

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Taxi Costs

Senator: Senator Ludwig

Question reference number: 136

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much did each department/agency spend on taxis during the specific period?
Provide a breakdown for each business group in each department/agency.
2. What are the reasons for the taxi costs?
3. How much did the department spend on taxis during the specified period for their minister or minister's office?

Answer:

136.1 \$15,425.00

**136.2 National Australian of the Year announcements.
State and Territory Australian of the Year announcements
Board and Network meetings, sponsors and stakeholder meetings**

136.3 N/A

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Hospitality and entertainment

Senator: Senator Ludwig

Question reference number: 137

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What has been the Department/Agency's hospitality spend including any catering and drink costs?
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purposed and cost of all events including any catering and drink costs.
3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drink costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, locations, purpose and cost of all events including catering and drink costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including catering and drink 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 catering and drink costs.
7. What entertainment spend is the Department/Agency's spending? Detail date, location, purpose and cost of all events including any catering and drink 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 drink costs.
9. Is the Department/agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer:

137.1	\$74,171
137.2	Not applicable
137.3	\$9018 General Meetings and functions – sponsors, stakeholders, suppliers staff. - \$5521 Meetings with previous Australian of the Year and finalists – \$1270 Network dinners - \$2227
137.4	Not applicable
137.5	Nil
137.6	Not applicable
137.7	\$2,000
137.8	Not applicable
137.9	No

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Executive coaching and leadership training

Senator: Senator Ludwig

Question reference number: 138

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

Please provide the following information in relation to executive coaching and/or leadership training services purchased by each department/agency:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged for each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used

- b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
- c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- d. Any costs the department or agency's incurred to use the location
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.

Answer:

138.1 Nil

138.2 Nil

138.3 Nil

138.4 Nil

- a. N/A – See Q4
- b. N/A – See Q4
- c. N/A – See Q4
- d. N/A – See Q4
- e. N/A – See Q4
- f. N/A – See Q4

138.5 Nil

- a. N/A – See Q5
- b. N/A – See Q5
- c. N/A – See Q5
- d. N/A – See Q5

138.6 Nil

138.7 Nil

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Staffing Profile

Senator: Senator Ludwig

Question reference number: 139

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answer:

139.1 **No**

139.2 **N/A – see Q1**

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Staffing Reductions

Senator: Senator Ludwig

Question reference number: 140

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many staff reductions/voluntary redundancies have occurred?
2. What was the reason for these reductions?
3. Were any of these reductions involuntary redundancies? If yes, provide details.
4. 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.
5. If there are plans for staff reductions, please give the reason why these are happening.
6. Are there any plans for involuntary redundancies? If yes, please provide the details
7. How many ongoing staff left the department/agency? What classification were these staff?
8. How many non-ongoing staff left department/agency from? What classifications were these staff?
9. What are the voluntary redundancy packages offered? Please detail for each staff level and position
10. How do the packages differ from the default public service package
11. How is the department/agency funding the packages?

Answer:

140.1	1
140.2	The role was no longer required
140.3	No
140.4	No
140.5	No
140.6	No
140.7	None
140.8	2 x casual staff - The National Australia Day Council staff are not engaged under the <i>Public Service Act 1999</i> and they do not have APS classifications
140.9	None - The voluntary redundancy packages are based on the National Employment Standards
140.10	Not inconsistent with the default benefit calculation
140.11	General Base Business Funding

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Staffing recruitment

Senator: Senator Ludwig

Question reference number: 141

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many ongoing staff have been recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many staff have been employed on contract and what is the average length of their employment period?

Answer:

- | | | |
|--------------|---------------------------|---------------------------------------------------------------------------|
| 141.1 | 2 staff recruited. | Classification - Deputy Chief Executive Officer and Office Manager |
| 141.2 | 2 - Administration | |
| 141.3 | 2 – 4-6 weeks | |

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Kitchen appliances

Senator: Senator Ludwig

Question reference number: 142

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000? 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 the maintenance come from?
7. What are other ongoing costs of the appliances?

Answer:

142.1	Nil
142.2	N/A – See Q1
142.3	N/A – See Q1
142.4	N/A – See Q1
142.5	N/A – See Q1
142.6	N/A – See Q1
142.7	N/A – See Q1

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Boards (for Departments or agencies with Boards)

Senator: Senator Ludwig

Question reference number: 143

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How often has each board met, break down by board name;
2. What travel expenses have been incurred;
3. What has 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.

Answer:

143.1	Two meetings were held in this period
143.2	\$17,955
143.3	90%

143.4

E. During the period 14 September 2015 to 12 February 2016 there were 2 Board meetings held.

A. The number of meetings attended during the period

Board Member	Board Meetings	
	E	A
Ben Roberts-Smith (Chair)	2	2
Robbie Sefton (Deputy Chair)	2	2
Janet Whiting	2	2
Samina Yasmeen	2	2
Susan Alberti	2	1
Jason Glanville	2	2
Norman Schueler	2	1
Elizabeth Kelly	2	1

143.5 **Board members are asked about any conflicts of interest at the commencement of each Board meeting and are asked to declare any conflicts should they arise during the course of the meeting. If there is a conflict of interest, Board members remove themselves from the decision-making process.**

143.6 **Nil**

143.7 **\$6,549**

143.8 **The Chairman would speak to the Board member in question with a view to rectifying the situation.**

143.9 **No**

143.10 **Nil**

143.11 **\$982.00. Breakdown of costs – whole amount was for catering**

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: 144

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many cars are owned by each department/agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost for each car during the specified period?
 - d. How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost of each during the specified period?
 - d. How far did each car travel during the specified period?

Answer:

- 144.1 Nil**
- a. N/A – see Q1
 - b. N/A – see Q1
 - c. N/A – see Q1
 - d. N/A – see Q1

- 143.2 Nil**
- a. N/A – see Q2
 - b. N/A – see Q2
 - c. N/A – see Q2
 - d. N/A – see Q2

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: 145

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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 under 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in under 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 days and 120 days? How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates, 2014
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

145.1	30 Days or less
145.2	100%
145.3	N/A – See Q2
145.4	N/A – See Q2
145.5	N/A – See Q2
145.6	N/A – See Q2
145.7	N/A – See Q2

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Hire cars

Senator: Senator Ludwig

Question reference number: 146

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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?

Answer:

146.1 **\$25,160**

146.2 **Which includes buses hired for 3 days for the National Australian of the Year Awards, National Australian of the Year announcement and State & territory presentations**

146.3 **N/A**

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Credit cards

Senator: Senator Ludwig

Question reference number: 147

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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 is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

147.1	No changes
147.2	No
147.3	No
147.4	No
147.5	No
147.6	No
147.7	N/A

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Functions

Senator: Senator Ludwig

Question reference number: 148

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:
 - a. The guest list of each function
 - b. The party or individual who initiated the request for the function
 - c. The menu, program or list of proceedings of the function
 - d. A list of drinks consumed at the function.
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

Answer:

- | | |
|--------------|---------------------|
| 148.1 | N/A |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |
| d. | N/A – See Q1 |

- | | |
|--------------|------------|
| 148.2 | N/A |
|--------------|------------|

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Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Red tape reduction

Senator: Senator Ludwig

Question reference number: 149

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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?
 - 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 tap reduction unit or similar body
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

149.1	Nil
a.	N/A – See Q1
149.2	Nil
149.3	Nil
149.4	Nil
149.5	Nil
149.6	Nil
149.7	Nil
149.8	Nil
149.9	Nil

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Land costs

Senator: Senator Ludwig

Question reference number: 150

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non-Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
 - a. What is the current occupancy level and occupant of the items identified in (3)?
 - b. What is the value of 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 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 land upon which Australian Defence force bases are located. Non-Defence Force base land is to be included)
6. In regards to any buildings 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?

150.1	Nil
150.2	Nil
150.3	Nil
a.	N/A – See Q3
b.	N/A – See Q3
c.	N/A – See Q3
150.4	Nil
150.5	Nil
150.6	Nil

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Contracts for Temporary Staff

Senator: Senator Ludwig

Question reference number: 151

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September 2015:

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?

Answers

151.1	\$151,503
151.2	4
151.3	2
151.4	\$5,982
151.5	No

Senate Finance and Public Administration Committee

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Printing

Senator: Senator Ludwig

Question reference number: 152

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September 2015:

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 of produced as well.
 - a. How many of these printed documents were also published online?
2. Has the Department/agency used external printing services for any jobs?
 - a. If so, what companies were used?
 - b. How were they selected?
 - c. What was the total cost of this printing by item?

- 152.1 11,000 copies of Australian Citizenship Affirmation cards**
3,560 copies of invitations for States and Territories Australian of the Year Award presentations
2,910 copies of programs for States and Territories Australian of the Year Award presentations
1,200 copies of invitations for National Australian of the Year Award presentation
1,000 copies of programs for National Australian of the Year Award presentation
- a. The Australian Citizenship Affirmation cards only**

152.2

Yes

- a. 2 companies were used - Elect Printing and Staples**
- b. Both are preferred suppliers**
- c. Australian Citizenship Affirmation cards - \$1,556**
State and Territory invitations - \$1,662
State and Territory programs - \$5,930
National invitations - \$1,587
National Programs - \$6,739

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Communications staff

Senator: Senator Ludwig

Question reference number: 153

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. For all departments and agencies, please provide - in relation to all public relations, communications and media staff – the following:
 - a. How many ongoing staff, the classification, the type of work they undertake and their locations
 - 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?
2. Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail.

- | | |
|--------------|----------------------------------------------------------------------|
| 153.1 | Nil |
| a. | N/A – see Q1 |
| b. | N/A – see Q1 |
| c. | 1 – no classification – Media consultancy – located in Sydney |
| d. | Nil |
| e. | 1 |
| 153.2 | No |

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Reviews

Senator: Senator Ludwig

Question reference number: 154

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

1. How many reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) been commenced? Please list them including:
 - a. The date they were ordered?
 - b. The date they commenced
 - c. The minister responsible
 - d. The department responsible
 - e. The nature of the review
 - f. Their terms of reference
 - g. The scope of the review
 - h. Who is conducting the review
 - i. The number of officers, and their classification level, involved in conducting the review
 - j. The expected report date
 - k. The budgeted, projected or expected costs
 - l. If the report will be tabled in parliament or made public
2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review?
 - a. If so, please list them, including their name and/or trading name/s and any known alias or other trading name
 - b. If so, please list their managing director and the board of directors or equivalent
 - c. If yes, for each is the cost associated with their involvement, including a break down for each cost item
 - d. If yes, for each, what is the nature of their involvement

- e. If yes, for each, are they on the lobbyist register, provide details
- f. If yes, for each, what contact has the Minister or their office had with them
- g. If yes, for each, who selected them
- h. If yes, for each, did the minister or their office have any involvement in selecting them
 - i. If yes, please detail what involvement it was
 - ii. If yes, did they see or provide 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 reviews are ongoing?
 - 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?
 - 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? If so, when? If not, why not?

Answers

- 154.1 Nil**
- a. N/A – See Q1
 - b. N/A – See Q1
 - c. N/A – See Q1
 - d. N/A – See Q1
 - e. N/A – See Q1
 - g. N/A – See Q1
 - h. N/A – See Q1
 - i. N/A – See Q1
 - j. N/A – See Q1
 - k. N/A – See Q1
 - l. N/A – See Q1

- 154.2 Nil**
- a. N/A – See Q2
 - b. N/A – See Q2
 - c. N/A – See Q2
 - d. N/A – See Q2
 - e. N/A – See Q2
 - f. N/A – See Q2
 - g. N/A – See Q2
 - h. N/A – See Q2

- i. N/A – See Q2**
- ii. N/A – See Q2**
- iii. N/A – See Q2**
- iv. N/A – See Q2**
- v. N/A – See Q2**

- 154.3 Nil**
- a. N/A – See Q3**
- b. N/A – See Q3**

- 154.4 Nil**
- 154.5 Nil**
- 154.6 Nil**
- 154.7 Nil**
- 157.8 Nil**
- a. N/A – See Q8**
- b. N/A – See Q8**
- c. N/A – See Q8**
- d. N/A – See Q8**

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Commissioned reports

Senator: Senator Ludwig

Question reference number: 155

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
 - a. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

155.1	Nil
a.	N/A – See Q1
155.2	Nil
155.3	Nil

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Appointments

Senator: Senator Ludwig

Question reference number: 156

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

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 or changed its gender ratio target and/or any other policy intended to increase the participation rate on boards? If yes, please specify what the target and policy is for each board
4. Please specify when these gender ratio or participation policies were changed.

156.1	Nil
156.2	5 Females & 3 Males
156.3	N/A – all appointments are made by the Minister and administered by the Department of Prime Minister and Cabinet.
156.4	Nil

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Stationery requirements

Senator: Senator Ludwig

Question reference number: 157

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

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

157.1	Nil
a.	N/A – See Q1
b.	N/A – See Q1
157.2	Nil
157.3	Nil

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Electronic equipment

Senator: Senator Ludwig

Question reference number: 158

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

1. Other than phones, iPad or computers – please list the electronic equipment provided to the Minister's office

- a. List the items
- b. List the items location or normal location
- c. List if the item is in the possession of the office or an individual staff member or 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

158.1	Nil
a.	N/A – See Q1
b.	N/A – See Q1
c.	N/A – See Q1
d.	N/A – See Q1
e.	N/A – See Q1
f.	N/A – See Q1
g.	N/A – See Q1

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Media Subscriptions

Senator: Senator Ludwig

Question reference number: 159

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

1. What pay TV subscriptions does your department/agency have?
 - a. Please provide a list of channels and the reason for each channel
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
2. What newspaper subscriptions does your department/agency have?
 - a. Please provide a list of newspaper subscriptions and the reason for each
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
3. What magazine subscriptions does your department/agency have?
 - a. Please provide a list of magazine subscriptions and the reason for each
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
4. What publications does your department/agency purchase?
 - a. Please provide a list of publications purchased by the department and 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?

159.1 Nil

a. N/A – See Q1

b. N/A – See Q1

c. N/A – See Q1

d. N/A – See Q1

159.2 3 subscriptions

a. The Australian, The Canberra Times and Daily Telegraph – these papers are used for research by the National Australia Day Council for the Australian of the Year Awards.

b. \$875.00

c. Nil

d. Nil

159.3 Nil

a. N/A – See Q3

b. N/A – See Q3

c. N/A – See Q3

d. N/A – See Q3

159.4 Nil

a. N/A – See Q4

b. N/A – See Q4

c. N/A – See Q4

d. N/A – See Q4

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Meeting costs

Senator: Senator Ludwig

Question reference number: 160

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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.

160.1	October 2016 - Darwin - Network Chairs Meeting - \$1,432.00
160.2	N/A
160.3	N/A
160.4	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Media training

Senator: Senator Ludwig

Question reference number: 161

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

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

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.

Answers

161.1

- a. **\$26,318**
- b. **Total amount is for the supply of labour**
- c. **33 – These were not staff, but the 33 finalists in the Australian of the Year awards**
- d. **33 – See Q161.1-c**
- e. **Leesa Shannon – Karma Consulting**
- f. **Carried out both via the phone and face-to-face.**

161.2

- a. **Media training**
- b. **One-on-one**
- c. **33 – See Q161.1-c**
- d. **33 – See Q161.1-c**
- e. **\$40,998**
- f. **Complete package**

161.3 **Other location**

161.4 **Crowne Plaza - Canberra**

161.5 **33 – See Q161.1-c**

161.6 **33 – See Q161.1-c**

161.7 **Nil**

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Consultancies

Senator: Senator Ludwig

Question reference number: 162

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015

1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (i.e. open tender, direct source, etc.) Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have they been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known
3. Have any consultancies not gone out for tender?
 - a. List each, including name, cost and purpose
 - b. If so, why?

Answers

- | | |
|--------------|---------------------|
| 162.1 | Nil |
| 162.2 | Nil |
| 162.3 | Nil |
| a. | N/A – See Q3 |
| b. | N/A – See Q3 |

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Provision of equipment - ministerial

Senator: Senator Ludwig

Question reference number: 163

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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
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:
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.

Answers

163.1	N/A
a.	N/A – See Q1
163.2	N/A
163.3	N/A
163.4	N/A
163.5	N/A
163.6	N/A
163.7	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Provision of equipment - department

Senator: Senator Ludwig

Question reference number: 164

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has electronic equipment (such as iPad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of:
2. What is 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.

Answers

164.1	N/A
164.2	N/A
164.3	N/A
164.4	N/A
164.5	N/A
164.6	N/A
164.7	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Computers

Senator: Senator Ludwig

Question reference number: 165

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location
3. Please detail the operating systems used by the department's computers, the contractual arrangements for operating software and the on-going costs

Answers

165.1	Nil
165.2	Nil
165.3	Nil

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Travel Costs - department

Senator: Senator Ludwig

Question reference number: 166

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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.

Answers:

166.1	No
166.2	N/A

166.3	N/A
166.4	N/A
166.5	N/A
166.6	N/A
166.7	N/A
166.8	N/A
166.9	N/A
166.10	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Grants

Senator: Senator Ludwig

Question reference number: 167

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What guidelines are in place to administer grants?
2. How are grants applied for?
3. Are there any restrictions on who can apply for a grant? If yes, please detail.
 - a. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.
4. What is the procedure for selecting who will be awarded a grant?
5. Who is involved in this selection process?
6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.
 - a. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, and 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, and the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

Answers

167.1	The National Australia Day Council does not administer grants
167.2	N/A – See Q1
167.3	N/A – See Q1
167.4	N/A – See Q1
167.5	N/A – See Q1
167.6	N/A – See Q1
167.7	N/A – See Q1
167.8	N/A – See Q1

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Departmental rebranding

Senator: Senator Ludwig

Question reference number: 168

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers

168.1

No

- | | |
|------------|---------------------|
| a. | N/A – See Q1 |
| i. | N/A – See Q1 |
| b. | N/A – See Q1 |
| i. | N/A – See Q1 |
| ii. | N/A – See Q1 |
| iii | N/A – See Q1 |
| iv. | N/A – See Q1 |
| v. | N/A – See Q1 |
| vi. | N/A – See Q1 |
| c. | N/A – See Q1 |
| i. | N/A – See Q1 |

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Media Monitoring

Senator: Senator Ludwig

Question reference number: 169

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?
 - a. Which agency or agencies provided these services?
 - b. What has been spent providing these services during the specified period?
 - c. Itemise these expenses.
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?
 - a. Which agency or agencies provided these services?
 - b. What has been spent providing these services during the specified period?
 - c. Itemise these expenses

Answers

169.1 N/A

a. N/A – See Q1

b. N/A – See Q1

c. N/A – See Q1

169.2 \$36,134

a. Isentia

b. \$36,134

c. Electronic media collection – i.e. newspapers, tv, radio.

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Procedure Manuals (Ministerial)

Senator: Senator Ludwig

Question reference number: 170

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and:

- a) When was the manual last updated?
- b) Who is responsible for updating the manual?
- c) Who is the manual distributed to?
- d) Is anyone responsible for clearing communications before they are sent to the department?

Answers

- | | |
|--------------|---------------------|
| 170.1 | N/A |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator Ludwig

Question reference number: 171

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. Please list all related EBAs with coverage of the department.
2. Please list their starting and expiration dates.
3. What is the current status of negotiations for the next agreement/s? Please detail.

Answers

171.1 Nil

171.2 Nil

171.3 Nil

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Existing Resources Program

Senator: Senator Ludwig

Question reference number: 172

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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?

Answers

172.1	Nil
172.2	Nil
172.3	Nil
172.4	Nil
172.5	Nil

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: 173

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations or 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 reasons, 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?

Answers

173.1	No
173.2	N/A see Q1
173.3	No
173.4	N/A see Q3
173.5	N/A
173.6	Nil
173.7	No
173.8	N/A
173.9	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Statutory Review Provisions

Senator: Senator Ludwig

Question reference number: 174

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

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

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a work plan for the review
3. When did/will this work begin?
4. When is/was the review due to commence.
5. What is the expected report date?
6. Who is the minister responsible for the review
7. What department is responsible for the review
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review?
11. Who is conducting the review? How were they selected? What are the legislated 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?

Answers

174.1	N/A
174.2	N/A
174.3	N/A
174.4	N/A
174.5	N/A
174.6	N/A
174.7	N/A
174.8	N/A
174.9	N/A
174.10	N/A
174.11	N/A
174.12	N/A
174.13	N/A
174.14	N/A
174.15	N/A
174.16	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Sunset Provisions

Senator: Senator Ludwig

Question reference number: 175

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
 - a. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 - b. Has any consideration been given to delaying or alerting the sunset provisions?
 - c. Please provide a schedule or a work plan for the sunset provisions becoming active
 - d. 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:
 - 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

Answers

175.1 **N/A**

- a.** **N/A – See Q1**
- b.** **N/A – See Q1**
- c.** **N/A – See Q1**
- d.** **N/A – See Q1**

175.2 **N/A**

- a.** **N/A – See Q2**
- b.** **N/A – See Q2**
- c.** **N/A – See Q2**
- d.** **N/A – See Q2**
- e.** **N/A – See Q2**
- f.** **N/A – See Q2**
- g.** **N/A – See Q2**
- h.** **N/A – See Q2**
- i.** **N/A – See Q2**
- j.** **N/A – See Q2**
- k.** **N/A – See Q2**
- l.** **N/A – See Q2**
- m.** **N/A – See Q2**

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Legal costs

Senator: Senator Ludwig

Question reference number: 176

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers

176.1	Nil
176.2	Nil
176.3	Nil
176.4	Nil

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Procedure Manual (Departmental)

Senator: Senator Ludwig

Question reference number: 177

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
- a) When was the manual last updated?
 - b) Who is responsible for updating the manual?
 - c) Has the minister's office had any input into the content of the manual? If so, please detail.
 - d) Who is the manual distributed to?
 - e) Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answers

- | | |
|--------------|---------------------|
| 177.1 | N/A |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |
| d. | N/A – See Q1 |
| e. | N/A – See Q1 |

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Vending Machines

Senator: Senator Ludwig

Question reference number: 178

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?

a. If so, list these

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

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

d. If so, where were these purchased

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

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

g. If so, what is the current usage for each of these items?

Answers

178.1

No

a. N/A – See Q1

b. N/A – See Q1

c. N/A – See Q1

d. N/A – See Q1

e. N/A – See Q1

f. N/A – See Q1

g. N/A – See Q1

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Self-initiated work

Senator: Senator Ludwig

Question reference number: 179

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc. that are devised by staff without being directed by the minister's office or department management)?
2. Please list all ongoing projects. For each, please detail:
3. When did the project commence?
4. When is it expected to conclude?
5. What will the total cost of the project be?
6. Where did the money for the project come from?
7. Where is the project based?

Answers

179.1	No
179.2	N/A
179.3	N/A
179.4	N/A
179.5	N/A
179.6	N/A
179.7	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Staff awards

Senator: Senator Ludwig

Question reference number: 180

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department / Agency given out awards to staff for any reason? If yes:
 - 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:
 - a. Where was it held?
 - 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?

Answers

- 180.1** **No**
a. **N/A – See Q1**
b. **N/A – See Q1**
c. **N/A – See Q1**
d. **N/A – See Q1**

- 180.2** **N/A – See Q1**
180.3 **N/A – See Q1**
180.4 **N/A – See Q1**
a. **N/A – See Q4**
b. **N/A – See Q4**
c. **N/A – See Q4**
d. **N/A – See Q4**
e. **N/A – See Q4**
f. **N/A – See Q4**

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Change Management

Senator: Senator Ludwig

Question reference number: 181

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department/Agency engaged in a policy of Change Management? If yes:
 - 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?

Answers

- | | |
|--------------|---------------------|
| 181.1 | No |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |
| d. | N/A – See Q1 |
| e. | N/A – See Q1 |

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Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Departmental staff misconduct

Senator: Senator Ludwig

Question reference number: 182

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

Since the change of Prime Minister on 14 September, 2015:

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

Answers

182.1 **Yes**

182.2 **No**

b. **N/A – See Q2**

c. **N/A – See Q2**

d. **N/A – See Q2**

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Fee for services

Senator: Senator Ludwig

Question reference number: 183

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services?

If yes please provide a list and include:

- a. Name of the fee and a short description of what it covers.
- b. How much is the fee (and is it a flat fee or a percentage of the service).
- c. The date the fee came into place.
- d. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.
- e. What consultation was carried out before the fee was put into place?
- f. How was the fee put into place (e.g. through legislation, regulation changes etc.)?
- g. What justification is there for the fee?
- h. test

Answers:

- | | |
|--------------|---------------------|
| 183.1 | No |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |
| d. | N/A – See Q1 |
| e. | N/A – See Q1 |
| f. | N/A – See Q1 |
| g. | N/A – See Q1 |
| h. | N/A – See Q1 |

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Documents provided to Minister

Senator: Senator Ludwig

Question reference number: 184

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

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?

Answers:

184.1	Nil
184.2	N/A – See Q1
184.3	N/A – See Q1
184.4	N/A – See Q1
184.5	N/A – See Q1

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Merchandise or promotional material

Senator: Senator Ludwig

Question reference number: 185

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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?

Answers:

185.1 Yes

185.2 Woven bags. Cotton Caps. Australian Flag Hand Waver and Water bottles – all used for Australia Day Celebrations and Citizenship Ceremony

185.3 Woven bags - \$2.20 each
Cotton Caps - \$3.50 each
Australian Flag Hand Waver - .60 cents each
Water bottles - \$6.10 each

185.4	Woven bags – 1,000
	Cotton Caps – 1,400
	Australian Flag Hand Waver – 1,300
	Water bottles – 1,300
185.5	Part of contracted agreement
185.6	Part of contracted agreement
185.7	Part of contracted agreement
185.8	N/A
185.9	Blue Star
185.10	Preferred supplier
185.11	Preferred supplier

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Domain Usage

Senator: Senator Ludwig

Question reference number: 186

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:

- a. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).
- b. Amount of data downloaded and uploaded to the site.
- c. Number of times the site was accessed.

Answers:

- | | |
|--------------|---------------------|
| 186.1 | N/A |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |

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Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Ministerial website

Senator: Senator Ludwig

Question reference number: 187

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on the Minister's website?
 - 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.

Answers:

187.1	N/A
a.	N/A – See Q1
187.2	N/A
187.3	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Report printing

Senator: Senator Ludwig

Question reference number: 188

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers:

188.1	No
188.2	N/A

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: FOI Requests

Senator: Senator Ludwig

Question reference number: 189

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers:

189.1 **One**

189.2 **As the National Australia Day Council is an incorporated company and the staff at the NADC are not employed as public servants, it is not a prescribed authority for the purposes of the FOI Act.**

189.3 **N/A**

a. **N/A – See Q3**

b. **N/A – See Q3**

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Ministerial Vehicle

Senator: Senator Ludwig

Question reference number: 190

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the minister been provided with or had access to a motor vehicle? If so:
 - a. What is the make and model?
 - b. How much did it cost?
 - c. When was it provided?
 - d. Was the entire cost met by the department? If not, how was the cost met?
 - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
 - f. Are these costs met by the department? If not, how are these costs met?
 - 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.

Answers:

190.1	N/A
a.	N/A – See Q1

- b. N/A – See Q1**
- c. N/A – See Q1**
- d. N/A – See Q1**
- e. N/A – See Q1**
- f. N/A – See Q1**
- g. N/A – See Q1**
- h. N/A – See Q1**
- i. N/A – See Q1**
- j. N/A – See Q1**

Senate Finance and Public Administration Committee

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Ministerial Staff Vehicles (non MoPS)

Senator: Senator Ludwig

Question reference number: 191

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:

a. What is the make and model?

b. How much did it cost?

c. When was it provided?

d. Was the entire cost met by the department? If not, how was the cost met?

e. What, if any, have been the ongoing costs associated with this motor vehicle?

Please include costs such as maintenance and fuel.

f. Are these costs met by the department? If not, how are these costs met?

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.

Answers:

191.1 N/A

a. N/A – See Q1

b. N/A – See Q1

c. N/A – See Q1

d. N/A – See Q1

e. N/A – See Q1

f. N/A – See Q1

g. N/A – See Q1

h. N/A – See Q1

i. N/A – See Q1

j. N/A – See Q1

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Lobbyist Register meetings

Senator: Senator Ludwig

Question reference number: 192

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers:

192.1	Nil
192.2	N/A – See Q1
192.3	N/A – See Q1

Senate Finance and Public Administration Committee

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Workplace assessments

Senator: Senator Ludwig

Question reference number: 193

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on workplace ergonomic assessments?
 - 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?
3. If so, list each item of expenditure and cost related to those changes

Answers:

193.1	Nil
a.	N/A – See Q1
193.2	Nil
193.3	Nil

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: 194

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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?

Answers:

- | | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 194.1 | One |
| 194.2 | As the National Australia Day Council is an incorporated company and the staff at the NADC are not employed as public servants, it is not a prescribed authority for the purpose of the FOI Act. |
| 194.3 | N/A |
| 194.4 | N/A |
| 194.5 | N/A |

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Multiple Tenders

Senator: Senator Ludwig

Question reference number: 195

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers:

- | | |
|--------------|---------------------|
| 195.1 | Nil |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |

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Senate Finance and Public Administration Legislation Committee **ANSWERS TO QUESTIONS ON NOTICE**

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Market Research

Senator: Senator Ludwig

Question reference number: 196

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers:

- | | |
|--------------|-------------------------------------------------------|
| 196.1 | Australia Day participation survey |
| a. | \$2,530 |
| b. | \$2,530 – labour costs – Australia Day Program |
| c. | Omnipoll |
| d. | Specialist agency |
| e. | On-line survey |
| f. | On-line survey |
| g. | No |

- h. N/A – See Q196.1-g**
- i. Previous experience**
- j. N/A**
- k. Internal process**
- l. No**

Senate Finance and Public Administration Committee

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Departmental Upgrades

Senator: Senator Ludwig

Question reference number: 197

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

a. If so, list these

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

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

d. If so, who conducted the works?

e. If so, list the process for identifying who would conduct these works

f. If so, when are the works expected to be completed?

Answers:

197.1	No
a.	N/A – See Q1
b.	N/A – See Q1
c.	N/A – See Q1
d.	N/A – See Q1
e.	N/A – See Q1
f.	N/A – See Q1

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Wine Coolers / Fridges

Senator: Senator Ludwig

Question reference number: 198

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?

a. If so, list these

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

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

d. If so, where were these purchased

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

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

g. If so, what is the current stocking level for each of these items?

Answers:

198.1	No
a.	N/A – See Q1
b.	N/A – See Q1
c.	N/A – See Q1
d.	N/A – See Q1
e.	N/A – See Q1
f.	N/A – See Q1

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Office Plants

Senator: Senator Ludwig

Question reference number: 199

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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

Answers:

- | | |
|--------------|---------------------|
| 199.1 | No |
| a. | N/A – See Q1 |
| b. | N/A – See Q1 |
| c. | N/A – See Q1 |
| d. | N/A – See Q1 |
| e. | N/A – See Q1 |
| f. | N/A – See Q1 |

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The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Office recreation facilities

Senator: Senator Ludwig

Question reference number: 200

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?

a. If so, list these

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

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

d. If so, where were these purchased

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

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

g. If so, what is the current usage for each of these items?

Answers:

200.1	No
a.	N/A – See Q1
b.	N/A – See Q1
c.	N/A – See Q1
d.	N/A – See Q1
e.	N/A – See Q1
f.	N/A – See Q1
g.	N/A – See Q1

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Building Lease costs

Senator: Senator Ludwig

Question reference number: 201

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

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:
 - 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:
 - 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:
 - 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.

- 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:
 - 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.

Answers:

- 201.1** Nil
- 201.2** Nil
 - a. N/A – See Q2
 - b. N/A – See Q2
 - c. N/A – See Q2
 - d. N/A – See Q2
 - e. N/A – See Q2
 - f. N/A – See Q2
- 201.3** Nil
 - a. N/A – See Q3
 - b. N/A – See Q3
 - c. N/A – See Q3
 - d. N/A – See Q3
 - e. N/A – See Q3
 - f. N/A – See Q3
- 201.4** Nil
 - a. N/A – See Q4
 - b. N/A – See Q4
 - c. N/A – See Q4
 - d. N/A – See Q4
 - e. N/A – See Q4
 - f. N/A – See Q4
 - i. N/A – See Q4
 - e. N/A – See Q4
- 201.5** Nil
 - a. N/A – See Q5
 - b. N/A – See Q5

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ANSWERS TO QUESTIONS ON NOTICE

The 2015-2016 Additional Estimates hearings will be held from Monday, 8 February to Friday, 12 February 2016 – Additional Estimates

All Agency

Department/Agency: National Australia Day Council

Outcome/Program Group: All

Topic: Government advertising/marketing

Senator: Senator Ludwig

Question reference number: 202

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages:

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by the department / agency on marketing?
 - 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)?
 - a. List the total cost
 - 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.
3. What government advertising is planned for the rest of the financial year?
 - a. List the total expected cost.
 - b. List each item of expenditure and cost.
 - c. 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.

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.

Answers

202.1 Nil
a. N/A – See Q1
b. N/A – See Q1
c. N/A – See Q1
d. N/A – See Q1
e. N/A – See Q1

202.2 N/A
a. N/A – See Q2
b. N/A – See Q2
c. N/A – See Q2
d. N/A – See Q2
e. N/A – See Q2
f. N/A – See Q2

202.3 N/A
a. N/A – See Q3
b. N/A – See Q3
c. N/A – See Q3
d. N/A – See Q3
e. N/A – See Q3
f. N/A – See Q3

202.4 N/A

