

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – BUDGET ESTIMATES 2017-18 – 22 MAY 2017
PARLIAMENT

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written
1	Senate	Kitching	Paper Procurement	<p>(a) Senator KITCHING: ...Are they weighted? Do you weight different criteria—some things as more important than others? Ms Callinan: That is not quite the level of detail I am familiar with, and so I am happy to take that on notice. I do not think we do weighting, but I will take it on notice. Senator KITCHING: That would be good.</p> <p>(b) Senator KITCHING: ...Going back to the tables that I have, QON 11 was relevant to the October 2016 assessment, but the answer to QON 5 clearly refers to the March 2017 assessment as having been completed. Was there a reason the March table was not provided, and can it be provided? Ms Callinan: It certainly can be provided. The reason for it not being provided was that the request for the criteria and the results just attached to that October-November assessment and that information was not specifically asked for in relation to the most recent one. But I am happy to provide it.</p> <p>(c) Senator KITCHING: Okay. When did you provide the answer to question 11? Ms Callinan: It should say at the top of the question—no, it does not. I would have to check the detail as to when we submitted that one. Senator KITCHING: Thank you...</p> <p>(d) Senator KITCHING: ...Is the testing undertaken solely by departmental officers or are senators' officers involved? Is there a feedback mechanism? Ms Callinan: The testing itself is undertaken by our departmental officers. I believe that we may have or do run them through the printers that are used by senators. I would have to check that detail. Senator KITCHING: If you could. Ms Callinan: To my knowledge, we have not received feedback about the quality of paper. I can check that as well.</p>	pp 23-24
2	Senate	Smith	Telepresence access in committee rooms	<p>Senator SMITH: ...Just referring to the two committee rooms that have telepresence access, how is priority determined in terms of which members or senators, or which committees, will have access to them? Mr Pye: I would have to take that on notice. It is maybe not something that is in my—in relation to Senate committees it would be, but I am not aware of the detail of that and I would have to take that on notice, which I am happy to do. Senator SMITH: Perhaps you could also take on notice and let me know how frequently Senate committees have accessed telepresence opportunity in those two committee rooms. Mr Pye: I am happy to do so.</p>	p.27

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3	Senate	Carr	Paper Procurement	<p>1. In relation to the Senate's procurement of office copy paper and the assessment table provided for the March 2017 assessment:</p> <ul style="list-style-type: none"> • What formula was used to determine the scores in both the value for money and ranking columns? • Has the Senate considered adding a column(s) in its assessment table, showing the country of origin of the paper and whether or not it is sourced from an Indigenous supplier? 	Written
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4	Senate	Farrell	Market Research	<p>For the 2016-17 financial year, what was the total amount spent by the Department on market research (either as a whole contract or as part of a contract)?</p> <p>For each contract for market research in 2016/2017, can you please provide:</p> <ul style="list-style-type: none"> • The subject of the market research; • The supplier; • Whether the supplier has been engaged previously and if so, for which contracts; • The total value of the contract; • The term of the contract (time); • The date that the decision was taken to seek market research on the topic; • The date the contract was opened to tender or selection process; • The date the supplier was engaged; • Whether the contract was subject to a tender process, including whether there was a full, partial or closed tender process; • Does the supplier exist on a pre-approved supplier list, if so, when were they added to that list; • Whether the Minister, or the Minister's Office, requested that the research be conducted; • Whether the Minister approved the decision to conduct market research; • Whether the Minister approved the contract with the supplier; • Whether the Minister or the Minister's office was consulted on questions asked; • Whether the Minister or the Minister's office received a copy of the market research; • If the decision to conduct research was initiated by the department or agency, was the Minister or their office consulted before the decision was taken to conduct research, if so – in what form did that consultation take (written, verbal other); • If the decision to conduct research was initiated by the department or agency, did Minister or their office make any amendments or changes to the Department's proposal for market research to be conducted, if so, what changes and to what aspects were they made; • At any stage in the life of the proposal to conduct market research were other departments or agencies consulted? • At any stage in the life of the proposal to conduct market research were other Ministers, or the Prime Minister consulted? • At any stage in the life of the proposal to conduct market research did the expected cost change, if so how? • At any stage in the life of the proposal to conduct market research did the scope, questions or supplier of the research change? • Have any topics or questions of market research been conducted and subsequently conducted again by the same or different supplier? 	Written
5	Senate	Rhiannon	MP Code of Conduct	<ol style="list-style-type: none"> 1. Is any work being undertaken preparing or finalising a Code of Conduct for Parliamentarians? 2. If this is not occurring when is the last time anyone in the Department worked on drafting a Code of Conduct for parliamentarians? 	Written

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6	Senate	Wong	Paper procurement	Can the Department of the Senate please confirm the dates on which paper assessment took place in the 2016-17 year? In what months of the 2017-18 year will assessments take place?	Written
7	Senate	Wong	President's responsibilities	Of how many committees, boards, advisory groups and like bodies, including parliamentary committees, is the President of the Senate a member? Can a list be provided? For committees where the President has appointed a delegate to represent him or attend on his behalf, please advise the title of the office-holder or individual concerned.	Written

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8	PBO	Farrell	Market research	<p>1 For the 2016-17 financial year, what was the total amount spent by the Department on market research (either as a whole contract or as part of a contract)?</p> <p>2 For each contract for market research in 2016/2017, can you please provide:</p> <ul style="list-style-type: none"> • The subject of the market research; • The supplier; • Whether the supplier has been engaged previously and if so, for which contracts; • The total value of the contract; • The term of the contract (time); • The date that the decision was taken to seek market research on the topic; • The date the contract was opened to tender or selection process; • The date the supplier was engaged; • Whether the contract was subject to a tender process, including whether there was a full, partial or closed tender process; • Does the supplier exist on a pre-approved supplier list, if so, when were they added to that list; • Whether the Minister, or the Minister's Office, requested that the research be conducted; • Whether the Minister approved the decision to conduct market research; • Whether the Minister approved the contract with the supplier; • Whether the Minister or the Minister's office was consulted on questions asked; • Whether the Minister or the Minister's office received a copy of the market research; • If the decision to conduct research was initiated by the department or agency, was the Minister or their office consulted before the decision was taken to conduct research, if so – in what form did that consultation take (written, verbal other); • If the decision to conduct research was initiated by the department or agency, did Minister or their office make any amendments or changes to the Department's proposal for market research to be conducted, if so, what changes and to what aspects were they made; • At any stage in the life of the proposal to conduct market research were other departments or agencies consulted? • At any stage in the life of the proposal to conduct market research were other Ministers, or the Prime Minister consulted? • At any stage in the life of the proposal to conduct market research did the expected cost change, if so how? • At any stage in the life of the proposal to conduct market research did the scope, questions or supplier of the research change? • Have any topics or questions of market research been conducted and subsequently conducted again by the same or different supplier? 	Written
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9	PBO	Roberts	PBO resources	<p>1 Have you considered providing the authority and resources to the PBO to implement and manage a budget expenditure transparency portal like that advocated by the Australian Taxpayers' Association (ATA)?</p> <p>2 Have you considered providing the authority and resources to the PBO to implement and undertake dynamic tax modelling based on Laffer Curve principles like the American Heritage Foundation's TaxBrain?</p> <p>3 Have you considered providing the authority and resources to the PBO to implement and undertake, for at least major policies, rigorous & independent cost-benefit-analysis (CBA) ... perhaps as guided by the Office of Best Practice Regulation (OBPR) ... and checked by the Productivity Commission (PC) re economics and/or the Australian National Audit Office (ANAO) re budget?</p>	Written
10	DPS	Bernardi	Conflict of Interest	<p>Senator BERNARDI: How long was it between being demoted to an EL1 position and being reinstated to the current EL2 position?</p> <p>Mr Stefanic: I might ask Mr Cooper if he has some detail on the actual time frames. What I will say though is the substantive is a very clear delineation. They are not appointed into that role; it is simply an acting period.</p> <p>Mr Cooper: I do not have the exact time frame. It was a matter of weeks or perhaps a couple of months before the person was asked to temporarily take on additional duties at the higher level.</p> <p>Senator BERNARDI: 'A matter of weeks' so it could be less than a month?</p> <p>Mr Cooper: We would have to check.</p> <p>Senator BERNARDI: Would it be three weeks or so?</p> <p>Mr Cooper: That could be right.</p>	p 41

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11	DPS	Bernardi	Timeline Clarification	<p>Senator BERNARDI: I can refer you to your time line: in answer to question on notice 38, if you would like to have a look at that, it says the incident was referred to HR by security branch on 28 July 2016. You stand by that evidence?</p> <p>Mr Cooper: I believe that is the case, Senator.</p> <p>Senator BERNARDI: So would anyone have contacted HR prior to that in respect of that?</p> <p>Mr Cooper: I do not know, Senator.</p> <p>Senator BERNARDI: Really? So no-one would have sent you an email on 4 October, stating that they had contacted HR on 30 June?</p> <p>Mr Cooper: If that is the case, that is not in this time—</p> <p>Senator BERNARDI: No, I know it is not, but the DPS has been asked to provide a time line about the incidents that occurred. The information I have been given is that it was referred to HR, or HR was contacted about it, on 28 July, and yet I am suggesting to you that someone maintains they contacted HR before that day.</p> <p>Mr Cooper: Who was that?</p> <p>Senator BERNARDI: Do you really want me to refer the name?</p> <p>Mr Cooper: I cannot answer your question without having the detail.</p> <p>Senator BERNARDI: Okay. In an email and time line that was sent to you and Mr Giddings on 4 October 2016, HR was contacted on 30 June 2016, and sought advice from Graeme Henderson. Now, I am loath to give you the email that was sent to you, but I am sure you could get it.</p> <p>Mr Cooper: I will have to revisit the time line. It may be that that email did not add anything further to the time line—it looks like an error from what you are telling me.</p> <p>Senator BERNARDI: Yes. Perhaps you can have a look at it, but I would suggest it was sent by the Assistant Director, Security Operations.</p> <p>Mr Cooper: I will take that on notice, Senator.</p> <p>Senator BERNARDI: Thank you.</p>	p 44
12	DPS	Wong	Group 2 Security Works	<p>Senator WONG: Leaving aside what the actual content of the variation was, which Senator Xenophon may wish to pursue, why were those matters, whatever you have added to the contract, not in contemplation at the time the contract was first let?</p> <p>Mr Stefanic: I do not believe so, but I will confirm that.</p> <p>Senator WONG: No. Why weren't they?</p> <p>Mr Stefanic: I will clarify that for you.</p> <p>Senator WONG: Do you understand the question?</p> <p>Mr Stefanic: Yes, I do.</p> <p>Senator WONG: There is a set of questions about what the variation is, but my question is a little different. Why did you not foresee that those matters would be required within the remit of the contract at the time that you go out to tender and engage in a contract, leaving aside what the content actually is?</p>	p 45

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13	DPS	Xenophon	Group 2 Security Works	<p>Senator XENOPHON: There are two aspects to that, as Senator Wong pointed out: why was not this foreseen and what were the actual content aspects?</p>	p 46
14	DPS	Xenophon	Group 2 Security Works	<p>Senator XENOPHON: Yes, doubling of certain access controls. That is a pretty significant issue. Why wasn't that foreseen at the time the tender was put out?</p> <p>Mr Stefanic: I will have to take that on notice.</p>	p 46
15	DPS	Xenophon	Group 2 Security Works	<p>Senator XENOPHON: Okay, it came later. Can I just get on notice, can I get a timeline of this. I am trying to understand why there was such a huge jump in the cost of these works. I am trying to understand why this was not foreseen. Because if there was at the time of the tender a review that was already underway, why was it not foreseen and taken into account?</p>	p 47
16	DPS	Xenophon	Group 2 Security Works	<p>Senator XENOPHON: I want to move on this because time is limited. I have asked some questions of this tender in the past. I have an interest in the Australian content of the bid. Can you tell me if any of the work on this now \$31.6 million project is occurring overseas? Do you know whether any intellectual property or actual physical work being undertaken overseas?</p> <p>Mr Yanitsas: I will take that on notice</p>	p 47
17	DPS	Xenophon	Group 2 Security Works	<p>Senator XENOPHON: Where does the intellectual property reside?</p> <p>Mr Yanitsas: For the products we are buying?</p> <p>Senator XENOPHON: Yes.</p> <p>Mr Yanitsas: I will take that on notice and come back to you.</p>	p 48
18	DPS	Xenophon	Group 2 Security Works	<p>Senator XENOPHON: But since then it has gone up \$9.5 million in price.</p> <p>Mr Yanitsas: It has gone up \$9.5 million, but I will say that that is not a result of something changing within the contract. That is the result of scope being added to the contract, and scope that was able to be accurately—</p> <p>Senator XENOPHON: If you could provide on notice details of how it was that that scope was added to the contract, and on what date the nature of the scope. And it goes to the question that Senator Wong asked—</p> <p>Mr Yanitsas: I will take it on notice.</p>	p 48
19	DPS	Xenophon	Aussies Licence - media	<p>Senator XENOPHON: Did you provide background for that article in the Public Sector Informant on 7 March 2017?</p> <p>Mr Stefanic: I do not believe so.</p> <p>Senator XENOPHON: Please take that on notice.</p>	p 48

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20	DPS	Xenophon	Aussies Licence - turnover	<p>Senator XENOPHON: Please take that on notice. One issue that has been raised goes to providing turnover details. Has the department ever written to Mr Calabria asking for turnover figures? I think you have said publicly you asked for turnover figures.</p> <p>Mr Stefanic: My understanding is that we have.</p> <p>Senator XENOPHON: Could you please take that on notice because I think Mr Calabria said he has never actually received a formal request for turnover figures. Further to that, do you see this as a little different from, say, a Westfield shopping centre, where turnover is regularly asked for in the context of the trading of various stores? This is a case where DPS is a direct competitor with their businesses now that you are running the catering, the cafe and the cafeteria. Do you see that as a slightly different set of circumstances to the circumstances in which Westfield would ask for turnover figures? There is a potential conflict here, is there not? Is there a clear conflict between the two?</p> <p>Mr Stefanic: If I could start with the conflict issue first, we are not running a private business enterprise. There are no shareholders. There is no-one aiming to generate a profit. What we are simply seeking to do is achieve an appropriate return on Commonwealth assets. That is the main objective.</p> <p>Senator XENOPHON: It does not address the conflict issue though.</p> <p>Mr Stefanic: There is a conflict, but DPS is seeking to run if possible a cost neutral operation. That is our objective. Our objective is not to generate a profit from the entire food, beverage and retail space.</p> <p>Senator XENOPHON: You are running the food and beverage businesses now in those parts other than Aussies. Is that correct?</p> <p>Mr Stefanic: That is correct.</p> <p>Senator XENOPHON: Therefore you are asking for turnover figures and you can glean from those, presumably, a whole range of information about that business. Does that not give you some sort of competitive edge?</p>	p 48
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21	DPS	Wong	Budget - change in ASL	<p>Mr Creagh: The increase in staff that we put through this budget is related to the forward estimates of the 2017-18 financial year. The increase was approximately 38 staff related to catering—that is 36 directly related to the function, and two support staff, that being corporate staff. We have also budgeted a net increase in the PSS of 20, and that is in line with the changes that we have been making to the increasing number of the PSS.</p> <p>Senator WONG: Sorry, increase of—</p> <p>Mr Creagh: Increasing number of parliamentary security staff. There is also an increase in the changing mix of contractors to ongoing staff as well.</p> <p>Senator WONG: Are you able to give me on notice what you have just told me with numbers attached? Is that all right?</p> <p>Mr Creagh: Yes.</p> <p>Senator WONG: So 'this is how this component is moving'—that would be useful.</p> <p>Mr Creagh: Would you like that for the appropriation figures as well, or just for the ASL?</p> <p>Senator WONG: Just the ASL. I understand the appropriation figures, I think, unless there is something I have not understood that you can tell me about.</p> <p>Mr Creagh: No, no.</p>	p 109-110
22	DPS	Wong	PSS staffing numbers by classification	<p>Senator WONG: I cannot find it in front of me, but thank you for agreeing. How many are in each classification level? How many at 1 and 2, and how many at 3 and 4?</p> <p>Mr Cooper: We have 10 PSL3s.</p> <p>Senator WONG: And the remainder?</p> <p>Mr Cooper: I might have to take that on notice.</p>	p 112
23	DPS	Wong	PSS - casual staffing numbers	<p>Senator WONG: And, of the 26 you have recruited to make up the 176, have many of those were casual? I think the secretary told me that between June 2015 and April 2017 you recruited 26 staff in the security area. Is that right—150 to 176?</p> <p>Mr Anderson: That is correct.</p> <p>Senator WONG: How many of the 26 were casual?</p> <p>Mr Anderson: By head count, we have 151 in terms of permanent—sorry; 148 permanent—</p> <p>Senator WONG: Yes, well that is right, because I just did 176 take 28, but that was not my question. My question was: 'of the 26 new employees over the last two years'. If you do not have it, you can take it on notice</p>	p 113

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24	DPS	Wong	PSS - staffing numbers needed	<p>Senator WONG: I will try and put some of these on notice. But can I just ask about rosters. What I was trying to get with my question on notice 63 was a sense of the change over the last four years. I am happy to take a point in time in each of those years. Do you understand what I am saying? You said it was too hard—'intensive and prolonged manual retrieval process'—but I am trying to get a sense of: how have the requirements on the security branch grown over the last four years? Do you understand what I am asking for?</p> <p>Mr Cooper: Yes.</p> <p>Senator WONG: I am not asking you to do every week. I am trying to get a sense of: over those four years identified—'13-14 to '16-17 to date—how many more people do you typically need?</p> <p>Mr Cooper: You also had a question in relation to the average number of staff on duty on a sitting day, and that gives an indication—</p> <p>Senator WONG: That is a slightly different proposition—</p> <p>Mr Cooper: Yes, it is.</p> <p>Senator WONG: because I think part of the proper question is: 'How many do you require—what are your rostering demands now, compared to what they were?' You did not want to answer 63 because it was too much information, so I am trying to get a sense of what you can give me, for the purpose that I am trying to understand, which is: how much more work is being asked of you?</p> <p>Mr Cooper: If I can take that on notice, we will go away and see what information we can provide that might better answer your question.</p>	p 113-114
25	DPS	Wong	Functional Review of Security	<p>Senator WONG: A former public servant?</p> <p>Mr Anderson: No, it is an ex-police officer.</p> <p>Senator WONG: At what level?</p> <p>Mr Anderson: I will have to take that on notice, but I believe it is an APS6 level.</p>	p 115
26	DPS	McKenzie	Indigenous Staff numbers	<p>Ms Hinchcliffe: As we answered in our question on notice, we have been provided 2.5 per cent Indigenous employment by 30 June 2018.</p> <p>Senator McKENZIE: So we have been at 1.2 for how long? How long have we been static on 11 employees?</p> <p>Ms Hinchcliffe: I will need to take that on notice.</p>	p 116
27	DPS	McKenzie	Indigenous Affirmative Action- PSS recruitment round	<p>Senator McKENZIE: So you are going to get all 30? Sorry, I am looking at Mr Stefanic now. Of those 31 security positions, are they all affirmative?</p> <p>Mr Stefanic: I am not sure.</p> <p>Ms Hinchcliffe: No, they are not.</p> <p>Senator McKENZIE: Clarify for me: how many of the security officer roles and visitor officer roles have you set aside as affirmative roles?</p> <p>Ms Hinchcliffe: I will take that on notice.</p>	p 117

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28	DPS	McKenzie	Indigenous Staff - classification levels	<p>Senator McKENZIE: Thank you. In terms of the classification levels of the current Indigenous staff, are they at the upper or the lower level of those bands?</p> <p>Ms Hinchcliffe: I would need to take that on notice.</p> <p>Senator McKENZIE: And, similarly, for the affirmative-measures visitors services officers and security officers, I would like to have some sort of understanding of their levels and where they sit within that—</p> <p>Ms Hinchcliffe: Yes, I will take that on notice.</p> <p>Senator McKENZIE: and what measures you are taking as a department to look at leadership roles and more executive positions for Indigenous Australians.</p>	p 117
29	DPS	Wong	PSS - 10 hour break or shifts in excess of 16 hours	<p>Senator WONG: Mr Cooper, you said to me that, yes, you think the enterprise agreement has been complied with. I would like to ask you this question: are there any occasions on which the pattern of overtime worked is leading to staff having less than a 10-hour break and/or working more than 16 hours in a day?</p> <p>Mr Cooper: I do not think there is. I will make the point that we have a situation now where we have staff looking for the extra hours and looking to work longer hours, and there are more staff looking for those extra hours than we have available because we have increased our numbers.</p> <p>Senator WONG: But you will take that on notice if you are incorrect?</p> <p>Mr Cooper: Yes, I will.</p>	p 117
30	DPS	Kitching	Pass Office - time spent on tasks	<p>Senator KITCHING: I would like to clarify a couple of matters arising from questions on notice 73 to 75 from the additional estimates period. It is in relation to the procedures for applying for parliamentary passes. In response to part 3 of question on notice 73, what percentage of the pass officers' time, on average each day, is spent dealing with photographic pass issuing and renewal and other duties such as the processing of bulk pass issue requests? The table was very helpful; that is provided in paragraph 1 of the answer. What we were really after was not the execution of each category of the task and the amount of time that consumed, but rather the volume of each individual task as provided in the table. For example, would the pass office spend 50 per cent of staff time each day processing photographic passes?</p> <p>Mr Cooper: We do not measure the workforce of the pass office in that way. We can certainly attempt to provide it to you in percentage figures, but I would add that it would be a rough estimate of time spent.</p> <p>Senator KITCHING: If you could do that, it would be helpful.</p>	p 118

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31	DPS	Kitching	Pass Office - authorised officers	<p>Senator KITCHING: Question on notice 75 part 1 asked: How many authorised officers have been delegated responsibility to approve access pass applications under the new childcare and political party secretariats/official guests and visitors sponsorship arrangements? and DPS answered:</p> <p>Childcare One authorised officer</p> <p>Political party secretariats Two authorised officers</p> <p>Can the total number of people who hold authorisation in each category be advised?</p> <p>Mr Cooper: Sorry, Senator. Could you please ask that question again?</p> <p>Senator KITCHING: Can you provide the total number of people who hold authorisation in each of those categories contained in table 1 of the answer?</p> <p>Mr Cooper: I will take that on notice, Senator</p>	p 118
32	DPS	Wong	Library Funding	<p>Senator WONG: What is been the trajectory of your resourcing?</p> <p>Dr Heriot: I could provide a more elegant answer on notice. It has been a bumpy trajectory, I think, you could say. It has trended downwards for a number of years due to, I think, the compounding nature of efficiency dividends over the past 30-odd years. It had a kick north over the last couple of years when DPS got additional funding.</p> <p>Senator WONG: I could give you some of the \$22 million for the PSS that—could you on notice, perhaps, give us a sense of the resourcing, the funding trajectory, including what is projected over the forwards? Are your ASLs separately identified in the PBS or are they just aggregated?</p> <p>Dr Heriot: They are aggregated in the PBS, but they are identified in the resource agreement.</p> <p>Senator WONG: Annual?</p> <p>Dr Heriot: The annual resource agreement.</p> <p>Senator WONG: Could you in the same answer give us that as well.</p> <p>Senator WONG: And whatever you could give us that gives us some sense of unmet need. I do not know what your metrics are: how many requests, whether you have X number of requests from parliamentarians to be returned within X time frame—I am sure you have performance metrics, because you are a very good organisation. Are you able to give us some sense of unmet need—where you are not hitting the target or where it has dropped off because you have got been able to, or what you have had to divert as a result of that? That would be useful. Thank you, Chair.</p>	p 119
33	DPS	Wong	Switchboard Operators - location	<p>Senator WONG: Have there have been changes to what was going to be a temporary location to recognise it is going to be permanent? Have you done something to wherever they have to sit in the basement?</p> <p>Mr McKenzie: I am not sure of what changes have happened since that time. It is something that we can take on notice.</p>	p 120

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34	DPS	McAllister	EA Ballot - casuals	<p>Senator McALLISTER: I understand that in the approach taken to the last ballot, the department took a particular view about section 181 of the Fair Work Act, which was that 'employees employed at the time who will be covered by the proposed agreement must approve the agreement by voting for it'. I understand that in the last ballot that was interpreted to mean those staff who were on rostered on during that two-week period, and that resulted in 56 people voting—that information comes from an answer to question on notice 66. Is that the only interpretation of the Fair Work Act that is available to you in this instance?</p> <p>Ms Croke: We do take advice on these things. I can take that on notice to see if there is any broader interpretation. We get legal advice on a lot of these matters and we operated within that advice at the time of the ballot as to which casual employees were eligible.</p>	p 122
35	DPS	McAllister	EA - legal advice about ballot and casuals	<p>Senator McALLISTER: Ms Croke, you indicated that you take advice on these things generally. Did you take advice on this thing? Was advice sought on who would be eligible to vote?</p> <p>Ms Croke: I would need to check that. I think it was but I would need to double check and take that on notice.</p>	p 122
36	DPS	McAllister	Casual staffing level	<p>Senator McALLISTER: I would appreciate that. Is it true that the number of casuals would be about the same now as it was at the time of the last ballot, around 75 overall?</p> <p>Ms Croke: It might fluctuate a little bit but I would have to check that. I will have to take that on notice.</p>	p 122
37	DPS	McAllister	EA Ballot - casual staff	<p>Senator McALLISTER: I am assuming it is fairly stable and I am interested to know whether it has changed substantially since the time of the ballot. But assuming that at the time of the ballot it was as you say it is now, 75 people, if only 56 vote then obviously there is a third of your casual employees excluded from participating. It would seem to me that if there are alternative interpretations of the Fair Work Act available to you about eligibility for voting that it would be fair to pursue those alternatives. I would have thought excluding a third of the participants from the voting process was a problem.</p> <p>Ms Croke: I am happy to take that on notice and have a look at that. I think in the particular case of our vote last December, those numbers would not have affected the outcome of the vote.</p> <p>Senator McALLISTER: I am not asserting that they did. I am not asking that question. I am simply observing that in these processes if you are seeking buy-in, casual staff are often a more than usually vulnerable group of employees. In other organisations there are often assertions about casual staff's interests being overlooked. I would have thought enabling as many casual staff as possible to express a view about the agreement would have been a desirable outcome from a management perspective but also from an equity perspective. I would encourage you to have a look at that. I would appreciate advice on the approach you intend to take at the next ballot too; if you could take that on notice.</p> <p>Ms Croke: I will take that on notice.</p>	p 122

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38	DPS	Kitching	APH visitor sign-in records	<p>Senator KITCHING: I would like to ask a question about a particular person who was signed in to Parliament House. Firstly, do you keep a record of a person who is signed in and who signs them in?</p> <p>Mr Stefanic: Are you referring to visitors who come in through, say, the main entrance or the Senate or the Reps entrance?</p> <p>Senator KITCHING: The Senate or the Reps entrances, yes.</p> <p>Mr Stefanic: The logs are kept—for a period of time I do not know.</p> <p>Senator KITCHING: For how long?</p> <p>Mr Cooper: I would have to take that on notice. I am sorry I do not know how long.</p> <p>Senator KITCHING: It is a week or a month?</p> <p>Mr Cooper: It would be longer than that.</p> <p>Senator KITCHING: Is it FOI-able?</p> <p>Mr Stefanic: No.</p> <p>Senator KITCHING: But it would be longer; maybe a month, let's say.</p> <p>Mr Cooper: I expect it is longer than that. But I do not know the length of time.</p> <p>Senator KITCHING: If you could find that out that would be great.</p>	p 123
39	DPS	Kitching	APH Visitor sign-in records - Mr Justin Jedlica	<p>Senator KITCHING:I particularly have questions about the 2017 budget night. So that is only a week or so ago. There was a party in the cabinet suite the night of the budget and one of the guests was a man who goes by the name of Justin Jedlica. Mr Jedlica appeared in several Instagram photographs that night, including with the foreign minister, the Senate President and the Prime Minister, and there are photographs of Mr Jedlica and his companions in the cabinet suite, the Senate courtyards and looking at artwork around the House. Who gave Mr Jedlica and his group access to Parliament House on budget night?</p> <p>Mr Cooper: We will have to take that on notice?</p> <p>Senator KITCHING: That would be good. Specifically, which member or senator's office signed him and his group in? What areas of the parliament did Mr Jedlica have access to on budget night? Are Parliamentary Services given advance notice of these events and an advance guest list? What kind of vetting, if any, is done on invitees to events like budget night parties? If you could take those on notice, that would be good.</p>	p 123

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40	DPS	Farrell	Market Research	<p>For the 2016-17 financial year, what was the total amount spent by the Department on market research (either as a whole contract or as part of a contract)?</p> <p>For each contract for market research in 2016/2017, can you please provide:</p> <ul style="list-style-type: none"> • The subject of the market research; • The supplier; • Whether the supplier has been engaged previously and if so, for which contracts; • The total value of the contract; • The term of the contract (time); • The date that the decision was taken to seek market research on the topic; • The date the contract was opened to tender or selection process; • The date the supplier was engaged; • Whether the contract was subject to a tender process, including whether there was a full, partial or closed tender process; • Does the supplier exist on a pre-approved supplier list, if so, when were they added to that list; • Whether the Minister, or the Minister’s Office, requested that the research be conducted; • Whether the Minister approved the decision to conduct market research; • Whether the Minister approved the contract with the supplier; • Whether the Minister or the Minister’s office was consulted on questions asked; • Whether the Minister or the Minister’s office received a copy of the market research; • If the decision to conduct research was initiated by the department or agency, was the Minister or their office consulted before the decision was taken to conduct research, if so – in what form did that consultation take (written, verbal other); • If the decision to conduct research was initiated by the department or agency, did Minister or their office make any amendments or changes to the Department’s proposal for market research to be conducted, if so, what changes and to what aspects were they made; • At any stage in the life of the proposal to conduct market research were other departments or agencies consulted? • At any stage in the life of the proposal to conduct market research were other Ministers, or the Prime Minister consulted? • At any stage in the life of the proposal to conduct market research did the expected cost change, if so how? • At any stage in the life of the proposal to conduct market research did the scope, questions or supplier of the research change? • Have any topics or questions of market research been conducted and subsequently conducted again by the same or different supplier? 	Written
41	DPS	Bernardi	PSS staff leaving	<p>At the 22 May hearing, Mr Cooper mentioned that PSS officers “are all leaving for good reasons. We are probably training them so well that they have been snapped up elsewhere.” What does Mr Cooper base his comment on? Please provide information for the reasons why each PSS officer left PSS/DPS within the last two years.</p>	Written

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42	DPS	Bernardi	Timeline	The timeline DPS provided (answer to question on notice 38 from February 2017 Estimates) states that the 25 June 2016 incident was referred to HR on 28 July 2016, yet HR may have been informed on 30 June 2016 of the incident. Why was this not mentioned in DPS's timeline?	Written
43	DPS	Bernardi	KRONOS	Answer to question on notice 37 (Feb 2017 Estimates) states that the implementation of linking SAP ESS with KRONOS was expected to commence in May 2017. Has this occurred, and if so, on what date was it established?	Written
44	DPS	Kitching	Parliamentary Department Meetings	For the period 1 January 2016 to date, please advise the dates the four heads of the parliamentary departments met including those present at each meeting.	Written
45	DPS	Kitching	Secretary's Office - Temporary Staff	What is the dollar value of temporary personnel services attributed to this office for the period 1 July 2016 to 1 June 2017?	Written
46	DPS	Kitching	DPS committees	Provide meeting dates for the 2016 and 2017 (to date) calendar years and details of agenda items for: (a) Security Management Board; (b) Parliamentary Information and Communication Technology Advisory Board; (c) Art Advisory Committee; (d) Audit Committee; and (e) DPS Work Health and Safety Committee.	Written
47	DPS	Kitching	Planning Framework	How often is a review undertaken of the Planning Framework and who undertakes the review?	Written
48	DPS	Kitching	Library Staffing Changes	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in either or both of the Research Branch or the Library Collections & Databases Branch? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written

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49	DPS	Kitching	Library Staffing	<p>[For the Parliamentary Library] Please advise:</p> <p>(a) the classification (FTE, PTE, casual, ongoing and non-ongoing) and grade of every staff member and to which branch and team they are employed;</p> <p>(b) whether contractors and labour hire is used, frequency and for what purpose;</p> <p>(c) how many departures and commencements occurred in the 2014/15 year, the 2015/16 year and 2016/17 year (when this information is available) for each branch and team;</p> <p>(d) the reason for each departure (retirement, redundancy, termination, resignation, end of contract);</p> <p>(e) details of all terminated employees (redacting confidential information), the reason for their termination, the performance mechanisms followed, who in the department was involved and who managed the process. Please specifically indicate how many staff were terminated during their probation period;</p> <p>(f) on how many occasions in each of the 2014/15, 2015/16 and 2016/17 years, WHS conducted investigations were carried out, the catalyst for such investigations and the result of each investigation;</p> <p>(g) how many claims of bullying or harassment have been reported in each of the 2014/15, 2015/16 and 2016/17 years, what actions were taken and the result of each claim;</p> <p>(h) in each of the 2014/15, 2015/16 and 2016/17 years, were there any individuals who were employed without the position being advertised; and</p> <p>(i) with respect to employees who resigned, how were exit interviews conducted? What issues were communicated during those interviews?</p>	Written
50	DPS	Kitching	Library - Temporary Staff	What is the dollar value of temporary personnel services attributed to this branch for the period 1 July 2016 to 1 June 2017?	Written
51	DPS	Kitching	Building Occupants Satisfaction Survey actions	The 2015/16 Annual Report discussed that action plans had been developed following receipt of feedback from the April 2016 building occupants' survey. What do these actions plans include? What changes have already been implemented? What is to come? What are the timeframes?	Written

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52	DPS	Kitching	ISD Staffing	<p>[For Information Services Division] Please advise:</p> <p>(a) the classification (FTE, PTE, casual, ongoing and non-ongoing) and grade of every staff member and to which branch and team they are employed;</p> <p>(b) whether contractors and labour hire is used, frequency and for what purpose;</p> <p>(c) how many departures and commencements occurred in the 2014/15 year, the 2015/16 year and 2016/17 year (when this information is available) for each branch and team;</p> <p>(d) the reason for each departure (retirement, redundancy, termination, resignation, end of contract);</p> <p>(e) details of all terminated employees (redacting confidential information), the reason for their termination, the performance mechanisms followed, who in the department was involved and who managed the process. Please specifically indicate how many staff were terminated during their probation period;</p> <p>(f) on how many occasions in each of the 2014/15, 2015/16 and 2016/17 years, WHS conducted investigations were carried out, the catalyst for each investigation and the result of each investigation;</p> <p>(g) how many claims of bullying or harassment have been reported in each of the 2014/15, 2015/16 and 2016/17 years, what actions were taken and the result of each claim;</p> <p>(h) in each of the 2014/15, 2015/16 and 2016/17 years, were there any individuals who were employed without the position being advertised; and</p> <p>(i) with respect to employees who resigned, how were exit interviews conducted? What issues were communicated during those interviews?</p>	Written
53	DPS	Kitching	ISD Staffing Changes	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in any of the Planning & Applications, Infrastructure & Services and Parliamentary Recording & Reporting Branches? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written
54	DPS	Kitching	ISD - Temporary Staff	What is the dollar value of temporary personnel services attributed to this branch for the period 1 July 2016 to 1 June 2017?	Written
55	DPS	Kitching	Fraud Policy - reported incidents 2015-16	In relation to the Fraud Control Policy, from its commencement in July 2015 to 30 June 2016, how many reports were made with respect to this policy from staff, contractors and external parties?	Written
56	DPS	Kitching	Fraud Policy - reported incidents 2016-17	In relation to the Fraud Control Policy, for the period 1 July 2016 to date, how many reports were made with respect to this policy from staff, contractors and external parties?	Written
57	DPS	Kitching	Fraud Policy - Training	When and how is training with respect to the Fraud Control Policy delivered?	Written
58	DPS	Kitching	Fraud Policy - Training numbers	How many staff across the entire department has yet to undertake training with respect to the Fraud Control policy?	Written

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59	DPS	Kitching	BSD - Staffing	<p>[For Building & Security Division] Please advise:</p> <p>(a) the classification (FTE, PTE, casual, ongoing and non-ongoing) and grade of every staff member and to which branch and team they are employed;</p> <p>(b) whether contractors and labour hire is used, frequency and for what purpose;</p> <p>(c) how many departures and commencements occurred in the 2014/15 year, the 2015/16 year and 2016/17 year (when this information is available) for each branch and team;</p> <p>(d) the reason for each departure (retirement, redundancy, termination, resignation, end of contract);</p> <p>(e) details of all terminated employees (redacting confidential information), the reason for their termination, the performance mechanisms followed, who in the department was involved and who managed the process. Please specifically indicate how many staff were terminated during their probation period;</p> <p>(f) on how many occasions in each of the 2014/15, 2015/16 and 2016/17 years, WHS conducted investigations were carried out, the catalyst for each investigation and the result of each investigation;</p> <p>(g) how many claims of bullying or harassment have been reported in each of the 2014/15, 2015/16 and 2016/17 years, what actions were taken and the result of each claim;</p> <p>(h) in each of the 2014/15, 2015/16 and 2016/17 years, were there any individuals who were employed without the position being advertised; and</p> <p>(i) with respect to employees who resigned, how were exit interviews conducted? What issues were communicated during those interviews?</p>	Written
60	DPS	Kitching	BSD Staffing changes	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in any of the Building Services, Security, Program Delivery and Capital Works Branches? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written
61	DPS	Kitching	Security - AFP meetings	Are regular scheduled meetings held between the Security Branch and the AFP? Provide dates of meetings in the 2015/16 year and the 2016/17 year to date.	Written
62	DPS	Kitching	Security - assessment of incident reporting to AFP	Who is responsible for assessing when an incident should be reported to the AFP?	Written
63	DPS	Kitching	Security - incident reporting to AFP	How is the AFP briefed with respect to incidents?	Written
64	DPS	Kitching	Security - Non photographic passes	How many non-photographic passes are still valid/in use? What procedures are on foot with respect to eliminating non-photographic passes?	Written
65	DPS	Kitching	Security - lessons learned	Following a security incident, how are lessons learned and revised protocols rolled out to all staff?	Written
66	DPS	Kitching	Security - Training	[For Security] How many mandatory training courses are delivered annually? How is training recorded?	Written
67	DPS	Kitching	Security - Training Compliance	As at 1 June 2017, are there any staff that are currently deemed non-compliant with respect to mandatory and routine training?	Written

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68	DPS	Kitching	Security Upgrade Works	With respect to the security upgrade project, which of the Building Condition Assessment Report outcomes have been implemented? Which have been finalised? Of those outstanding, what is the timeframe for implementation?	Written
69	DPS	Kitching	BSD - Temporary Staff	What is the dollar value of temporary personnel services attributed to this branch [Building Security Division] for the period 1 July 2016 to 1 June 2017?	Written
70	DPS	Kitching	Catering Transition	A number of circulars have been distributed by email over the past months with respect to the transition of catering services being provided by external services to inhouse operations. (a) With direct reference to the business plan, can you please outline the progress of the transition? Is it on track? Are targets being met? (b) Have there been any key learning outcomes from this process that you would employ in the future to a like project? (c) In hindsight taking into account industry standards and similar examples, were agreed timeframes for specific tasks realistic and achievable?	Written
71	DPS	Kitching	Catering Feedback	In relation to the 'catering.feedback@aph.gov.au' email address: (a) How many emails of feedback were received in the 2015/16 year? (b) How many emails of feedback were received in the 2016/17 year to date? (c) What feedback has been received? (d) What the procedure is for the monitoring of the 'catering.feedback' email account is? How are the emails assessed and actioned? (e) Who is responsible for monitoring the inbox, actioning the emails and responding to them? Is this task included in respective employees' position descriptions?	Written

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72	DPS	Kitching	Catering Staffing Transition - external to internal	<p>With respect to the transition from external to internal catering services:</p> <p>(a) Can you please describe how the resourcing strategy was drafted and finalised? Who was involved?</p> <p>(b) When were job positions advertised? How were they advertised?</p> <p>(c) Who prepared position descriptions for the positions to be filled?</p> <p>(d) How was the interview and selection procedure undertaken?</p> <p>(e) How many applicants who reside outside of greater Canberra applied?</p> <p>(f) Was relocation assistance offered? Was it offered to individuals residing outside of Australia or within Australia? Was this transparent to applicants?</p> <p>(g) Was anything done differently with respect to the employment of catering staff to that of the department's standard recruitment and selection procedures?</p> <p>(h) Were any employees employed without the department advertising for such role(s)? If so, how many? Which roles? Why did this occur? Were the successful applicants known to existing department staff?</p> <p>(i) How many staff were employed? At what positions were they employed (ie how many chefs, kitchen hands, service personnel, managers, etc)?</p> <p>(j) How many staff now comprise catering department employees and how many are employed via external agencies?</p> <p>(k) Please describe the management structure of the catering team or provide a diagram. Of those managers and supervisors employed, who assessed that they had the requisite experience and qualifications?</p> <p>(l) Can you detail induction procedures, including those specific to employees in food handling roles?</p> <p>(m) Describe the handover that was given by the outgoing team.</p> <p>(n) Provide details of any equipment that was purchased during the transition process. What was the cost? Who was the supplier(s)?</p> <p>(o) What other infrastructure was required to be updated or purchased, such as IT systems? What was the cost of doing so?</p>	Written
73	DPS	Kitching	Catering Staffing Transition - day to day	<p>In relation to the day to day operations of the catering department since 1 November 2016:</p> <p>(a) Please provide statistics of the number of staff employed versus the number of exited staff to date?</p> <p>(b) Of those employees who resigned, were exit interviews conducted? What issues were communicated during those interviews? How does the department evaluate and act on that information?</p> <p>(c) Of those employees whose employment has been terminated, can unreserved assurances be provided that proper performance management methods were followed?</p> <p>(d) Can you please provide a breakdown, redacting confidential details, of all terminated employees, the reason for their termination, the performance mechanisms followed, who in the department was involved and who managed the process? Please specifically indicate how many staff were terminated during their probation period.</p> <p>(e) How many occasions have WHS investigations been conducted? For what reasons? What was the result of each claim?</p> <p>(f) How many claims of bullying or harassment have been reported? Please details of claim redacting confidential information. What actions were taken to evaluate and review claims? How has each claim resolved?</p>	Written

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74	DPS	Kitching	COO Staffing Changes	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in any of the Chief Finance Officer, People & Governance and Parliamentary Experience Branches? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written
75	DPS	Kitching	COO Staffing	[For Chief Operating Officer Division] Division-wide, please advise: (a) the classification (FTE, PTE, casual, ongoing and non-ongoing) and grade of every staff member and to which branch and team they are employed; (j) whether contractors and labour hire is used, frequency and for what purpose; (k) how many departures and commencements occurred in the 2014/15 year, the 2015/16 year and 2016/17 year (when this information is available) for each branch and team; (l) the reason for each departure (retirement, redundancy, termination, resignation, end of contract); (m) details of all terminated employees (redacting confidential information), the reason for their termination, the performance mechanisms followed, who in the department was involved and who managed the process. Please specifically indicate how many staff were terminated during their probation period; (n) on how many occasions in each of the 2014/15, 2015/16 and 2016/17 years, WHS conducted investigations were carried out, the catalyst for such investigations and the result of each investigation; (o) how many claims of bullying or harassment have been reported in each of the 2014/15, 2015/16 and 2016/17 years, what actions were taken and the result of each claim; (p) in each of the 2014/15, 2015/16 and 2016/17 years, were there any individuals who were employed without the position being advertised; and (q) with respect to employees who resigned, how were exit interviews conducted? What issues were communicated during those interviews?	Written
76	DPS	Kitching	Visitor Feedback	What mechanisms are available to visitors to Parliament House to provide feedback? How is the provision of feedback encouraged?	Written
77	DPS	Kitching	Visitor Feedback numbers	How many individual messages of visitor feedback was received in the 2015/16 year? How many were received for the period 1 July 2016 to 1 June 2017?	Written
78	DPS	Kitching	Positive Visitor Feedback	What positive visitor feedback was received? What constructive feedback was received?	Written
79	DPS	Kitching	Visitor Feedback analysis	How was the visitor feedback analysed? By who?	Written
80	DPS	Kitching	Visitor feedback lessons learned	What procedures/issues have been addressed derived directly from visitor feedback?	Written
81	DPS	Kitching	Building Occupant Satisfaction Survey date	When is the next building occupant survey to be conducted?	Written

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82	DPS	Kitching	Building Occupant Satisfaction Survey participation	What initiatives are being/will be developed to encourage building occupants to participate in the next survey?	Written
83	DPS	Kitching	Paid Tour 2014/15	How many paid tours were offered to the public in the 2014/15 year? How many free tours were offered to the public in the 2014/15 year?	Written
84	DPS	Kitching	Paid Tour 2015/16	How many paid tours were offered to the public in the 2015/16 year? How many free tours were offered to the public in the 2015/16 year?	Written
85	DPS	Kitching	Paid Tour 2016/17	What is the expected number of paid tours offered in the 2016/17 year? What is the expected number of free tours offered in the 2016/17 year?	Written
86	DPS	Kitching	Paid Tour 2017/18	What is the expected number of paid tours offered in the 2017/18 year? What is the expected number of free tours offered in the 2017/18 year?	Written
87	DPS	Kitching	Orientation Tour 2014/15	How many orientation tours were conducted the 2014/15 year? What were the dates?	Written
88	DPS	Kitching	Orientation Tour 2015/16	How many orientation tours were conducted in the 2015/16 year? What were the dates?	Written
89	DPS	Kitching	Orientation Tour 2016/17	How many orientation tours have been conducted from 1 July 2016 to 1 June 2017? What were/are the dates?	Written
90	DPS	Kitching	Tour KPIs	Please provide an update with respect to the review of tour KPIs and how those KPIs have been refined/developed together with revised targets.	Written
91	DPS	Kitching	Shop - Australian Made products	What percentage of products sold in the Parliament House Shop are Australian-made?	Written
92	DPS	Kitching	Budget 2016/17	What was the budget for the 2016/17 year?	Written
93	DPS	Kitching	Budget 2016/17 actuals versus budget	Please provide an income and expenditure statement for the 2016/17 year when it is available showing actuals versus budget.	Written
94	DPS	Kitching	Budget 2017/18	What is the budget for the 2017/18 year?	Written
95	DPS	Kitching	Credit Card Expenditure	Please provide a list of credit card codes and totals for each code for the 2014/15, 2015/16 years and the 2016/17 year when it is available.	Written
96	DPS	Kitching	Credit Card Holders	Please provide a list of to whom corporate credit cards and travel cards are issued.	Written
97	DPS	Kitching	Corporate Training	Please provide a copy of the 2016 Corporate Training Program calendar, as well as the calendar for 2017.	Written
98	DPS	Kitching	2016 Corporate Training Numbers	How many employees department-wide completed a course offered in the 2016 Corporate Training Program? Please advise their employment grade at the time of training and their existing employment grade, as well as the branch and sub-branch to which they are employed.	Written

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99	DPS	Kitching	2017 Corporate Training Numbers	Please advise how many employees have completed a course offered in the 2017 Corporate Training Program to 1 June 2017, their employment grade at the time of training and their existing employment grade, as well as the branch and sub-branch to which they are employed.	Written
100	DPS	Kitching	PEL1 Training	Please advise which branches the 19 PEL1 staff who were selected to participate in the DPS PEL1 Development Program are employed. How many staff at PEL1 level and above are yet to undertake this training? When is the next session scheduled to begin?	Written
101	DPS	Kitching	Performance Reporting	Between 1 July 2016 and 1 June 2017, what enhancements have been made to the performance reporting framework to improve operations?	Written
102	DPS	Kitching	Legal Services	With respect to legal services: (a) Describe the nature of the engagement and advice provided/to be provided by Maddocks; (b) Describe the nature of the engagement and advice provided/to be provided by Clayton Utz; (c) Describe the nature of the engagement and advice provided/to be provided by Sparke Helmore; (d) Describe the nature of the engagement and advice provided/to be provided by Ashurst Australia; (e) provide details of pre-qualified legal services providers, panel arrangements and the expiries thereto.	Written
103	DPS	Kitching	Worklogic	Please provide details of the engagement and advice provided/to be provided by Worklogic Pty Ltd.	Written
104	DPS	Kitching	COO - Temporary Personnel	What is the dollar value of temporary personnel services attributed to this branch [COO Division] for the period 1 July 2016 to 1 June 2017?	Written
105	DPS	Kitching	Training Framework	How is training and development offered, assessed and recorded?	Written
106	DPS	Kitching	Mandatory Training Tracking	Describe audit compliance procedures with respect to mandatory training and development for all department staff.	Written
107	DPS	Wong	Investigation of tax fraud involving certain payroll service companies	With reference to the investigation of a major tax fraud involving certain payroll service companies, and one of the concerning aspects of this case being a number of government agencies making use of payroll companies involved: Does the Department of Parliamentary Services make use of any of the companies named in the investigation? If so, has Department of Parliamentary Services done any checks to ensure that it is not using payroll companies that are being investigated by the Australian Taxation Office? Does Department of Parliamentary Services have any standing protocols to ensure service providers it engages are not under investigation by the Australian Taxation Office?	Written
108	DPS	Wong	Investigation of tax fraud involving certain payroll service companies	With reference to the investigation of a major tax fraud involving certain payroll service companies, and one of the concerning aspects of this case being a number of government agencies making use of payroll companies involved: Do any labour hire companies contracted by the Department of Parliamentary Services currently use Plutus or have any in the past 12 months used Plutus? Has the Department of Parliamentary Services undertaken any investigation into the use of Plutus by labour hire companies?	Written

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109	DPS	Wong	Catering labour hire staff	With reference to the answer to 2016-17 Additional Estimates question on notice 42, which indicates initial estimates of 23 FTE labour hire staff on non-sitting weeks and 75 on sitting weeks, why has the Department of Parliamentary Service opted for labour hire staff rather than employing its own casuals? Are labour hire staff protected by conditions and rates of pay that apply under the Department of Parliamentary Services enterprise agreement? Will the Department of Parliamentary Services be seeking to reduce its reliance on labour hire staff and increase its own pool of casual staff as it establishes “services and service standards in line with customer expectations”?	Written
110	DPS	Wong	Catering Project Board	With reference to the answer to 2016-17 Additional Estimates question on notice 47, who are the members of the Catering Project Board? How many times has the Catering Project Board met, and on what dates? Is the board still active, or has it been disbanded following the transition of catering arrangements?	Written
111	DPS	Wong	Parliamentary security personnel	With reference to the breakdown of classifications provided in answer to 2016-17 Additional Estimates question on notice 62, how many of the 151 security staff at PSL 1 to 4 levels are qualified at each level? Can the answer be updated for current figures?	Written
112	DPS	Wong	Parliamentary security personnel	How does the Department of Parliamentary Services balance full-time and casual officers in security, particularly with respect to different categories of rostering, such as “non-core” lines? What determines whether full-time or casual staff are recruited? Who decides the mix? Do casual staff contribute to FTE numbers? If not, why not, and does this affect whether or not casuals are recruited, because of how they are reflected on paper?	Written
113	DPS	Wong	Parliamentary security shifts	With reference to 2016-17 Additional Estimates question on notice 64, can the Department of Parliamentary Services explain what a “car park patrol beyond the security perimeter of APH” is?	Written
114	DPS	Wong	Parliamentary security shifts	With reference to the ten-hour break and fourteen hour shifts as stated in 2016-17 Additional Estimates question on notice 65, is it the case that a PSS officer could work an afternoon shift from 1500 to 2309 (7.5 hour work and a 39 minute meal break for a total of 8 hours 9 minutes) and then come in on overtime the next morning to work from 0900 to 1500 and then on a normal 1500 to 2309 shift, meaning the break was less than ten hours and the second shift took the total for that day over sixteen hours? Would this be a breach of conditions under the enterprise bargaining agreement, as outlined in part 2 of the answer to the question on notice? On how many occasions in 2016-17 has this occurred?	Written
115	DPS	Wong	Parliamentary security shifts	Does the rostering system identify when enterprise bargaining agreement requirements for breaks are breached, for example if a rostered shift is entered without a meal break? If so, what action is taken when a potential breach is flagged by the rostering system? Are rosters regarded as a guide, or a direction?	Written

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116	DPS	Wong	Functional Review of Security	Can the Department of Parliamentary Services please advise the current status of the functional review of security, including the expected completion date?	Written
117	DPS	Wong	Functional Review of Security	With respect to overseas travel undertaken in conjunction with the functional review of security: What countries were visited and on what dates? For each trip, can an itinerary be provided? Who authorised this travel? How much will this travel cost?	Written
118	DPS	Wong	Functional Review of Security	Given the President of the Senate has recently undertaken travel with a strong focus on inspecting parliamentary security in the United Kingdom and Singapore, what input has he had into the review?	Written
119	DPS	Wong	Functional Review of Security	Will this review include replacement of the master roster system?	Written
120	DPS	Wong	Enterprise bargaining	Can copies of the enterprise bargaining survey results and any focus group reports be provided? What was the cost of conducting the survey and any focus groups? Were any outside contractors involved in conducting or facilitating the survey and, if applicable, the focus groups? If so, who was engaged?	Written
121	DPS	Wong	Sessional staff	How many staff of the Department of Parliamentary Services are sessional staff, that is, employees who only or primarily work in sitting weeks? How many sessional staff voted in the enterprise agreement ballot? Were any sessional staff ineligible to vote in the ballot by virtue of the operation of section 181(1) of the Fair Work Act 2009 because, in the view of the Department of Parliamentary Services, they did not meet the definition of “employed at the time”?	Written
122	DPS	Wong	Enterprise bargaining for cleaners	Given the cleaning contract with Limro is due to expire on 30 June 2018, please outline the timetable for the tender process. What consultation has occurred with members of Parliament concerning the terms of the contract?	Written
123	DPS	Wong	ICT Advisory Board	Please advise on how many occasions, and the dates, on which the ICT Advisory Board has met in 2016-2017.	Written

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124	DPS	Wong	Strategic accommodation review	<p>With reference to the answer to 2016-17 Additional Estimates question on notice 82, on what basis is a group that comprises three Government members of the House of Representatives (Christensen, Entsch, Marino), three independent members of the House of Representatives (Katter, Wilkie, McGowan), four minor party and independent senators (Leyonhjelm, Lambie, Xenophon, Day) and only one Opposition member of the House of Representatives (Fitzgibbon) and no Government or Opposition senators “representative”, as stated in part 3 of the question?</p> <p>Who nominated or chose the members of this group?</p> <p>Why have existing bodies, such as this committee, or the respective house committees of both chambers, not been utilised to provide feedback?</p> <p>How can such limited consultation be adequate and fulfil the “detailed consultation” that part 4 of the answer identifies was a criteria of the contract?</p>	Written
125	DPS	Wong	Strategic accommodation review	<p>Has the final report been presented to the presiding officers?</p> <p>If so, when?</p> <p>If not, why not and when is it expected to be presented?</p> <p>When will senators and members have the opportunity to view the report?</p> <p>Can a copy be provided?</p>	Written
126	DPS	Wong	Parliament House accommodation	<p>Can all contracts with Guida Moseley Brown (GMB) Architects, or any companies associated with this firm, that commenced, were in progress or were completed in 2016-17 be listed, including the value of each contract?</p> <p>Do any ongoing consultancy arrangements exist with this company, or any individuals associated with it?</p>	Written
127	DPS	Wong	Parliament House accommodation	Can a copy of the accommodation strategy for Parliament House be provided?	Written
128	DPS	Wong	Parliament House accommodation	Are there any current plans for expansion of Parliament House being considered?	Written
129	DPS	Wong	Parliament House accommodation	<p>Can a breakdown of all Department of Parliamentary Services staff be provided, indicating how many staff and from what areas of work are based in:</p> <p>(a) The Parliament House basement;</p> <p>(b) Any other location at Parliament House;</p> <p>(c) Off site, and the details of each off site location; and</p> <p>(d) Any other location not captured by the above.</p> <p>This answer excludes staff who may be working in another location on secondment and so are not currently working for the Department of Parliamentary Services.</p>	Written
130	DPS	Wong	Parliament House accommodation	<p>With reference to the audit of Department of Parliamentary Services staff who work in the basement, as referred to by the Secretary on page 120 of the proof Hansard:</p> <p>Can a copy of the audit be provided?</p>	Written

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131	DPS	Wong	Parliament House accommodation	Are there any plans for further relocation of staff off site being considered? If so: (a) To what location(s)? (b) Involving how many staff? (c) Involving what work areas?	Written
132	DPS	Wong	New parking arrangements	With reference to 2016-17 Additional Estimates question on notice 85, parts 5 and 6, are there any plans to have parliamentary security officers patrol the West Block car park in the future? If there is a fault with the boom gates, who attends? Can an update be provided on the work that the Department of Parliamentary Services is doing with the National Capital Authority “to upgrade lighting and install CCTV surveillance in the area”?	Written
133	DPS	Wong	Security works	Now that work has commenced on the perimeter fence, can the list of consultants and contractors engaged on the fence construction, as requested in 2016-17 Additional Estimates question on notice 25, now be provided?	Written
134	DPS	Wong	Spraying in the Parliament House gardens	With reference to the Department of Parliamentary Services Information Circulars entitled Spraying in the APH gardens next week, such as that of 19 May 2017: Is the sending of warning emails about spraying something that always occurs? In general, have emails been sent in the past? If not, is there a reason for the change in practice? How many emails have been sent in 2016-17?	Written
135	DPS	Wong	Parliament House beehives	With reference to the Department of Parliamentary Services Information Circular, The Parliament House beehive initiative – Information sessions, 15 March 2017: Can an update on the beekeeping initiative be provided? How many people attended the information sessions? Did the audience represent a mix of building occupants, including senators and members, or mostly departmental staff? Does the Department of Parliamentary Services have a sense of the number of people who have accessed the online footage? What are the establishment and ongoing cost of the beehives? If it is a success is it likely to be expanded?	Written
136	DPS	Wong	Provision of filtered drinking water in Parliament House	Has the Department of Parliamentary Services investigated the feasibility of fitting filtered drinking water taps in Parliament House, including in offices of parliamentarians and departmental staff, in common use areas of the private areas of Parliament House, and in the public areas? If so, when? What was the outcome?	Written

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137	Parliamentary Service Commissioner	McAllister	Change in arrangements for appointment of a Commissioner's representative on SES selection panels for parliamentary departments	<p>Ms Foster: It used to be a requirement for SES roles both within the Australian Public Service and within the Parliamentary Service for the agency head to seek endorsement from the commissioner of the commissioner's representative for a selection panel. On each selection panel there is someone who operates as the commissioner's representative. Some 18 months ago we made some changes for Public Service positions which meant that agency heads did not need to formally seek the commissioner's approval; they just needed a representative that met our broad guidelines. I can go through those. It just took us a little bit longer to catch up with the Parliamentary Service departments to make the same changes so that we are not putting people through a process of seeking endorsement of a particular name.</p> <p>Senator McALLISTER: Have those changes now been made in relation to the parliamentary departments?</p> <p>Ms Foster: I would have to take that on notice. I am not entirely sure, but I think so.</p>	p. 108
138	Parliamentary Service Commissioner	McAllister	Appointment of an acting Parliamentary Service Commissioner	<p>Senator McALLISTER: Mr Lloyd, on how many occasions since 1 July last year have you been away from duty and been required to appoint an acting Parliamentary Service Commissioner?</p> <p>Mr Lloyd: From 1 July last year?</p> <p>Senator McALLISTER: Yes.</p> <p>...</p> <p>Senator McALLISTER: Perhaps you could provide that on notice.</p> <p>Mr Lloyd: Yes, certainly.</p> <p>Senator WONG: When you say 'yes', we would like you to tell us the details—x date to x date.</p>	pp 108-109
139	President of the Senate	McAllister	International travel	<p>Senator McALLISTER: I wonder if you could provide us with the communication requesting your presence in Belgium? I assume that came from the Prime Minister or from the Minister for Foreign Affairs?</p> <p>The President: I think it came through the Minister for Veterans' Affairs, Mr Tehan. I will just clarify: the request for me to attend Belgium came when I was in London on the first trip.</p> <p>Senator McALLISTER: It was a request from the Minister for Veterans' Affairs, and it came in the form of a letter?</p> <p>The President: There would have been email communication. I can remember seeing emails about that. The Minister for Veterans' Affairs coordinates all the arrangements for who attends which Anzac Day services.</p> <p>Senator McALLISTER: Would it be possible for those communications to be provided to the committee?</p> <p>The President: I will have a look and I will get back to you if we can do so.</p>	p. 14
140	President of the Senate	McAllister	International travel	<p>The President: No, we were waiting. We knew we were going to Turkey at some point. The final dates did not come in until very late. There were some changes to dates. I cannot recall when the dates were confirmed, but it would have been maybe a month prior to travel. I will confirm for you when we knew the final dates.</p>	p. 14

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141	President of the Senate	Paterson	International travel	<p>CHAIR: To clarify, following on from Senator Bernardi's questions, how does your expenditure on international travel compare to your predecessor's expenditure on international travel?</p> <p>The President: It is a lot lower.</p> <p>CHAIR: Could you put some flesh around that with some numbers?</p> <p>The President: For the entire year of 2016 I did not travel at all. We cannot find any Presiding Officer that has never travelled in a calendar year, so that would be quite a significant reduction. I will take it on notice. I am very happy to provide that.</p> <p>CHAIR: That would be good.</p>	P. 15
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