saw the travel booked on the credit card of the senior adviser. So, the President spoke with you, Dr Laing, and raised this issue. What happened then? You gave it some consideration? Did the President write to you and formalise his request in writing?</p> <p>Dr Laing: The President's senior adviser wrote to me and formalised the President's request.</p> <p>Senator McALLISTER: And then you provided a response in writing?</p> <p>Dr Laing: Yes.</p> <p>Senator McALLISTER: Is that the entire correspondence in relation to the arrangement?</p> <p>Dr Laing: I believe so, yes.</p> <p>Senator McALLISTER: Is that something you would be able to provide the committee?</p> <p>Dr Laing: I will consult the President about that.</p> <p>Senator WONG: Hence we have had two hours of discussion about something we were not aware of. I am now going to ask a question. I do not think it is public but I want tabled the draft letter to Mr Turnbull of 13 October. I would like tabled the formal letter to Mr Turnbull and any correspondence from Mr Turnbull to you in relation to this matter.</p> <p>The President: Senator Wong, in relation to your questions, again, I am sympathetic to doing that. I will have further discussions with the Clerk about that and provide what correspondence we can.</p>	15-16, 28
2	Senate	Chair	Senators initiating committee inquiries and subsequent participation	<p>CHAIR: Before we go to questions—and I will start with the opposition—I would like to say that I share your sentiments and concerns about Senate inquiries. I wonder if you have any information, or whether you can provide it on notice, about senators who have supported the initiation of an inquiry—either sponsoring the inquiry or as a party to the motion—but who have then failed to participate in that inquiry?</p> <p>Dr Laing: We do not have that information to hand. It would be quite difficult to extract, but we will have a look and see if there is anything that is—</p> <p>CHAIR: It may be quite enlightening, no matter how difficult it is to extract.</p> <p>Senator McALLISTER: Absolutely!</p> <p>Dr Laing: It may be enlightening, but it is the Senate that makes decisions. One senator may put up a notice of motion for decision, but it is the Senate that makes the decision.</p> <p>CHAIR: Indeed that is true, but the inquiry is initiated at the instigation of the people named in the reference. It has been my experience, on some inquiries that I have participated in, that sometimes the people who have initiated the reference do not even turn up to it. It beggars belief that a senator wants</p>	4

				<p>to initiate an inquiry and then does not participate in it. It is extraordinary. We have to pick up the load and you guys have to pick up the load as well.</p> <p>Dr Laing: As I said, it is a matter for senators and the Senate, but we will see if we can retrieve anything enlightening.</p>	
3	Senate	Wong	Updated timeframes for enterprise agreement process	<p>Senator WONG: Rather than going through it now, you gave an answer to a question on notice, I think No. 5.</p> <p>Dr Laing: Yes.</p> <p>Senator WONG: Would it be useful to update that?</p> <p>Dr Laing: We can do that. There is one minor change I need to make to that, I think. We had a period of time nominated towards the end for lodging the enterprise agreement with the Fair Work Commission, which I think because of a typographical error said 16 days. It should be 14 days. I will update that now and then we will have a look at what we provided last time—</p> <p>Senator WONG: Yes, just the time frames are different, obviously. That is fine.</p> <p>Dr Laing: and see if there is anything new to add.</p>	7
4	Senate	McAllister	Credit card guidelines	<p>Senator McALLISTER: I just wanted to come back round to the related—I guess adjacent—issue of the credit card and the arrangements for that. You mentioned earlier, I think, that use of the credit card by you and your senior adviser, Mr President, is governed by the guidelines which apply across the Department of the Senate. Is that correct?</p> <p>The President: Yes, that is correct.</p> <p>Senator McALLISTER: So I assume that they are publicly available. It would help the committee, I think, if those guidelines could be provided to us.</p> <p>The President: I am sure they can be provided.</p> <p>Senator McALLISTER: Thank you. Dr Laing, do those guidelines translate sensibly into application for a MOPS staffer working in a parliamentary office, in as far as a departmental delegation of authority is normally targeted at the structure of that department, and the staff in question in the President's office, of course, are not subject to that structure?</p> <p>.....</p> <p>Dr Laing: Senator, given the interplay here, I would like to re-read your question and consider an answer. Can I give that to you on notice?</p> <p>.....</p> <p>Senator McALLISTER: Dr Laing, I think we agreed earlier that you will provide the guidelines for credit card use and perhaps provide some commentary about whether they translate directly into the circumstances where someone is working in the President's office.</p> <p>Dr Laing: Yes, I will provide that.</p>	28-30
5	Senate	McAllister	President's office - postage	<p>Senator McALLISTER: Yes. That is fine. Can I ask about some specific items of expenditure. The answer to question on notice 2872 indicates that \$948 was incurred in postage back to Australia of conference materials and gifts received by the President during the MIKTA conference in South Korea.</p>	29-30

			expenditure	<p>Can you just explain that line item?</p> <p>Dr Laing: That amount was, as it says, postage of material back from the MIKTA conference. The MIKTA conference was the new interparliamentary forum that I explained earlier, comprising Mexico, Indonesia, Korea, Turkey and Australia. Normally these things are covered by the post, but this was an expense that the post would not cover, and therefore the credit card was used to pay for that postage. The fact that we do not really know what the post will cover and what they will not cover when it comes to things at the margins is another indication that there is some need to rationalise and clarify the whole system.</p> <p>Senator McALLISTER: Do you have any information about why the post would not cover this particular collection of materials?</p> <p>Dr Laing: No, we do not have any information. We will have a look and see if we do.</p> <p>.....</p> <p>Senator LUDWIG: Did post ask to post it back?</p> <p>The President: I think they volunteered. It was a huge amount of volume and weight, and obviously I could not leave it there. Everything just ended up in my room and post cleaned it out and sent it back. That is my understanding.</p> <p>Senator LUDWIG: No. My question was: did you ask post to send it back by DHL or did they do it on their own volition?</p> <p>The President: I think they did it on their own volition. I really cannot recall. It is something I did not really get involved in. It was just done for me.</p> <p>Senator LUDWIG: Perhaps you could check.</p> <p>Dr Laing: Senator, I do need to check the basis of this. I have been handed some information that such postage would normally be covered by the Senate department, so I may have inadvertently misled the committee. I will have a look into exactly who covers what and advise the committee accordingly. My apologies for that.</p>	
6	Senate	McAllister	President's Office - passports	<p>Senator McALLISTER: Turning to some of the other items that were paid for on a credit card. Can you provide an explanation, Mr President, about why \$704 was extended for diplomatic passports for yourself and your wife, and \$250 for the senior adviser for an official passport?</p> <p>The President: Certainly. It has been the practice of the Senate to always provide for visas and passports for the President, the President's spouse and staff.</p> <p>Senator McALLISTER: That is not something that would ordinarily have been dealt with by the Department of Finance under the old arrangements that we have been discussing?</p> <p>The President: No. I understand it has happened forever.</p> <p>Senator McALLISTER: Is that right, Dr Laing?</p> <p>Dr Laing: I do not have it in my direct knowledge. I will check that.</p>	30
7	Senate	Abetz	Content of a brochure	<p>Reference is made to the correspondence and attached brochure passed between myself and the Parliamentary Education Office dated 15th December, 2015 and 22nd December, 2015 respectively.</p>	Written

			published by the Parliamentary Education Office	<ol style="list-style-type: none"> 1. Is it correct for the author of the brochure to assert at the bottom of page 3 of the brochure that ‘this page totally copied from an excellent infographic at: ww.peo.gov.au/students/fact_sheets/federal_elections.html’? 2. Does page 3 of the said brochure appear in any PEO material or on any PEO website? 3. Is page 3 a <u>total</u> copy of any PEO material? <ol style="list-style-type: none"> a) If so, please provide a copy. 4. If page 3 of the brochure is not a total copy of any PEO material, what follow up action (detailing such action) has the PEO undertaken to correct the record against this false assertion? <ol style="list-style-type: none"> a) If no action has been taken, please explain why no action has been taken. 	
8	Senate	Bernardi	Car park incidents	<p>DPS’s 3 Dec 2015 answer to Question on Notice 23 (from the October 2015 Supplementary Estimates) stated that since January 2015 there were <u>four</u> instances of tailgating in car parks, including three in the Senate private car park and one in the House of Representatives private car park.</p> <ol style="list-style-type: none"> 1. Please provide the dates that each of the incidents occurred, particularly for those in the Senate car park. 2. Please provide a description of each incident. 3. On what date was the Usher of the Black Rod’s office informed of each incident? 4. What is the usual process undertaken for informing the Usher of the Black Rod about security incidents relating to the Senate, and to Parliament House as a whole? 5. Which staff are involved in this process? (e.g. the Deputy Usher may be the first point of contact by PSS officers, before the Deputy informs the Usher of the Black Rod) 6. Does the usual process involve notifications in writing (via email, letter) about the incidents to the Usher of the Black Rod? If not, why not? <p>The same answer to Question on Notice 23 states that “In the same timeframe, we also recorded two incidents in the Senate car park where AFP responded to concerns about vehicles.”</p> <ol style="list-style-type: none"> 7. Please provide the dates on which the Usher of the Black Rod’s office was informed of each of these incidents. <p>In the Black Rod’s letter to the committee (dated 8 February 2016), she states that the Deputy Usher of the Black Rod was informed on 4 December 2015 about two tailgating incidents that occurred in the week of 18 November 2015.</p> <ol style="list-style-type: none"> 8. Why was there a delay in informing the Deputy Usher of the Black Rod about these two incidents? <p>The Usher of the Black Rod’s letter also states that she does “not recall this being brought to my attention at the time.”</p> <ol style="list-style-type: none"> 9. Would it be the usual process for the Usher of the Black Rod to have been informed about tailgating incidents like this? 10. Why was the Usher of the Black Rod not informed of these two incidents? 	Written

9	Senate	Bernardi	Senate Committees	<p>During this current Senate:</p> <ol style="list-style-type: none"> 1. How many Senate select committees have been established? 2. What were the names of these committees? 3. Please provide a list of the members on each of these select committees. 4. Please provide a list of the Chairs of each of these committees. 5. How many hearings did each of these committees hold? 6. Which senators attended each of these hearings? 	Written
10	Senate	Ludwig	Taxi costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs? 3. How much did the department spend on taxis during the specified period for their minister or minister's office? 	Written
11	Senate	Ludwig	Hospitality and entertainment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. What has been the Department/Agency's hospitality spend including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs. 3. What has been the Department/Agency's entertainment spend? 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. 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. 8. 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. 9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved? 	Written
12	Senate	Ludwig	Executive coaching and leadership	<p>Since the change of Prime Minister on 14 September, 2015: Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</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 	Written

				<ol style="list-style-type: none"> 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 For each service purchased form a provider listed under (4), please provide: <ol style="list-style-type: none"> 1. The name and nature of the service purchased 2. Whether the service is one-on-one or group based 3. The number of employees who received the service and their employment classification 4. The total number of hours involved for all employees (provide a breakdown for each employment classification) 5. The total amount spent on the service 6. A description of the fees charged (i.e. per hour, complete package) 5. 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"> 1. The location used 2. The number of employees who took part on each occasion (provide a breakdown for each employment classification) 3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) 4. Any costs the department or agency's incurred to use the location 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? 7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title. 	
13	Senate	Ludwig	Staffing profile	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has there been any change to the staffing profile of the department/agency? 2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written
14	Senate	Ludwig	Staffing reductions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many staff reductions/voluntary redundancies have occurred? <ol style="list-style-type: none"> 1. 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

				<ol style="list-style-type: none"> 6. How many ongoing staff left the department/agency? What classification were these staff? 7. How many non-ongoing staff left department/agency from? What classification were these staff? 8. What are the voluntary redundancy packages offered? Please detail for each staff level and position 9. How do the packages differ from the default public service package? 10. How is the department/agency funding the packages? 	
15	Senate	Ludwig	Staffing recruitment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many ongoing staff have been recruited? What classification are these staff? 2. How many non-ongoing positions exist or have been created? What classification are these staff? 3. How many staff have been employed on contract and what is the average length of their employment period? 	Written
16	Senate	Ludwig	Kitchen Appliances	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000? <ol style="list-style-type: none"> 1. If yes, provide a list that includes the type of appliance, the cost, the amount, and any ongoing costs such as purchase of consumables and when the appliance was purchased? 2. Why were the appliances purchased? 3. Has there been a noticeable difference in staff productivity since the appliances were purchased? Are staff leaving the office premises less during business hours as a result? 4. Where did the funding for the appliances come from? 5. Who has access? 6. Who is responsible for the maintenance of the appliances? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? 7. What are the other ongoing costs of the appliances? 	Written
17	Senate	Ludwig	Boards (for Departments or agencies with boards)	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses have been incurred; 3. what has been the average attendance at board meetings; 4. List each member's attendance at meetings; 5. how does the board deal with conflict of interest; 6. what conflicts of interest have been registered; 7. what remuneration has been provided to board members; 8. how does the board dismiss board members who do not meet attendance standards? 	Written

				<p>9. Have any requests been made to ministers to dismiss board members?</p> <p>10. Please list board members who have attended less than 51% of meetings</p> <p>11. what have been the catering costs for the board meetings held during this period? Please break down the cost list.</p>	
18	Senate	Ludwig	Corporate cars	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? <ol style="list-style-type: none"> 1. Where are the cars located? 2. What are the cars used for? 3. What is the cost of each car during the specified period? 4. How far did each car travel during the specified period? 2. How many cars are leased by each department/agency? <ol style="list-style-type: none"> 1. Where are the cars located? 2. What are the cars used for? 3. What is the cost of each car during the specified period? 4. How far did each car travel during the specified period? 	Written
19	Senate	Ludwig	Government payments of accounts	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates, 2014? 7. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written
20	Senate	Ludwig	Hire cars	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs? 3. How much did the department spend on hire cars during the specified period for their minister 	Written

				or minister's office?	
21	Senate	Ludwig	Credit cards	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2. Have there been any changes to action taken in the event that the corporate credit card is misused? 3. Have there been any changes to how corporate credit card use is monitored? 4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so: 5. Please list staff classification and what the misuse was, and the action taken. 6. Have there been any changes to what action is taken to prevent corporate credit card misuse? 7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse 	Written
22	Senate	Ludwig	Functions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include: <ol style="list-style-type: none"> 1. The guest list of each function 2. The party or individual who initiated the request for the function 3. The menu, program or list of proceedings of the function 4. A list of drinks consumed at the function 2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost. 	Written
23	Senate	Ludwig	Red tape reduction	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Please detail changes to structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ol style="list-style-type: none"> 1. 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. What is the estimated total salary cost of the officers assigned to the unit. 7. Do members of the unit have access to cabinet documents? 8. 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. 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the 	Written

				department?	
24	Senate	Ludwig	Land cost	<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 style="padding-left: 20px;">a. What is the current occupancy level and occupant of the items identified in (3)?</p> <p style="padding-left: 20px;">b. What is the value of the items identified in (3)?</p> <p style="padding-left: 20px;">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> <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>	Written
25	Senate	Ludwig	Contracts for Temporary Staff	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How much did the department/agency spend on temporary or contract staff?</p> <p>2. How many temporary or contract staff have been employed?</p> <p>3. What is the total number of temporary or contract staff currently employed?</p> <p>4. How much was paid for agencies/companies to find temporary/contract staff?</p> <p>5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?</p>	Written
26	Senate	Ludwig	Printing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How many documents (include the amount of copies) have been printed?</p> <p style="padding-left: 20px;">1. How many of these printed documents were also published online?</p> <p>2. Has the Department/Agency used external printing services for any print jobs?</p> <p style="padding-left: 20px;">1. If so, what companies were used?</p> <p style="padding-left: 20px;">2. How were they selected?</p> <p style="padding-left: 20px;">3. What was the total cost of this printing by item?</p>	Written
27	Senate	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>	Written

				<ol style="list-style-type: none"> 2. How many ongoing staff, the classification, the type of work they undertake and their location. 3. How many non-ongoing staff, their classification, type of work they undertake and their location 4. How many contractors, their classification, type of work they undertake and their location 5. How many are graphic designers? 6. How many are media managers? 7. How many organise events? <p>Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail.</p>	
28	Senate	Ludwig	Reviews	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. 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"> 1. the date they were ordered 2. the date they commenced 3. the minister responsible 4. the department responsible 5. the nature of the review 6. their terms of reference 7. the scope of the review 8. Who is conducting the review 9. the number of officers, and their classification level, involved in conducting the review 10. the expected report date 11. the budgeted, projected or expected costs 12. If the report will be tabled in parliament or made public 2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review? <ol style="list-style-type: none"> 1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names 2. If so, please list their managing director and the board of directors or equivalent 3. If yes, for each is the cost associated with their involvement, including a break down for each cost item 4. If yes, for each, what is the nature of their involvement 5. If yes, for each, are they on the lobbyist register, provide details. 6. If yes, for each, what contact has the Minister or their office had with them 7. If yes, for each, who selected them 8. If yes, for each, did the minister or their office have any involvement in 	Written

				<p>selecting them,</p> <ol style="list-style-type: none"> 1. If yes, please detail what involvement it was 2. If yes, did they see or provided input to a short list 3. If yes, on what dates did this involvement occur 4. If yes, did this involve any verbal discussions with the department 5. If yes, on what dates did this involvement occur <ol style="list-style-type: none"> 3. Which reviews are on-going? <ol style="list-style-type: none"> 1. Please list them. 2. What is the current cost to date expended on the reviews? 4. Have any reviews been stopped, paused or ceased? Please list them. 5. Which reviews have concluded? Please list them. 6. 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"> 1. When will each planned review be commenced? 2. When will each of these reviews be concluded? 3. When will government respond to each review? 4. Will the government release each review? <p>If so, when? If not, why not?</p> 	
29	Senate	Ludwig	Commissioned reports	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency? <ol style="list-style-type: none"> 1. 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
30	Senate	Ludwig	Appointments	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Please detail any board appointments made to date. 2. What is the gender ratio on each board and across the portfolio? 3. Has the department instigated of changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board. 	Written

				4. Please specify when these gender ratio or participation policies were changed.	
31	Senate	Ludwig	Stationery Requirements	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date? <ol style="list-style-type: none"> 1. Detail the items provided to the minister's office. 2. Please specify how many reams of paper have been supplied to the Minister's office. 2. How much has been spent on departmental stationary requirements to date. 3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost. 	Written
32	Senate	Ludwig	Electronic equipment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office. <ol style="list-style-type: none"> 1. List the items 2. List the items location or normal location 3. 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 4. List the total cost of the items 5. List an itemised cost breakdown of these items 6. List the date they were provided to the office 7. Note if the items were requested by the office or proactively provided by the department 	Written
33	Senate	Ludwig	Media subscriptions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> 1. Please provide a list of channels and the reason for each channel. 2. What has been the cost of this package/s during the specified period? 3. What is provided to the Minister or their office? 4. What has been the cost of this package/s during the specified period? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> 1. Please provide a list of newspaper subscriptions and the reason for each. 2. What has been the cost of this package/s during the specified period? 3. What is provided to the Minister or their office? 4. What has been the cost of this package/s during the specified period? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> 1. Please provide a list of magazine subscriptions and the reason for each. 2. What has been the cost of this package/s during the specified period? 3. What is provided to the Minister or their office? 4. What has been the cost of this package/s during the specified period? 	Written

				<p>4. What publications does your department/agency purchase?</p> <ol style="list-style-type: none"> 1. Please provide a list of publications purchased by the department and the reason for each. 2. What has been the cost of this package/s during the specified period? 3. What is provided to the Minister or their office? 4. What has been the cost of this package/s during the specified period? 	
34	Senate	Ludwig	Meeting costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from to date. Detail date, location, purpose and cost of each event including any catering and drinks costs. 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. 	Written
35	Senate	Ludwig	Media training	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. In relation to media training services purchased by each department/agency, please provide the following information: <ol style="list-style-type: none"> 1. Total spending on these services 2. An itemised cost breakdown of these services 3. The number of employees offered these services and their employment classification 4. The number of employees who have utilised these services and their employment classification 5. The names of all service providers engaged 6. 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"> 1. The name and nature of the service purchased 2. Whether the service is one-on-one or group based 3. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) 4. The total number of hours involved for all employees (provide a breakdown for each employment classification) 5. The total amount spent on the service 6. 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"> 4. The location used 	Written

				<ol style="list-style-type: none"> 5. The number of employees who took part on each occasion 6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) 7. Any costs the department or agency's incurred to use the location 	
36	Senate	Ludwig	Consultancies	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known. 3. Have any consultancies not gone out for tender? <ol style="list-style-type: none"> 1. List each, including name, cost and purpose 2. If so, why? 	Written
37	Senate	Ludwig	Provision of equipment – ministerial	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol 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 has been provided and the costs? <ol style="list-style-type: none"> 1. Itemise equipment and cost broken down by staff or minister classification 2. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of: <ol style="list-style-type: none"> 3. What is provided? 4. The purchase cost. 5. The ongoing cost. 6. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). 7. A breakdown of what staff and staff classification receives each item. 	Written
38	Senate	Ludwig	Provision of equipment – departmental	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of: <ol style="list-style-type: none"> 2. What has been provided? 3. The purchase cost. 4. The ongoing cost. 5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). 6. A breakdown of what staff and staff classification receives each item. 	Written
39	Senate	Ludwig	Computers	<ol style="list-style-type: none"> 1. List the current inventory of computers owned, leased, stored, or able to be accessed by the 	Written

				<p>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> <ol style="list-style-type: none"> List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	
40	Senate	Ludwig	Travel costs – department	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> Is the minister or their office or their delegate required to approve all departmental and agency international travel? If so, under what policy? Provide a copy of that policy. When was this policy implemented? When is the minister notified, when is approved provided? Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). 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. What date was the minister or their office notified of the travel? What date did the minister or their office approve the travel? <p>What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written
41	Senate	Ludwig	Travel costs – ministerial	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> Please detail all travel conducted by the Minister/parliamentary secretary List each location, method of travel, itinerary and purpose of trip; List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; 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. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written
42	Senate	Ludwig	Grants	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> What guidelines are in place to administer grants? How are grants applied for? 	Written

				<ol style="list-style-type: none"> 3. Are there any restrictions on who can apply for a grant? If yes, please detail. <ol style="list-style-type: none"> 1. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved. 4. What is the procedure for selecting who will be awarded a grant? 5. Who is involved in this selection process? 6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail. <ol style="list-style-type: none"> 1. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail. 7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	
43	Senate	Ludwig	Departmental Rebranding	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/Agency undergone a name change or any other form of rebranding? If so: <ol style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol 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: <ol 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? <ol 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. 	Written
44	Senate	Ludwig	Media monitoring	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. What was the total cost of media monitoring services, including press clippings, electronic 	Written

				<p>media transcripts etcetera, provided to the Minister's office during the specified period?</p> <ol style="list-style-type: none"> 1. Which agency or agencies provided these services? 2. What has been spent providing these services during the specified period? 3. Itemise these expenses. <ol style="list-style-type: none"> 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period? <ol style="list-style-type: none"> 1. Which agency or agencies provided these services? 2. What has been spent providing these services during the specified period? 3. Itemise these expenses 	
45	Senate	Ludwig	Procedure Manuals (Ministerial)	<ol style="list-style-type: none"> 1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and: 2. When was the manual last updated? 3. Who is responsible for updating the manual? 4. Who is the manual distributed to? 5. Is anyone responsible for clearing communications before they are sent to the department? 	Written
46	Senate	Ludwig	Ministerial staff code	<p>Since the change of Prime Minister on 14 September, 2015:</p> <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"> 1. If so, list the breaches identified, broken by staffing classification level 2. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? 3. 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"> 1. If not, how many staff don't comply, broken down by classification level? 2. 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"> 1. 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"> 1. 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
47	Senate	Ludwig	Enterprise	<ol style="list-style-type: none"> 1. Please list all related EBAs with coverage of the department. 	Written

			Bargaining Agreements (EBAs)	<ol style="list-style-type: none"> 2. Please list their starting and expiration dates. 3. What is the current status of negotiations for the next agreement/s? Please detail. 	
48	Senate	Ludwig	Existing Resources Program	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'? 2. List each 3. List the staffing assigned to each task 4. What is the nominal total salary cost of the officers assigned to the project? 5. What resources or equipment has been assigned to the project? 	Written
49	Senate	Ludwig	Conditions of Government Contracts and Agreements	<ol style="list-style-type: none"> 1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created? 2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created? 4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction? 6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change? 7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website? 8. If no consultation has occurred, why not? 9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with? 	Written
50	Senate	Ludwig	Statutory Review Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <ol style="list-style-type: none"> 1. What work has been done towards preparing for the review? If none, why not? 2. Please provide a schedule or a workplan for the review 3. When did/will this work begin? 4. When is/was the review due to commence. 5. What is the expected report date. 6. Who is the minister responsible for the review 	Written

				<ol style="list-style-type: none"> 7. What department is responsible for the review 8. List the specific clauses or legislation under review caused by the statutory provision. 9. List the terms of reference. 10. What is the scope of the review. 11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review? 12. What is the budgeted, projected or expected costs of the review? 13. When was the Minister briefed on this matter? 14. What decision points are upcoming for the minister on this matter? 15. List the number of officers, and their classification level, involved in conducting the review 16. Will the report will be tabled in parliament or made public. If so, when? 	
51	Senate	Ludwig	Sunset Provisions	<ol style="list-style-type: none"> 1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide: <ol style="list-style-type: none"> 1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not? 2. Has any consideration been given to delaying or alerting the sunset provisions? 3. Please provide a schedule or a workplan for the sunset provisions becoming active 4. When did/will this work begin? 2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes: <ol style="list-style-type: none"> 1. When is/was the review due to commence. 2. What is the expected report date. 3. Who is the minister responsible for the review 4. What department is responsible for the review 5. List the specific clauses or legislation under review caused by the statutory provision. 6. List the terms of reference. 7. What is the scope of the review. 8. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review? 9. What is the budgeted, projected or expected costs of the review? 10. When was the Minister briefed on this matter? 11. What decision points are upcoming for the minister on this matter? 12. List the number of officers, and their classification level, involved in conducting the review 13. Will the the report will be tabled in parliament or made public. If so, when? 	Written
52	Senate	Ludwig	Legal costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. List all legal costs incurred by the department or agency 2. List the total cost for these items, broken down by source of legal advice, hours retained or 	Written

				<p>taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external</p> <p>3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)</p> <p>4. How was each piece of advice procured? Detail the method of identifying legal advice</p>	
53	Senate	Ludwig	Procedure Manuals (Departmental)	<p>1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:</p> <p>2. When was the manual last updated?</p> <p>3. Who is responsible for updating the manual?</p> <p>4. Has the minister's office had any input into the content of the manual? If so, please detail.</p> <p>5. Who is the manual distributed to?</p> <p>6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?</p>	Written
54	Senate	Ludwig	Vending machines	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <p>1. If so, list these</p> <p>2. If so, list the total cost for these items</p> <p>3. If so, list the itemised cost for each item of expenditure</p> <p>4. If so, where were these purchased</p> <p>5. If so, list the process for identifying how they would be purchased</p> <p>6. If so, what is the current location for these items?</p> <p>7. If so, what is the current usage for each of these items?</p>	Written
55	Senate	Ludwig	Self-Initiated work	<p>1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?</p> <p>2. Please list all ongoing projects. For each, please detail:</p> <p>3. When did the project commence?</p> <p>4. When is it expected to conclude?</p> <p>5. What will the total cost of the project be?</p> <p>6. Where did the money for the project come from?</p> <p>7. Where is the project based?</p>	Written
56	Senate	Ludwig	Staff Awards	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Has the Department / Agency given out awards to staff for any reason? If yes:</p> <p>1. What was the reason for the awards?</p> <p>2. What was the criteria for the awards?</p> <p>3. What form did the award take? (e.g. Certificate, gift vouchers etc)</p>	Written

				<ol style="list-style-type: none"> 4. How much was spent on the award? 2. How were the awards presented? 3. Who presented the awards? 4. Was there a ceremony or party for the awards? If yes: <ol style="list-style-type: none"> 1. Where was it held? 2. Was there a fee for the venue? If yes, how much? 3. How much was spent on catering? 4. How many people attended? 5. Did the minister attend? 6. Did the minister's staff attend? If yes, how many? 	
57	Senate	Ludwig	Change Management	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the Department/Agency engaged in a policy of Change Management? If yes: <ol style="list-style-type: none"> 1. Please detail the policy. 2. When was the policy introduced? 3. What are the goals of the policy? 4. How much was spent on consulting for the policy and who was contracted for this consultation? 5. How much was spent implementing this policy? 	Written
58	Senate	Ludwig	Departmental Staff Misconduct	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Please provide a copy of the departmental staff code of conduct. 2. Have there been any identified breaches of this code of conduct by departmental staff? <ol style="list-style-type: none"> 1. If yes, list the breaches identified, broken by staffing classification level. 2. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? 3. If yes, when was the breach identified? By whom? When was the Minister made aware? 4. If yes, were there any legal ramifications for the department or staff member? Please detail. 	Written
59	Senate	Ludwig	Fee for services	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include: <ol style="list-style-type: none"> 2. Name of the fee and a short description of what it covers. 3. How much is the fee (and is it a flat fee or a percentage of the service). 4. The date the fee came into place. 5. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review. 6. What consultation was carried out before the fee was put into place? 	Written

				<p>7. How was the fee put into place (e.g. through legislation, regulation changes etc)?</p> <p>8. What justification is there for the fee?</p>	
60	Senate	Ludwig	Documents provided to minister	<p>1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.</p> <p>2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)</p> <p>3. How are they transmitted to the office?</p> <p>4. What mode of delivery is used (hardcopy, email) for those documents?</p> <p>5. What level officer are they provided to in the minister's office?</p>	Written
61	Senate	Ludwig	Merchandise or promotional material	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Has the department purchased any merchandise or promotional material?</p> <p>2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)</p> <p>3. List the cost for each item</p> <p>4. List the quantity of each item</p> <p>5. Who suggested these materials be created?</p> <p>6. Who approved its creation?</p> <p>7. Provide copies of authorisation</p> <p>8. When was the Minister informed of the material being created?</p> <p>9. Who created the material?</p> <p>10. How was that person selected?</p> <p>11. How many individuals or groups were considered in selecting who to create the material?</p>	Written
62	Senate	Ludwig	Domain Usage	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:</p> <p>1. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).</p> <p>2. Amount of data downloaded and uploaded to the site.</p> <p>3. Number of times the site was accessed.</p>	Written
63	Senate	Ludwig	Ministerial Website	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How much has been spent on the Minister's website?</p> <p>1. List each item of expenditure and cost</p> <p>2. Who is responsible for uploading information to the Minister's website?</p> <p>3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.</p>	Written
64	Senate	Ludwig	Report Printing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Have any reports, budget papers, statements, white papers or report-like documents printed for</p>	Written

				<p>or by the department been pulped, put in storage, shredded or disposed of?</p> <p>2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal</p>	
65	Senate	Ludwig	FoI Requests	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many requests for documents under the FOI Act have been received? 2. Of these, how many documents have been determined to be deliberative documents? 3. Of those assessed as deliberative documents: <ol style="list-style-type: none"> 1. For how many has access to the document been refused on the basis that it would be contrary to the public interest? 2. For how many has a redacted document been provided? 	Written
66	Senate	Ludwig	Ministerial Motor vehicle	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the minister been provided with or had access to a motor vehicle? If so: <ol style="list-style-type: none"> 1. What is the make and model? 2. How much did it cost? 3. When was it provided? 4. Was the entire cost met by the department? If not, how was the cost met? 5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. 6. Are these costs met by the department? If not, how are these costs met? 7. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. 8. Have these guidelines changed during the specified period of time? If so, please detail. 9. 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. 10. Have these guidelines changed during the specified period of time? If so, please detail 	Written
67	Senate	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol 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: <ol style="list-style-type: none"> 1. What is the make and model? 2. How much did it cost? 3. When was it provided? 4. Was the entire cost met by the department? If not, how was the cost met? 5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. 6. Are these costs met by the department? If not, how are these costs met? 7. Please provide a copy of the guidelines that determine this entitlement to a 	Written

				<p>motor vehicle.</p> <ol style="list-style-type: none"> 8. Have these guidelines changed during the specified period? If so, please detail. 9. 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>Have these guidelines changed during the specified period? If so, please detail.</p>	
68	Senate	Ludwig	Ministerial Staff vehicles	<p>Since the change of Prime Minister on 14 September, 2015:</p> <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"> 1. What is the make and model? 2. How much did it cost? 3. When was it provided? 4. Was the entire cost met by the department? If not, how was the cost met? 5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. 6. Are these costs met by the department? If not, how are these costs met? 7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. 8. Have these guidelines changed during the specified period? If so, please detail. 9. 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. 10. Have these guidelines changed during the specified period? If so, please detail. 	Written
69	Senate	Ludwig	Lobbyist Register Meetings	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. List all interactions between the department/agency with any representative listed on the lobbyist register 2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. 	Written
70	Senate	Ludwig	Workplace assessments	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments? <ol style="list-style-type: none"> 1. 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? 	Written

				3. If so, list each item of expenditure and cost related to those changes	
71	Senate	Ludwig	Freedom of Information – Stats	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many FOI requests were received to date. 2. How many of those requests were finalised within the regular timeframes provided under the FOI Act? 3. How many of those requests were granted an extension of time under s 15AA of the FOI Act? 4. How many of those requests were granted an extension of time under s 15AB of the FOI Act? 5. How many of those requests were finalised out of time? 	Written
72	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
73	Senate	Ludwig	Multiple tenders	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. List any tenders that were re-issued or issued multiple times: <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
74	Senate	Ludwig	Market Research	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. List any market research conducted by the department/agency: <ol style="list-style-type: none"> 1. List the total cost of this research 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? 9. How was the firm or individual that conducted the review selected? 10. What input did the Minister have? 11. How was it approved? 12. Were other firms or individuals considered? If yes, please detail. 	Written
75	Senate	Ludwig	Departmental	Since the change of Prime Minister on 14 September, 2015:	Written

			Upgrades	<ol style="list-style-type: none"> 1. 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? 	
76	Senate	Ludwig	Wine Coolers / Fridges	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? <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
77	Senate	Ludwig	Office Plants	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased any 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 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written
78	Senate	Ludwig	Office recreation facilities	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? <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 usage for each of these items? 	Written
79	Senate	Ludwig	Building Lease Costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. What has been the total cost of building leases for the agency / department? 2. Please provide a detailed list of each building that is currently leased. Please detail by: 	Written

				<ol style="list-style-type: none"> 1. Date the lease agreement is active from. 2. Date the lease agreement ends. 3. Is the lease expected to be renewed? If not, why not? 4. Location of the building (City and state). 5. Cost of the lease. 6. Why the building is necessary for the operations of the agency / department. <ol style="list-style-type: none"> 3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by: <ol style="list-style-type: none"> 1. Date from which the lease agreement was active. 2. Date the lease agreement ended. 3. Why was the lease not renewed? 4. Location of the building (City and state). 5. Cost of the lease. 6. Why the building was necessary for the operations of the agency / department. 4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ol style="list-style-type: none"> 1. Date the lease agreement is expected to become active. 2. Date the lease agreement is expected to end. 3. Expected location of the building (City and state). 4. Expected cost of the lease. <ol style="list-style-type: none"> 1. Has this cost been allocated into the budget? 5. Why the building is necessary for the operations of the agency / department. 5. For each building owned or leased by the department: <ol style="list-style-type: none"> 1. What is the current occupancy rate for the building? 2. If the rate is less than 100%, detail what the remaining being used for. 	
80	Senate	Ludwig	Government advertising/ marketing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much has been spent by the department / agency on marketing? <ol style="list-style-type: none"> 1. List the total cost 2. List each item of expenditure and cost 3. List the approving officer for each item. 4. Detail the ministerial or ministerial staff involvement in the commissioning process. 5. Which firm provided the marketing? 2. How much has been spent by the department / agency on government advertising (including job ads)? <ol style="list-style-type: none"> 1. List the total cost 2. List each item of expenditure and cost 3. Where the advertising appeared 4. List the approving officer for each item. 5. Detail the ministerial or ministerial staff involvement in the commissioning process. 	Written

				<ol style="list-style-type: none"> 6. Detail the outlets that were paid for the advertising. <ol style="list-style-type: none"> 3. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> 1. List the total expected cost. 2. List each item of expenditure and cost. 3. Where the advertising will appear 4. List the approving officer for each item. 5. Detail the ministerial or ministerial staff involvement in the commissioning process. 6. Detail the outlets that have been or will be paid for the advertising. 4. Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate. 	
81	Senate	Wong	Allocation of Car Parks	<ol style="list-style-type: none"> 1. How many staff of the Department of the Senate are allocated a car park at Parliament House? 2. Please detail each position entitled to a car park and the location of this car park. 3. Who makes the decision about who is entitled to an allocated car park? 4. Who makes the decision on the location of these parks? 	Written
82	Senate	Wong	Allocation of Government Car Park Passes	<ol style="list-style-type: none"> 1. How many staff of the Department of the Senate are allocated a government car parking pass? 2. Please detail each position entitled to a car parking pass and the category of this pass. 	Written
83	Senate	Wong	Assistant Secretary, Security Branch, Department of Parliamentary Service	<p>The Secretary of the Department of Parliamentary Services, Mr Rob Stefanic, advised the Committee on 18 February 2016 that Ms Erin Noordeloos, Assistant Secretary, Security Branch in the Department of Parliamentary Services had tendered her resignation and that it had been accepted.</p> <ol style="list-style-type: none"> 1. When was the Usher of the Black Rod first informed of the resignation? 2. When was the President of the Senate first informed of the resignation? 3. What involvement will the Usher of the Black Rod have in the selection process for a replacement? 4. What involvement will the President of the Senate have in the selection process for a replacement? 5. Has any consideration been given to a review of security governance arrangements in light of this resignation? 	Written
84	Senate	Wong	President of the Senate – Refund of Official Travel Not Taken	<p>With reference to the President of the Senate’s record of expenditure under parliamentary entitlements published by the Department of Finance for the period 1 January to 30 June 2015:</p> <ol style="list-style-type: none"> 1. Can the President confirm he did not undertake official travel to the United States and Canada from 30 May to 6 June 2015 as indicated in the document? 2. Noting allowances were paid totalling \$1,743.54 with respect to this trip, including equipment allowance of \$430.00, minor official expense advance of \$756.00, related travel expenses of \$16.66 and travel advance of \$540.88, were these allowances repaid to the Department of Finance? 3. If so, on what date/s? 	Written

Q No.	Agency	Senator	Broad Topic	Question	Proof Hansard 8 February 2016 /Written
85	PBO	Ludwig	SES car parking	<p>Mr Bowen: If I could just try to be helpful, the employment contracts for the senior executive, and I think for myself, are silent on that matter of car parks. When I was initially appointed and was charged with setting up the PBO, I did have discussions with the relevant department – I think it would have been the Senate at that time – about obtaining car parks, one for me and one for each of the SES in the PBO. That happened back in 2012. I seem to recall that the parking policy that the presiding officers signed off on last year endorsed that position, but for details I would have to check.</p> <p>Senator LUDWIG: I am happy for you to take it on notice, because car parks do have a value attached. I am surprised that it is not in the employment contract that there are no separate arrangements in writing. I presume it is not in writing and it is just an agreement to provide the car parks.</p> <p>Mr Bowen: As far as I recall, yes, that is right.</p> <p>Senator LUDWIG: Perhaps we could examine that and check to see whether those arrangements have now been formalised in any way by writing to establish that the seven SES have car parks available to them.</p> <p>Mr Bowen: We will be happy to give you the background to it and the current position.</p>	Hansard Page 34 8 February 2016
86	PBO	Ludwig	Salary sacrificing	<p>Senator LUDWIG: Is the policy you speak of a formal policy that deals with child care, vehicles and any other matters? Is that available to the Senate?</p> <p>Mr Bowen: We are happy to make it available. I cannot recall exactly what else is in that policy, but certainly we could make that available for you.</p> <p>.....</p> <p>Senator LUDWIG: So your formal policy is not constrained to what exists for ministers—a list of vehicles, a preference for Australian made vehicles or anything like that? Does your policy include a way that is at least comparable to what SES would have?</p> <p>Ms Williams: I would have to check the details of the policy but I do not believe there are any</p>	Hansard Page 34 8 February 2016

				<p>restrictions or requirements like that.</p> <p>Senator LUDWIG: So people could choose whatever car they wanted and then—</p> <p>Ms Williams: I believe so.</p> <p>.....</p> <p>Senator WONG: Does that go to tender or is that just—</p> <p>Ms Williams: I would have to check, but, from memory, it is a panel arrangement—</p> <p>Senator WONG: So direct tender?</p> <p>Mr Brown: Yes. You make contact with the leasing company.</p> <p>Senator LUDWIG: Just a last follow-up on the novated leases. Can you provide a list of the number of novated leases that you have with your staff – I do not want to know their names – and what information you keep in relation to the novated leases? Do you keep the type of the vehicle, the cost of the vehicle and other the details – what package they have chosen, whether it is a three-year term, a full fleet service with fuel or part thereof; the type of information you would then maintain as part of that novated lease? I am happy for you to take that on notice. Separately, can you advise whether in your policy there is an upper limit to the cost or whether there are any limits around the vehicle themselves that people may choose.</p> <p>Ms Williams: I am quite confident that there are no limits in terms of policy, but I will check, and I will provide you with the other information on notice.</p>	<p>Page 35</p> <p>8 February 2016</p> <p>Page 36</p> <p>8 February 2016</p> <p>Page 40</p> <p>8 February 2016</p>
87	PBO	Wong	PBO response times for completed requests	<p>Senator WONG: I am just trying to get a sense, because not all the information is in the graph, of how many are in the 36-plus category compared to previously. Do you have a tail that is blowing out? Do you know what I am saying – the complicated ones that go beyond 36 business days, to 36-plus, which is your lengthiest category?</p> <p>Mr Bowen: There would be some beyond that. I do not have that particular figure with me, but some of them do take more time than others, of course, because of the complexity and the need to build models at times to work on them. The other factor is that we are continuously in dialogue with our clients about their priorities, and quite often newer requests have higher priority than older ones – not always but quite often. So some costings do, for that reason, get pushed back in the queue. But we can give you</p>	<p>Hansard</p> <p>Page 38</p> <p>8 February 2016</p>

				<p>the figure.</p> <p>Senator WONG: Yes. What I am trying to get a sense of – you understand – is the extent to which the tail – shall we call it that? – remains static or whether it is increasing. That would be useful.</p> <p>Mr Bowen: Yes. I might say that we are very mindful of that tail. We are not just looking at averages and medians.</p> <p>Senator WONG: Sure – if you could, on notice, perhaps get a bit more information on that.</p>	
88	PBO	Ludwig	Taxi costs	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency. 2 What are the reasons for taxi costs? 3 How much did the department spend on taxis during the specified period for their minister, or minister’s office? 	Written
89	PBO	Ludwig	Hospitality and entertainment	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 What has been the Department/Agency's hospitality spend including any catering and drinks costs. 2 For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs. 3 What has been the Department/Agency's entertainment spend? 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. 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. 8 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 	Written

				drinks costs. 9 Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?	
90	PBO	Ludwig	Executive coaching and leadership training	<p>Since the change of Prime Minister on 14 September 2015: Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</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 for each service purchased from a provider listed under (4), 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) 5 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 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? 7 For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title. 	Written
91	PBO	Ludwig	Staffing profile	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 Has there been any change to the staffing profile of the department/agency? 	Written

				2 Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)	
92	PBO	Ludwig	Staffing reductions	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 How many staff reductions/voluntary redundancies have occurred? <ol style="list-style-type: none"> a 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. 6 How many ongoing staff left the department/agency? What classification were these staff? 7 How many non-ongoing staff left department/agency from? What classification were these staff? 8 What are the voluntary redundancy packages offered? Please detail for each staff level and position. 9 How do the packages differ from the default public service package? 10 How is the department/agency funding the packages? 	Written
93	PBO	Ludwig	Staffing recruitment	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 How many ongoing staff have been recruited? What classification are these staff? 2 How many non-ongoing positions exist or have been created? What classification are these staff? 3 How many staff have been employed on contract and what is the average length of their employment period? 	Written
94	PBO	Ludwig	Kitchen appliances	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000? <ol style="list-style-type: none"> a If yes, provide a list that includes the type of appliance, the cost, the amount, and any ongoing costs such as purchase of consumables and when the appliance was purchased? b Why were the appliances purchased? c Has there been a noticeable difference in staff productivity since the appliances were purchased? Are staff leaving the office premises less during business hours as a result? d Where did the funding for the appliances come from? e Who has access? f Who is responsible for the maintenance of the appliances? How much was spent on 	Written

				<p>maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g What are the other ongoing costs of the appliances?</p>	
95	PBO	Ludwig	Boards (for Departments or agencies with boards)	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 how often has each board met, break down by board name; 2 what travel expenses have been incurred 3 what has been the average attendance at board meetings 4 List each member's attendance at meetings 5 how does the board deal with conflict of interest 6 what conflicts of interest have been registered 7 what remuneration has been provided to board members 8 how does the board dismiss board members who do not meet attendance standards? 9 Have any requests been made to ministers to dismiss board members? 10 Please list board members who have attended less than 51% of meetings 11 what have been the catering costs for the board meetings held during this period? Please break down the cost list. 	Written
96	PBO	Ludwig	Corporate cars	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 How many cars are owned by each department/agency? <ol style="list-style-type: none"> a Where are the cars located? b What are the cars used for? c What is the cost of each car during the specified period? d How far did each car travel during the specified period? 2 How many cars are leased by each department/agency? <ol style="list-style-type: none"> a Where are the cars located? b What are the cars used for? c What is the cost of each car during the specified period? d How far did each car travel during the specified period? 	Written
97	PBO	Ludwig	Government payments of accounts	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 What has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2 How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3 How many payments owed (as a number and as a percentage of the total) have been paid in 	Written

				<p>between 30 and 60 days?</p> <p>4 How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>5 How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?</p> <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 Estimates, 2014?</p> <p>8 Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	
98	PBO	Ludwig	Hire cars	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency.</p> <p>2 What are the reasons for hire car costs?</p> <p>3 How much did the department spend on hire cars during the specified period for their minister or minister's office?</p>	Written
99	PBO	Ludwig	Credit cards	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.</p> <p>2 Have there been any changes to action taken in the event that the corporate credit card is misused?</p> <p>3 Have there been any changes to how corporate credit card use is monitored?</p> <p>4 Have any instances of corporate credit card misuse have been discovered during the specified period? If so please list staff classification and what the misuse was, and the action taken</p> <p>5 Please list staff classification and what the misuse was, and the action taken.</p> <p>6 Have there been any changes to what action is taken to prevent corporate credit card misuse?</p> <p>7 How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.</p>	Written
100	PBO	Ludwig	Functions	<p>Since the change of Prime Minister on 14 September 2015:</p> <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>	Written

				<ul style="list-style-type: none"> 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 <p>2 Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.</p>	
101	PBO	Ludwig	Red tape reduction	<p>Since the change of Prime Minister on 14 September 2015:</p> <ul style="list-style-type: none"> 1 Please detail changes to structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ul style="list-style-type: none"> 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 What is the estimated total salary cost of the officers assigned to the unit? 7 Do members of the unit have access to cabinet documents? 8 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 9 What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written
102	PBO	Ludwig	Land costs	<ul 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? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included) 3 List the current assets, items or purse (buildings, facilities or other) on the land identified above <ul 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 	Written

				<p>owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included)</p> <p>6 In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?</p>	
103	PBO	Ludwig	Contracts for temporary staff	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 How much did the department/agency spend on temporary or contract staff? 2 How many temporary or contract staff have been employed? 3 What is the total number of temporary or contract staff currently employed? 4 How much was paid for agencies/companies to find temporary/contract staff? 5 Have there been any changes to the policies/criteria that govern the appointment of contract staff? 	Written
104	PBO	Ludwig	Printing	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 Please list all documents that have been printed at the expense of the department/agency where 500 or more copies have been produced? Please include the total number produced as well. <ol style="list-style-type: none"> a How many of these printed documents were also published online? 2 Has the Department/Agency used external printing services for any print jobs? <ol style="list-style-type: none"> a If so, what companies were used? b How were they selected? c What was the total cost of this printing by item? 	Written
105	PBO	Ludwig	Communications staff	<ol 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: 2 How many ongoing staff, the classification, the type of work they undertake and their location. 3 How many non-ongoing staff, their classification, type of work they undertake and their location 4 How many contractors, their classification, type of work they undertake and their location 5 How many are graphic designers? 6 How many are media managers? 7 How many organise events? 8 Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail. 	Written

106	PBO	Ludwig	Reviews	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 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"> a the date they were ordered b the date they commenced c the minister responsible d the department responsible e the nature of the review f their terms of reference g the scope of the review h Who is conducting the review i the number of officers, and their classification level, involved in conducting the review j the expected report date k the budgeted, projected or expected costs l If the report will be tabled in parliament or made public 2 For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review? <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 Which review are ongoing? <ol style="list-style-type: none"> a Please list them b What is the current cost to date expended on the reviews? 4 Have any reviews been stopped, paused or ceased? Please list them 5 Which reviews have concluded? Please list them 6 How many reviews have been provided to Government? Please list them and the date they were 	Written
-----	-----	--------	---------	--	---------

				<p>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? If not, why not?</p>	
107	PBO	Ludwig	Commissioned reports	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How many reports (including paid external advice) have been commissioned by the Minister, department or agency?</p> <p>a Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>2 How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?</p> <p>3 What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written
108	PBO	Ludwig	Appointments	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Please detail any board appointments made to date</p> <p>2 What is the gender ratio on each board and across the portfolio?</p> <p>3 Has the department instigated of changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board</p> <p>4 Please specify when these gender ratio or participation policies were changed.</p>	Written
109	PBO	Ludwig	Stationery requirements	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?</p> <p>a Detail the items provided to the minister's office</p> <p>b Please specify how many reams of paper have been supplied to the Minister's office</p> <p>2 How much has been spent on departmental stationery requirements to date.</p> <p>3 Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.</p>	Written

110	PBO	Ludwig	Electronic equipment	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office. <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
111	PBO	Ludwig	Media subscriptions	<p>Since the change of Prime Minister on 14 September 2015:</p> <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 channels and the reason for each channel b What has been the cost of this package/s during the specified period? c What is provided to the Minister or their office? d What has been the cost of this package/s during the specified period? 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 has been the cost of this package/s during the specified period? c What is provided to the Minister or their office? d What has been the cost of this package/s during the specified period? 3 What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a Please provide a list of magazine subscriptions and the reason for each b What has been the cost of this package/s during the specified period? c What is provided to the Minister or their office? d What has been the cost of this package/s during the specified period? 4 What publications does your department/agency purchase? <ol style="list-style-type: none"> a Please provide a list of publications purchased by the department and the reason for each b What has been the cost of this package/s during the specified period? c What is provided to the Minister or their office? d What has been the cost of this package/s during the specified period? 	Written
112	PBO	Ludwig	Meeting costs	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs 2 For each Minister and Parliamentary Secretary office, please detail total meeting spend from to 	Written

				<p>date. Detail date, location, purpose and cost of each event including any catering and drinks costs</p> <p>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</p> <p>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</p>	
113	PBO	Ludwig	Media training	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 In relation to media training services purchased by each department/agency, please provide the following information:</p> <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 classification e The names of all service providers engaged f The location that this training was provided <p>2 For each service purchased from a provider listed under (1), please provide:</p> <ul 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) <p>3 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 c The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d Any costs the department or agency's incurred to use the location 	Written
114	PBO	Ludwig	Consultancies	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p>	Written

				<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 List each, including name, cost and purpose b If so, why?</p>	
115	PBO	Ludwig	Provision of equipment – ministerial	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs? a Itemise equipment and cost broken down by staff or minister classification</p> <p>2 Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of: a What is provided? b The purchase cost c The ongoing cost d A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc) e A breakdown of what staff and staff classification receives each item</p>	
116	PBO	Ludwig	Provision of equipment – departmental	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of: a What has been provided? b The purchase cost c The ongoing cost d A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc) e A breakdown of what staff and staff classification receives each item.</p>	Written
117	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</p>	Written

				<p>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>	
118	PBO	Ludwig	Travel costs – department	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Is the Minister or their office or their delegate required to approve all departmental and agency international travel?</p> <p>2 If so, under what policy?</p> <p>3 Provide a copy of that policy</p> <p>4 When was this policy implemented?</p> <p>5 When is the minister notified, when is approved provided?</p> <p>6 Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals)</p> <p>7 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>8 What date was the Minister or their office notified of the travel?</p> <p>9 What date did the Minister or their office approve the travel?</p> <p>10 What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written
119	PBO	Ludwig	Travel costs – ministerial	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Please detail all travel conducted by the Minister/parliamentary secretary</p> <p>2 List each location, method of travel, itinerary and purpose of trip</p> <p>3 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>4 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>5 What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written
120	PBO	Ludwig	Grants	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 What guidelines are in place to administer grants?</p>	Written

				<p>2 How are grants applied for?</p> <p>3 Are there any restrictions on who can apply for a grant? If yes, please detail:</p> <p>a Can these restrictions be waived? If yes, please detail the process for waving them and list any grants where the restrictions were waived.</p> <p>4 What is the procedure for selecting who will be awarded a grant?</p> <p>5 Who is involved in this selection process?</p> <p>6 Does the Minister or the Minister's office play any role in awarding grants? If yes, please detail:</p> <p>a Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.</p> <p>7 Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.</p> <p>8 Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.</p>	
121	PBO	Ludwig	Departmental rebranding	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Has the department/Agency undergone a name change or any other form of rebranding? 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

122	PBO	Ludwig	Media monitoring	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period? <ol style="list-style-type: none"> a Which agency or agencies provided these services? b What has been spent providing these services during the specified period? 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 during the specified period? <ol style="list-style-type: none"> a Which agency or agencies provided these services? b What has been spent providing these services during the specified period? c Itemise these expenses 	Written
123	PBO	Ludwig	Procedure Manuals – ministerial	<ol style="list-style-type: none"> 1 Does the Minister's office have a procedure manual for communication between the Minister's office and the department? If yes, please provide a copy and: <ol style="list-style-type: none"> a When was the manual last updated? b Who is responsible for updating the manual? c Who is the manual distributed to? d Is anyone responsible for clearing communications before they are sent to the department? 	Written
124	PBO	Ludwig	Ministerial staff code	<p>Since the change of Prime Minister on 14 September 2015:</p> <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 	Written

				<p>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>	
125	PBO	Ludwig	Enterprise Bargaining Agreements (EBAs)	<p>1 Please list all related EBAs with coverage of the department.</p> <p>2 Please list their starting and expiration dates.</p> <p>3 What is the current status of negotiations for the next agreement/s? Please detail.</p>	Written
126	PBO	Ludwig	Existing Resources Program	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?</p> <p>2 List each</p> <p>3 List the staffing assigned to each task</p> <p>4 What is the nominal total salary cost of the officers assigned to the project?</p> <p>5 What resources or equipment has been assigned to the project?</p>	Written
127	PBO	Ludwig	Conditions of Government Contracts and Agreements	<p>1 Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?</p> <p>2 What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>3 Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?</p> <p>4 What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>5 For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?</p> <p>6 Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?</p> <p>7 Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?</p>	

				<p>8 If no consultation has occurred, why not?</p> <p>9 Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?</p>	
128	PBO	Ludwig	Statutory Review Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <p>1 What work has been done towards preparing for the review? If none, why not?</p> <p>2 Please provide a schedule or a workplan for the review</p> <p>3 When did/will this work begin?</p> <p>4 When is/was the review due to commence</p> <p>5 What is the expected report date</p> <p>6 Who is the minister responsible for the review</p> <p>7 What department is responsible for the review</p> <p>8 List the specific clauses or legislation under review caused by the statutory provision</p> <p>9 List the terms of reference</p> <p>10 What is the scope of the review</p> <p>11 Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?</p> <p>12 What is the budgeted, projected or expected costs of the review?</p> <p>13 When was the Minister briefed on this matter?</p> <p>14 What decision points are upcoming for the minister on this matter?</p> <p>15 List the number of officers, and their classification level, involved in conducting the review</p> <p>16 Will the report will be tabled in parliament or made public. If so, when?</p>	Written
129	PBO	Ludwig	Sunset provisions	<p>1 Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:</p> <p>a What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?</p> <p>b Has any consideration been given to delaying or alerting the sunset provisions?</p> <p>c Please provide a schedule or a workplan for the sunset provisions becoming active</p> <p>d When did/will this work begin?</p> <p>2 Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes:</p> <p>a When is/was the review due to commence</p> <p>b What is the expected report date</p> <p>c Who is the Minister responsible for the review</p>	Written

				<ul style="list-style-type: none"> d What department is responsible for the review e List the specific clauses or legislation under review caused by the statutory provision f List the terms of reference g What is the scope of the review h Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review? i What is the budgeted, projected or expected costs of the review? j When was the Minister briefed on this matter? k What decision points are upcoming for the minister on this matter? l List the number of officers, and their classification level, involved in conducting the review m Will the the report will be tabled in parliament or made public. If so, when? 	
130	PBO	Ludwig	Legal costs	<p>Since the change of Prime Minister on 14 September 2015:</p> <ul style="list-style-type: none"> 1 List all legal costs incurred by the department or agency 2 List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 3 List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 4 How was each piece of advice procured? Detail the method of identifying legal advice 	Written
131	PBO	Ludwig	Procedure Manuals (Departmental)	<ul style="list-style-type: none"> 1 Does the department have a procedure manual for communication between the department and the Minister? If yes, please provide a copy and: <ul style="list-style-type: none"> a When was the manual last updated? b Who is responsible for updating the manual? c Has the Minister's office had any input into the content of the manual? If so, please detail d Who is the manual distributed to? e Is anyone responsible for clearing communications before they are sent to the Minister or the Minister's office? 	Written
132	PBO	Ludwig	Vending machines	<p>Since the change of Prime Minister on 14 September 2015:</p> <ul style="list-style-type: none"> 1 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 	

				<p>e If so, list the process for identifying how they would be purchased</p> <p>f If so, what is the current location for these items?</p> <p>g If so, what is the current usage for each of these items?</p>	
133	PBO	Ludwig	Self-initiated work	<p>1 Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?</p> <p>2 Please list all ongoing projects. For each, please detail:</p> <p>a When did the project commence?</p> <p>b When is it expected to conclude?</p> <p>c What will the total cost of the project be?</p> <p>d Where did the money for the project come from?</p> <p>e Where is the project based?</p>	Written
134	PBO	Ludwig	Staff Awards	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Has the Department / Agency given out awards to staff for any reason? If yes:</p> <p>a What was the reason for the awards?</p> <p>b What was the criteria for the awards?</p> <p>c What form did the award take? (e.g. Certificate, gift vouchers etc)</p> <p>d How much was spent on the award?</p> <p>2 How were the awards presented?</p> <p>3 Who presented the awards?</p> <p>4 Was there a ceremony or party for the awards? If yes:</p> <p>a Where was it held?</p> <p>b Was there a fee for the venue? If yes, how much?</p> <p>c How much was spent on catering?</p> <p>d How many people attended?</p> <p>e Did the Minister attend?</p> <p>f Did the Minister's staff attend? If yes, how many?</p>	Written

135	PBO	Ludwig	Change Management	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Has the Department/Agency engaged in a policy of Change Management? If yes:</p> <p>a Please detail the policy</p> <p>b When was the policy introduced?</p> <p>c What are the goals of the policy?</p> <p>d How much was spent on consulting for the policy and who was contracted for this consultation?</p> <p>e How much was spent implementing this policy?</p>	Written
136	PBO	Ludwig	Departmental Staff Misconduct	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Please provide a copy of the departmental staff code of conduct</p> <p>2 Have there been any identified breaches of this code of conduct by departmental staff?</p> <p>a If yes, list the breaches identified, broken by staffing classification level</p> <p>b If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</p> <p>c If yes, when was the breach identified? By whom? When was the Minister made aware?</p> <p>If yes, were there any legal ramifications for the department or staff member? Please detail.</p>	Written
137	PBO	Ludwig	Fee for services	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:</p> <p>a Name of the fee and a short description of what it covers</p> <p>b How much is the fee (and is it a flat fee or a percentage of the service)</p> <p>c The date the fee came into place.</p> <p>d Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review</p> <p>e What consultation was carried out before the fee was put into place?</p> <p>f How was the fee put into place (e.g. through legislation, regulation changes etc)?</p> <p>g What justification is there for the fee?</p>	
138	PBO	Ludwig	Documents provided to	<p>1 Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister</p>	Written

			Minister	<p>and do not require ministerial signature</p> <p>2 List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)</p> <p>3 How are they transmitted to the office?</p> <p>4 What mode of delivery is used (hardcopy, email) for those documents?</p> <p>5 What level officer are they provided to in the Minister's office?</p>	
139	PBO	Ludwig	Merchandise or promotional material	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Has the department purchased any merchandise or promotional material?</p> <p>2 List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)</p> <p>3 List the cost for each item</p> <p>4 List the quantity of each item</p> <p>5 Who suggested these material be created?</p> <p>6 Who approved its creation?</p> <p>7 Provide copies of authorisation</p> <p>8 When was the Minister informed of the material being created?</p> <p>9 Who created the material?</p> <p>10 How was that person selected?</p> <p>11 How many individuals or groups were considered in selecting who to create the material?</p>	Written
140	PBO	Ludwig	Domain Usage	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:</p> <p>a Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system)</p> <p>b Amount of data downloaded and uploaded to the site</p> <p>c Number of times the site was accessed</p>	Written
141	PBO	Ludwig	Ministerial Website	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How much has been spent on the Minister's website?</p> <p>a List each item of expenditure and cost</p> <p>2 Who is responsible for uploading information to the Minister's website?</p> <p>3 Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.</p>	Written

142	PBO	Ludwig	Report Printing	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of? 2 If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal. 	
143	PBO	Ludwig	FoI Requests	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 How many requests for documents under the FOI Act have been received? 2 Of these, how many documents have been determined to be deliberative documents? 3 Of those assessed as deliberative documents: <ol style="list-style-type: none"> a For how many has access to the document been refused on the basis that it would be contrary to the public interest? b For how many has a redacted document been provided? 	Written
144	PBO	Ludwig	Ministerial Motor Vehicle	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 Has the minister been provided with or had access to a motor vehicle? 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 if a minister is entitled to a motor vehicle h Have these guidelines changed during the specified period of time? 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 during the specified period of time? If so, please detail. 	Written
145	PBO	Ludwig	Ministerial Staff vehicles (non MoPS)	<ol 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: <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 	Written

				<p>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 during the specified period? 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 during the specified period? If so, please detail.</p>	
146	PBO	Ludwig	Ministerial Staff Vehicles	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>a What is the make and model?</p> <p>b How much did it cost?</p> <p>c When was it provided?</p> <p>d Was the entire cost met by the department? If not, how was the cost met?</p> <p>e What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel</p> <p>f Are these costs met by the department? If not, how are these costs met?</p> <p>g Please provide a copy of the guidelines that determine this entitlement to a motor vehicle</p> <p>h Have these guidelines changed during the specified period? 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 during the specified period? If so, please detail.</p>	Written
147	PBO	Ludwig	Lobbyist Register Meetings	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 List all interactions between the department/agency with any representative listed on the lobbyist register.</p> <p>2 List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.</p> <p>3 List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.</p>	Written
148	PBO	Ludwig	Workplace	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How much has been spent on workplace ergonomic assessments?</p>	Written

			assessments	<p>a List each item of expenditure and cost</p> <p>2 Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?</p> <p>3 If so, list each item of expenditure and cost related to those changes.</p>	
149	PBO	Ludwig	Freedom of Information – Stats	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 How many FOI requests were received to date</p> <p>2 How many of those requests were finalised within the regular timeframes provided under the FOI Act?</p> <p>3 How many of those requests were granted an extension of time under s 15AA of the FOI Act?</p> <p>4 How many of those requests were granted an extension of time under s 15AB of the FOI Act?</p> <p>5 How many of those requests were finalised out of time?</p>	Written
150	PBO	Ludwig	Ministerial staff turnover	<p>1 List the current staffing allocation for each Minister and Parliamentary Secretary.</p> <p>2 For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification.</p> <p>3 For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification.</p> <p>4 For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification.</p> <p>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.</p>	Written
151	PBO	Ludwig	Multiple tenders	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 List any tenders that were re-issued or issued multiple times:</p> <p>a Why were they re-issued or issued multiple times?</p> <p>b Were any applicants received for the tenders before they were re-issued or repeatedly issued?</p> <p>c Were those applicants asked to resubmit their tender proposal?</p>	Written
152	PBO	Ludwig	Market research	<p>Since the change of Prime Minister on 14 September 2015:</p> <p>1 List any market research conducted by the department/agency:</p> <p>a List the total cost of this research</p> <p>b List each item of expenditure and cost, broken down by division and program</p> <p>c Who conducted the research?</p> <p>d How were they identified?</p>	Written

				<ul style="list-style-type: none"> e Where was the research conducted? f In what way was the research conducted? g Were focus groups, round tables or other forms of research tools used? h How were participants for these focus groups et al selected? i How was the firm or individual that conducted the review selected? j What input did the Minister have? k How was it approved? l Were other firms or individuals considered? If yes, please detail. 	
153	PBO	Ludwig	Departmental upgrades	<p>Since the change of Prime Minister on 14 September 2015:</p> <ul style="list-style-type: none"> 1 Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ul style="list-style-type: none"> 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
154	PBO	Ludwig	Wine Coolers/Fridges	<p>Since the change of Prime Minister on 14 September 2015:</p> <ul style="list-style-type: none"> 1 Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? <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 stocking level for each of these items? 	Written
155	PBO	Ludwig	Office Plants	<p>Since the change of Prime Minister on 14 September 2015:</p> <ul style="list-style-type: none"> 1 Has the department/agency purchased or leased any office plants? <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? 	Written

156	PBO	Ludwig	Office recreation facilities	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? <ol 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
157	PBO	Ludwig	Building Lease Costs	<p>Since the change of Prime Minister on 14 September 2015:</p> <ol style="list-style-type: none"> 1 What has been the total cost of building leases for the agency / department? 2 Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> a Date the lease agreement is active from b Date the lease agreement ends c Is the lease expected to be renewed? If not, why not? d Location of the building (City and state) e Cost of the lease f Why the building is necessary for the operations of the agency / department. 3 Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by: <ol style="list-style-type: none"> a Date from which the lease agreement was active b Date the lease agreement ended c Why was the lease not renewed? d Location of the building (City and state) e Cost of the lease. f Why the building was necessary for the operations of the agency / department 4 Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ol style="list-style-type: none"> a Date the lease agreement is expected to become active. b Date the lease agreement is expected to end c Expected location of the building (City and state) d Expected cost of the lease <ol style="list-style-type: none"> i. Has this cost been allocated into the budget? e Why the building is necessary for the operations of the agency / department 5 For each building owned or leased by the department: <ol style="list-style-type: none"> a What is the current occupancy rate for the building? 	Written

				b If the rate is less than 100%, detail what the remaining being used for.	
158	PBO	Ludwig	Government advertising/marketing	<p>1 How much has been spent by the department / agency on marketing?</p> <p>a List the total cost</p> <p>b List each item of expenditure and cost</p> <p>c List the approving officer for each item</p> <p>d Detail the ministerial or ministerial staff involvement in the commissioning process</p> <p>e Which firm provided the marketing?</p> <p>2 How much has been spent by the department / agency on government advertising (including job ads)?</p> <p>a List the total cost</p> <p>b List each item of expenditure and cost</p> <p>c Where the advertising appeared</p> <p>d List the approving officer for each item</p> <p>e Detail the ministerial or ministerial staff involvement in the commissioning process</p> <p>f Detail the outlets that were paid for the advertising</p> <p>3 What government advertising is planned for the rest of the financial year?</p> <p>a List the total expected cost</p> <p>b List each item of expenditure and cost</p> <p>c Where the advertising will appear</p> <p>d List the approving officer for each item</p> <p>e Detail the ministerial or ministerial staff involvement in the commissioning process</p> <p>f Detail the outlets that have been or will be paid for the advertising</p> <p>4 Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate.</p>	Written
159	PBO	Wong	Allocation of car parks	<p>1 How many staff of the Parliamentary Budget Office are allocated a car park at Parliament House?</p> <p>2 Please detail each position entitled to a car park and the location of this car park.</p> <p>3 Who makes the decision about who is entitled to an allocated car park?</p> <p>4 Who makes the decision on the location of these parks?</p>	Written
160	PBO	Wong	Allocation of Government Car Park Passes	<p>1 How many staff of the Parliamentary Budget Office are allocated a government car parking pass?</p> <p>2 Please detail each position entitled to a car parking pass and the category of this pass.</p>	Written

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard 8 February 2016 Page <i>or</i> Written
161	DPS	Bernardi	Security clearance – Mr Georgiou	<p>CHAIR: One of the answers to questions on notice was that Mr Georgiou already possessed an active and current security clearance. I would ask you to take on notice: who issued that security clearance and when was it issued.</p> <p>Ms Croke: We can do that.</p>	p 51
162	DPS	Bernardi	New gradings for security officers	<p>CHAIR: Whilst we are on security, there was an issue about coming up with new gradings, I think, for security officers—is that correct—about taking them from level 2 to level 3 and things of that nature? That was scheduled to be done in January—is that right?</p> <p>Mr Barnes: There is a proposal and it is active at the present time to introduce a new grade or extend the grade of PSL3 security officers, and that was advertised back in November. It has yet to be finalised through the selection process.</p> <p>CHAIR: That was expected though to be presented to staff, I think, in January of this year—is that correct; or January of last year, wasn't it or this year, I beg your pardon?</p> <p>Mr Barnes: I am not sure where you are going, Chair. I understand that this proposal was in development for some considerable period of time. It went through a consultation process with staff.</p> <p>CHAIR: I understand that but I also understand the expectation was that it was going to be sent to staff for their views on 15 January of this year.</p> <p>Mr Barnes: I am sorry, Chair, I would have to follow that up; I cannot answer that question.</p>	p 51
163	DPS	Wong	Security upgrade expenditure	<p>Senator WONG: Can I ask you to have a look at question on notice 51—do you have that?</p> <p>Mr Yanitsas: I do.</p> <p>...</p> <p>Mr Yanitsas: As at 31 December, approximately \$4.9 million has been spent, with \$13 million capex committed.</p> <p>Senator WONG: That does not make sense, because your answer as at December 2015 was that \$7.6 million had been spent. Are these not cumulative figures? You cannot go backwards.</p> <p>Mr Yanitsas: I did not give that evidence.</p> <p>Senator WONG: No, but your department did and it is in writing, so can someone explain to me why it is different?</p>	p 53-54

				<p>Mr Yanitsas: I would say there is a mixture of capex and opex in there.</p> <p>Senator WONG: Let's come back to this, then. Can you go away and work it out. I want capex and opex. I want to be able to compare apples with apples, because the answer you just gave me suggests that you had spent less in December then you had spent in October, which is—</p> <p>Mr Yanitsas: I can do that.</p> <p>Senator WONG: Thank you. Can we come back to this with a clear understanding. I would like cumulative figures. I do not mind if you want to break it down into component parts, but I do want to get an understanding of what the apples-and-apples comparison would be.</p> <p>Mr Yanitsas: Certainly. I can give you now, as at 31 December, the spend in capex and opex, but I would have to go back and reconcile the evidence that was given.</p> <p>Senator WONG: Okay. Why don't you do that. Thank you.</p> <p>...</p> <p>Senator WONG: So this number here, the \$14.4 million—</p> <p>Mr Yanitsas: Again, that would be a mixture, I would imagine, of capex and opex. But I can go back and get a reconciliation for you, as at 30 October, if that is the correct—</p> <p>Senator WONG: Can you also give me an indication of what you are including in capex and opex?</p> <p>...</p> <p>Mr Yanitsas: Capex at the moment is purely my trade costs, so construction costs. My opex are my consultant costs.</p> <p>Senator WONG: And departmental staff associated with managing the project et cetera—is that separately costed at all?</p> <p>Mr Yanitsas: They are costed from the project.</p> <p>Senator WONG: Under opex, I assume?</p> <p>Mr Yanitsas: Administered opex.</p> <p>Senator WONG: Are you able to provide a table which sets out the different categories of expenditure associated with the projects?</p> <p>Mr Yanitsas: Certainly.</p>	
164	DPS	Wong	Ministerial lunchroom works	<p>Senator WONG: Let us start from the beginning. You did not put this out to tender?</p> <p>Mr Yanitsas: No, Senator. The works were included in the appointment of the construction services manager.</p>	p 55

				<p>Senator WONG: Okay. Were they added to the tender for the security works?</p> <p>Mr Yanitsas: They were within—</p> <p>Senator WONG: Were they added? So did you have an initial project?</p> <p>Mr Yanitsas: I would have to take that on notice.</p>	
165	DPS	Wong	Security upgrade – gatehouse	<p>Senator WONG: Certainly around Parliament House, you can see a fair bit happening. There are some concrete bunker-like structures in front of the ministerial entrance. What are they meant to be? Are they meant to be gatehouses?</p> <p>Mr Yanitsas: Gatehouses.</p> <p>Senator WONG: How many gatehouses are there going to be?</p> <p>Mr Yanitsas: There are two.</p> <p>Senator WONG: The note I have here is that in this committee's inquiry into the security works, the discussion of the gatehouse was in the singular—one, the proposed 'gatehouse'. When did it go from one to two?</p> <p>Mr Yanitsas: Which submission are you referring to, sorry?</p> <p>Senator WONG: I have got notes here extracted from briefing notes to this committee's inquiry into Parliament House security works—May 2015. Let us work it around the other way. Was there originally going to be one, and now there are two gatehouses?</p> <p>Mr Yanitsas: There was originally a structure proposed that was a single roof structure, that we now have a structure with two ends to it, if you like, to operate gates on the east and the west. Now we have two structures without a single roof.</p> <p>Senator WONG: That is fine, I am just asking when that decision was made because the committee was told something different?</p> <p>Mr Yanitsas: It would have been in the design stage, so it is when—I would have to take that on notice and come back to you.</p> <p>...</p> <p>Senator WONG: Can I just go back to the gatehouse structure. I know you have taken on notice the time frame, but can you tell me what else has changed in this design stage? You were going to take on notice—let us be clear—that there was a change to the gatehouse structure; is that correct?</p> <p>Mr Yanitsas: There was a change to the roofing.</p> <p>Senator WONG: I would like to know who approved the changes? Are you able to tell me that?</p> <p>Mr Yanitsas: Certainly.</p> <p>Senator WONG: Are you not able to tell me that?</p> <p>Mr Yanitsas: The final designs are signed-off by the Presiding Officers for all of the security works</p>	p 57, 58

				<p>in the precinct.</p> <p>Senator WONG: And you will give me some dates around that then?</p> <p>Mr Yanitsas: Certainly.</p>	
166	DPS	Wong	Oven installation costs – Prime Minister’s Office	<p>Senator WONG: You gave Senator Ludwig an updated table of works undertaken in the PMO and the cabinet suite in question on notice 34. There are a couple of things in there that I want to check. The electrical mechanical maintenance cost includes the installation of an oven—was the cost \$15,000?</p> <p>Mr Barnes: Yes, I am aware of that.</p> <p>Senator WONG: Is \$15,000 really what the oven cost or does that include something else?</p> <p>Mr Barnes: I assume that is the—</p> <p>Senator McKENZIE: They got a Thermomix thrown in.</p> <p>Senator LUDWIG: It would want to be for 15 grand.</p> <p>Mr Stefanic: As someone who was extensively involved in the refurbishment of the kitchens at the New South Wales parliament, can I add that industrial catering equipment is quite expensive—\$15,000 would not be unusual. In fact, it is not at the upper end of pricing.</p> <p>Senator WONG: Are you saying it—</p> <p>Mr Stefanic: It is not an unusual cost for a commercial oven.</p> <p>Senator WONG: How much did the oven cost? Is it a commercial oven? I did not know there were ovens that cost \$15,000—you learn something new every day. Can someone tell me how much of this is actually the cost of the oven and how much of this is installation et cetera? It says: 'Install oven, including the cost of oven,' so I assume—</p> <p>Mr Barnes: I do not have the breakdown available to me at the moment, but I am happy to chase that up.</p> <p>Senator WONG: Can you also tell me if it replaced an existing appliance or if this is a new one.</p> <p>Mr Barnes: I will tell you that when I come back to you.</p> <p>...</p> <p>Senator WONG: Shall I just go through the questions so you know what I would like to get on notice? Shall we do it that way?</p> <p>Mr Barnes: Certainly. That would be great.</p> <p>Senator WONG: I would like to know the breakdown of the cost between the appliance itself and</p>	p 60-61

				the cost of installation or other costs; whether it replaced an existing appliance or was new; what type of oven and the specifications; who requested it; and whether any rationale was given for the appliance being required. And can you provide any documents or paperwork associated with the request and approval, please.	
167	DPS	Wong	Coffee machine removal – Prime Minister’s Office	<p>Senator WONG: There is also the removal of coffee machines. Is this replacement on 9 January 2014—it is a little bit difficult to determine which of this is equipment cost and which of this is staff costs. There are two. On the 9th and 10th, there is 'remove coffee machine' and then 'remove existing coffee machine'. One is double the other. Is that because there were two removed on one day and one removed on another?</p> <p>Mr Barnes: I believe there were two separate coffee machines being dealt with.</p> <p>Senator WONG: Right. Were they replaced?</p> <p>Mr Barnes: I will have to get you details on that.</p> <p>Senator WONG: I am not sure if they are in here—whether or not they were replaced.</p> <p>Mr Barnes: I will get details on that and get back to you.</p>	p 61
168	DPS	Wong	Maintenance calls – Prime Ministers Office	<p>Senator WONG: I will try to save us time and I will come back to this. There is something that says: 'investigates squeal, 1 September 2014' for \$105—what is that?</p> <p>Mr Barnes: Senator, I have not the faintest idea.</p> <p>...</p> <p>Senator WONG: And also the 'investigate squeal' is on 1 September 2014.</p> <p>...</p> <p>Senator WONG: Are you looking, Mr Barnes, or you do not know?</p> <p>Mr Barnes: No Senator. I have to take it on notice, because I cannot answer this question.</p>	p 62, 64
169	DPS	Wong	Air conditioning	<p>Senator WONG: Let's move back. QoN 34 is not paginated but, if you count through, the bottom of page 6 is room 2, cold—and it is room 236. I just wonder if you can let me know on notice why—I understand that this often happens. Everyone in the building at times has complained about the air conditioning. But that is significantly high for one call-out.</p>	p 64
170	DPS	Wong	Changes in offices arising from the change in Prime	<p>Senator WONG: That is fine. I want to make sure I found them, so that we all knew where we were. As part of the change in Prime Minister, there were some media reporting of the changes to the Prime Minister's Office made at the request of Prime Minister Turnbull—removal of chairs, insulation of a dinner table, standing desk et cetera. Are you able to give me any indication of what changes have been made since the change of Prime Minister in the office to furnishings, soft furnishings, dining</p>	p 64-65

		Minister	<p>room et cetera.</p> <p>Mr Barnes: Yes Senator; I am just trying to find the information.</p> <p>Senator WONG: I do not mind this on notice. Do you have it here?</p> <p>Mr Barnes: I think so.</p> <p>Senator WONG: Okay. What if we spin through that and we can move on.</p> <p>Mr Barnes: I am just trying to find it.</p> <p>Mr Stefanic: Senator Wong, are you asking specifically about the Prime Minister's suite?</p> <p>Senator WONG: What should I be asking about, Mr Stefanic?</p> <p>Mr Stefanic: I am querying about suite changes post-Prime Minister changes generally. I am just seeking clarification.</p> <p>Senator WONG: Sorry, I do not understand what you mean.</p> <p>Mr Stefanic: With the change of Prime Minister, there were various movements as a result.</p> <p>Senator WONG: Other suite changes. No, at this stage I am confining my question to: what changed in the Prime Minister's suite? Do you have something we can—</p> <p>Mr Barnes: Yes, Senator. Would you like me to just run through the list?</p> <p>Senator WONG: Is it in a form you could table?</p> <p>Mr Barnes: Not immediately, but I could do so later. There are 15 items: install minister's executive desk—</p> <p>Senator WONG: Minister? We are talking about the PM here, are we?</p> <p>Mr Barnes: Yes. These are relevant to the new Prime Minister. Is that what you are seeking, or are you seeking only the Prime Minister's office?</p> <p>Senator WONG: Why don't you take me through the 15. Let's do it that way.</p> <p>Mr Barnes: These are furniture movements as a consequence of the change of Prime Minister. That includes all of the suites that were affected.</p> <p>Mr Stefanic: Senator Wong, could we perhaps take that on notice and provide a detailed response to you? I am sorry.</p> <p>Senator WONG: Okay. Let's do both, then. There was some media about changes within the Prime Minister's suite—changes to furnishing and the like. Can I have that on notice, and the cost of same. Also, helpfully, as per the secretary's suggestion, other movements and other furniture changes in other suites, and the cost of those. Is that the best way to split it up?</p> <p>Mr Barnes: Yes.</p> <p>Senator WONG: What about the art? Has the art changed? Which art has been removed and which art has been installed since the change of Prime Minister?</p> <p>Mr Stefanic: We can detail that information in our response.</p>	
--	--	----------	---	--

171	DPS	Ludwig & Bernardi	Potential conflict of interest – CPM Reviews	<p>Senator LUDWIG: The other issue that stood out was CPM Reviews. Senator Bernardi specifically raised the use of a company called CPM Reviews in question on notice No. 31. It also appears a number of times in your answers. From that material it seems an individual who used to work for CPM Reviews now works for the Department of Parliamentary Services. You could get the circumstance where someone who used to work for CPM and now works for you refers work to CPM for investigation. Has that happened? If so, how do you manage the conflicts of interest that poses?</p> <p>Ms Croke: We are satisfied that has not happened. The delegation to decide to refer an investigation is at a higher level than that individual.</p> <p>Senator LUDWIG: So you can say that has never happened? That individual has not—</p> <p>Ms Croke: I am satisfied it has not happened.</p> <p>Senator LUDWIG: It has not happened that that individual has recommended a referral to a person higher up the line who has then referred it? Such a referral has not been initiated at that level?</p> <p>Ms Croke: The individual may suggest that a matter be further investigated by an external organisation. Let me take that on notice and double-check whether that individual has ever recommended that CPM be the company to do such work.</p> <p>CHAIR: I think we established that earlier.</p> <p>Ms Croke: I am pretty sure we have not done that.</p> <p>CHAIR: I am pretty sure that we did establish that about CPM Reviews. That was the subject of my question on notice and it was the subject of the discussion on conflict of interest earlier today. You said there was no indication there is or had been a conflict of interest but that you were mindful of how it could look like that.</p> <p>Ms Croke: I am satisfied there is no conflict of interest, but Senator Ludwig specifically asked whether there had ever been a case where the individual had made a recommendation to somebody else who held final decision-making power—in which case another individual would have taken a final decision.</p> <p>Senator LUDWIG: This is how subtle it can be, Senator Bernardi.</p> <p>Ms Croke: I am happy to look into that. I am pretty sure that we are okay, but I am happy to look into that further.</p> <p>Senator LUDWIG: Is there a policy or a document that sets out how you manage those types of conflicts of interest as they arise?</p> <p>Ms Croke: There is a policy on conflict of interest. I am happy to provide that to the committee. There is also a policy on how we go about conducting investigations. I am happy to provide that as well.</p> <p>...</p> <p>CHAIR: Senator Ludwig got me confused. We were talking about CPM Reviews. Explain to me: the gentleman I have been referring to that used to work for CPM Reviews that was subject to my</p>	p 67, 68-69
-----	-----	-------------------	--	---	-------------

				<p>conflict of interest—you were suggesting that person was not in a position to refer the reviews to an external correspondent directly?</p> <p>Ms Croke: He would not be the decision maker in those matters.</p> <p>...</p> <p>Ms Croke: Whoever the decision maker is has to take their own decision in those matters. You obviously take that advice, but it does not tell you which company you have to go to, and the decision maker takes the final decision on that. So what I wanted to check following Senator Ludwig's question was: on how many occasions was there anything at all where that individual may have recommended CPM Reviews be the company that we go to? That is what I would like to check.</p> <p>...</p> <p>Senator LUDWIG: The answer I am seeking is broader than just CPM. It is also whether they recommended external review. So you can include both.</p> <p>Ms Croke: Okay.</p>	
172	DPS	Wong	Bollard incident request request to view CCTV footage	<p>Senator WONG: Well, if they asked for approval to get approval from the President, why did nothing happen?</p> <p>Ms Croke: That I am not sure of—as to why that did not happen and the investigator concluded his report without getting that footage. I am not sure why that happened.</p> <p>Senator WONG: He concluded on the basis of the answer you gave me. It is all written in the passive, but no-one made a request despite his or her request to seek approval to, in fact, seek approval. You cannot tell me why?</p> <p>Ms Croke: I would have to look into that, but no. At this stage I cannot tell you why, but no request was made to the Presiding Officers for access.</p>	p 71
173	DPS	Wong	Extension options for Parliament House	<p>Senator WONG: Can you also just explain to me why it is that DPS goes and does that if the Presiding Officers were not—</p> <p>The President: That is a very good question.</p> <p>...</p> <p>Senator WONG: Anyway, about your answer, Mr President and DPS developing these plans. I do want to know how they came to develop them. You say they were not at your request or at the Speaker's request—is that correct?</p> <p>The President: Correct.</p> <p>Senator WONG: I want to know how that happened. Can you take that on notice.</p> <p>The President: I will. I anticipate this may have been a decision of the former secretary.</p>	p 72
174	DPS	Wong	Security upgrade –	<p>Senator WONG: Someone can remind me what point one cost.</p>	p 72

			costs for Point 1 works		
175	DPS	Bernardi	Assistant Director of Conduct and Performance position	<ol style="list-style-type: none"> 1. Was the position of Assistant Director of Conduct and Performance advertised in 2015? <ol style="list-style-type: none"> a. If so, please provide the date when the position was advertised. 2. Was the position given to a current DPS employee? <ol style="list-style-type: none"> a. If so, please provide details as to what position the DPS employee held before they took on this Assistant Director role, and when this employee first started employment with DPS. 	Written
176	DPS	Bernardi	Code of conduct investigations	<p>These questions refer to the answer to Question on Notice 63 from the October 2015 Estimates. In the answer, DPS states that the figures in the tables do not include preliminary investigations.</p> <ol style="list-style-type: none"> 1. What are preliminary investigations? 2. Who is involved in these preliminary investigations? (e.g. DPS managers, Dept of Senate or House of Representatives, external reviewers?) 3. What is the general process of preliminary investigations? 4. Are records kept of the results of these preliminary investigations? 5. In the last two years, were there any findings, recommendations or criticisms of DPS found in the preliminary investigations? 6. When, for example the Department of Senate or the House of Representatives have been involved in conducting preliminary investigations, have there been any criticisms by them of the processes carried out by DPS? <p>Court/FWC cases</p> <p>The DPS answer states that one case was referred to the Federal Court, and four cases were reviewed by the Fair Work Commission.</p> <ol style="list-style-type: none"> 7. What were the outcomes of these five cases after their referrals to the Federal Court and Fair Work Commission? (i.e. ruled in favour of DPS or not?) 8. What branch or branches of DPS were involved in each of these cases? 9. In terms of the people under investigation in each of these cases, which branch or branches of DPS were they from? 10. Was CPM Reviews involved in any of these five cases in any way? <ol style="list-style-type: none"> a. If so, in what ways were they involved? 11. Who was the contact officer in DPS HR Services for these five cases? Who within the DPS HR Services was overseeing these five cases? 	Written

				<p>12. What is the chain of command within HR Services for code of conduct issues?</p> <p>13. For these five cases, which DPS employees within HR Services were involved?</p> <p>14. For these five cases, which staff member/s in HR Services sent the notification to the individual or individuals that a code of conduct investigation or preliminary investigation would be instigated by DPS into their conduct? Please provide copies of these notifications if possible.</p> <p>15. For the 26 code of conduct investigations that took place between 2012-13 and 2014-15, please provide details of which staff member/s in HR Services sent the notification to the individual or individuals that a code of conduct investigation would be instigated by DPS into their conduct.</p> <p>16. For any preliminary investigations taking place within DPS from 2012-13 to 2014-15, please provide details of which staff member/s in HR Services sent the notification to the individual or individuals that a preliminary investigation would be instigated by DPS into their conduct.</p>	
177	DPS	Bernardi	Communication with PSS staff	<p>In an answer to Question on Notice 69 (October 2015 Estimates), DPS stated that:</p> <p>“We are endeavouring to find the right balance and approach to communicating within the Branch and we are currently discussing this further with the WCC.”</p> <ol style="list-style-type: none"> 1. What discussions have DPS management had with the WCC about this since October 2015? 2. What dates did these discussions take place? 3. What has been the feedback from WCC about this? 4. In what ways do you think DPS can improve its communication with PSS staff? 5. Has the ‘right balance’ been achieved yet or is there more to be done to achieve this? 	Written
178	DPS	Bernardi	Conflicts of interest with DPS staff	<p>With reference to the DPS staff member who used to work with CPM Reviews, the Department’s answer to my question on notice (#31) from the October 2015 Estimates indicates that:</p> <p>“The Department has a written assurance from the staff member that he has not undertaken any work with CPM Reviews since being employed by DPS.”</p> <p>This was also reiterated by Ms Croke at the 8 February 2016 Estimates hearing:</p> <p>“I also had a written undertaking from the individual that he had had no work through the company.”</p> <ol style="list-style-type: none"> 1. Is this ‘written assurance’/‘written undertaking’ in the form of a formal conflict of interest declaration? <ol style="list-style-type: none"> a. If so, what date is on the declaration? If not, what type of document is this ‘written assurance’? Please provide details. 2. Was this ‘written assurance’ offered up/volunteered by the individual, or was it a result of someone from DPS asking the individual to submit the written assurance? 	Written

			<p>Ms Croke stated that “There is an obligation on DPS employees to declare any potential conflict of interest, perceived or otherwise” but that “It did not happen in that case, and it should have.” (8 February 2016 Committee Estimates Hansard)</p> <ol style="list-style-type: none"> 3. What action has been taken against this individual, given that he did not meet this obligation? 4. Did the individual offer any reason as to why he had not initially declared the conflict of interest? 5. Does this in any way breach the DPS or Parliamentary Service Code of Conduct, given that section 13(7) of the Parliamentary Service Act 1999 states that “A Parliamentary Service employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with Parliamentary Service employment”? 6. Does a declaration have to be submitted for any perceived conflict of interest, in addition to any actual conflict of interest? 7. For the last two years, who within DPS HR Services has taken on the position (in a temporary or permanent capacity) in charge of conflict of interest declarations? <p>Ms Croke stated that this individual “does have a role where he works on conduct issues, but he does not have the delegation or the authority to take the final decision.” (8 February 2016 Committee Estimates Hansard)</p> <ol style="list-style-type: none"> 8. During all his time at DPS, has the individual ever acted in a position where he would have had the authority to make the final decision? 9. Has the individual ever acted in the position of Director of HR Services? <ol style="list-style-type: none"> a. If so, please provide the dates when this occurred. 10. Please list the positions within DPS (temporary or otherwise) that this individual has held during their time with DPS. 11. Has the individual’s position, classification or title changed or been updated since the October 2015 F&PA Estimates hearings? <p>The individual commenced non-ongoing employment with DPS on 3 February 2014 (Answer to Question on notice 62, October 2015 Estimates).</p> <ol style="list-style-type: none"> 12. What was the duration of this contract? 13. If this contract concluded, please provide the date the contract concluded and any details as to when another contract was signed (relevant dates etc). 14. Are the terms of the individual’s contract compliant with current DPS guidelines? <p>Answer to Question on Notice 31 (October 2015 Estimates) contains a letter from Mr John Baker of CPM Reviews. In the letter, Mr Baker states that:</p> <p>“...the number of contracts awarded to CPM Reviews over the period 2014 to 2015 does not show that the number increased materially during [X]’s time with the Department, relative to the</p>	
--	--	--	--	--

				<p>corresponding period 2008 to 2013 prior to that.”</p> <p>15. How many referrals and/or contracts were awarded to CPM Reviews since the individual started working at DPS?</p> <p>16. Given that Ms Croke admits that the employee’s obligation was not met (see quote in earlier question), will DPS be reviewing any of the decisions to refer work to CPM Reviews, or indeed the decisions made by CPM Reviews in those DPS cases referred to it during the time in which the individual had failed to declare his conflict of interest or during the individual’s entire time working at DPS?</p> <p>17. Please list the responsibilities and duties of the DPS position currently held by this individual. At the hearing on 8 February 2016, Ms Croke stated that, in terms of the obligations DPS staff have in declaring conflicts of interest, “That is something we can reinforce with staff, and I am happy to say we will put something out and remind staff of those obligations”.</p> <p>18. Since that 8 February hearing, what has DPS done to remind staff of their obligations in this respect? Please provide details re dates, method of communication, who the communications were sent to.</p>	
179	DPS	Bernardi	Georgiou Review	<p><i>Noting that Ms Croke did take a few questions on notice during the 8 February hearings regarding this topic, please find further questions below.</i></p> <p>Contract Notice CN3062382 on AusTender details a contract from DPS to the Georgiou Family Trust, which I assume is for the undertaking of the ‘Georgiou review’.</p> <p>The procurement method was listed as ‘limited tender’.</p> <ol style="list-style-type: none"> 1. What is the process behind a ‘limited tender’ procurement? 2. Which staff within DPS were involved in the tender process for the contract (e.g. providing advice, consultation etc)? 3. Under your operating policies, who must be consulted when Security Branch conducts tendering and contracting? 4. Who had the final authority to sign off on awarding the contract to Mr Georgiou? 5. What was the rationale for selecting Mr Georgiou? 6. How many applications did DPS receive for the tender? <p>In DPS’ answer to Question on Notice 65, DPS stated that Mr Georgiou was the lead on this review, and that he reported to the Director of Security Operations.</p> <ol style="list-style-type: none"> 7. Were Mr Georgiou and the Director of Security Operations known to each other prior to Mr Georgiou being contracted for this review of DPS security branch? 8. If they were known to each other, did the Director of Security Operations provide a conflict of interest declaration in relation to Mr Georgiou? 	Written

				<p>a. If so, what was the date on the declaration? If not, has any action been taken against the Director and is the Director in breach of the DPS Code of Conduct or any other DPS policy?</p> <p>When I asked for a copy of the report of the Georgiou review (see Question on Notice 65, October 2015 Estimates), DPS said:</p> <p>“The Georgiou Report is both commercially and security operations sensitive, as it contains details of security operations at Parliament House.”</p> <p>The contract (CN3062382) details state that there was no confidentiality applied to the outputs (i.e. reports) of this particular contract.</p> <p>9. Given that there appears to be no confidentiality restraints on the outputs of this contract based on the contract details, on what basis is DPS claiming that the committee can’t see this report?</p> <p>10. Which staff members within DPS (and the Security branch in particular) have seen the report?</p> <p>11. If a redacted version of the report could be made available to the committee, please provide it.</p> <p>12. The DPS Secretary is now investigating the process for commissioning the Georgiou Report and any potential conflict of interest (see DPS Secretary letter to the Committee, 18 February 2016). Given this, and the fact that the new PSS PSL3 employment model is based on the Georgiou review, will this impact on the rollout of the PSS PSL3 employment model in any way?</p>	
180	DPS	Bernardi	Leave	<p>These questions refer to the answer given to Question on Notice 70, October 2015 Estimates. DPS’ answer indicates that:</p> <p>“Staff working shiftwork and some working rosters record their working hours in KRONOS and do not utilise SAP HR to apply for leave”</p> <p>1. What is the difference between staff working shiftwork and staff working rosters?</p> <p>When I asked whether all applications for leave are kept on file by DPS, DPS said:</p> <p>“Yes. SAP HR logs all history of when the leave application was created, amended, deleted, approved, by whom and at what time.”</p> <p>2. Are records kept of leave requests that have been denied – either in the SAP HR system or elsewhere?</p> <p>3. If not, why not? If so, please provide details of how these records are kept.</p> <p>4. How many leave denials have there been in the PSS in the last two years?</p> <p>5. Is there any possibility of PSS using the SAP HR system for leave applications in the future?</p> <p>6. Please provide the committee with a copy of the leave application form used by PSS staff.</p>	Written
181	DPS	Bernardi	Complaints and code of conduct	<p>General questions</p> <p>1. What is the procedure followed if a complaint is received about the conduct of a PSS officer?</p> <p>2. Is the subject of the complaint notified?</p>	Written

			<p>investigation re PSS</p> <p>3. Have there been any circumstances in the last two years where the subject of a complaint was not notified of the complaint prior to the commencement of an investigation or disciplinary action was commenced?</p> <p>June 2015 investigations</p> <p>I believe there was a code of induct investigation conducted regarding an incident involving a PSS officer that occurred on 5 June 2015.</p> <p>4. Please provide the date when the subject was first informed there was a complaint made about them.</p> <p>5. Please provide the date when the subject was first informed there was a code of conduct investigation being undertaken against them.</p> <p>6. Please provide all dates when DPS communicated with the subject throughout the investigation and details about the communication.</p> <p>7. Which staff within DPS in general, and HR Services in particular, were involved in any way with this code of conduct investigation?</p> <p>8. What was the conclusion reached by DPS HR Services regarding this code of conduct complaint?</p> <p>9. Which external investigators were involved in conducting the investigation?</p> <p>10. On what dates did the external investigation contact the subject throughout the investigation?</p> <p>11. I believe that in November 2015, there were concerns issued about the investigation report. What were those concerns?</p> <p>12. Was a second investigation undertaken? If so,</p> <ol style="list-style-type: none"> Why was a second investigation ordered? On what date did the second investigation start? On what date was the subject informed about the establishment of the second investigation? What is the current status of the second investigation? <p>13. Throughout this code of conduct investigation, what has happened with the subject? Were they suspended from duties; with or without pay? Please provide all relevant details regarding decisions made relating to the subject's employment and their pay since the complaint was first made in 2015.</p>	
182	DPS	Bernardi	<p>PSS (PSL3) employment model</p> <p>I asked about the PSS roster (Question on Notice 67, October 2015 Estimates) and DPS' answer was: "...a new Master Roster will be developed during Qtr 4 2015. This is currently the subject of consultation with the WCC and then will be consulted with all staff over 28 days as per the Enterprise Agreement. A new point roster will be created."</p> <p>1. Was the roster finalised by the end of Q4 of 2015?</p>	Written

			<p>a. If not, when is it expected to be completed? If so, on what date was it finalised?</p> <p>Mr Barnes indicated on 8 February 2016 that, with regard to the PSL3 positions:</p> <p>“Applications have been received. Applications have closed, and the process is at the point of short-listing but that process of short-listing for those positions has not yet been completed.”</p> <p>2. Please provide a timeline of the contact that DPS or PSS has had with the applicants, from the notification of applications being open, to the most recent communication with applicants. Please provide dates for all communication.</p> <p>Finances and costings</p> <p>3. What input has the DPS Finance section had in costing this new PSS employment model?</p> <p>4. What were the costings that DPS Finance came up with regarding the model and staffing changes?</p> <p>5. Did any other financial advisers have input into costing the new model? If so, please provide details.</p> <p>6. Have senior DPS management received any concerns from PSS staff about the funding of the PSL3 model?</p> <p>7. If so, what were those concerns, what inquiries were made by management into those concerns, and what was the response to those inquiries?</p> <p>Training curriculum</p> <p>DPS’s answer to Question on Notice 67 (October 2015 Estimates) was:</p> <p>“The curriculum is currently in the development phase for the PSL 3 positions...”</p> <p>8. Has the curriculum been finalised?</p> <p>a. If so, on what date was it finalised? Can you provide me with a copy of the curriculum? If not, on what date is it due to be finalised?</p> <p>9. Have there been any delays in developing the curriculum?</p> <p>PH threat level</p> <p>In DPS’ answer (part 1 of QoN 66), the Department said that the motivation behind the new employment model was that:</p> <p>“The current PSS staffing and roster structure did not fit the operational requirements for the building.”</p> <p>10. What are the current ‘operation requirements’ for Parliament House?</p> <p>11. What is the current threat level of the actual building of Parliament House?</p> <p>12. When the country’s threat level was raised, did the threat level for Parliament House change? If so, on what date did it change?</p>	
--	--	--	--	--

				<p>Consultation</p> <p>In DPS' answer (part 5 of QoN 66), the Department said that the following branches/groups were consulted about the new employment model: Human Resources, the PSS Workplace Consultative Committee and the CPSU and its PSS Delegate.</p> <p>13. Was the DPS Finance section consulted?</p> <p>a. If not, why not? If so, on what date/s were they consulted?</p> <p>Part-timers</p> <p>The DPS table of the different staff levels (part 11 of QoN 67) states that there are no part-time staff.</p> <p>Are there currently no part-time staff at all working within PSS?</p> <p>14. Within the new employment model, what would the arrangements be for any part-time staff?</p> <p>15. Would part-time staff be rostered on during non-sitting weeks?</p> <p>CMT</p> <p>16. Does the current Competency Maintenance Training (CMT) involve training in the use of handcuffs (plastic zip ties) and batons?</p> <p>a. If so, do all current PSS officers who undertake CMT train with batons and these handcuffs? Why?</p> <p>17. If the AFP do armed patrols within Parliament House, will PSS officers be required to carry weapons?</p> <p>18. Are any legislative changes required to allow PSS officers to carry weapons within the building?</p>	
183	DPS	Bernardi	Security breach	<p>Mr Barnes mentioned that there were three, maybe four, incident reports regarding the 25 March 2015 security breach (see 8 February 2016 Committee Hansard).</p> <p>1. Exactly how many incident reports exist regarding this breach?</p> <p>2. Who within DPS has access to these reports? Please list all people/positions who would have been able to access these reports.</p> <p>3. On what dates were the Assistant Secretary Security, the Manager of Security Operations, the Director of Security Operations and all other managers related to Security Branch informed of this 25 March 2015 incident?</p>	Written
184	DPS	Bernardi	Car park incidents	<p>The 3 Dec 2015 answer to Question on Notice 23 (from the October 2015 Supplementary Estimates) stated that since January 2015 there were four instances of tailgating in car parks: three in the Senate private car park and one in the House of Representatives private car park.</p> <p>1. Please provide the dates that each of these four incidents occurred.</p>	Written

				<p>2. Please provide a description of each incident.</p> <p>3. Please provide an account of the action undertaken by PSS officers, the AFP or other DPS staff in response to each incident.</p> <p>4. Please provide the dates on which DPS security management (Assistant Secretary Security Operations, Director of Security Operations) were informed of each of these incidents.</p> <p>The same answer to Question on Notice 23 states that “In the same timeframe, we also recorded two incidents in the Senate car park where AFP responded to concerns about vehicles.”</p> <p>5. Please provide the dates on which these two incidents occurred.</p> <p>6. Please provide a description of each incident.</p> <p>7. Please provide an account of the action undertaken by the AFP, PSS officers or other DPS staff in response to each incident.</p> <p>8. Please provide the dates on which DPS security management (Assistant Secretary Security Operations, Director of Security Operations) were informed of each of these incidents.</p> <p>9. Since 3 December 2015, have there been any security incidents relating to any Parliament House car parks? If so, please provide details (dates, incident descriptions).</p>	
185	DPS	Ludwig	Taxi costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency.</p> <p>2. What are the reasons for taxi costs?</p> <p>3. How much did the department spend on taxis during the specified period for their minister or minister's office?</p>	Written
186	DPS	Ludwig	Hospitality and entertainment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. What has been the Department/Agency's hospitality spend including any catering and drinks costs?</p> <p>2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3. What has been the Department/Agency's entertainment spend? 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. 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</p>	Written

				<p>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.</p> <p>8. 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>9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>	
187	DPS	Ludwig	Executive coaching and leadership training	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</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 For each service purchased form a provider listed under (4), 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) 5. 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) 	Written

				<p>d. Any costs the department or agency's incurred to use the location</p> <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>	
188	DPS	Ludwig	Staffing profile	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Has there been any change to the staffing profile of the department/agency?</p> <p>2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)</p>	Written
189	DPS	Ludwig	Staffing reductions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How many staff reductions/voluntary redundancies have occurred?</p> <p>a. What was the reason for these reductions?</p> <p>2. Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>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.</p> <p>4. If there are plans for staff reductions, please give the reason why these are happening.</p> <p>5. Are there any plans for involuntary redundancies? If yes, provide details.</p> <p>6. How many ongoing staff left the department/agency? What classification were these staff?</p> <p>7. How many non-ongoing staff left department/agency from? What classification were these staff?</p> <p>8. What are the voluntary redundancy packages offered? Please detail for each staff level and position</p> <p>9. How do the packages differ from the default public service package?</p> <p>10. How is the department/agency funding the packages?</p>	Written
190	DPS	Ludwig	Staffing recruitment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How many ongoing staff have been recruited? What classification are these staff?</p> <p>2. How many non-ongoing positions exist or have been created? What classification are these staff?</p> <p>3. How many staff have been employed on contract and what is the average length of their employment period?</p>	Written

191	DPS	Ludwig	Kitchen Appliances	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000? <ol style="list-style-type: none"> a. If yes, provide a list that includes the type of appliance, the cost, the amount, and any ongoing costs such as purchase of consumables and when the appliance was purchased? b. Why were the appliances purchased? c. Has there been a noticeable difference in staff productivity since the appliances were purchased? Are staff leaving the office premises less during business hours as a result? d. Where did the funding for the appliances come from? e. Who has access? f. Who is responsible for the maintenance of the appliances? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the other ongoing costs of the appliances? 	Written
192	DPS	Ludwig	Boards (for Departments or agencies with boards)	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. how often has each board met, break down by board name; 2. what travel expenses have been incurred; 3. what has been the average attendance at board meetings; 4. List each member's attendance at meetings; 5. how does the board deal with conflict of interest; 6. what conflicts of interest have been registered; 7. what remuneration has been provided to board members; 8. how does the board dismiss board members who do not meet attendance standards? 9. Have any requests been made to ministers to dismiss board members? 10. Please list board members who have attended less than 51% of meetings 11. What have been the catering costs for the board meetings held during this period? Please break down the cost list. 	Written
193	DPS	Ludwig	Corporate cars	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? <ol style="list-style-type: none"> a. Where are the cars located? b. What are the cars used for? 	Written

				<ul style="list-style-type: none"> c. What is the cost of each car during the specified period? d. How far did each car travel during the specified period? <p>2. How many cars are leased by each department/agency?</p> <ul style="list-style-type: none"> a. Where are the cars located? b. What are the cars used for? c. What is the cost of each car during the specified period? d. How far did each car travel during the specified period? 	
194	DPS	Ludwig	Government payments of accounts	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates, 2014? 7. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written
195	DPS	Ludwig	Hire cars	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency. 2. What are the reasons for hire car costs? 3. How much did the department spend on hire cars during the specified period for their minister or minister's office? 	Written
196	DPS	Ludwig	Credit cards	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2. Have there been any changes to action taken in the event that the corporate credit card is misused? 	Written

				<ol style="list-style-type: none"> 3. Have there been any changes to how corporate credit card use is monitored? 4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so: 5. Please list staff classification and what the misuse was, and the action taken. 6. Have their been any changes to what action is taken to prevent corporate credit card misuse? 7. How any credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse. 	
197	DPS	Ludwig	Functions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include: <ol style="list-style-type: none"> a. The guest list of each function b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost. 	Written
198	DPS	Ludwig	Red tape reduction	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Please detail changes to structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ol style="list-style-type: none"> 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. What is the estimated total salary cost of the officers assigned to the unit. 7. Do members of the unit have access to cabinet documents? 8. 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. 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written

199	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? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included) 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <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? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included). 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used? 	Written
200	DPS	Ludwig	Contracts for Temporary Staff	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much did the department/agency spend on temporary or contract staff? 2. How many temporary or contract staff have been employed? 3. What is the total number of temporary or contract staff currently employed? 4. How much was paid for agencies/companies to find temporary/contract staff? 5. Have there been any changes to the policies/criteria that govern the appointment of contract staff? 	Written
201	DPS	Ludwig	Printing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Please list all documents that have been printed at the expense of the department/agency where 500 or more copies have been produced? Please include the total number produced as well. <ol style="list-style-type: none"> a. How many of these printed documents were also published online? 2. Has the Department/Agency used external printing services for any print jobs? <ol style="list-style-type: none"> a. If so, what companies were used? 	Written

				<ul style="list-style-type: none"> b. How were they selected? c. What was the total cost of this printing by item? 	
202	DPS	Ludwig	Communications staff	<ol 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? 2. Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail. 	Written
203	DPS	Ludwig	Reviews	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <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. Who is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered, 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 	Written

				<p>other trading names</p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 3. Which 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. Have any reviews been stopped, paused or ceased? Please list them. 5. Which reviews have concluded? Please list them. 6. 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? d. Will the government release each review? <ol style="list-style-type: none"> i. If so, when? If not, why not? 	
204	DPS	Ludwig	Commissioned reports	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency? <ol style="list-style-type: none"> a. Please provide details of each report including date commissioned, date report handed to 	Written

				<p>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>	
205	DPS	Ludwig	Appointments	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Please detail any board appointments made to date.</p> <p>2. What is the gender ratio on each board and across the portfolio?</p> <p>3. Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.</p> <p>4. Please specify when these gender ratio or participation policies were changed.</p>	Written
206	DPS	Ludwig	Stationery Requirements	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?</p> <p>a. Detail the items provided to the minister's office.</p> <p>b. Please specify how many reams of paper have been supplied to the Minister's office.</p> <p>2. How much has been spent on departmental stationery requirements to date.</p> <p>3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.</p>	Written
207	DPS	Ludwig	Electronic equipment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office.</p> <p>a. List the items</p> <p>b. List the items location or normal location</p> <p>c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level</p> <p>d. List the total cost of the items</p> <p>e. List an itemised cost breakdown of these items</p> <p>f. List the date they were provided to the office</p> <p>g. Note if the items were requested by the office or proactively provided by the department</p>	Written

208	DPS	Ludwig	Media subscriptions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <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 channels and the reason for each channel. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? 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 has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? 4. What publications does your department/agency purchase? <ol style="list-style-type: none"> a. Please provide a list of publications purchased by the department and the reason for each. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? 	Written
209	DPS	Ludwig	Meeting costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from to date. Detail date, location, purpose and cost of each event including any catering and drinks costs. 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. 	Written

210	DPS	Ludwig	Media training	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. In relation to media training services purchased by each department/agency, please provide the following information: <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 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 	Written
211	DPS	Ludwig	Consultancies	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the 	Written

				<p>name of the consultant if known.</p> <p>3. Have any consultancies not gone out for tender?</p> <p>a. If so, why?</p> <p>b. List each, including name, cost and purpose</p>	
212	DPS	Ludwig	Provision of equipment - ministerial	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs?</p> <p>a. Itemise equipment and cost broken down by staff or minister classification</p> <p>2. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of:</p> <p>a. What is provided?</p> <p>b. The purchase cost.</p> <p>c. The ongoing cost.</p> <p>d. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).</p> <p>e. A breakdown of what staff and staff classification receives each item.</p>	Written
213	DPS	Ludwig	Provision of equipment - departmental	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:</p> <p>a. What has been provided?</p> <p>b. The purchase cost.</p> <p>c. The ongoing cost.</p> <p>d. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).</p> <p>e. A breakdown of what staff and staff classification receives each item.</p>	Written
214	DPS	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>	Written

				3. Please detail the operating systems used by the department's computers, the contractual arrangements for operating software and the on-going costs.	
215	DPS	Ludwig	Travel costs - department	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Is the minister or their office or their delegate required to approve all departmental and agency international travel? 2. If so, under what policy? 3. Provide a copy of that policy. 4. When was this policy implemented? 5. When is the minister notified, when is approved provided? 6. Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). 7. 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. 8. What date was the minister or their office notified of the travel? 9. What date did the minister or their office approve the travel? 10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written
216	DPS	Ludwig	Travel costs – ministerial	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Please detail all travel conducted by the Minister/parliamentary secretary 2. List each location, method of travel, itinerary and purpose of trip; 3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; 4. 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. 5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written
217	DPS	Ludwig	Grants	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. What guidelines are in place to administer grants? 	Written

				<ol style="list-style-type: none"> 2. How are grants applied for? 3. Are there any restrictions on who can apply for a grant? If yes, please detail. <ol style="list-style-type: none"> a. Can these restrictions be waived? If yes, please detail the process for waving them and list any grants where the restrictions were waived. 4. What is the procedure for selecting who will be awarded a grant? 5. Who is involved in this selection process? 6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail. <ol style="list-style-type: none"> a. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail. 7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants. 	
218	DPS	Ludwig	Departmental Rebranding	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/Agency undergone a name change or any other form of rebranding? If so: <ol style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol 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: <ol 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? <ol 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, 	Written

				letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.	
219	DPS	Ludwig	Media monitoring	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period? <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services during the specified period? 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 during the specified period? <ol style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services during the specified period? c. Itemise these expenses 	Written
220	DPS	Ludwig	Procedure Manuals (Ministerial)	<ol style="list-style-type: none"> 1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and: 2. When was the manual last updated? 3. Who is responsible for updating the manual? 4. Who is the manual distributed to? 5. Is anyone responsible for clearing communications before they are sent to the department? 	Written
221	DPS	Ludwig	Ministerial staff code	<p>Since the change of Prime Minister on 14 September, 2015:</p> <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? 	Written

				<p>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <p>a. If so, on what date were those disclosure made?</p> <p>5. By position title list the date each staff member was approved by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level</p>	
222	DPS	Ludwig	Enterprise Bargaining Agreements (EBAs)	<p>1. Please list all related EBAs with coverage of the department.</p> <p>2. Please list their starting and expiration dates.</p> <p>3. What is the current status of negotiations for the next agreement/s? Please detail.</p>	Written
223	DPS	Ludwig	Existing Resources Program	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?</p> <p>a. List each</p> <p>b. List the staffing assigned to each task</p> <p>c. What is the nominal total salary cost of the officers assigned to the project?</p> <p>d. What resources or equipment has been assigned to the project?</p>	Written
224	DPS	Ludwig	Conditions of Government Contracts and Agreements	<p>1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?</p> <p>2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?</p> <p>4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?</p> <p>6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?</p>	Written

				<p>7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?</p> <p>a. If no consultation has occurred, why not?</p> <p>8. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements?</p> <p>a. If so, when? Who did he/she meet with?</p>	
225	DPS	Ludwig	Statutory Review Provisions	<p>1. Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <p>a. What work has been done towards preparing for the review? If none, why not?</p> <p>b. Please provide a schedule or a workplan for the review</p> <p>c. When did/will this work begin?</p> <p>d. When is/was the review due to commence.</p> <p>e. What is the expected report date.</p> <p>f. Who is the minister responsible for the review</p> <p>g. What department is responsible for the review</p> <p>h. List the specific clauses or legislation under review caused by the statutory provision.</p> <p>i. List the terms of reference.</p> <p>j. What is the scope of the review.</p> <p>k. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?</p> <p>l. What is the budgeted, projected or expected costs of the review?</p> <p>m. When was the Minister briefed on this matter?</p> <p>n. What decision points are upcoming for the minister on this matter?</p> <p>o. List the number of officers, and their classification level, involved in conducting the review</p> <p>p. Will the the report will be tabled in parliament or made public. If so, when?</p>	Written
226	DPS	Ludwig	Sunset Provisions	<p>1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:</p> <p>a. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?</p> <p>b. Has any consideration been given to delaying or alerting the sunset provisions?</p> <p>c. Please provide a schedule or a workplan for the sunset provisions becoming active</p>	Written

				<ul style="list-style-type: none"> d. When did/will this work begin? <p>2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes:</p> <ul style="list-style-type: none"> a. When is/was the review due to commence. b. What is the expected report date. c. Who is the minister responsible for the review d. What department is responsible for the review e. List the specific clauses or legislation under review caused by the statutory provision. f. List the terms of reference. g. What is the scope of the review. h. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review? i. What is the budgeted, projected or expected costs of the review? j. When was the Minister briefed on this matter? k. What decision points are upcoming for the minister on this matter? l. List the number of officers, and their classification level, involved in conducting the review m. Will the report will be tabled in parliament or made public. If so, when? 	
227	DPS	Ludwig	Legal Costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. List all legal costs incurred by the department or agency 2. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 4. How was each piece of advice procured? Detail the method of identifying legal advice 	Written
228	DPS	Ludwig	Procedure Manuals (Departmental)	<ul style="list-style-type: none"> 1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and: <ul style="list-style-type: none"> a. When was the manual last updated? b. Who is responsible for updating the manual? c. Has the minister's office had any input into the content of the manual? If so, please detail. d. Who is the manual distributed to? 	Written

				e. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?	
229	DPS	Ludwig	Vending machines	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased or taken under contract any vending machine facilities? <ol 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
230	DPS	Ludwig	Self Initiated work	<ol style="list-style-type: none"> 1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)? <ol style="list-style-type: none"> a. Please list all ongoing projects. For each, please detail: b. When did the project commence? c. When is it expected to conclude? d. What will the total cost of the project be? e. Where did the money for the project come from? f. Where is the project based? 	Written
231	DPS	Ludwig	Staff Awards	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the Department / Agency given out awards to staff for any reason? If yes: <ol style="list-style-type: none"> a. What was the reason for the awards? b. What was the criteria for the awards? c. What form did the award take? (e.g. Certificate, gift vouchers etc) d. How much was spent on the award? 2. How were the awards presented? 3. Who presented the awards? 4. Was there a ceremony or party for the awards? If yes: <ol style="list-style-type: none"> a. Where was it held? 	Written

				<ul style="list-style-type: none"> b. Was there a fee for the venue? If yes, how much? c. How much was spent on catering? d. How many people attended? e. Did the minister attend? f. Did the minister's staff attend? If yes, how many? 	
232	DPS	Ludwig	Change Management	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. Has the Department/Agency engaged in a policy of Change Management? If yes: <ul style="list-style-type: none"> a. Please detail the policy. b. When was the policy introduced? c. What are the goals of the policy? d. How much was spent on consulting for the policy and who was contracted for this consultation? e. How much was spent implementing this policy? 	Written
233	DPS	Ludwig	Departmental Staff Misconduct	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. Please provide a copy of the departmental staff code of conduct. 2. Have there been any identified breaches of this code of conduct by departmental staff? <ul style="list-style-type: none"> a. If yes, list the breaches identified, broken by staffing classification level. b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? c. If yes, when was the breach identified? By whom? When was the Minister made aware? d. If yes, were there any legal ramifications for the department or staff member? Please detail. 	Written
234	DPS	Ludwig	Fee for services	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include: <ul style="list-style-type: none"> a. Name of the fee and a short description of what it covers. b. How much is the fee (and is it a flat fee or a percentage of the service). c. The date the fee came into place. d. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review. e. What consultation was carried out before the fee was put into place? f. How was the fee put into place (e.g. through legislation, regulation changes etc)? 	Written

				g. What justification is there for the fee?	
235	DPS	Ludwig	Documents provided to minister	<ol style="list-style-type: none"> 1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature. 2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents) 3. How are they transmitted to the office? 4. What mode of delivery is used (hardcopy, email) for those documents? 5. What level officer are they provided to in the minister's office? 	Written
236	DPS	Ludwig	Merchandise or promotional material	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department purchased any merchandise or promotional material? 2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose) 3. List the cost for each item 4. List the quantity of each item 5. Who suggested these material be created? 6. Who approved its creation? 7. Provide copies of authorisation 8. When was the Minister informed of the material being created? 9. Who created the material? 10. How was that person selected? 11. How many individuals or groups were considered in selecting who to create the material? 	Written
237	DPS	Ludwig	Domain Usage	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide: <ol style="list-style-type: none"> a. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system). b. Amount of data downloaded and uploaded to the site. c. Number of times the site was accessed. 	Written
238	DPS	Ludwig	Ministerial Website	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much has been spent on the Minister's website? 	Written

				<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? 3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail. 	
239	DPS	Ludwig	Report Printing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of? 2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal 	Written
240	DPS	Ludwig	FoI Requests	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many requests for documents under the FOI Act have been received? 2. Of these, how many documents have been determined to be deliberative documents? 3. Of those assessed as deliberative documents: <ol style="list-style-type: none"> a. For how many has access to the document been refused on the basis that it would be contrary to the public interest? b. For how many has a redacted document been provided? 	Written
241	DPS	Ludwig	Ministerial Motor vehicle	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the minister been provided with or had access to a motor vehicle? 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 if a minister is entitled to a motor vehicle. h. Have these guidelines changed during the specified period of time? 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 during the specified period of time? If so, please detail. 	Written

242	DPS	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol 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: <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 during the specified period? 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 during the specified period? If so, please detail. 	Written
243	DPS	Ludwig	Ministerial Staff vehicles	<p>Since the change of Prime Minister on 14 September, 2015:</p> <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 during the specified period? 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 during the specified period? If so, please detail. 	Written

244	DPS	Ludwig	Lobbyist Register Meetings	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. List all interactions between the department/agency with any representative listed on the lobbyist register 2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 	Written
245	DPS	Ludwig	Workplace assessments	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments? <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
246	DPS	Ludwig	Freedom of Information - Stats	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. How many FOI requests were received to date. 2. How many of those requests were finalised within the regular timeframes provided under the FOI Act? 3. How many of those requests were granted an extension of time under s 15AA of the FOI Act? 4. How many of those requests were granted an extension of time under s 15AB of the FOI Act? 5. How many of those requests were finalised out of time? 	Written
247	DPS	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

248	DPS	Ludwig	Multiple tenders	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. List any tenders that were re-issued or issued multiple times: <ol style="list-style-type: none"> 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
249	DPS	Ludwig	Market Research	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. List any market research conducted by the department/agency: <ol style="list-style-type: none"> a. List the total cost of this research b. List each item of expenditure and cost, broken down by division and program c. Who conducted the research? d. How were they identified? e. Where was the research conducted? f. In what way was the research conducted? g. Were focus groups, round tables or other forms of research tools used? h. How were participants for these focus groups et al selected? i. How was the firm or individual that conducted the review selected? j. What input did the Minister have? k. How was it approved? l. Were other firms or individuals considered? If yes, please detail. 	Written
250	DPS	Ludwig	Departmental Upgrades	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ol style="list-style-type: none"> 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
251	DPS	Ludwig	Wine Coolers / Fridges	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? 	Written

				<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 stocking level for each of these items? 	
252	DPS	Ludwig	Office Plants	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. Has the department/agency purchased or leased any office plants? <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? 	Written
253	DPS	Ludwig	Office recreation facilities	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? <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
254	DPS	Ludwig	Building Lease Costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. What has been the total cost of building leases for the agency / department? 2. Please provide a detailed list of each building that is currently leased. Please detail by: <ul style="list-style-type: none"> a. Date the lease agreement is active from. b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? 	Written

				<ul style="list-style-type: none"> d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. <p>3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:</p> <ul style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / department. <p>4. 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"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. <ul style="list-style-type: none"> i. Has this cost been allocated into the budget? e. Why the building is necessary for the operations of the agency / department. <p>5. For each building owned or leased by the department:</p> <ul style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 	
255	DPS	Ludwig	Government advertising/marketing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ul style="list-style-type: none"> 1. How much has been spent by the department / agency on marketing? <ul style="list-style-type: none"> a. List the total cost b. List each item of expenditure and cost c. List the approving officer for each item. d. Detail the ministerial or ministerial staff involvement in the commissioning process. e. Which firm provided the marketing? 2. How much has been spent by the department / agency on government advertising (including job ads)? <ul style="list-style-type: none"> a. List the total cost 	Written

				<ul style="list-style-type: none"> b. List each item of expenditure and cost c. Where the advertising appeared d. List the approving officer for each item. e. Detail the ministerial or ministerial staff involvement in the commissioning process. f. Detail the outlets that were paid for the advertising. <p>3. What government advertising is planned for the rest of the financial year?</p> <ul style="list-style-type: none"> a. List the total expected cost. b. List each item of expenditure and cost. c. Where the advertising will appear d. List the approving officer for each item. e. Detail the ministerial or ministerial staff involvement in the commissioning process. f. Detail the outlets that have been or will be paid for the advertising. <p>4. Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate.</p>	
256	DPS	Wong	Ministry Changes	<ol style="list-style-type: none"> 1. Can you please provide an update in the same format as Supplementary Budget Estimates 2015-2016 Question on Notice 15 on all changes associated with the changes to the Ministry that have occurred since 19 October 2015. 2. How many Parliament House security passes have been retrieved from former staff that are no longer entitled to them following ministry changes since 15 September 2015? 3. For any passes not retrieved, have they been deactivated? 4. For passes not retrieved, does this mean these passes are still active and can be used to enter the building and the car parks? 	Written
257	DPS	Wong	Assistant Secretary, Security Branch	<p>The Secretary of the Department of Parliamentary Services, Mr Rob Stefanic, advised the Committee on 18 February 2016 that Ms Erin Noordeloos, Assistant Secretary, Security Branch in the Department of Parliamentary Services had tendered her resignation and that it had been accepted.</p> <ol style="list-style-type: none"> 1. Has an Acting Assistant Secretary, Security Branch, been appointed and if so, who is the Acting Assistant Secretary? 2. Under what circumstances was the resignation tendered? 3. Was the resignation submitted in writing? 4. Can the selection process for a replacement be outlined? 5. Has any consideration been given to a review of security governance arrangements in light of this resignation? 	Written

258	DPS	Wong	Parliamentary Library Electronic Media Monitoring Service (EMMS)	<ol style="list-style-type: none"> 1. How does the Library determine which television channels, radio stations and particular content are selected to be recorded by the Electronic Media Monitoring Service, or EMMS as it is commonly known? 2. Is it correct that only radio stations from Sydney, Melbourne, Brisbane and Canberra are available? 3. Why is content not provided from Adelaide, Hobart, Perth and Darwin? 4. What regional networks are accessible? 	Written
259	DPS	Wong	Information Technology – Completion of Projects	<p>On page 19 of the Department of Parliamentary Services’ 2014-2015 Annual Report, the total capital budget for 2014-2015 was \$151.2 million.</p> <ol style="list-style-type: none"> 1. What amount and what percentage of this related to information technology capital expenditure? 2. What is the allocation process for these funds? 3. How many projects would this represent? 4. How many projects have been completed, to date? 5. What is the annual completion rate of projects? 6. What do completed projects represent as a dollar value and as a percentage of the total capital budget, and the IT capital expenditure budget? 7. Is there a target rate for completion and if so, what is the target? 8. Was the target met in 2014-2015? 9. Is the target on track to be met in 2015-2016? 	Written
260	DPS	Wong	Information Technology – Performance Measurement	<ol style="list-style-type: none"> 1. How is performance measured for information technology project delivery? 2. What are the governance arrangements for regular reporting? 3. Are all areas of the Department of Parliamentary Services and other parliamentary departments included in status reports for the progress of information technology projects? 4. If not, why not? 5. Please detail which areas are included and which areas are excluded. 6. What penalties are in place if information technology performance targets are not met? 7. Has the resource level of the information technology branch increased but the output reduced? 	Written
261	DPS	Wong	Information Technology – Replacement	<p>On page 23 of the Department of Parliamentary Services’ 2014-2015 Annual Report, in the “divisional highlights”, the first mentioned point states:</p> <p>“Parliamentarians’ offices received replacement ICT equipment, selected from a wider range under a new model that allows parliamentarians to customise their ICT equipment to meet their</p>	Written

				<p>individual requirements.”</p> <ol style="list-style-type: none"> 1. Can the Department of Parliamentary Services explain how much has been expended to deliver this to date? 2. How many parliamentarians have received replacement equipment? 3. Please detail the method of allocation and prioritisation of projects, for example, is there a progressive list working through based on the age of existing infrastructure, or was it offered to individual parliamentarians, or some other basis? 4. Are any Members of the House of Representatives or Senators and their staff using equipment that would be regarded as being “out of life”? 5. If so, why is this the case given the allocation of capital expenditure to information technology over recent years? 	
262	DPS	Wong	Information Technology – Security Breaches	<ol style="list-style-type: none"> 1. How many breaches of information technology security have occurred since 1 January 2016, including instances of hacking or where the information technology security was compromised? 2. Please outline the date of the breach and the nature of the breach. 3. What arrangements are in place for communication of breaches to management level in the Department of Parliamentary Services? 4. On what date was the Chief Information Officer informed of each breach? 5. Was the Secretary of the Department of Parliamentary Services informed and if so, when? 6. Was the President of the Senate informed and if so, when? 	Written
263	DPS	Wong	Allocation of Car Parks	<ol style="list-style-type: none"> 1. How many staff of the Department of Parliamentary Services are allocated a car park at Parliament House? 2. Please detail each position entitled to a car park and the location of this car park. 3. Who makes the decision about who is entitled to an allocated car park? 4. Who makes the decision on the location of these parks? 	Written
264	DPS	Wong	Allocation of Government Car Park Passes	<ol style="list-style-type: none"> 1. How many staff of the Department of Parliamentary Services are allocated a government car parking pass? 2. Please detail each position entitled to a car parking pass and the category of this pass. 3. How many allocated car parks are there for government pass holders at Parliament House and what is the location of these car parks? 4. Can holders of government car park passes park in the public car park at no cost? 	Written
265	DPS	Wong	Acquisition of Artwork to Commemorate	<p>With reference to the letter from the Presiding Officers entitled ‘Acquisition of Artwork to Commemorate the Centenary of ANZAC’, dated 25 November 2015, in which the President of the Senate and the Speaker of the House of Representatives indicate that</p>	Written

			the Centenary of ANZAC	<p>“\$200,000 has been allocated for the purchase of contemporary artworks for the Parliament House Art Collection that pay tribute to the men and women of the Australian Defence Forces and their sacrifice”:</p> <ol style="list-style-type: none"> 1. How much has been allocated for the purchase of artworks for the Parliament House Art Collection in 2013-2014, 2014-2015 and 2015-2016? 2. Will this \$200,000 come out of the existing funding, or is it a new allocation? 3. When was the decision made to allocate funding? 4. Who made the decision to allocate funding? 5. Can the details of all acquisitions to date, including the cost of acquisition, be provided please? 6. How were these pieces chosen? 7. Noting the comments in the letter that state “Many of you will have talented artists within your electorate who are producing significant works and exhibitions to commemorate the Centenary of ANZAC. We invite you to send us the details of any artworks that may be suitable for acquisition to commemorate the centenary”: 8. Who made the decision to ask Senators and Members to nominate artworks suitable for acquisition? 9. How will the nominated artwork be assessed to ensure appropriate procurement standards are in place? 10. On what previous occasions have Senators and Members been invited to nominate artworks for acquisition for the Parliament House Art Collection? 	
266	Parliamentary Service Commissioner	McAllister	Remuneration and conditions for Secretary of DPS	<p>Senator McALLISTER: With reference to determination No. 1 in 2015, which contains the details of the remuneration and other conditions of appointment of the Secretary of the Department of Parliamentary Services, can you please advise how the determination might differ from the previous determination that governed the conditions of employment of the former secretary.</p> <p>Mr Lloyd: The determination was made by the Remuneration Tribunal, so I would have to take that on notice.</p>	p. 73
267	Parliamentary Service Commissioner	McAllister	Determination of remuneration of parliamentary statutory office holders	<p>Senator McALLISTER: You have previously commented in relation to statutory office holder remuneration and a proposed legislative change to transfer the responsibility for determining the remuneration of the other parliamentary service statutory office holder's from the Presiding Officers to the Remuneration Tribunal. You said that the 'necessary amendments to the Parliamentary Service Act and the Remuneration Tribunal Act 1973 are being developed as part of a package of amendments to be referred to the Office of Parliamentary Counsel in the following reporting period. Do you know where that is up to?</p> <p>Mr Lloyd: I do not recall. I do not think that was me who said that, but it might have been predecessor of mine. I certainly have no recollection of making a statement along those lines. I do not think it is</p>	p. 73

				contained anywhere in my report. So I will have to take that on notice to see if I can find out who made that statement.	
268	Parliamentary Service Commissioner	Bernardi	Baxter review and level of consultation with DPS staff	<p>CHAIR: DPS advised in a question on notice that management of the Baxter review is a matter for you.</p> <p>Mr Lloyd: That is right.</p> <p>CHAIR: Can you give us a brief update since October? I am specifically interested in the number of DPS staff that may have engaged in consultations with you.</p> <p>Mr Lloyd: With me or with Mr Baxter?</p> <p>CHAIR: Yes.</p> <p>Mr Lloyd: I know that Mr Baxter undertook a fairly extensive consultation. I do not know at the moment or cannot recall who exactly that was with and how many. I am not sure it is in his report or in the appendix, but we do have extensive consultation with a number of officers, both members of parliament and officers.</p> <p>CHAIR: In answer to a question on notice, DPS detailed how the advertising had taken place effectively internally, and I do not know how many people took advantage of that. I am not interested in who, but if there is a record I am just interested to know whether 50 people went into their consultations from DPS or three. Could you find that and take it on notice?</p> <p>Mr Lloyd: Yes, certainly.</p> <p>CHAIR: If not I will pursue it with DPS and see what we can come up with.</p> <p>Mr Lloyd: I will take it on notice.</p>	pp 73-74
269	Parliamentary Service Commissioner	McAllister	Reviews where DPS had responsibility for costs	<p>Senator McALLISTER: So, Mr Lloyd, is your office meeting the costs of this review?</p> <p>Ms Foster: Senator, no, it is the Department of Parliamentary Services. So what will typically happen when the Parliamentary Service Commissioner undertakes a review on behalf of the Presiding Officers, they will organise and manage the review and it will be billed back to DPS.</p> <p>Senator McALLISTER: That has been the convention for other reviews of this kind?</p> <p>Ms Foster: That is my understanding, Senator.</p> <p>Senator McALLISTER: Do we have examples of other reviews where DPS has taken responsibility for the costs of reviews commissioned by the Presiding Officers?</p> <p>Ms Foster: Can I take that on notice.</p>	p. 77
270	President of the Senate	Wong	Contact with former Prime Minister's office in relation to pending travel	<p>Senator WONG: How was the anticipated denial of concurrence communicated to your chief of staff?</p> <p>The President: Verbally and in writing.</p> <p>Senator WONG: Can you tell us how it was communicated in writing?</p> <p>The President: I believe it was a letter written to me by the chief of staff, but I would have to check.</p> <p>Senator WONG: What did the letter express?</p> <p>The President: It was seeking further clarification and disagreeing with some aspects of proposed travel.</p> <p>Senator WONG: Of a proposed travel arrangement. Okay. I ask you to provide a copy of that letter.</p>	pp 12-13

				<p>Were there any further letters?</p> <p>The President: The quantity I would have to check, but that was in the early stages. Things improved in the second half of that financial year—the second half of the 2014-15 financial year—and so far this financial year I have not needed to draw at all on the Department of Finance. I have an understanding now from the Prime Minister's—</p> <p>Senator WONG: I will come to that. I am asking for the period only under the previous Prime Minister. I ask for all correspondence between the Prime Minister and/or the Prime Minister's office and you and your office in relation to pending travel. Thank you.</p> <p>The President: I am sympathetic to that request, but let me go away and think about that.</p> <p>Senator WONG: Of course.</p> <p>CHAIR: May I ask a question in this respect? What is the time sensitivity of some of these trips? I understand exactly why you want to go down a different path, but how quickly does concurrence need to be granted? Where concurrence has been denied, how close to the trip do these things come into play?</p> <p>The President: On two occasions. One involved President Hogg, which I think was on the eve of travel. The other, in relation to me, was maybe two or three days before proposed travel, so the trip was cancelled because we could not confirm anything and concurrence was granted too late.</p> <p>CHAIR: Clearly arrangements are not made in the last 24 hours in international delegations and things of that nature, so a lot of work has been invested into it by the Department of the Senate and other departments and, on the eve of travel—in the case of Senator Hogg—or a couple of days before, concurrence has been denied.</p> <p>Senator WONG: Could you, on notice—if it is possible—provide information regarding telephone conversations, verbal conversations, between the offices in relation to concurrence for that period. You or your chief of staff may have some notes.</p> <p>The President: I will take that on board. I will not make any firm commitment. I will go and consider that.</p> <p>Senator WONG: Of course, I understand that.</p>	
271	President of the Senate	Wong	Proposal to extend the ministerial wing of Parliament House	<p>Senator WONG: So the only documentation in relation to this was the letter from Prime Minister Abbott to you and to the Speaker?</p> <p>The President: Correct.</p> <p>Senator WONG: Was that referred to the department at all?</p> <p>The President: I do not believe so because of the events that preceded it.</p> <p>Senator WONG: Can we just take on notice: was the letter from the PM requesting this referred to the department and, if so, what work did the department undertake as a result of that? Was advice provided to you?</p> <p>The President: I am happy to take it on notice.</p> <p>Senator WONG: Can you provide a copy of the letter, please?</p> <p>The President: I will consider that, Senator Wong.</p> <p>...</p>	pp 68, 71-72

				<p>The President: Could I just enhance the record in relation to Senator Wong. It has been brought to my attention that, in relation to the ministerial wing that we were discussing, I need to give some additional information. I am correct in saying that we have only had communication from the Prime Minister. The Department of Parliamentary Services did develop a number of options, one of which included ministerial extension options in relation to the security enhancement, and a variety of other options. This was presented to us, not at our request. Madam Speaker—at the time—and I did not request this, but it was presented to us. We wrote to the Prime Minister saying we were not of the view to extend the ministerial wing. We had other priorities within the building. That happened earlier, and then the Prime Minister wrote back to us, and then we did not communicate back because of the events I have outlined.</p> <p>Senator WONG: I seek that the correspondence to which you have referred in that answer be tabled, and that the plans to which you referred also be provided to this committee.</p> <p>The President: Again I will consider that.</p>	
272	President of the Senate	McAllister	Engagement with the Remuneration Tribunal	<p>Senator McALLISTER: Before we finish on that, under the current arrangements you indicated there is an engagement between the presiding officers and the Remuneration Tribunal before setting salaries for individual officers. That is my understanding and is that correct?</p> <p>The President: For the four officers of the parliament, which are the two secretaries of the House of Representatives and the Senate, the secretary of the Department of Parliamentary Services and the Parliamentary Budget Officer, who has a slightly different—I am corrected: the PBO is directly under the Remuneration Tribunal because he is a different statutory office holder. He is removed completely from the parliament.</p> <p>Senator McALLISTER: How does the nature of the engagement typically take place in your experience?</p> <p>The President: By formal communication.</p> <p>Senator McALLISTER: It is formal? It is an exchange of letters—</p> <p>The President: Yes.</p> <p>Senator McALLISTER: to say that the presiding officer might make a proposition about the nature of the appointment, length of tenure, salary—</p> <p>The President: Correct.</p> <p>Senator McALLISTER: Or just salary?</p> <p>The President: Let me take that on notice.</p> <p>Senator McALLISTER: I think it would be helpful to understand what issues are considered in that exchange. It is simply seeking guidance? There is no concurrence requirement from the Remuneration Tribunal?</p> <p>The President: Again, let me take that on notice and I will confirm that with you.</p> <p>Senator McALLISTER: I think it would be good to have some clarity about the nature of their role in the finalisation of an offer.</p>	p. 75