

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
1	Senate	Faulkner	Security	<p>Senator FAULKNER: Was there a formal brief before that informal meeting?</p> <p>Ms Callinan: There was a document that was being discussed, yes. That was a written document prepared by the Department of Parliamentary Services.</p> <p>Senator FAULKNER: Were you given a copy of that.</p> <p>Ms Callinan: I was, at that meeting.</p> <p>Senator FAULKNER: Have you kept it on file?</p> <p>Ms Callinan: Yes, I have.</p> <p>Senator FAULKNER: Would you be able to provide that to the committee, please.</p> <p>Ms Callinan: Yes, I would.</p>	p.9	21/10/14	
2	Senate	Smith	Security	<p>Senator SMITH: What level of representation from the Australian Federal Police would be expected? Are we talking about a constable?</p> <p>Ms Callinan: My understanding is that the request was that they be from the assistant secretary level. I would have to take that on notice to make sure that is accurate.</p>	p.12	21/10/14	
3	Senate	Faulkner	Security	<p>Senator FAULKNER: Black Rod, did you keep any formal record of that meeting when the decision was finally made?</p> <p>Ms Callinan: I have got a file note of my attendance at that meeting.</p> <p>Senator FAULKNER: Would it be possible that a copy of the file note be provided to the committee, please?</p> <p>Ms Callinan: Yes.</p>	p.20	21/10/14	
4	Senate	Wong	Committees	<p>Senator WONG: Dr Laing, on notice, could you provide the committee with details of the Senate Select Committee on Scrutiny of New Taxes from the</p>	p.25	21/10/14	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
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PARLIAMENTARY DEPARTMENTS

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				previous parliament, including composition, the duration of inquiries and the total cost? Dr Laing: I can do that.			
5	Senate	McKenzie	Occasional Lecture Series	Senator McKENZIE: I would like to take Dr Laing to a recurring theme of mine, which is the Occasional Lecture Series. Could you please give the committee an update on the answer that you provided on notice on the attendance figures and the costs for hosting? Dr Laing: Yes, I can do that on notice for you, Senator.	p.30	21/10/14	
6	Senate	McKenzie	Publication <i>There Being No Objection</i>	Senator McKENZIE: The book <i>There Being No Objection</i> ? Dr Laing: That was an election project that was done last year by two of our very talented writers. The authors are Mr Hallett and Tim Bryant, our director of research. ... through such media as our staff bulletin or pieces that I write there is an awful lot of material we have about historical stories. We wanted to be able to collect that in an attractive and saleable format—not to make a profit but, again, to bring the material to a wider audience. Senator McKENZIE: I note your point that it is not to make a profit, but you want to extend the audience and the knowledge. How many copies have we sold? Dr Laing: I will take that on notice.	p.32	21/10/14	
7	Senate	Ludwig	Commissione d reports	Since Budget Estimates in June, 2014: 1) How many reports (including paid external advice) have been commissioned by the Minister, department or agency?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
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PARLIAMENTARY DEPARTMENTS

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				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?			
8	Senate	Ludwig	Statutory Review Provisions	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 workplan for the review 3) When did/will this work begin? 4) When is/was the review due to commence. 5) What is the expected report date. 6) Who is the minister responsible for the review 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?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

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				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 the report will be tabled in parliament or made public. If so, when?			
9	Senate	Ludwig	Self Initiated work	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: a) When did the project commence? b) When is it expected to conclude? c) What will the total cost of the project be? d) Where did the money for the project come from? e) Where is the project based?	Written		
10	Senate	Ludwig	Graduate intake	1) What was the graduate intake for 2012-2013? 2) What was the graduate intake for 2013-2014? 3) What is the graduate intake for 2014-2015? 4) What will be the graduate intake for 2015-2016?	Written		
11	Senate	Ludwig	G20 - expenses	1) Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security. 2) For each item, please provide: a) The name of the event/meeting that the expense related to.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

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				<ul style="list-style-type: none"> b) The location of the event. c) The date of the event. d) The name and ABN of the service provider. e) Advise whether the contract was awarded through an open tender process. f) The total value of the contract/invoice. g) The date the contract was executed by the Department. h) The number of attendees at the event, if applicable. i) Advise whether an Australian Government Minister was in attendance. Please detail. j) Advise whether foreign delegates were in attendance. Please detail. <p>3) Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.</p>			
12	All	Ludwig	G20 - Brisbane	<p>1) Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:</p> <ul style="list-style-type: none"> a) How long will the minister be in Brisbane for? b) Please provide a copy of the minister's program and a list of any meetings that are scheduled. c) Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles. d) How many ministerial staff will attended with the minister? e) How many departmental staff attended the G20? f) For each minister and staff member attending, how much was spent on airfares to and from Brisbane? g) For each minister and staff member attending, how much was spent on accommodation in Brisbane? h) For each minister and staff member attending, how much was spent on 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

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				<p>other associated expenses? Please detail.</p> <p>i) Has the department purchased any merchandise or promotional material for the G20? Please detail.</p> <p>j) Will the department be preparing a report following the G20? If yes:</p> <p>i) What will be the scope of the report?</p> <p>ii) When will it be complete?</p> <p>iii) Will it be available to the public?</p>			
13	Senate	Ludwig	Procedure Manuals (Ministerial)	<p>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:</p> <p>a) When was the manual last updated?</p> <p>b) Who is responsible for updating the manual?</p> <p>c) Who is the manual distributed to?</p> <p>d) Is anyone responsible for clearing communications before they are sent to the department?</p>	Written		
14	Senate	Ludwig	Procedure Manuals (Departmental)	<p>Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:</p> <p>a) When was the manual last updated?</p> <p>b) Who is responsible for updating the manual?</p> <p>c) Has the minister's office had any input into the content of the manual? If so, please detail.</p> <p>d) Who is the manual distributed to?</p> <p>e) Is anyone responsible for clearing communications before they are sent</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

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				to the minister or the minister's office?			
15	Senate	Ludwig	Domain Usage	<p>Since Budget Estimates in June, 2014:</p> <p>1) Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:</p> <p>a) Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).</p> <p>b) Amount of data downloaded and uploaded to the site.</p> <p>c) Number of times the site was accessed.</p>	Written		
16	Senate	Ludwig	Reviews	<p>Since Budget Estimates in June, 2014:</p> <p>1) How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:</p> <p>a) the date they were ordered</p> <p>b) the date they commenced</p> <p>c) the minister responsible</p> <p>d) the department responsible</p> <p>e) the nature of the review</p> <p>f) their terms of reference</p> <p>g) the scope of the review</p> <p>h) Who is conducting the review</p> <p>i) the number of officers, and their classification level, involved in conducting the review</p> <p>j) the expected report date</p>	Written		

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QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

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				<p>k) the budgeted, projected or expected costs</p> <p>l) If the report will be tabled in parliament or made public</p> <p>2) For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <p>a) If so, please list them, including their name and/or trading name/s and any known alias or other trading names</p> <p>b) If so, please list their managing director and the board of directors or equivalent</p> <p>c) If yes, for each is the cost associated with their involvement, including a break down for each cost item</p> <p>d) If yes, for each, what is the nature of their involvement</p> <p>e) If yes, for each, are they on the lobbyist register, provide details.</p> <p>f) If yes, for each, what contact has the Minister or their office had with them</p> <p>g) If yes, for each, who selected them</p> <p>h) If yes, for each, did the minister or their office have any involvement in selecting them,</p> <p style="padding-left: 40px;">(i) If yes, please detail what involvement it was</p> <p style="padding-left: 40px;">(ii) If yes, did they see or provided input to a short list</p> <p style="padding-left: 40px;">(iii) If yes, on what dates did this involvement occur</p> <p style="padding-left: 40px;">(iv) If yes, did this involve any verbal discussions with the department</p> <p style="padding-left: 40px;">(v) If yes, on what dates did this involvement occur</p> <p>3) Which reviews are on-going?</p> <p>a) Please list them.</p> <p>b) What is the current cost to date expended on the reviews?</p> <p>4) Have any reviews been stopped, paused or ceased? Please list them.</p> <p>5) Which reviews have concluded? Please list them.</p>			

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PARLIAMENTARY DEPARTMENTS

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				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? e) If so, when? f) If not, why not?			
17	Senate	Ludwig	Sunset Provisions	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 workplan for the sunset provisions becoming active d) When did/will this work begin? e) When is/was the review due to commence. f) What is the expected report date. g) Who is the minister responsible for the review h) What department is responsible for the review i) List the specific clauses or legislation under review caused by the statutory provision. j) List the terms of reference.	Written		

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QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

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				k) What is the scope of the review. l) Who is conducting the review. m) How were they selected? n) What are the legislated obligation for the selection of the person to conduct the review? o) What is the budgeted, projected or expected costs of the review? p) When was the Minister briefed on this matter? q) What decision points are upcoming for the minister on this matter? r) List the number of officers, and their classification level, involved in conducting the review s) Will the the report will be tabled in parliament or made public. If so, when?			
18	Senate	Ludwig	Wine Coolers / Fridges	Since Budget Estimates in June, 2014: 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?	Written		
19	Senate	Ludwig	FoI Requests	Since Budget Estimates in June, 2014:	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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?			
20	Senate	Ludwig	Ministerial Motor vehicle	Since Budget Estimates in June, 2014: 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 since Additional Estimates in February, 2014? If so, please detail. i) Please provide a copy of the guidelines that determine how a minister	Written		

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QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>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.</p> <p>j) Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.</p>			
21	Senate	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Since Budget Estimates in June, 2014:</p> <p>1) Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <p>a) What is the make and model?</p> <p>b) How much did it cost?</p> <p>c) When was it provided?</p> <p>d) Was the entire cost met by the department? If not, how was the cost met?</p> <p>e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f) Are these costs met by the department? If not, how are these costs met?</p> <p>g) Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>h) Have these guidelines changed during the specified period? If so, please detail.</p> <p>i) Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>j) Have these guidelines changed during the specified period? If so,</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

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				please detail.			
22	Senate	Ludwig	Ministerial Staff vehicles	<p>Since Budget Estimates in June, 2014:</p> <p>1) Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>a) What is the make and model?</p> <p>b) How much did it cost?</p> <p>c) When was it provided?</p> <p>d) Was the entire cost met by the department? If not, how was the cost met?</p> <p>e) What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f) Are these costs met by the department? If not, how are these costs met?</p> <p>g) Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>h) Have these guidelines changed during the specified period? If so, please detail.</p> <p>i) Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>j) Have these guidelines changed during the specified period? If so, please detail.</p>	Written		
23	Senate	Ludwig	Building Lease Costs	<p>Since Budget Estimates in June, 2014:</p>	Written		

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QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<ol style="list-style-type: none"> 1) What has been the total cost of building leases for the agency / department? 2) Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> a) Date the lease agreement is active from. b) Date the lease agreement ends. c) Is the lease expected to be renewed? If not, why not? d) Location of the building (City and state). e) Cost of the lease. f) Why the building is necessary for the operations of the agency / department. 3) Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by: <ol style="list-style-type: none"> a) Date from which the lease agreement was active. b) Date the lease agreement ended. c) Why was the lease not renewed? d) Location of the building (City and state). e) Cost of the lease. f) Why the building was necessary for the operations of the agency / department. 4) Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ol style="list-style-type: none"> a) Date the lease agreement is expected to become active. b) Date the lease agreement is expected to end. c) Expected location of the building (City and state). d) Expected cost of the lease. <ol style="list-style-type: none"> i) Has this cost been allocated into the budget? e) Why the building is necessary for the operations of the agency / department. 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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.			
24	Senate	Ludwig	Government advertising	Since Budget Estimates in June, 2014: 1) How much has been spent on government advertising (including job ads)? a) List each item of expenditure and cost b) List the approving officer for each item c) Detail the outlets that were paid for the advertising 2) What government advertising is planned for the rest of the financial year? a) List the total expected cost b) List each item of expenditure and cost c) List the approving officer for each item d) Detail the outlets that have been or will be paid for the advertising	Written		
25	Senate	Ludwig	Workplace assessments	Since Budget Estimates in June, 2014: 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	Written		
26	Senate	Ludwig	Ministerial Website	Since Budget Estimates in June, 2014:	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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.			
27	Senate	Ludwig	Ministerial staff turnover	1) List the current staffing allocation for each Minister and Parliamentary Secretary 2) For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3) For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4) For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5) For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment	Written		
28	Senate	Ludwig	Multiple tenders	Since Budget Estimates in June, 2014: 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?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				c) Were those applicants asked to resubmit their tender proposal?			
29	Senate	Ludwig	Enterprise Bargaining Agreements (EBAs)	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.	Written		
30	Senate	Ludwig	Departmental Upgrades	Since Budget Estimates in June, 2014: 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?	Written		
31	Senate	Ludwig	Non- Conventional Therapies	Since 7 September 2013: 1) Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes: a) What is the process by which these therapies can be approved? b) Who are they available to?	Written		

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QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				c) Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)? 2) Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes: a) What therapies have been provided? b) What were they used to treat? c) What was the cost of the therapy?			
32	Senate	Ludwig	Office Plants	Since Budget Estimates in June, 2014: 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?	Written		
33	Senate	Ludwig	Office recreation facilities	Since Budget Estimates in June, 2014: 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	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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?			
34	Senate	Ludwig	Vending machines	Since Budget Estimates in June, 2014: 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?	Written		
35	Senate	Ludwig	Legal Costs	Since Budget Estimates in June, 2014: 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	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				legal advice			
36	Senate	Ludwig	Provision of equipment - departmental	<p>Since Budget Estimates in June, 2014:</p> <p>1) Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:</p> <p>a) What has been provided?</p> <p>b) The purchase cost.</p> <p>c) The ongoing cost.</p> <p>d) A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).</p> <p>e) A breakdown of what staff and staff classification receives each item.</p>	Written		
37	Senate	Ludwig	Lobbyist Register Meetings	<p>Since Budget Estimates in June, 2014:</p> <p>1) List all interactions between the department/agency with any representative listed on the lobbyist register</p> <p>2) List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p> <p>3) List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				meeting			
38	Senate	Ludwig	Appointments	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) Please detail any board appointments made from 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 of women 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. 	Written		
39	Senate	Ludwig	Staff Transfers	<ol style="list-style-type: none"> 1) How many people does your department employ? 2) What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level? 3) What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level? 4) What functions have been transferred between transferred from one state or territory to another since the federal election in 2013? 5) Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to? 6) How many of these people are employed in Canberra? 7) How many people did your department employ in Canberra immediately prior to the 2013 federal election? 8) How many employees have been transferred out of Canberra since the 2013 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>9) How many of your employees have been transferred to Canberra since the 2013 federal election?</p> <p>10) For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.</p> <p>11) For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.</p> <p>12) For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.</p> <p>13) For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.</p> <p>14) For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.</p> <p>15) For every transferred employee please provide and explanation for their transfer?</p> <p>16) For every transferred employee please provide any other cost incurred by the department because of that transfer?</p> <p>17) Please provide all relevant dates.</p> <p><i>Redundancies</i></p> <p>18) How may positions have been made redundant in your department since the 2013 federal election?</p> <p>a) How many of these positions were ongoing?</p> <p>b) How many of these positions were non-ongoing?</p> <p>c) How many of these positions were situated in the Australian Capital</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>Territory?</p> <p>19) How many of the employees filling these redundant positions were redeployed since the 2013 federal election?</p> <p>a) How many of these employees were ongoing?</p> <p>b) How many of these employees were non-ongoing?</p> <p>c) How many of these employees were situated in the Australian Capital Territory?</p> <p>20) How many of these employees were offered voluntary redundancies since the 2013 federal election?</p> <p>a) How many of these employees were ongoing?</p> <p>b) How many of these employees were non-ongoing?</p> <p>c) How many of these employees were situated in the Australian Capital Territory?</p> <p>21) How many accepted voluntary redundancies since the 2013 federal election?</p> <p>a) How many of these employees were ongoing?</p> <p>b) How many of these employees were non-ongoing?</p> <p>c) How many of these employees were situated in the Australian Capital Territory?</p> <p>22) How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?</p> <p>a) How many of these employees were ongoing?</p> <p>b) How many of these employees were non-ongoing?</p> <p>c) How many of these employees were situated in the Australian Capital Territory?</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>23) For all employees who accepted voluntary redundancies since the 2013 federal election please:</p> <ul style="list-style-type: none"> a) Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located. b) Please specify what component of that figure was paid out entitlements (annual leave etc). c) Please specify any other costs incurred by the department because of this redundancy. d) Please provide the reason a voluntary redundancy was offered for their position. e) Please provide all relevant dates. <p>24) For all employees who were redeployed please provide:</p> <ul style="list-style-type: none"> a) Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located. b) Please specify any other costs incurred by the department because of this redeployment. c) Please provide the reason for that redeployment. d) Please provide all relevant dates. <p>25) Since the 2013 federal election, how many employees in your department have been made forcibly redundant?</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian Capital Territory?</p> <p>26) How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?</p> <p>a) How many of these employees were ongoing? b) How many of these employees were non-ongoing? c) How many of these employees were situated in the Australian Capital Territory?</p> <p>27) For employees who were made forcibly redundant since the 2013 federal election please provide:</p> <p>a) Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located. b) Please specify what component of that figure was paid out entitlements (annual leave etc). c) Please specify any other costs incurred by the department because of this redundancy. d) Please provide the reason for that redundancy. e) Please provide all relevant dates.</p> <p><i>Hiring</i></p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>28) How many people are employed in your department on non-ongoing contracts?</p> <p>29) How many people are employed in your department on ongoing contracts?</p> <p>30) How many non-ongoing contracts has your department extended since the 2013 federal election?</p> <p>31) How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?</p> <p>32) How many of these extensions were approved by the Public Service Commission?</p> <p>a) For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.</p> <p>33) How many of these extensions were rejected by the Public Service Commission?</p> <p>a) For every rejected extension please provide the following details:</p> <ul style="list-style-type: none"> i) the employee's age, ii) gender, iii) wage, iv) APS level, v) a description of their job, vi) their length of continuous employment by the APS, 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>vii) the length of extension sought by the department, viii) the reasons why the extensions was submitted and ix) the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.</p> <p>34) How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?</p> <p>a) For every unapproved extension please provide the following details: i) the employee's age, ii) gender, wage, iii) APS level, iv) a description of their job, v) their length of continuous employment by the APS, vi) the length of the unapproved extension, vii) the reasons why the extension was granted, viii) whether the extension was submitted to the Public Service Commission for approval, and ix) the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.</p> <p>35) How many non-ongoing contracts have expired without extension since the 2013 federal election?</p> <p>a) For every expired non-ongoing contract please provide the following details: i) the employee's age, ii) gender, wage,</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>iii) APS level, iv) a description of their job, v) their length of continuous employment by the APS, vi) the reason why an extension was not sought, as well as all relevant dates.</p> <p>36) How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?</p> <p>37) How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?</p> <p>38) How many of these new non-ongoing engagements were approved by the Public Service Commission?</p> <p>a) For every approved new engagement of a non-ongoing employee please provide the following details: i) the employee's age, ii) gender, wage, iii) APS level, iv) a description of their job, v) the length of their non-ongoing contract, vi) whether this position was advertised externally, vii) the reason for engaging this new employee and viii) the reason given by the Public Service Commission for approving this engagement, as well as ix) all relevant dates relating to this application.</p> <p>39) How many of these new non-ongoing employee applications were rejected</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>by the Public Service Commission?</p> <p>a) For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details:</p> <ul style="list-style-type: none"> i) APS level, ii) a description of their job, iii) the length of their non-ongoing contract, iv) the reason for engaging the new employee and v) the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application. <p>40) How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>a) For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details:</p> <ul style="list-style-type: none"> i) the employee's age, ii) gender, wage, iii) APS level, a description of their job, iv) the length of their non-ongoing contract, v) whether this position was advertised externally, vi) the reason for engaging this new employee and vii) the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates. <p>41) How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>42) How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>43) How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>a) For every approved new engagement of a ongoing employee please provide the following details:</p> <ul style="list-style-type: none"> i) the employee's age, ii) gender, wage, iii) APS level, iv) a description of their job, v) the length of their ongoing contract, vi) whether this position was advertised externally, vii) the reason for engaging this new employee and viii) the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application. <p>44) How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>a) For every new ongoing engagement rejected by the Public Service Commission please provide the following details:</p> <ul style="list-style-type: none"> i) APS level, ii) a description of their job, iii) the length of their ongoing contract, iv) the reason for engaging the new employee and v) the reason given by the Public Service Commission for rejecting 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>this engagement, as well as all relevant dates relating to this application.</p> <p>45) How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>a) For every ongoing employee engaged without the Public Service Commission's approval please provide the following details:</p> <ul style="list-style-type: none"> i) the employee's age, ii) gender, wage, iii) APS level, iv) a description of their job, v) the length of their ongoing contract, vi) whether this position was advertised externally, the reason for engaging this new employee and vii) the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates. 			
40	Senate	Ludwig	Existing Resources Program	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1) How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'? 2) List each 3) List the staffing assigned to each task 4) What is the nominal total salary cost of the officers assigned to the project? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				5) What resources or equipment has been assigned to the project?			
41	Senate	Ludwig	Conditions of Government Contracts and Agreements	1) Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created? 2) What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 3) Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created? 4) What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 5) For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction? 6) Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change? 7) Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website? 8) If no consultation has occurred, why not? 9) Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?	Written	2.	
42	Senate	Ludwig	Market Research	Since Budget Estimates in June, 2014:	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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.			
43	Senate	Ludwig	Prequalified, Multi-use list tenders	1) Does the Department/Agency have existing prequalified or multi-use list panels for tenders? 2) Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency? 3) Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels? 4) Do any Ministerial staff have directorships in any of the firms on your panels? 5) Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel? 6) Have the minister or ministerial staff made representations concerning the panels?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				7) Is Australian Public Affairs on any of your panels?			
44	Senate	Ludwig	Communications staff	1) For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: 2) How many ongoing staff, the classification, the type of work they undertake and their location. 3) How many non-ongoing staff, their classification, type of work they undertake and their location 4) How many contractors, their classification, type of work they undertake and their location 5) How many are graphic designers? 6) How many are media managers? 7) How many organise events?	Written		
45	Senate	Ludwig	Freedom of Information	The following questions relate to requests made pursuant to the Freedom of Information Act (the Act): Consultations with other Departments, Agencies and the Minister 1) Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests? 2) If so, for each instance provide a table setting out the following information: a) The Department or Agency which was consulted; b) The document; c) The purpose of the consultation; d) Whether an extension of time was sought from the applicant to allow	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>time for the consultation, including whether it was granted and the length of the extension;</p> <p>e) Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension</p> <p>3) Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?</p> <p>4) If yes, provide a table setting out the following information:</p> <p>a) The requests with respect to which the Minister or Ministerial office was consulted;</p> <p>b) The Minister or Ministerial office which was consulted;</p> <p>c) The purpose of the consultation;</p> <p>d) Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;</p> <p>e) Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension</p> <p>f) Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office</p> <p>Staffing resources</p> <p>The following questions relate to the period from 18 September 2013:</p> <p>5) For the period of time from 18 September 2013, what was the average FTE</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>is allocated to processing FOI requests?</p> <p>FOI Disclosure Log</p> <p>6) For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:</p> <ul style="list-style-type: none"> a) Maintain a webpage allowing download of documents released under section 11A (direct download)? b) Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)? c) Facilitate to those documents in a different manner (if so, specify). <p>7) If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:</p> <ul style="list-style-type: none"> a) The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision; b) The total number of direct downloads of documents released under 11A the Departmental or Agency website; c) The total number of requests for provision to documents that had been directly received, and how many had been processed by 20 October 2014? d) What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>provision?</p> <p>i) What was the approximate cost for salaries for the FTE staff allocated to this task?</p> <p>8) Has the Department or Agency charged any for access to a document under section 11C(4)?</p> <p>9) If so, please provide the following information in a table:</p> <p>a) On how many occasions charges have been imposed;</p> <p>b) The amount charged for each document</p> <p>c) The total amount charged;</p> <p>d) What is the highest charge that has been imposed.</p> <p>With respect to FOI requests:</p> <p>10) How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?</p> <p>11) Of those, how many were:</p> <p>a) Released in full</p> <p>b) Released in part</p> <p>c) Refused access on the grounds that release of the document would be contrary to the public interest</p> <p>d) Other (please specify)</p>			
46	Senate	Ludwig	Functions	<p>Since Budget Estimates in June, 2014:</p> <p>1) Provide a list of all formal functions or forms of hospitality conducted for the Minister . Include:</p> <p>a) The guest list of each function</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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.			
47	Senate	Ludwig	Red tape reduction	1) Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? a) What is the progress of that red tape reduction target 2) How many officers have been placed in those units and at what level? 3) How have they been recruited? 4) What process was used for their appointment? 5) What is the total cost of this unit? 6) What is the estimated total salary cost of the officers assigned to the unit. 7) Do members of the unit have access to cabinet documents? 8) Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 9) What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?	Written		
48	Senate	Ludwig	Land costs	1) How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2) Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</p> <p>3) List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p>a. What is the current occupancy level and occupant of the items identified in (3)?</p> <p>b. What is the value of the items identified in (3)?</p> <p>c. What contractual or other arrangements are in place for the items identified in (3)?</p> <p>4) How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>5) Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</p> <p>6) In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?</p>			
49	Senate	Ludwig	Ministerial staff code	<p>Since Budget Estimates in June, 2014:</p> <p>1) Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?</p> <p>a) If so, list the breaches identified, broken by staffing classification level</p> <p>b) If so, what remedy was put in place to manage the breach? If no</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>remedy has been put in place, why not?</p> <p>c) If so, when was the breach identified? By whom? When was the Minister made aware?</p> <p>2) Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <p>a) If not, how many staff don't comply, broken down by classification level?</p> <p>b) How long have they worked for the Minister?</p> <p>3) Can you confirm they all complied with the code on the date of their employment?</p> <p>a) If not, on what date did they comply?</p> <p>4) Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <p>a) If so, on what date were those disclosure made?</p> <p>5) By position title list the date each staff member was approved by government staff committee</p> <p>6) Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>7) Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level</p>			
50	Senate	Ludwig	Boards (for Departments or agencies with boards)	<p>Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:</p> <p>1) how often has each board met, break down by board name;</p> <p>2) what travel expenses have been incurred;</p> <p>3) what has been the average attendance at board meetings;</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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.			
51	Senate	Ludwig	Shared resources following MOG changes	1) Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2) What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3) What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?	Written		
52	Senate	Ludwig	Departmental Rebranding	1) Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? 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.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<ul style="list-style-type: none"> 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? <ul style="list-style-type: none"> i) Who was involved in reaching this decision? ii) 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. 			
53	Senate	Ludwig	Credit cards	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1) Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2) Have there been any changes to action taken in the event that the corporate credit card is misused? 3) Have there been any changes to how corporate credit card use is monitored? 4) Have any instances of corporate credit card misuse have been discovered during the specified period? If so: 5) Please list staff classification and what the misuse was, and the action taken. 6) Have their been any changes to what action is taken to prevent corporate credit card misuse? 7) How any credit cards available to the Minister or their office? If so, please 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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.			
54	Senate	Ludwig	Contracts for Temporary Staff	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) How much did the department/agency spend on temporary or contract staff? 2) How many temporary or contract staff have been employed? 3) What is the total number of temporary or contract staff currently employed? 4) How much was paid for agencies/companies to find temporary/contract staff? 5) Have there been any changes to the policies/criteria that govern the appointment of contract staff? 	Written		
55	Senate	Ludwig	Hire cars	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency. 2) What are the reasons for hire car costs? 3) How much did the department spend on hire cars during the specified period for their minister or minister's office? 	Written		
56	Senate	Ludwig	Unallocated Equipment	<ol style="list-style-type: none"> 1) Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff 2) Please detail the purchase, storage and ongoing costs associated with 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				equipment, phones and computers in storage or unallocated.			
57	Senate	Ludwig	Advertising	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) How much has the Department/Agency spent on Advertising? Including through the use of agencies. 2) Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning. 3) Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister of their delegate or the department or their delegate. 	Written		
58	Senate	Ludwig	Departmental Staff Misconduct	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) Please provide a copy of the departmental staff code of conduct. 2) Have there been any identified breaches of this code of conduct by departmental staff? <ol style="list-style-type: none"> a) If yes, list the breaches identified, broken by staffing classification level. b) If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? c) If yes, when was the breach identified? By whom? When was the Minister made aware? d) If yes, were there any legal ramifications for the department or staff member? Please detail. 	Written		
59	Senate	Ludwig	Cloud Services and Storage	<ol style="list-style-type: none"> 1) Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes: <ol style="list-style-type: none"> a) What date did/will cloud services be deployed in the department? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<ul style="list-style-type: none"> b) Please provide a list of all cloud services in use or being considered for use. c) How much do these services cost? Please break down by service. d) How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use? e) How much does this cloud storage cost per month? f) What security arrangements are in place to protect cloud based services and storage? g) Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements? h) What has been the cost of security for the cloud? Please provide a breakdown. 			
60	Senate	Ludwig	Disability Access	<p>Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:</p> <ul style="list-style-type: none"> a. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires). b. What plans are in place to make the premises compliant with the act. c. When these plans will commence and when they are expected to be complete. d. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue. e. What is the expected cost of making the premises compliant? Please 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>break down the costs.</p> <p>f. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.</p> <p>g. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.</p>			
61	Senate	Ludwig	Fee for services	<p>Since September 7, 2013:</p> <p>1) Have any existing services provided by the department / agency moved from being free to a user-pay service?</p> <p>2) Have any additional fees been placed on existing services? If yes please provide a list and include:</p> <p>a. Name of the fee and a short description of what it covers.</p> <p>b. How much is the fee (and is it a flat fee or a percentage of the service).</p> <p>c. The date the fee came into place.</p> <p>d. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.</p> <p>e. What consultation was carried out before the fee was put into place?</p> <p>f. How was the fee put into place (e.g. through legislation, regulation changes etc)?</p> <p>g. What justification is there for the fee?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
62	Senate	Ludwig	Documents provided to minister	1) Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature. 2) List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents) 3) How are they transmitted to the office? 4) What mode of delivery is used (hardcopy, email) for those documents? 5) What level officer are they provided to in the minister's office?	Written		
63	Senate	Ludwig	merchandise or promotional material	Since 7 September 2013: 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 puporse (note that purpose) 3) List the cost for each item 4) List the quantity of each item 5) Who suggested these material be created? 6) Who approved its creation? 7) Provide copies of authorisation 8) When was the Minister informed of the material being created? 9) Who created the material? 10) How was that person selected? 11) How many individuals or groups were considered in selecting who to create the material?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
64	Senate	Ludwig	Freedom of Information - Stats	1) How many FOI requests were received between 7 September 2013 to date. 2) How many of those requests were finalised within the regular timeframes provided under the FOI Act? 3) How many of those requests were granted an extension of time under s 15AA of the FOI Act? 4) How many of those requests were granted an extension of time under s 15AB of the FOI Act? 5) How many of those requests were finalised out of time?	Written		
65	Senate	Ludwig	Savings and Efficiency Measures	Since the Appropriate Bills 2014 were passed by the parliament: 1) How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued? 2) For each measure or task identified in question 1: a) What is the timeframe for implementation? b) Who is the responsible agency for actioning these measures, guidelines or tasks? c) When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department? d) What action has the minister asked be done on this policy?	Written		
66	Senate	Ludwig	Contracts under \$10,000	Since Budget Estimates in June, 2014: 1) Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
67	Senate	Ludwig	Consultancies	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known. 3) Have any consultancies not gone out for tender? <ol style="list-style-type: none"> a) List each, including name, cost and purpose b) If so, why? 	Written		
68	Senate	Ludwig	Electronic equipment	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office. <ol style="list-style-type: none"> a) List the items b) List the items location or normal location c) List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level d) List the total cost of the items e) List an itemised cost breakdown of these items f) List the date they were provided to the office g) Note if the items were requested by the office or proactively provided 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				by the department			
69	Senate	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a) Please provide a list of channels and the reason for each channel. b) What has been the cost of this package/s during the specified period? c) What is provided to the Minister or their office? d) What has been the cost of this package/s during the specified period? 2) What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a) Please provide a list of newspaper subscriptions and the reason for each. b) What has been the cost of this package/s during the specified period? c) What is provided to the Minister or their office? d) What has been the cost of this package/s during the specified period? 3) What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a) Please provide a list of magazine subscriptions and the reason for each. b) What has been the cost of this package/s during the specified period? c) What is provided to the Minister or their office? d) What has been the cost of this package/s during the specified period? 4) What publications does your department/agency purchase? <ol style="list-style-type: none"> a) Please provide a list of publications purchased by the department and the reason for each. b) What has been the cost of this package/s during the specified period? c) What is provided to the Minister or their office? d) What has been the cost of this package/s during the specified period? 	Written		
70	Senate	Ludwig	Media	Since Budget Estimates in June, 2014:	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
			monitoring	<p>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?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What has been spent providing these services during the specified period?</p> <p>c) Itemise these expenses.</p> <p>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?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What has been spent providing these services during the specified period?</p> <p>c) Itemise these expenses</p>			
71	Senate	Ludwig	Media training	<p>Since Budget Estimates in June, 2014:</p> <p>1) In relation to media training services purchased by each department/agency, please provide the following information:</p> <p>a) Total spending on these services</p> <p>b) An itemised cost breakdown of these services</p> <p>c) The number of employees offered these services and their employment classification</p> <p>d) The number of employees who have utilised these services and their employment classification</p> <p>e) The names of all service providers engaged</p> <p>f) The location that this training was provided</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>2) For each service purchased from a provider listed under (1), please provide:</p> <p>a) The name and nature of the service purchased</p> <p>b) Whether the service is one-on-one or group based</p> <p>c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d) The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e) The total amount spent on the service</p> <p>f) A description of the fees charged (i.e. per hour, complete package)</p> <p>3) Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a) The location used</p> <p>b) The number of employees who took part on each occasion</p> <p>c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d) Any costs the department or agency's incurred to use the location</p>			
72	Senate	Ludwig	Report Printing	<p>Since Budget Estimates in June, 2014:</p> <p>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?</p> <p>2) If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal</p>	Written		
73	Senate	Ludwig	Provision of	Since Budget Estimates in June, 2014:	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
			equipment - ministerial	<ol style="list-style-type: none"> 1) For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs? <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a) What is provided? b) The purchase cost. c) The ongoing cost. d) A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). e) A breakdown of what staff and staff classification receives each item. 			
74	Senate	Ludwig	Computers	<ol style="list-style-type: none"> 1) List the current inventory of computers owned, leased, stored, or able to be accessed by the 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 departments computers, the contractual arrangements for operating software and the on-going costs 	Written		
75	Senate	Ludwig	Travel costs -	Since Budget Estimates in June, 2014:	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
			department	<ol style="list-style-type: none"> 1) Is the minister or their office or their delegate required to approve all departmental and agency international travel? 2) If so, under what policy? 3) Provide a copy of that policy. 4) When was this policy implemented? 5) List all occurrences of travel that this has occurred under. 6) Detail the process. 7) When is the minister notified, when is approved provided? 8) 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). 9) 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. 10) What date was the minister or their office was notified of the travel? 11) What date did the minister or their office approve the travel? 12) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 			
76	Senate	Ludwig	Travel costs - ministerial	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) Please detail all travel conducted by the Minister/parliamentary secretary 2) List each location, method of travel, itinerary and purpose of trip; 3) List the total cost plus a breakdown that include airfares (and type of 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>airfare), accommodation, meals and other travel expenses (such as incidentals), and;</p> <p>4) List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary.</p> <p>5) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>			
77	Senate	Ludwig	Senate estimates briefing	<p>Since Budget Estimates in June, 2014:</p> <p>1) How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?</p> <p>2) How many officer hours were spent on preparing that information?</p> <p>a) Please break down the hours by officer APS classification</p> <p>3) Were drafts shown to the Minister or their office before senate estimates?</p> <p>a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office?</p> <p>4) Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p>a) If so, when did this occur?</p> <p>b) What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</p> <p>c) When were the changes made?</p> <p>5) Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				Additional Estimates hearings in February 2014.			
78	Senate	Ludwig	Government payments of accounts	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) What has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2) How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3) How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4) How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5) How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? 6) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 7) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Budget Estimates, 2014? 8) Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written		
79	Senate	Ludwig	Stationery Requirements	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date? <ol style="list-style-type: none"> a) Detail the items provided to the minister's office. 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				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.			
80	Senate	Ludwig	Meeting costs	Since Budget Estimates in June, 2014: 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 Budget Estimates 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs. 3) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. 4) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written		
81	Senate	Ludwig	Hospitality and entertainment	Since Budget Estimates in June, 2014: 1) What has been the Department/Agency's hospitality spend including any catering and drinks costs. 2) For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<p>including any catering and drinks costs.</p> <p>3) What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4) For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>5) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>6) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>7) What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>8) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>9) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
82	Senate	Ludwig	Executive coaching and leadership training	<p>Since Budget Estimates in June, 2014: Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</p> <p>a) Total spending on these services</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				<ul style="list-style-type: none"> b) The number of employees offered these services and their employment classification c) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) d) The names of all service providers engaged For each service purchased form a provider listed under (4), please provide: <ul style="list-style-type: none"> i) The name and nature of the service purchased ii) Whether the service is one-on-one or group based iii) The number of employees who received the service and their employment classification iv) The total number of hours involved for all employees (provide a breakdown for each employment classification) v) The total amount spent on the service vi) A description of the fees charged (i.e. per hour, complete package) e) Where a service was provided at any location other than the department or agency's own premises, please provide: <ul style="list-style-type: none"> i) The location used ii) The number of employees who took part on each occasion (provide a breakdown for each employment classification) iii) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) iv) Any costs the department or agency's incurred to use the location f) 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 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				been completed? g) For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.			
83	Senate	Ludwig	Staffing profile	Since Budget Estimates in June, 2014: 1) Has there been any change to the staffing profile of the department/agency? 2) Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)	Written		
84	Senate	Ludwig	Staffing reductions	Since Budget Estimates in June, 2014: 1) How many staff reductions/voluntary redundancies have occurred? a) What was the reason for these reductions? 2) Were any of these reductions involuntary redundancies? If yes, provide details. 3) Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. 4) If there are plans for staff reductions, please give the reason why these are happening. 5) Are there any plans for involuntary redundancies? If yes, provide details. 6) How many ongoing staff left the department/agency? What classification were these staff? 7) How many non-ongoing staff left department/agency from? What classification were these staff? 8) What are the voluntary redundancy packages offered? Please detail for	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				each staff level and position 9) How do the packages differ from the default public service package? 10) How is the department/agency funding the packages?			
85	Senate	Ludwig	Staffing recruitment	Since Budget Estimates in June, 2014: 1) How many ongoing staff have been recruited? What classification are these staff? 2) How many non-ongoing positions exist or have been created? What classification are these staff? 3) How many staff have been employed on contract and what is the average length of their employment period?	Written		
86	Senate	Ludwig	Coffee machines	Since Budget Estimates in June, 2014: 1) Has the department/agency purchased, leased or rented any coffee machines for staff useage? a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased? b) Why were coffee machines purchased? c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result? d) Where did the funding for the coffee machines come from? e) Who has access? f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				has been undertaken. Where does the funding for maintenance come from? g) What are the ongoing costs of the coffee machine, such as the cost of coffee?			
87	Senate	Ludwig	Printing	Since Budget Estimates in June, 2014: 1) How many documents (include the amount of copies) have been printed? a) How many of these printed documents were also published online? 2) Has the Department/Agency used external printing services for any print jobs? a) If so, what companies were used? b) How were they selected? c) What was the total cost of this printing by item?	Written		
88	Senate	Ludwig	Corporate cars	Since Budget Estimates in June, 2014: 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 of each car during the specified period? d) How far did each car travel during the specified period? 2) How many cars are leased by each department/agency? a) Where are the cars located? b) What are the cars used for? c) What is the cost of each car during the specified period? d) How far did each car travel during the specified period?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
89	Senate	Ludwig	Taxi costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1) How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency. 2) What are the reasons for taxi costs? 3) How much did the department spend on taxis during the specified period for their minister or minister's office? 	Written		
90	Senate	Ludwig	Grants	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> a) Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail. 7) Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations. 8) Update the status of each grant that was approved prior to the specified 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/O ral/Writte n	Date Rec'd	Date Tabled
				period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.			
91	Senate	Canavan	Senate and Joint Committees – listing of cost and resources	1) Please provide a comparative listing of the costs and resources expended by each Senate Committee and each Joint Committee in the Parliament over the last financial year.	Written		

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
92	PBO	McKenzie	Department of Defence and armed services datasets	Senator McKENZIE: You are talking about subsets. We have the overarching figure, then we are talking about a workforce remuneration conversation that is going on that is a subset of that total group, that we have constructed these figures. I want to know if you have that level of detail in the database that could have been supplied to Mr Kenny.	Hansard Page 41 20 October 2014	10/11/14	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				Mr Bowen: We will endeavour to provide something on notice to you.			
93	PBO	Ludwig	Commissioned reports	<p>1 Since Budget Estimates in June, 2014, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>2 How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?</p> <p>3 What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written		
94	PBO	Ludwig	Statutory Review Provisions	<p>1 Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <p>a What work has been done towards preparing for the review? If none, why not?</p> <p>b Please provide a schedule or a workplan for the review</p> <p>c When did/will this work begin?</p> <p>d When is/was the review due to commence.</p> <p>e What is the expected report date.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>f Who is the minister responsible for the review</p> <p>g What department is responsible for the review</p> <p>h List the specific clauses or legislation under review caused by the statutory provision.</p> <p>i List the terms of reference.</p> <p>j What is the scope of the review.</p> <p>k Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?</p> <p>l What is the budgeted, projected or expected costs of the review?</p> <p>m When was the Minister briefed on this matter?</p> <p>n What decision points are upcoming for the minister on this matter?</p> <p>o List the number of officers, and their classification level, involved in conducting the review</p> <p>p Will the report will be tabled in parliament or made public. If so, when?</p>			
95	PBO	Ludwig	Self Initiated work	<p>1 Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?</p> <p>2 Please list all ongoing projects. For each, please detail:</p> <p>a When did the project commence?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				b When is it expected to conclude? c What will the total cost of the project be? d Where did the money for the project come from? e Where is the project based?			
96	PBO	Ludwig	Graduate intake	1 What was the graduate intake for 2012-2013? 2 What was the graduate intake for 2013-2014? 3 What is the graduate intake for 2014-2015? 4 What will be the graduate intake for 2015-2016?	Written		
97	PBO	Ludwig	G20 - expenses	Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security. For each item, please provide: a The name of the event/meeting that the expense related to. b The location of the event. c The date of the event. d The name and ABN of the service provider.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page <i>or</i> Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> e Advise whether the contract was awarded through an open tender process. f The total value of the contract/invoice. g The date the contract was executed by the Department. h The number of attendees at the event, if applicable. i Advise whether an Australian Government Minister was in attendance. Please detail. j Advise whether foreign delegates were in attendance. Please detail. k Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted. 			
98	PBO	Ludwig	G20 – Brisbane	<p>1 Which Minister's from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:</p> <ul style="list-style-type: none"> a How long will the Minister be in Brisbane for? b Please provide a copy of the Minister's program and a list of any meetings that are scheduled. c Did the Minister request any briefing material from the department in relation to the G20? Please provide a list of the briefing titles. d How many Ministerial staff will attended with the Minister? e How many departmental staff attended the G20? f For each Minister and staff member attending, how much was spent on 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>airfares to and from Brisbane?</p> <p>g For each Minister and staff member attending, how much was spent on accommodation in Brisbane?</p> <p>h For each Minister and staff member attending, how much was spent on other associated expenses? Please detail.</p> <p>i Has the department purchased any merchandise or promotional material for the G20? Please detail.</p> <p>2 Will the department be preparing a report following the G20? If yes:</p> <p>a What will be the scope of the report?</p> <p>b When will it be complete?</p> <p>c Will it be available to the public?</p>			
99	PBO	Ludwig	Procedure Manuals (Ministerial)	<p>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:</p> <p>a When was the manual last updated?</p> <p>b Who is responsible for updating the manual?</p> <p>c Who is the manual distributed to?</p> <p>d Is anyone responsible for clearing communications before they are sent to the department?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
100	PBO	Ludwig	Procedure Manuals (Departmental)	<p>1 Does the department have a procedure manual for communication between the department and the Minister? If yes, please provide a copy and:</p> <p>a When was the manual last updated?</p> <p>b Who is responsible for updating the manual?</p> <p>c Has the Minister's office had any input into the content of the manual? If so, please detail.</p> <p>d Who is the manual distributed to?</p> <p>e Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?</p>	Written		
101	PBO	Ludwig	Domain Usage	<p>1 Since Budget Estimates in June, 2014, please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:</p> <p>a Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).</p> <p>b Amount of data downloaded and uploaded to the site.</p> <p>c Number of times the site was accessed.</p>	Written		
102	PBO	Ludwig	Reviews	<p>1 Since Additional Estimates in June, 2014, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> a The date they were ordered. b The date they commenced. c The Minister responsible. d The department responsible. e The nature of the review. f Their terms of reference. g The scope of the review. h Who is conducting the review. i The number of officers, and their classification level, involved in conducting the review. j The expected report date. k The budgeted, projected or expected costs, and l If the report will be tabled in parliament or made public. <p>2 For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ul style="list-style-type: none"> a If so, please list them, including their name and/or trading name/s and any known alias or other trading names. b If so, please list their managing director and the board of directors or equivalent. c If yes, for each is the cost associated with their involvement, including a 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>break down for each cost item.</p> <p>d If yes, for each, what is the nature of their involvement.</p> <p>e If yes, for each, are they on the lobbyist register, provide details.</p> <p>f If yes, for each, what contact has the Minister or their office had with them.</p> <p>g If yes, for each, who selected them.</p> <p>h If yes, for each, did the minister or their office have any involvement in selecting them</p> <p>(i) If yes, please detail what involvement it was</p> <p>(ii) If yes, did they see or provided input to a short list</p> <p>(iii) If yes, on what dates did this involvement occur</p> <p>(iv) If yes, did this involve any verbal discussions with the department, and</p> <p>(v) If yes, on what dates did this involvement occur.</p> <p>3 Which reviews are on-going?</p> <p>a Please list them.</p> <p>b What is the current cost to date expended on the reviews?</p> <p>4 Have any reviews been stopped, paused or ceased? Please list them.</p> <p>5 Which reviews have concluded? Please list them.</p> <p>6 How many reviews have been provided to Government? Please list them</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>and the date they were provided.</p> <p>7 When will the Government be responding to the respective reviews that have been completed?</p> <p>8 What reviews are planned?</p> <p>a When will each planned review be commenced?</p> <p>b When will each of these reviews be concluded?</p> <p>c When will government respond to each review?</p> <p>d Will the government release each review?</p> <p>e If so, when? If not, why not?</p>			
103	PBO	Ludwig	Sunset Provisions	<p>1 Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:</p> <p>a What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?</p> <p>b Has any consideration been given to delaying or altering the sunset provisions?</p> <p>c Please provide a schedule or a workplan for the sunset provisions becoming active.</p> <p>d When did/will this work begin?</p> <p>e When is/was the review due to commence.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> f What is the expected report date. g Who is the Minister responsible for the review. h What department is responsible for the review. i List the specific clauses or legislation under review caused by the statutory provision. j List the terms of reference. k What is the scope of the review. l Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review? m What is the budgeted, projected or expected costs of the review? n When was the Minister briefed on this matter? o What decision points are upcoming for the minister on this matter? p List the number of officers, and their classification level, involved in conducting the review q Will the report will be tabled in parliament or made public. If so, when? 			
104	PBO	Ludwig	Wine Coolers / Fridges	<p>1 Since Additional Estimates in June, 2014, 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?</p> <ul style="list-style-type: none"> a If so, list these. b If so, list the total cost for these items. 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				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?			
105	PBO	Ludwig	FoI Requests	1 Since Budget Estimates in June, 2014, 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?	Written		
106	PBO	Ludwig	Ministerial motor vehicle	1 Since Budget Estimates in June, 2014, 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?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>d Was the entire cost met by the department? If not, how was the cost met?</p> <p>e What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f Are these costs met by the department? If not, how are these costs met?</p> <p>g Please provide a copy of the guidelines that determine if a Minister is entitled to a motor vehicle.</p> <p>h Have these guidelines changed since Budget Estimates in June, 2014? If so, please detail.</p> <p>i Please provide a copy of the guidelines that determine how a Minister is to use a motor vehicle they have been provided with.</p> <p>j Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>k Have these guidelines changed since Budget Estimates in June, 2014? If so, please detail.</p>			
107	PBO	Ludwig	Ministerial staff vehicles (non-MoPS)	<p>1 Since Budget Estimates in June, 2014, outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <p>a What is the make and model?</p> <p>b How much did it cost?</p> <p>c When was it provided?</p> <p>d Was the entire cost met by the department? If not, how was the cost</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>met?</p> <p>e What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f Are these costs met by the department? If not, how are these costs met?</p> <p>g Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>h Have these guidelines changed during the specified period? If so, please detail.</p> <p>i Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>j Have these guidelines changed during the specified period? If so, please detail.</p>			
108	PBO	Ludwig	Ministerial staff vehicles	<p>1 Since Budget Estimates in June, 2014, have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>a What is the make and model?</p> <p>b How much did it cost?</p> <p>c When was it provided?</p> <p>d Was the entire cost met by the department? If not, how was the cost met?</p> <p>e What, if any, have been the ongoing costs associated with this motor</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>vehicle? Please include costs such as maintenance and fuel.</p> <p>f Are these costs met by the department? If not, how are these costs met?</p> <p>g Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>h Have these guidelines changed during the specified period? If so, please detail.</p> <p>i Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>j Have these guidelines changed during the specified period? If so, please detail.</p>			
109	PBO	Ludwig	Building lease costs	<p>1 Since Budget Estimates in June, 2014, what has been the total cost of building leases for the agency / department?</p> <p>2 Please provide a detailed list of each building that is currently leased. Please detail by:</p> <p>a Date the lease agreement is active from.</p> <p>b Date the lease agreement ends.</p> <p>c Is the lease expected to be renewed? If not, why not?</p> <p>d Location of the building (City and state).</p> <p>e Cost of the lease, and</p> <p>f Why the building is necessary for the operations of the agency /</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>department.</p> <p>3 Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:</p> <p>a Date from which the lease agreement was active.</p> <p>b Date the lease agreement ended.</p> <p>c Why was the lease not renewed?</p> <p>d Location of the building (City and state).</p> <p>e Cost of the lease, and</p> <p>f Why the building was necessary for the operations of the agency / department.</p> <p>4 Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <p>a Date the lease agreement is expected to become active.</p> <p>b Date the lease agreement is expected to end.</p> <p>c Expected location of the building (City and state).</p> <p>d Expected cost of the lease, and</p> <p>e Has this cost been allocated into the budget?</p> <p>f Why the building is necessary for the operations of the agency / department.</p> <p>5 For each building owned or leased by the department:</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				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.			
110	PBO	Ludwig	Government advertising	1 Since Budget Estimates in June, 2014, how much has been spent on government advertising (including job ads)? a List each item of expenditure and cost. b List the approving officer for each item. c Detail the outlets that were paid for the advertising. 2 What government advertising is planned for the rest of the financial year? a List the total expected cost. b List each item of expenditure and cost. c List the approving officer for each item. d Detail the outlets that have been or will be paid for the advertising.	Written		
111	PBO	Ludwig	Workplace assessments	1 Since Budget Estimates in June, 2014, 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.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
112	PBO	Ludwig	Ministerial website	<p>1 Since Budget Estimates in June, 2014, how much has been spent on the Minister's website?</p> <p>a List each item of expenditure and cost.</p> <p>2 Who is responsible for uploading information to the Minister's website?</p> <p>3 Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.</p>	Written		
113	PBO	Ludwig	Ministerial staff turnover	<p>1 List the current staffing allocation for each Minister and Parliamentary Secretary.</p> <p>2 For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification.</p> <p>3 For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification.</p> <p>4 For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification.</p> <p>5 For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
114	PBO	Ludwig	Multiple tenders	<p>1 Since Budget Estimates in June, 2014, list any tenders that were re-issued or issued multiple times:</p> <p>a Why were they re-issued or issued multiple times?</p> <p>b Were any applicants received for the tenders before they were re-issued or repeatedly issued?</p> <p>c Were those applicants asked to resubmit their tender proposal?</p>	Written		
115	PBO	Ludwig	Enterprise Bargaining Agreements (EBAs)	<p>1 Please list all related EBAs with coverage of the department.</p> <p>2 Please list their starting and expiration dates.</p> <p>3 What is the current status of negotiations for the next agreement/s? Please detail.</p>	Written		
116	PBO	Ludwig	Departmental Upgrades	<p>1 Since Additional Estimates in June, 2014, has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <p>a If so, list these.</p> <p>b If so, list the total cost for these changes.</p> <p>c If so, list the itemised cost for each item of expenditure.</p> <p>d If so, who conducted the works?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>e If so, list the process for identifying who would conduct these works.</p> <p>f If so, when are the works expected to be completed?</p>			
117	PBO	Ludwig	Non-Conventional Therapies	<p>1 Since 7 September 2013, are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc). If yes:</p> <p>a What is the process by which these therapies can be approved?</p> <p>b Who are they available to?</p> <p>c Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?</p> <p>2 Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:</p> <p>a What therapies have been provided?</p> <p>b What were they used to treat?</p> <p>c What was the cost of the therapy?</p>	Written		
118	PBO	Ludwig	Office Plants	<p>1 Since Budget Estimates in June, 2014, has the department/agency purchased or leased any new office plants?</p> <p>a If so, list these.</p> <p>b If so, list the total cost for these items.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				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?			
119	PBO	Ludwig	Office recreation facilities	1 Since Budget Estimates in June, 2014, has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? a If so, list these. b If so, list the total cost for these items. c If so, list the itemised cost for each item of expenditure. d If so, where were these purchased? e If so, list the process for identifying how they would be purchased. f If so, what is the current location for these items? g If so, what is the current usage for each of these items?	Written		
120	PBO	Ludwig	Vending machines	1 Since Budget Estimates in June, 2014, 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.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				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?			
121	PBO	Ludwig	Legal costs	1 Since Budget Estimates in June, 2014, list all legal costs incurred by the department or agency. a List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external. b List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial). c How was each piece of advice procured? Detail the method of identifying legal advice.	Written		
122	PBO	Ludwig	Provision of equipment – departmental	1 Since Budget Estimates in June, 2014, has electronic equipment (such as iPad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff ? If yes provide a list of: a What has been provided.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> b The purchase cost. c The ongoing cost. d A list of any accessories provided for the equipment and the cost of the accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers, etc) e A breakdown of what staff and staff classification receives each item. 			
123	PBO	Ludwig	Lobbyist Register Meetings	<p>1 Since Budget Estimates in June, 2014, list all interactions between the department/agency with any representative listed on the lobbyist register.</p> <ul style="list-style-type: none"> a List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting. <p>2 List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.</p>	Written		
124	PBO	Ludwig	Appointments	<p>1 Since Budget Estimates in June, 2014, please detail any board appointments made from to date.</p> <p>2 What is the gender ratio on each board and across the portfolio?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>3 Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.</p> <p>4 Please specify when these gender ratio or participation policies were put in place.</p>			
125	PBO	Ludwig	Staff transfers	<p>1 How many people does your department employ?</p> <p>2 What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?</p> <p>3 What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?</p> <p>4 What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?</p> <p>5 Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?</p> <p>6 How many of these people are employed in Canberra?</p> <p>7 How many people did your department employ in Canberra immediately prior to the 2013 federal election?</p> <p>8 How many employees have been transferred out of Canberra since the 2013</p> <p>9 How many of your employees have been transferred to Canberra since the 2013 federal election?</p> <p>10 For all employees transferred to or from Canberra since the 2013 federal</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>election, please provide their age.</p> <p>11 For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.</p> <p>12 For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.</p> <p>13 For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.</p> <p>14 For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.</p> <p>15 For every transferred employee please provide and explanation for their transfer?</p> <p>16 For every transferred employee please provide any other cost incurred by the department because of that transfer?</p> <p>17 Please provide all relevant dates.</p>			
126	PBO	Ludwig	Redundancies	<p>1 How many positions have been made redundant in your department since the 2013 federal election?</p> <p>a How many of these positions were ongoing?</p> <p>b How many of these positions were non-ongoing?</p> <p>c How many of these positions were situated in the Australian Capital Territory?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>2 How many of the employees filling these redundant positions were redeployed since the 2013 federal election?</p> <p>a How many of these employees were ongoing?</p> <p>b How many of these employees were non-ongoing?</p> <p>c How many of these employees were situated in the Australian Capital Territory?</p> <p>3 How many of these employees were offered voluntary redundancies since the 2013 federal election?</p> <p>a How many of these employees were ongoing?</p> <p>b How many of these employees were non-ongoing?</p> <p>c How many of these employees were situated in the Australian Capital Territory?</p> <p>4 How many accepted voluntary redundancies since the 2013 federal election?</p> <p>a How many of these employees were ongoing?</p> <p>b How many of these employees were non-ongoing?</p> <p>c How many of these employees were situated in the Australian Capital Territory?</p> <p>5 How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> a How many of these employees were ongoing? b How many of these employees were non-ongoing? c How many of these employees were situated in the Australian Capital Territory? <p>6 For all employees who accepted voluntary redundancies since the 2013 federal election please:</p> <ul style="list-style-type: none"> a Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located. b Please specify what component of that figure was paid out entitlements (annual leave etc). c Please specify any other costs incurred by the department because of this redundancy. d Please provide the reason a voluntary redundancy was offered for their position. e Please provide all relevant dates. <p>7 For all employees who were redeployed please provide:</p> <ul style="list-style-type: none"> a Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located. b Please specify any other costs incurred by the department because of 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>this redeployment.</p> <p>c Please provide the reason for that redeployment.</p> <p>d Please provide all relevant dates.</p> <p>8 Since the 2013 federal election, how many employees in your department have been made forcibly redundant?</p> <p>a How many of these employees were ongoing?</p> <p>b How many of these employees were non-ongoing?</p> <p>c How many of these employees were situated in the Australian Capital Territory?</p> <p>9 How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?</p> <p>a How many of these employees were ongoing?</p> <p>b How many of these employees were non-ongoing?</p> <p>c How many of these employees were situated in the Australian Capital Territory?</p> <p>10 For employees who were made forcibly redundant since the 2013 federal election please provide:</p> <p>a Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.</p> <p>b Please specify what component of that figure was paid out entitlements</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>(annual leave etc).</p> <p>c Please specify any other costs incurred by the department because of this redundancy.</p> <p>d Please provide the reason for that redundancy.</p> <p>e Please provide all relevant dates.</p>			
127	PBO	Ludwig	Hiring	<p>1 How many people are employed in your department on non-ongoing contracts?</p> <p>2 How many people are employed in your department on ongoing contracts?</p> <p>3 How many non-ongoing contracts has your department extended since the 2013 federal election?</p> <p>4 How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?</p> <p>5 How many of these extensions were approved by the Public Service Commission?</p> <p>a For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.</p> <p>6 How many of these extensions were rejected by the Public Service</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>Commission?</p> <p>a For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.</p> <p>7 How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?</p> <p>a For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.</p> <p>8 How many non-ongoing contracts have expired without extension since the 2013 federal election?</p> <p>a For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.</p> <p>9 How many new employees have been engaged by your department on non-</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>ongoing contracts since the 2013 federal election?</p> <p>10 How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>11 How many of these new non-ongoing engagements were approved by the Public Service Commission?</p> <p>a For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>12 How many of these new non-ongoing employee applications were rejected by the Public Service Commission?</p> <p>a For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>13 How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>a For every non-ongoing employee engaged without the Public Service</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.</p> <p>14 How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?</p> <p>15 How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>16 How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>a For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>17 How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>a For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>18 How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>a For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.</p>			
128	PBO	Ludwig	Existing Resources Program	<p>1 Since Budget Estimates in June, 2014, how many major projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?</p> <p>a List each.</p> <p>b List the staffing assigned to each task.</p> <p>c What is the nominal total salary cost of the officers assigned to the project?</p> <p>d What resources or equipment has been assigned to the project?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
129	PBO	Ludwig	Conditions of Government Contracts and Agreements	<p>1 Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?</p> <p>2 What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>3 Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?</p> <p>4 What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>5 For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?</p> <p>6 Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?</p> <p>7 Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website? If no consultation has occurred, why not?</p> <p>8 Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				Who did he/she meet with?			
130	PBO	Ludwig	Market research	<p>1 Since Budget Estimates in June, 2014, list any market research conducted by the department/agency:</p> <ul style="list-style-type: none"> a List the total cost of this research b List each item of expenditure and cost, broken down by division and program c Who conducted the research? d How were they identified? e Where was the research conducted? f In what way was the research conducted? g Were focus groups, round tables or other forms of research tools used? h How were participants for these focus groups et al selected? i How was the firm or individual that conducted the review selected? j What input did the Minister have? k How was it approved? l Were other firms or individuals considered? If yes, please detail. 	Written		
131	PBO	Ludwig	Prequalified, Multi-use list tenders	<p>1 Does the Department/Agency have existing Prequalified or Multi-use list panels for tenders?</p> <p>2 Please list all Prequalified or Multi-use list panels, and the firms on them,</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>compiled or used by the department/agency?</p> <p>3 Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?</p> <p>4 Do any Ministerial staff have directorships in any of the firms on your panels?</p> <p>5 Do any Ministerial staff have interest- financial or otherwise- in any of the firms on your panel?</p> <p>6 Have the minister or ministerial staff made representations concerning the panels?</p> <p>7 Is Australian Public Affairs on any of your panels?</p>			
132	PBO	Ludwig	Communications staff	<p>1 For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b How many non-ongoing staff, their classification, type of work they undertake and their location.</p> <p>c How many contractors, their classification, type of work they undertake and their location.</p> <p>d How many are graphic designers?</p> <p>e How many are media managers?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				f How many organise events?			
133	PBO	Ludwig	Freedom of information	<p>The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):</p> <p>Consultations with other Departments, Agencies and the Minister</p> <p>1 Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?</p> <p>2 If so, for each instance provide a table setting out the following information:</p> <p style="margin-left: 20px;">a The Department or Agency which was consulted.</p> <p style="margin-left: 20px;">b The document.</p> <p style="margin-left: 20px;">c The purpose of the consultation.</p> <p style="margin-left: 20px;">d Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension, and</p> <p style="margin-left: 20px;">e Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension.</p> <p>3 Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>Freedom of Information requests it has received?</p> <p>4 If yes, provide a table setting out the following information:</p> <ul style="list-style-type: none"> a The requests with respect to which the Minister or Ministerial office was consulted. b The Minister or Ministerial office which was consulted. c The purpose of the consultation. d Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension. e Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension, and f Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office. <p>Staffing resources</p> <p>The following questions relate to the period from 18 September 2013:</p> <p>1 For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?</p> <p>FOI Disclosure Log</p> <p>1 For the purposes of meeting its obligations under 11C of the Act, does the</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>Department or Agency:</p> <p>a Maintain a webpage allowing download of documents released under section 11A (direct download)?</p> <p>b Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?</p> <p>c Facilitate to those documents in a different manner (if so, specify).</p> <p>2 If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:</p> <p>a The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision.</p> <p>b The total number of direct downloads of documents released under 11A the Departmental or Agency website.</p> <p>c The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?</p> <p>d What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?</p> <p>(i) What was the approximate cost for salaries for the FTE staff allocated to this task?</p> <p>3 Has the Department or Agency charged any for access to a document under</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>section 11C(4)? If so, please provide the following information in a table:</p> <ul style="list-style-type: none"> a On how many occasions charges have been imposed. b The amount charged for each document. c The total amount charged, and d What is the highest charge that has been imposed? <p>With respect to FOI requests:</p> <ul style="list-style-type: none"> 1 How many documents were assess (at internal review or – if internal review was not requested – by the original decision maker) as conditionally exempt? 2 Of those, how many were: <ul style="list-style-type: none"> a Released in full. b Released in part. c Refused access on the grounds that release of the document would be contrary to the public interest. d Other (please specify). 			
134	PBO	Ludwig	Functions	<ul style="list-style-type: none"> 1 Since Budget Estimates in June, 2014, provide a list of all formal functions or forms of hospitality conducted for the Minister. Include: <ul style="list-style-type: none"> a The guest list of each function. b The party or individual who initiated the request for the function. 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>c The menu, program or list of proceedings of the function. d A list of drinks consumed at the function.</p> <p>2 Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.</p>			
135	PBO	Ludwig	Red tape reduction	<p>1 Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?</p> <p>a What is the progress of that red tape reduction target. b How many officers have been placed in those units and at what level? c How have they been recruited? d What process was used for their appointment? e What is the total cost of this unit? f What is the estimated total salary cost of the officers assigned to the unit? g Do members of the unit have access to cabinet documents? h Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. i What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
136	PBO	Ludwig	Land costs	<p>1 How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</p> <p>2 Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included).</p> <p>3 List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <p>a What is the current occupancy level and occupant of the items identified in (3)?</p> <p>b What is the value of the items identified in (3)?</p> <p>c What contractual or other arrangements are in place for the items identified in (3)?</p> <p>4 How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>5 Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</p> <p>6 In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?</p>			
137	PBO	Ludwig	Ministerial staff code	<p>1 Since Budget Estimates in June, 2014, have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?</p> <p>a If so, list the breaches identified, broken by staffing classification level.</p> <p>b If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</p> <p>c If so, when was the breach identified? By whom? When was the Minister made aware?</p> <p>2 Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <p>a If not, how many staff don't comply, broken down by classification level?</p> <p>b How long have they worked for the Minister?</p> <p>3 Can you confirm they all complied with the code on the date of their</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>employment?</p> <p>a If not, on what date did they comply?</p> <p>4 Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <p>a If so, on what date were those disclosure made?</p> <p>5 By position title list the date each staff member was approved by government staff committee.</p> <p>6 Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment.</p> <p>7 Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level?</p>			
138	PBO	Ludwig	Boards (for Department or agencies with boards)	<p>1 Since Budget Estimates in February, 2014 for each board in the portfolio or agencies</p> <p>a How often has each board met, break down by board name.</p> <p>b What travel expenses have been incurred?</p> <p>c What has been the average attendance at meetings?</p> <p>d List each member's attendance at meetings.</p> <p>e How does the board deal with conflict of interest?</p> <p>f What conflicts of interest have been registered?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>g What remuneration is provided to board members?</p> <p>h How does the board dismiss board members who do not meet attendance standards?</p> <p>i Have any requests been made to ministers to dismiss board members?</p> <p>j Please list board members who have attended less than 51% of meetings, and</p> <p>k What have catering costs been for the board meetings held during this period? Please break down the cost list.</p>			
139	PBO	Ludwig	Shared resources following MOG changes	<p>1 Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?</p> <p>2 What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?</p> <p>3 What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?</p>	Written		
140	PBO	Ludwig	Departmental rebranding	<p>1 Has the department/Agency undergone a name change or any other form of rebranding since Budget Estimates in June, 2014? If so:</p> <p>a Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p>(i) Please provide a copy of any reports that were commissioned to</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p style="text-align: center;">study the benefits and costs associated with the rebranding.</p> <p>b Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <ul style="list-style-type: none"> (i) Signage. (ii) Stationery (please include details of existing stationery and how it was disposed of). (iii) Logos. (iv) Consultancy. (v) Any relevant IT changes, and (vi) Office reconfiguration. <p>c How was the decision reached to rename and/or rebrand the department?</p> <ul style="list-style-type: none"> (i) Who was involved in reaching this decision? (ii) Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 			
141	PBO	Ludwig	Credit cards	<p>1 Since Budget Estimates in June, 2014, provide a breakdown of any changes to employment classifications that have access to a corporate credit card.</p> <p>2 Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.</p> <p>3 Have there been any changes to how corporate credit card use is monitored?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>4 Have any instances of corporate credit card misuse been discovered during the specified period? If so:</p> <p>a Please list staff classification and what the misuse was, and the action taken</p> <p>5 Have there been any changes to what action is taken to prevent corporate credit card misuse?</p> <p>6 How many credit cards available to the Minister or their Office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their Office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.</p>			
142	PBO	Ludwig	Contracts for temporary staff	<p>1 Since Budget Estimates in June, 2014, how much did the department/agency spend on temporary or contract staff?</p> <p>2 How many temporary or contract staff were employed?</p> <p>3 How many temporary or contract staff are currently employed?</p> <p>4 How much was paid for agencies/companies to find temporary/contract staff?</p> <p>5 Have there been any changes to the policies/criteria that govern the appointment of contract staff?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
143	PBO	Ludwig	Hire cars	<p>1 Since Budget Estimates in June, 2014, how much did each department/agency spend on hire cars during the specified period?</p> <p>a Provide a breakdown for each business group in each department/agency.</p> <p>b What are the reasons for hire car costs?</p> <p>2 How much did the department spend on hire cars during the specified period for their Minister or Minister's office?</p>	Written		
144	PBO	Ludwig	Unallocated Equipment	<p>1 Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff.</p> <p>2 Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.</p>	Written		
145	PBO	Ludwig	Advertising	<p>1 Since Budget Estimates in June, 2014, how much has the Department/Agency spent on Advertising? Including through the use of agencies.</p> <p>2 Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.</p> <p>3 Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate or the department or their delegate.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
146	PBO	Ludwig	Departmental Staff Misconduct	<p>1 Since Budget Estimates in June, 2014, please provide a copy of the departmental staff code of conduct.</p> <p>2 Have there been any identified breaches of this code of conduct by departmental staff?</p> <p>a If yes, list the breaches identified, broken by staffing classification level.</p> <p>b If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</p> <p>c If yes, when was the breach identified? By whom? When was the Minister made aware?</p> <p>d If yes, were there any legal ramifications for the department or staff member? Please detail.</p>	Written		
147	PBO	Ludwig	Cloud Services and Storage	<p>1 Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:</p> <p>a What date did/will cloud services be deployed in the department?</p> <p>b Please provide a list of all cloud services in use or being considered for use.</p> <p>c How much do these services cost? Please break down by service.</p> <p>d How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?</p> <p>e How much does this cloud storage cost per month?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> f What security arrangements are in place to protect cloud based services and storage? g Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements? h What has been the cost of security for the cloud? Please provide a breakdown. 			
148	PBO	Ludwig	Disability Access	<p>1 Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:</p> <ul style="list-style-type: none"> a The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires). b What plans are in place to make the premises compliant with the Act? c When these plans will commence and when they are expected to be complete? d Has the Minister or the Minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the Minister's office and the department regarding this issue. e What is the expected cost of making the premises compliant? Please break down the costs. f Have any plans to make any premises compliant been cancelled, put on 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.</p> <p>g Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.</p>			
149	PBO	Ludwig	Fee for services	<p>1 Since September 7, 2013, have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:</p> <p>a Name of the fee and a short description of what it covers.</p> <p>b How much is the fee (and is it a flat fee or a percentage of the service).</p> <p>c The date the fee came into place.</p> <p>d Were any reviews requested, commenced or completed into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.</p> <p>e What consultation was carried out before the fee was put into place?</p> <p>f How was the fee put into place (e.g. through legislation, regulation changes etc)?</p> <p>g What justification is there for the fee?</p>	Written		
150	PBO	Ludwig	Documents provided to	<p>1 Excluding policy or correspondence briefs, how many documents are</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
			Minister	<p>provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.</p> <p>a List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents).</p> <p>b How are they transmitted to the office?</p> <p>c What mode of delivery is used (hardcopy, email) for those documents?</p> <p>d What level officer are they provided to in the minister's office?</p>			
151	PBO	Ludwig	Merchandise or promotional material	<p>1 Since 7 September 2013, has the department purchased any merchandise or promotional material?</p> <p>a List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose).</p> <p>b List the cost for each item.</p> <p>c List the quantity of each item.</p> <p>d Who suggested these materials be created?</p> <p>e Who approved its creation?</p> <p>f Provide copies of authorisation.</p> <p>g When was the Minister informed of the material being created?</p> <p>h Who created the material?</p> <p>i How was that person selected?</p> <p>j How many individuals or groups were considered in selecting who to</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				create the material?			
152	PBO	Ludwig	Freedom of Information – Stats	<p>1 How many FOI requests were received between 7 September 2013 to date.</p> <p>a How many of those requests were finalised within the regular timeframes provided under the FOI Act?</p> <p>b How many of those requests were granted an extension of time under s 15AA of the FOI Act?</p> <p>c How many of those requests were granted an extension of time under s 15AB of the FOI Act?</p> <p>d How many of those requests were finalised out of time?</p>	Written		
153	PBO	Ludwig	Savings and Efficiency Measures	<p>Since the Appropriation Bills 2014 were passed by the parliament:</p> <p>1 How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?</p> <p>2 For each measure or task identified in question 1:</p> <p>a What is the timeframe for implementation?</p> <p>b Who is the responsible agency for actioning these measures, guidelines or tasks?</p> <p>c When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				d What action has the Minister asked be done on this policy?			
154	PBO	Ludwig	Contracts under \$10,000	1 Since Budget Estimates in June, 2014, please provide a detailed list all contracts entered into that are worth between \$4,000 and \$10,000.	Written		
155	PBO	Ludwig	Consultancies	<p>1 Since Budget Estimates in June, 2014, how many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>2 How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p> <p>3 Have any consultancies not gone out for tender?</p> <p>a List each, including name, cost and purpose.</p> <p>b If so, why?</p>	Written		
156	PBO	Ludwig	Electronic equipment	1 Since Budget Estimates in June, 2014, other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office since Additional Estimates in February, 2014.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> a List the items. c List the items location or normal location. d List if the item is in the possession of the office or an individual staff member of Minister, if with an individual list their employment classification level. e List the total cost of the items. f List an itemised cost breakdown of these items. g List the date they were provided to the office, and h Note if the items were requested by the office or proactively provided by the department. 			
157	PBO	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1 What pay TV subscriptions does your department/agency have? <ul style="list-style-type: none"> a Please provide a list of what 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? <ul style="list-style-type: none"> a Please provide a list of newspaper subscriptions and the reason for each. b What has been the cost of this package/s during the specified period? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>c What is provided to the Minister or their office?</p> <p>d What has been the cost of this package/s during the specified period?</p> <p>3 What magazine subscriptions does your department/agency have?</p> <p>a Please provide a list of magazine subscriptions and the reason for each</p> <p>b What has been the cost of this package/s during the specified period?</p> <p>c What is provided to the Minister or their office?</p> <p>d What has been the cost of this package/s during the specified period?</p> <p>4 What publications does your department/agency purchase?</p> <p>a Please provide a list of publications purchased by the department and the reason for each.</p> <p>b What has been the cost of this package/s during the specified period?</p> <p>c What is provided to the Minister or their office?</p> <p>d What has been the cost of this package/s during the specified period?</p>			
158	PBO	Ludwig	Media monitoring	<p>1 Since Budget Estimates in June, 2014, what is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?</p> <p>a Which agency or agencies provided these services?</p> <p>b What has been spent providing these services during the specified period?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>c Itemise these expenses.</p> <p>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?</p> <p>a Which agency or agencies provided these services?</p> <p>b What has been spent providing these services during the specified period?</p> <p>c Itemise these expenses.</p>			
159	PBO	Ludwig	Media training	<p>1 Since Budget Estimates in June, 2014, in relation to media training services purchased by each department/agency, please provide the following information:</p> <p>a Total spending on these services.</p> <p>b An itemised cost breakdown of these services.</p> <p>c The number of employees offered these services and their employment classification.</p> <p>d The number of employees who have utilised these services and their employment classification.</p> <p>e The names of all service providers engaged.</p> <p>f The location that this training was provided.</p> <p>2 For each service purchased from a provider listed under 1, please provide:</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<ul style="list-style-type: none"> a The name and nature of the service purchased. b Whether the service is one-on-one or group based. c The number of employees who received the service and their employment classification (provide a breakdown for each employment classification). d The total number of hours involved for all employees (provide a breakdown for each employment classification). e The total amount spent on the service. f A description of the fees charged (i.e. per hour, complete package). <p>3 Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> a The location used. b The number of employees who took part on each occasion. c The total number of hours involved for all employees who took part (provide a breakdown for each employment classification). d Any costs the department or agency's incurred to use the location. 			
160	PBO	Ludwig	Report printing	<p>1 Since Budget Estimates in June, 2014, 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?</p> <ul style="list-style-type: none"> a If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal. 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
161	PBO	Ludwig	Provision of equipment – ministerial	<p>1 Since Budget Estimates in June, 2014, for departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>a Itemise equipment and cost broken down by staff or minister classification.</p> <p>2 Has electronic equipment (such as iPad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) been provided by the department/agency? If yes provide a list of:</p> <p>a What is provided?</p> <p>b The purchase cost.</p> <p>c The ongoing cost.</p> <p>d A list of any accessories provided for the equipment and the cost of those accessories (e.g. iPad keyboards, laptop carry bags, additional chargers etc).</p> <p>e A breakdown of what staff and staff classification receives each item.</p>	Written		
162	PBO	Ludwig	Computers	<p>1 List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>2 List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location.</p> <p>3 Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs.</p>			
163	PBO	Ludwig	Travel costs - department	<p>1 Since Additional Estimates in June, 2014, is the Minister or their office or their delegate required to approve all departmental and agency international travel?</p> <p>2 If so, under what policy?</p> <p>3 Provide a copy of that policy.</p> <p>4 When was this policy implemented?</p> <p>5 List all occurrences of travel that this has occurred under.</p> <p>6 Detail the process.</p> <p>7 When is the Minister notified, when is approved provided?</p> <p>8 Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>9 Detail all travel for Departmental officers. Please include a total cost plus a</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>10 What date was the Minister or their office notified of the travel?</p> <p>11 What date did the Minister or their office approve the travel?</p> <p>12 What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>			
164	PBO	Ludwig	Travel costs – ministerial	<p>1 Since Budget Estimates in June, 2014, please list all travel conducted by the Minister/Parliamentary Secretary.</p> <p>a List each location, method of travel, itinerary and purpose of trip.</p> <p>b List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>c List the number of staff that accompanied the Minister/Parliamentary Secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/Parliamentary Secretary.</p> <p>2 What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
165	PBO	Ludwig	Senate estimates briefing	<p>1 Since Budget Estimates in June, 2014, how many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?</p> <p>2 How many officer hours were spent on preparing that information? a Please break down the hours by officer APS classification.</p> <p>3 Were drafts shown to the Minister or their office before senate estimates? a If so, when did this occur? b How many versions of this information were shown to the minister or their office?</p> <p>4 Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? a If so, when did this occur? b What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c When were the changes made?</p> <p>5 Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates in February 2014.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
166	PBO	Ludwig	Government payments of accounts	<p>1 Since Budget Estimates in June, 2014, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</p> <p>2 How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</p> <p>3 How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</p> <p>4 How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>5 How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?</p> <p>6 How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>7 For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency during the specified period?</p> <p>8 Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written		
167	PBO	Ludwig	Stationery requirements	<p>1 Since Budget Estimates in June, 2014, how much was spent by each department and agency on the government (Minister's / Parliamentary Secretaries) stationery requirements in your portfolio to date?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>a Detail the items provided to the Minister's office.</p> <p>b Please specify how many reams of paper have been supplied to the Minister's office.</p> <p>2 How much has been spent on departmental stationery requirements to date?</p> <p>3 Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.</p>			
168	PBO	Ludwig	Meeting costs	<p>1 Since Budget Estimates in June, 2014, 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.</p> <p>2 For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>3 What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4 For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
169	PBO	Ludwig	Hospitality and entertainment	<p>1 Since Budget Estimates in June, 2014, what has been the Department/Agency's hospitality spend including any catering and drinks costs.</p> <p>2 For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>3 What has been the Department/Agency's entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>4 For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>5 What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>6 For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>7 What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>8 For each Minister and Parliamentary Secretary office, what entertainment</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>9 Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
170	PBO	Ludwig	Executive coaching and leadership training	<p>1 Since Budget Estimates in June, 2014, please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</p> <ul style="list-style-type: none"> a Total spending on these services. b The number of employees offered these services and their employment classification. c The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification). d The names of all service providers engaged. <p>2 For each service purchased from a provider listed under (4), please provide:</p> <ul style="list-style-type: none"> a The name and nature of the service purchased. b Whether the service is one-on-one or group based. c The number of employees who received the service and their employment classification. d The total number of hours involved for all employees (provide a breakdown for each employment classification). 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>e The total amount spent on the service, and</p> <p>f A description of the fees charged (i.e. per hour, complete package).</p> <p>3 Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a The location used.</p> <p>b The number of employees who took part on each occasion (provide a breakdown for each employment classification).</p> <p>c The total number of hours involved for all employees who took part (provide a breakdown for each employment classification), and</p> <p>d Any costs the department or agency's incurred to use the location.</p> <p>4 In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>5 For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
171	PBO	Ludwig	Staffing profile	<p>1 Since Budget Estimates in June, 2014, has there been any change to the staffing profile of the department/agency?</p> <p>2 Provide a list of changes to staffing numbers, broken down by classification</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				level, division, home base location (including town/city and state).			
172	PBO	Ludwig	Staffing reductions	<p>1 Since Budget Estimates in June, 2014, how many staff reductions/voluntary redundancies have occurred? What was the reason for these reductions?</p> <p>2 Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>3 Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.</p> <p>4 If there are plans for staff reductions, please give the reason why these are happening.</p> <p>5 Are there any plans for involuntary redundancies? If yes, provide details.</p> <p>6 How many ongoing staff left the department/agency? What classification were these staff?</p> <p>7 How many non-ongoing staff left department/agency? What classification were these staff?</p> <p>8 What are the voluntary redundancy packages offered? Please detail for each staff level and position.</p> <p>9 How do the packages differ from the default public service package?</p> <p>10 How is the department/agency funding the packages?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
173	PBO	Ludwig	Staffing recruitment	<p>1 Since Budget Estimates in June, 2014, how many ongoing staff have been recruited? What classification are these staff?</p> <p>2 How many non-ongoing positions exist or have been created? What classification are these staff?</p> <p>3 How many staff have been employed on contract and what is the average length of their employment period?</p>	Written		
174	PBO	Ludwig	Coffee machines	<p>1 Since Budget Estimates in June, 2014, has the department/agency purchased, leased or rented any coffee machines for staff usage?</p> <p>a If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b Why were coffee machines purchased?</p> <p>c Has there been a noticeable difference in staff productivity since coffee machines were purchased?</p> <p>d Are staff leaving the office premises less during business hours as a result?</p> <p>e Where did the funding for the coffee machines come from?</p> <p>f Who has access?</p> <p>g Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>been undertaken. Where does the funding for maintenance come from?</p> <p>h What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
175	PBO	Ludwig	Printing	<p>1 Since Budget Estimates in June, 2014, how many documents (include the amount of copies) have been printed?</p> <p>a How many of these printed documents were also published online?</p> <p>2 Did the department/agency use external printing services for any print jobs?</p> <p>a If so, what companies were used?</p> <p>b How were they selected?</p> <p>c What was the total cost of this printing by item?</p>	Written		
176	PBO	Ludwig	Corporate cars	<p>1 Since Budget Estimates in June, 2014, how any cars are owned by each department/agency?</p> <p>a Where is the car/s located?</p> <p>b What is the car/s used for?</p> <p>c What is the cost of each car during the specified period?</p> <p>d How far did each car travel during the specified period?</p> <p>2 How many cars are leased by each department/agency?</p> <p>a Where are the cars located?</p> <p>b What are the cars used for?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				c What is the cost of each car during the specified period? d How far did each car travel during the specified period?			
177	PBO	Ludwig	Taxi costs	1 Since Budget Estimates in June, 2014, how much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency. 2 What are the reasons for taxi costs? 3 How much did the department spend on taxis during the specified period for their Minister or Minister's office?	Written		
178	PBO	Ludwig	Grants	1 Since Budget Estimates in June, 2014, 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?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard Page or Written Question	Date answer received	Date answer tabled
				<p>5 Who is involved in this selection process?</p> <p>6 Does the Minister or the Minister's office play any role in awarding grants? If yes, please detail.</p> <p style="padding-left: 20px;">a Has the Minister or the Minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.</p> <p>7 Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.</p> <p>8 Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
179	DPS	Heffernan	Renovation costs	<p>Mr Skill: I just want to tell you what we found. As part of the renovations, when we were gutting some of the original fit-out, we found things like smoke exhausts that were not on the plans, we found a lot of things in the walls that were not on the original plans. Therefore, we could not have predicted them until the walls came down.</p> <p>Senator HEFFERNAN: There would have been a contingency for that I take it.</p> <p>Mr Skill: There was a contingency.</p> <p>Senator HEFFERNAN: What was the contingency?</p> <p>Mr Skill: I would have to take that on notice to find out what the actual contingency was.</p>	75		
180	DPS	Heffernan	Renovation costs	<p>Senator HEFFERNAN: Is AusTender wrong then?</p> <p>Mr Skill: The amount that was put onto AusTender?</p> <p>Senator HEFFERNAN: Yes.</p> <p>Mr Skill: I will confirm the basis of that amount, but it could have been a projection. I will have to confirm what the basis was of that.</p>	75		
181	DPS	Heffernan	Callida consultancy	<p>Senator HEFFERNAN: How long has Callida been in charge of the finance area of DPS?</p> <p>Ms Mills: They are not in charge. They report to the chief operating officer, who is in charge.</p> <p>Senator HEFFERNAN: But they do the sums?</p> <p>Ms Mills: They do the sums along with DPS permanent staff in that area.</p> <p>Senator HEFFERNAN: How many staff do they have doing the sums; is it</p>	76		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>six to 10?</p> <p>Ms Mills: I would have to take that on notice, but that sounds right.</p> <p>Senator HEFFERNAN: So how much would that cost? This is to replace the CFO?</p> <p>Ms Mills: It is to do more than replace the CFO. We used Callida's skills to undertake a significant review of our whole financial operating arrangement. They assisted with the development of the new policy proposals and their rollout this year. It was actually a recommendation of the Department of Finance, as part of our funding for this year, that we continue to have independent financial advice available to the department.</p> <p>Senator HEFFERNAN: So you have brought in six to 10 people to figure out how to run—</p> <p>Ms Mills: Sorry; no, there are not. There are two people who have been working on contract for Callida and, as we have been determining the structure, we have been bringing in a mix of short-term and permanent replacements. The full-time CFO will start this time next week.</p> <p>Senator HEFFERNAN: Could you advise the committee how much this interim period of no CFO has cost, through the various people you have had employed? And what was the process for selecting Callida?</p> <p>Ms Mills: I will take that all on notice.</p>			
182	DPS	Faulkner	Staffing	<p>Senator FAULKNER: I thought I must have got the wrong terminology. How many staff are there in the DPS finance section?</p> <p>Ms Mills: Approximately 14.</p> <p>Senator FAULKNER: Of that 14, I assume, from listening to Senator Heffernan's questions, that some are permanent staff and some are contractors. Is</p>	77		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>that right?</p> <p>Ms Mills: That is right.</p> <p>Senator FAULKNER: Can you give me the breakdown please.</p> <p>Ms Mills: I cannot without taking that on notice, because the numbers have changed over recent times. As you are aware, we had a difficult financial situation last year, so we delayed making full-time appointments until our financial position was clear.</p> <p>Senator FAULKNER: I am a bit surprised that someone cannot tell us that. We cannot say, in the finance section of the department, of the 14 that are there, how many are permanent staff and how many are contractors?</p> <p>Ms Mills: All I am saying is that I do not have that in front of me. I would have to get that information.</p> <p>Senator HEFFERNAN: Could you come back this afternoon with it?</p> <p>Ms Mills: I will certainly attempt to, yes.</p>			
183	DPS	Faulkner	Callida consultancy	<p>Senator FAULKNER: So, of the 14 people employed in the finance section, we have some permanent employees, some on contract from Callida, and some on contract from other places.</p> <p>Ms Teece: That is correct.</p> <p>Senator FAULKNER: But we cannot get a breakdown of that?</p> <p>Ms Teece: I am just getting that information.</p> <p>Senator FAULKNER: Thank you. I appreciate that very much. I would be very interested in getting that information. I am sorry to interrupt you, Senator Heffernan. I would be interested in understanding how long these individual employees have been on contract to DPS for. I would be very interested in</p>	77-78		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>knowing what the contract value is. Would it be on an annualised basis? I assume it would, but you tell me, Ms Teece.</p> <p>Ms Teece: The contract was for a set period of time, and then there have been a couple of illnesses in the area. We were hoping to get a CFO in earlier than we did, and so there were contracts that were extended for short periods of time.</p> <p>Senator FAULKNER: Fair enough. I would be interested in understanding the dollar value of the contract. I would also be interested in following up Senator Heffernan's question about whether the contract for Callida and any others were tendered for—so it might be 'contracts'; if so, when? I also would be very interested to hear whether it was an open or limited tender. That would be useful.</p> <p>...</p> <p>Senator FAULKNER: Before we go to Senator Di Natale, I presume those other questions have been taken on notice.</p> <p>Ms Teece: Yes.</p> <p>Senator FAULKNER: I would appreciate, Ms Teece or Ms Mills, a comparatively early response on them.</p>			
184	DPS	Wong	Heightened security communication strategy	<p>Senator WONG: Could I put something on notice?</p> <p>Senator DI NATALE: Yes.</p> <p>Senator WONG: I think earlier you indicated to the senator that the briefing for building occupants was part of the communication strategy. Is the communications strategy in a written document?</p> <p>Ms Mills: A draft document was considered by the taskforce to ensure that there was effective communication, and one of the elements in the communication was responsibility for ensuring that occupants in the building were briefed.</p>	81, 84-85		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>Senator WONG: Did DPS prepare that?</p> <p>Ms Mills: No.</p> <p>Senator WONG: Who prepared the communication strategy?</p> <p>Ms Mills: One of the other members of the task force, the AGD.</p> <p>Senator WONG: The department of—</p> <p>Ms Mills: The Attorney-General's Department.</p> <p>Senator WONG: Attorney-General's prepared a communication strategy for what would be happening at Parliament House?</p> <p>Ms Mills: For all aspects of communication regarding the heightened threat level in Parliament House, as a member of the task force.</p> <p>...</p> <p>Senator WONG: You were provided a copy of the communication strategy, Ms Mills?</p> <p>Ms Mills: I have a draft version. It belongs to the task force.</p> <p>Senator WONG: Is it possible to table a copy of that?</p> <p>Ms Mills: No. It is a classified document. It is part of a set. It in itself—</p> <p>Senator WONG: Whoa! It is a communication strategy.</p> <p>Ms Mills: It is part of a set of classified documents. I would need to check that I could remove that portion.</p> <p>Senator WONG: I ask you to be very careful with your evidence, here. Is the document itself classified? Has it been classified by a security agency?</p> <p>Ms Mills: I will have to check that.</p> <p>Senator WONG: Don't say it is a classified document if you are not clear.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>Seriously.</p> <p>Ms Mills: I said it is part of a set of documents.</p> <p>Senator WONG: No, you said it is a classified document. It is a communication strategy.</p> <p>The PRESIDENT: On advice from me, Senator Wong; I don't know whether it is a stand-alone document.</p> <p>Senator WONG: I will ask that it be tabled. If you wish to redact it, if there are aspects that are classified,</p>			
185	DPS	Faulkner	Security screening	<p>Mr Skill: Full screening was re-established ahead of the visit by the Prime Minister of Japan. I would have to check the exact date, but the Prime Minister of Japan visited on 7 and 8 July, and we reinstituted about a week ahead.</p> <p>Senator FAULKNER: If we said early July, that would be accurate.</p> <p>Mr Skill: Yes, that would be accurate.</p> <p>Senator FAULKNER: Perhaps you can take the precise date on notice. And then the security arrangements were significantly enhanced. That is true too, is it not?</p> <p>Mr Skill: I think it is fair to say that the full screening was never ceased, so this was once we had gone back to the full screening process, ahead of the Prime Minister of Japan's visit.</p> <p>Senator WONG: That is not right.</p> <p>Senator FAULKNER: But since the decision to re-establish full screening in early July—since that time—we have had an enhancement of security arrangements.</p> <p>Mr Skill: Absolutely, Senator.</p>	84		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>Senator FAULKNER: So when did that date from—2 October?</p> <p>Mr Skill: No, Senator. It was earlier than that. The national terrorism public alert level was raised to high on 12 September. That was a Friday. And we increased some of the security procedures immediately; sorry, within days of that announcement, following appropriate approval.</p> <p>Senator FAULKNER: So if we said mid-September, that would be accurate.</p> <p>Mr Skill: That would be reasonable; yes Senator.</p>			
186	DPS	Wong	Heightened security costs	<p>Senator WONG: With the new security arrangements we have seen additional DPS staff at additional screening points in the ministerial wing, at the ministerial car park, et cetera. This is not the AFP—I will come to that—what is the total cost to date of these enhanced security arrangements?</p> <p>Mr Skill: We will have to take that on notice. There is a proposal for funding in place at the moment and so we do not know—</p> <p>Senator WONG: I understand that at the moment there is an argument about who will fund it. Is that broadly right?</p> <p>Mr Skill: Not strictly speaking, no.</p> <p>Senator WONG: There isn't an argument?</p> <p>Mr Skill: There is a discussion around the cut over time of funding—are we talking DPS or AFP?</p> <p>Senator WONG: We can come to that. All I am trying to clarify is that I want to understand first the quantum. What is the cost of the enhanced security arrangements?</p> <p>Mr Skill: We will take that on notice.</p> <p>Senator WONG: If you could disaggregate it as much as you are able to. I</p>	86-87		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>assume you have a cost centre that enables you to do that.</p> <p>Mr Skill: It will be based on the physical rostering, but we will go through it.</p> <p>Senator WONG: But, second, who is going to fund that? As I understand it, that is the subject of, shall I say, a discussion.</p> <p>Mr Skill: Potentially. DPS is funding the additional staffing at the moment and we will continue to fund them from within our appropriation. It is just a matter of whether we can achieve or secure additional funding within that envelope.</p> <p>Senator WONG: So it is currently being funded out of the DPS appropriation?</p> <p>Mr Skill: Correct.</p> <p>Senator WONG: Have you made offsetting savings to date to fund those?</p> <p>Mr Skill: Not to date. Our focus has been on putting in place the arrangements that are necessary.</p> <p>Senator WONG: But presumably you would have an NPP that will be considered in the budget process for this proposition?</p> <p>Mr Skill: I would not want to go through the budget process but, in general, yes.</p> <p>Senator WONG: You are going to ask for more money to fund it. It is not a state secret.</p> <p>Ms Mills: Yes, clearly, these are additional responsibilities.</p> <p>Senator WONG: Yes. Do we have an estimated cost over the current financial year?</p> <p>Mr Skill: No.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				Senator WONG: Can you provide that on notice? Mr Skill: I can.			
187	DPS	Wong	Ministerial wing maintenance	Senator WONG: Okay. I will try and be quick. Can you provide details, including costs, of any repairs, maintenance or upgrades to offices in the ministerial wing, including the cabinet suite, since the 2013 election. I am happy to have it on notice. Ms Mills: I would have to take that on notice. Senator WONG: You don't have that? Ms Mills: Not for the entire ministerial, no.	90		
188	DPS	Wong	Hospitality requests	Senator WONG: I would like to know when DPS is advised, how that request from ICRO, the International Community and Relations Office, generates the request. Is it by phone call et cetera? Is there a form, a requisition or some written document? If so, I would like it provided in relation to all of the functions to date, including those in the question on notice 297. There must be internal recording of what was requested and provided, because you have given it to me. Correct? Ms Hanley: Yes. Senator WONG: In that internal recording, is there any indication as to the nature of the event? Ms Hanley: I would have to take that on notice, but I can find that out.	92		
189	DPS	Wong	Hospitality costs	Senator WONG: Where does the ICRO request for mobile bars et cetera get funded out of? Does the Speaker pay DPS for that or does DPS just meet the costs? What is the cost arrangement? Ms Hanley: I would imagine— Senator WONG: We cannot deal with 'imagine'. This is the problem with not	93		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>having a CFO. Does no-one know how it is funded? Ms Mills, you do not know how it is funded?</p> <p>Ms Mills: I know that we calculate the value and I know that we invoice for certain things, but whether it is for every item or whether there is a benchmark I would have to recheck.</p> <p>Senator WONG: That would be good.</p> <p>Ms Mills: As I say, there are a number of events here. I would have to check each one.</p> <p>Senator WONG: I am asking: is no-one able to tell me how these—</p> <p>Ms Mills: In general terms, we calculate the cost and they are normally part of the cost of the event.</p> <p>Senator WONG: So the figure of \$23,000 you gave me is what DPS has paid for the kitchen upgrade in the Speaker's suite—correct?</p> <p>Ms Mills: That is right.</p> <p>Senator WONG: You will come back to me on how the equipment request in the second part of the answer is costed and who paid for that?</p> <p>Ms Mills: Yes.</p>			
190	DPS	Smith	Speaker's kitchen upgrade	<p>Senator SMITH: In keeping with Senator Wong's questions, Ms Mills, you mentioned that approval for this refurbishment, which had not been undertaken in the last 25 years, occurred some time ago. Could you be more specific in providing some information about when it was approved and by whom?</p> <p>Ms Mills: Yes. I will get the details to you on notice, but I can certainly say that DPS had hoped to originally do this work in the period before the election, because that is the time that we can generally get into the main suites, because</p>	93-94		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>people are obviously less present in parliament, and we usually plan our major capital works around that program. Otherwise, we tend to have to do them in the Christmas recess. The winter and Christmas recesses are the best times for us to do this type of work. We were not able to do this for a combination of planning and financial reasons in the original time schedule, so the work had to be done with Madam Speaker's permission after she came on board.</p> <p>Senator SMITH: So, in order to plan for it to be done during the election period when there is less activity around the building, it would have to be approved in advance of that election period?</p> <p>Ms Mills: That is right. We often also have quite a long lead time for procuring some of the equipment because it is not readily available. We normally have to plan at least three months ahead for any works.</p> <p>Senator SMITH: So the approval may have happened not just some time before the election but a long time before the election to allow for suitable procurement time frames?</p> <p>Ms Mills: That is right. Again, I can confirm the dates, because it was a while ago, but we certainly began discussions on refurbishing the kitchens no later than the beginning of last year.</p>			
191	DPS	Faulkner	Prime Minister's Office renovations – timelines	<p>Senator FAULKNER: Okay. Thank you for that. I did ask, in that question on notice, if I could be provided with project time lines, but they were not forthcoming. Could someone explain why? I asked for details of refurbishments, renovations and redevelopments since September 2013, including project time lines and costs. Costs were provided; timelines were not.</p> <p>Mr Skill: The work was undertaken between December 2013 and May 2014, Senator. If you wanted more detail around the lead times of the projects et cetera,</p>	95, 96, 98		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>we would have to take that on notice.</p> <p>Senator FAULKNER: Yes. I do not want to delay the committee now but I would appreciate it, if you could provide that information. It is not clear to me, because of the status A and other status definitions: does the answer to this question mean that there were other refurbishments, renovations and redevelopments in the Prime Minister's suite which were outside status A areas?</p> <p>Mr Skill: As part of that project, Senator, there were some minor changes that were done, and room refurbishments in the media area of the Prime Minister's office. So that was not a status A piece of work; that was outside of the PM's suite.</p> <p>Senator FAULKNER: My question has been interpreted as a status A area question, I gather?</p> <p>Mr Skill: Yes.</p> <p>Senator FAULKNER: I do not know why it was so interpreted. I do not want to delay the committee so this is something to take on notice. But could you go back, please, to my normal everyday definition of the Prime Minister's office and the cabinet suite, which is the office and the cabinet suite—not just status A but B, C, D, E or any other status. Could you include timelines and perhaps bring it forward from 18 September 2013 to a reasonable cut-off time such as 30 September?</p> <p>Mr Skill: Yes, absolutely.</p> <p>Senator FAULKNER: I do not want to delay the committee but that would be useful. You might just indicate to us if there have been any major renovations or redevelopments in the PMO since that time? Obviously you have taken that on notice and that is fair enough.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>...</p> <p>Senator SMITH: So even though you provide some details in your answer of the refurbishments, renovations and redevelopments, but not when they were approved. Perhaps you might provide that additional information to—</p> <p>Senator FAULKNER: But that would come out of the timeline, of course—</p> <p>Ms Mills: Yes.</p> <p>Senator SMITH: The project timelines, of course—you are quite right, Senator Faulkner.</p> <p>...</p> <p>Senator FAULKNER: If I can come back to the question I asked about answers to my question on notice 312. Does this status A definition issue explain why, for example, the new kitchen in the PMO—and that work cost \$44,235, which came out of the February estimates around—is not included in there? Is it because it is not a status A area? Have I got that right?</p> <p>Mr Skill: That is correct.</p> <p>Senator FAULKNER: So my new question on notice will pick up the full picture.</p> <p>Mr Skill: If you have got the kitchen, that was the only additional work. But we will package it all again for you.</p> <p>Senator FAULKNER: In relation to the kitchen, I would appreciate it if you could let me know separately when that kicked off, when it commenced and when it concluded and maybe a disaggregation of the costs and the elements of that one.</p> <p>Mr Skill: Absolutely.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
192	DPS	Faulkner	Prime Minister's Office renovations – curtains	<p>Senator FAULKNER: Also, my question 312 details that the value of the purchase of curtains and cushions in the Prime Minister's office is \$20,684.54. I think you can confirm that that is right.</p> <p>Mr Skill: That is the information I have before me, yes.</p> <p>...</p> <p>Senator FAULKNER: That is fair enough, but these curtains are in what I suppose are status A suites. They are internal design elements. There are rules about the furnishings for these areas, aren't there?</p> <p>Mr Skill: There are design principles.</p> <p>Senator FAULKNER: Do these particular new curtains conform with those design principles?</p> <p>Ms Mills: They are consistent in terms of the design and style of fabric, and they are as close to the original colours as we were able to get at the time. But is if there is any variance, I can certainly report that on notice.</p> <p>Senator FAULKNER: So the only real variance is colour, is it?</p> <p>Ms Mills: Again, I would have to go back. I am not a fabric expert, but I certainly know that—</p> <p>Senator FAULKNER: Nor am I, but I think we all understand, to a certain extent, the design and heritage principles that are applicable. This is why I am asking these questions, as I have over what appears to be decades now.</p> <p>Ms Mills: Certainly, we were cognisant of all of that in finding appropriate fabric samples for the colour, the type of fabric, the ability for the fabric to fall and have the look of the room. All of that was taken into account.</p> <p>Senator FAULKNER: So they are a similar colour but not identical to what</p>	98, 99		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>used to be there.</p> <p>Ms Mills: That is my recollection, yes.</p> <p>Senator FAULKNER: You got as close to it as you could, effectively.</p> <p>Ms Mills: Again, I am sorry, I can certainly get the fabric person to tell you exactly. But from my looking at the room as an individual, they certainly reflect the style that was originally there.</p> <p>Senator FAULKNER: So you will take on notice how close the colour is to the actual design principles and heritage values, and what the curtains are made of. I had a look but could not find the details of any contract in relation to curtains. It may or may not be there; I do not know. Can you point me in the right direction as to where they were procured from?</p> <p>Ms Mills: I believe they were procured from a Canberra based company. Because it was under \$30,000 we probably received quotations rather than having to go out to open tender. But, again, we can certainly provide that to you.</p> <p>Senator FAULKNER: If you can do that I would appreciate it, and you might break down the costs between the curtains and the cushions and I will have a look at that.</p>			
193	DPS	Faulkner	Auspice photographic record	<p>Senator FAULKNER: Historically Auspic took a photographic record to protect the heritage values and all that sort of thing. Has that been done on this occasion? Are we ensuring that that—</p> <p>Ms Mills: Not that I am aware of, but we certainly would do that. Probably the next opportunity to do that would be the summer recess.</p> <p>Senator FAULKNER: It is a before-and-after thing, you see.</p> <p>Ms Mills: Yes, we certainly had Auspic take photos of a number of the</p>	100		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>elements prior to the renovations.</p> <p>Senator FAULKNER: So that definitely occurred?</p> <p>Ms Mills: They certainly took photographs of certain items. Whether they took holistic room photos, I would have to check.</p> <p>Senator FAULKNER: Okay. It is a critical element, of course, of protecting the heritage values of the place that that be done.</p> <p>Ms Mills: Absolutely.</p> <p>Senator FAULKNER: You might just take that on notice to assure us that that was done.</p>			
194	DPS	Faulkner	Prime Minister's Office renovations – disposal	<p>Senator FAULKNER: And with the curtains in the dining and sitting rooms, the cushions in the sitting room and the three-seater lounge—I use these as examples; there might be many others but I am not going to go there—what happened to the previous items? Given the abysmal record of DPS in relation to disposal—and that is being pretty moderate I think—what happened?</p> <p>Ms Mills: The curtains would not have been reusable. I can check where they are, but they would have gone through the standard process that we now have. They were obviously purposed for that area. They were 25 years old and they were not reusable. The only other thing that would have been taken from that room is a small table, with four chairs, that had been placed in the alcove that previously had the fixed seating. That was no longer required. That table is in the building and being re-used in another office. The four chairs were standard chairs that were also able to be re-used.</p> <p>Senator FAULKNER: My question on notice will pick up the detail over the past year or so in a more complete picture. That is fair enough.</p>	101		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
195	DPS	Wong	Artist suggestion	<p>Ms Mills: We asked the advice of the arts area on a number of potentially suitable artists with a reputation and style of work who may be able to undertake this commission. Her name was suggested—</p> <p>Senator WONG: By whom?</p> <p>Ms Mills: By the arts group; I would have to come back to you on that.</p>	103		
196	DPS	Faulkner	Contract CN1751571	<p>Senator FAULKNER: This is a draft brief, so where is the actual brief? This does not have a signature on it or anything. This does not have a signature block.</p> <p>Ms Hanley: In the time available, this was as much information as I could get. It was created on 23 January 2013. We have been able to identify the author as Kylie Scroope.</p> <p>...</p> <p>Senator FAULKNER: That is because there is a pen-script annotation written today that says so. Who received the draft? Who was the addressee of the draft? I assume it would not sit in somebody's computer. It has gone somewhere.</p> <p>Ms Mills: I recall having the discussion about it but it was so long ago I do not have a record of it. That is why we have to take it on notice to find more detail in the time available.</p> <p>Senator FAULKNER: I don't want to explore it on notice. I want to explore it right now, at the table. If someone has been able to find this, have we been able to find the document when it is no longer a draft?</p> <p>Ms Hanley: Not as yet. It may have stayed a draft, because it was, I suppose, at the very early stages before any money had been received for the commission. You could look at it as an exploratory draft.</p> <p>...</p>	107-108, 109		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>Ms Mills: Following this advice, I went to the Presiding Officers with the more concrete proposal that we, in fact, did seek funding for a photographic commission as part of the anniversary celebrations.</p> <p>Senator FAULKNER: But we do not have a copy of the more concrete proposal.</p> <p>Ms Mills: The advice to the Presiding Officers seeking the funding.</p> <p>Senator FAULKNER: But did the advice to the Presiding Officers include any of this material? Was it a formal brief?</p> <p>Ms Mills: No. It was a discussion around how this was a way in which it could be approached. The formal brief was suggesting that they seek the funding for the two elements.</p> <p>Senator FAULKNER: Is a copy of that brief to the Presiding Officers available? I appreciate, Mr President, this obviously well predates your period as President. I do not expect you to have any personal knowledge of this at all.</p> <p>The PRESIDENT: Understood.</p> <p>Ms Mills: We can get you a copy of that.</p>			
197	DPS	Wong	Contract CN1751571 – artist selection	<p>Senator WONG: Yes I am. Could I just make sure that we are clear about one of the things that we wanted on notice, which was the detail as to the process by which it went from nine artists to one. Could we have it in X or Y did what, as opposed to 'It was done'?</p> <p>Ms Hanley: Yes.</p>	114		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
198	DPS	Xenophon	Flags	<ol style="list-style-type: none"> 1. What is the current status of the tender for the provision of flags for the top of Parliament House? 2. If decided, are the flags of the winning tenderer Australian made or foreign made? 3. Was there any consideration made by DPS of the nation or origin of the tenderers or was that immaterial to the tender? 	Written		
199	DPS	Ludwig	Taxi Expenses Follow Up	<p>I refer you to QoN response #275 – Taxi Costs from Budget Estimates in May 2014</p> <p>I received a correction to the original response. Comparing both responses, the total final figure for each is identical, despite the breakdown or final taxi expenses figures for each business group being different and the inclusion of another business group.</p> <p>Having regard to the above matters:</p> <ol style="list-style-type: none"> 1. Please advise whether there is a policy or system of pre-approval or pre-authorisation for travel by taxi in place? <ol style="list-style-type: none"> a. If yes, please advise the particulars of that policy or system. b. If no, why not? 2. Within each business group, what is the method by which those travelling pay for taxi fares? 3. Is pre-approval or authorisation required before a taxi trip is taken? 4. Please explain how the final taxi expenses figure for each business group 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>was arrived at?</p> <ol style="list-style-type: none"> 5. Please explain the process by which each business group submitted or made known their final taxi expenses figure? 6. Please advise the process by which the Department of Parliamentary Services arrived at the total final figure of \$10,880.30? 7. Please explain why the final taxi expenses figure for each business group required correction? 8. How was the error for each business group detected? 9. Please advise why the Broadcasting and Hansard business group under-quoted by \$1,905.22? <ol style="list-style-type: none"> a. Please explain how the miscalculation was detected? 10. Please explain why the Parliamentary Experience Branch over-quoted by \$1884.58? <ol style="list-style-type: none"> a. Please explain how the miscalculation detected? 11. Please explain why the Strategy and Performance Branch was omitted from the initial list? 12. Please explain why the addition of the Strategy and Performance Branch did not result in an increase of \$504.35 to the total final figure provided in the second response? 			
200	DPS	Ludwig	Electorate Office Relocations	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What are the guidelines through which a member or senator can request to have their electorate office relocated? 2. Please provide a list of standard features, fixtures, furniture and other 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>equipment that come standard with an electorate office relocation.</p> <p>3. Which members and/or senators have relocated their electorate offices to a new location during the specified period?</p> <p>4. For each listed above, please provide a cost break down for the relocation.</p> <p>5. For each listed above, please provide a list of all specific requests made by the member, senator or their office for features, fixtures, furniture and other equipment.</p> <p>6. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the member, senator or their office regarding the office relocation.</p>			
201	DPS	Ludwig	Commissioned reports	<p>Since Budget Estimates in June, 2014:</p> <p>1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?</p> <p>a. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?</p> <p>3. What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written		
202	DPS	Ludwig	Statutory Review	<p>Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <p>1. What work has been done towards preparing for the review? If none, why</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
			Provisions	<p>not?</p> <ol style="list-style-type: none"> Please provide a schedule or a workplan for the review When did/will this work begin? When is/was the review due to commence. What is the expected report date. Who is the minister responsible for the review What department is responsible for the review List the specific clauses or legislation under review caused by the statutory provision. List the terms of reference. What is the scope of the review. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review? What is the budgeted, projected or expected costs of the review? When was the Minister briefed on this matter? What decision points are upcoming for the minister on this matter? List the number of officers, and their classification level, involved in conducting the review Will the the report will be tabled in parliament or made public. If so, when? 			
203	DPS	Ludwig	Self-Initiated work	<ol style="list-style-type: none"> 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)? Please list all ongoing projects. For each, please detail: 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				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?			
204	DPS	Ludwig	Graduate intake	1. What was the graduate intake for 2012-2013? 2. What was the graduate intake for 2013-2014? 3. What is the graduate intake for 2014-2015? 4. What will be the graduate intake for 2015-2016?	Written		
205	DPS	Ludwig	G20 - expenses	<p>Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.</p> <p>For each item, please provide:</p> 1. The name of the event/meeting that the expense related to. 2. The location of the event. 3. The date of the event. 4. The name and ABN of the service provider. 5. Advise whether the contract was awarded through an open tender process. 6. The total value of the contract/invoice.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				7. The date the contract was executed by the Department. 8. The number of attendees at the event, if applicable. 9. Advise whether an Australian Government Minister was in attendance. Please detail. 10. Advise whether foreign delegates were in attendance. Please detail. 11. Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.			
206	DPS	Ludwig	G20 - Brisbane	1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following: 2. How long will the minister be in Brisbane for? 3. Please provide a copy of the minister's program and a list of any meetings that are scheduled. 4. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles. 5. How many ministerial staff will attended with the minister? 6. How many departmental staff attended the G20? 7. For each minister and staff member attending, how much was spent on airfares to and from Brisbane? 8. For each minister and staff member attending, how much was spent on accommodation in Brisbane? 9. For each minister and staff member attending, how much was spent on other associated expenses? Please detail. 10. Has the department purchased any merchandise or promotional material for	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				the G20? Please detail. 11. Will the department be preparing a report following the G20? If yes: a. What will be the scope of the report? b. When will it be complete? c. Will it be available to the public?			
207	DPS	Ludwig	Procedure Manuals (Ministerial)	1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and: 2. When was the manual last updated? 3. Who is responsible for updating the manual? 4. Who is the manual distributed to? 5. Is anyone responsible for clearing communications before they are sent to the department?	Written		
208	DPS	Ludwig	Procedure Manuals (Departmental)	1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and: 2. When was the manual last updated? 3. Who is responsible for updating the manual? 4. Has the minister's office had any input into the content of the manual? If so, please detail. 5. Who is the manual distributed to? 6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
209	DPS	Ludwig	Domain Usage	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide: 2. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system). 3. Amount of data downloaded and uploaded to the site. 4. Number of times the site was accessed. 	Written		
210	DPS	Ludwig	Reviews	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Who is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review? <ul style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ul style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				3. Which reviews are on-going? 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? i. If so, when? If not, why not?			
211	DPS	Ludwig	Sunset Provisions	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 workplan for the sunset provisions becoming active	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> d. When did/will this work begin? e. When is/was the review due to commence. f. What is the expected report date. g. Who is the minister responsible for the review h. What department is responsible for the review i. List the specific clauses or legislation under review caused by the statutory provision. j. List the terms of reference. k. What is the scope of the review. l. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review? m. What is the budgeted, projected or expected costs of the review? n. When was the Minister briefed on this matter? o. What decision points are upcoming for the minister on this matter? p. List the number of officers, and their classification level, involved in conducting the review q. Will the the report will be tabled in parliament or made public. If so, when? 			
212	DPS	Ludwig	Wine Coolers / Fridges	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current stocking level for each of these items? 			
213	DPS	Ludwig	FoI Requests	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. How many requests for documents under the FOI Act have been received? 2. Of these, how many documents have been determined to be deliberative documents? 3. Of those assessed as deliberative documents: 4. For how many has access to the document been refused on the basis that it would be contrary to the public interest? 5. For how many has a redacted document been provided? 	Written		
214	DPS	Ludwig	Ministerial Motor vehicle	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. Has the minister been provided with or had access to a motor vehicle? If so: <ul style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. 			
215	DPS	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so: <ul style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>a motor vehicle.</p> <p>h. Have these guidelines changed during the specified period? If so, please detail.</p> <p>i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.</p> <p>j. Have these guidelines changed during the specified period? If so, please detail.</p>			
216	DPS	Ludwig	Ministerial Staff vehicles	<p>Since Budget Estimates in June, 2014:</p> <p>1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <p>a. What is the make and model?</p> <p>b. How much did it cost?</p> <p>c. When was it provided?</p> <p>d. Was the entire cost met by the department? If not, how was the cost met?</p> <p>e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</p> <p>f. Are these costs met by the department? If not, how are these costs met?</p> <p>g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</p> <p>h. Have these guidelines changed during the specified period? If so, please detail.</p> <p>i. Please provide a copy of the guidelines that determine how a motor</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				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.			
217	DPS	Ludwig	Building Lease Costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What has been the total cost of building leases for the agency / department? 2. Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> a. Date the lease agreement is active from. b. Date the lease agreement ends. c. Is the lease expected to be renewed? If not, why not? d. Location of the building (City and state). e. Cost of the lease. f. Why the building is necessary for the operations of the agency / department. 3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by: <ol style="list-style-type: none"> a. Date from which the lease agreement was active. b. Date the lease agreement ended. c. Why was the lease not renewed? d. Location of the building (City and state). e. Cost of the lease. f. Why the building was necessary for the operations of the agency / 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>department.</p> <p>4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <ul style="list-style-type: none"> a. Date the lease agreement is expected to become active. b. Date the lease agreement is expected to end. c. Expected location of the building (City and state). d. Expected cost of the lease. e. Has this cost been allocated into the budget? f. Why the building is necessary for the operations of the agency / department. <p>5. For each building owned or leased by the department:</p> <ul style="list-style-type: none"> a. What is the current occupancy rate for the building? b. If the rate is less than 100%, detail what the remaining being used for. 			
218	DPS	Ludwig	Government advertising	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads)? <ul style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ul style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				d. Detail the outlets that have been or will be paid for the advertising			
219	DPS	Ludwig	Workplace assessments	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? 3. If so, list each item of expenditure and cost related to those changes 	Written		
220	DPS	Ludwig	Ministerial Website	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How much has been spent on the Minister's website? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Who is responsible for uploading information to the Minister's website? 3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail. 	Written		
221	DPS	Ludwig	Ministerial staff turnover	<ol style="list-style-type: none"> 1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				swearing in of the Abbott Government, broken down by employing member and the dates of their employment.			
222	DPS	Ludwig	Multiple tenders	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. List any tenders that were re-issued or issued multiple times: <ol style="list-style-type: none"> a. Why were they re-issued or issued multiple times? b. Were any applicants received for the tenders before they were re-issued or repeatedly issued? c. Were those applicants asked to resubmit their tender proposal? 	Written		
223	DPS	Ludwig	Enterprise Bargaining Agreements (EBAs)	<ol style="list-style-type: none"> 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. 	Written		
224	DPS	Ludwig	Departmental Upgrades	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ol style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these changes c. If so, list the itemised cost for each item of expenditure d. If so, who conducted the works? e. If so, list the process for identifying who would conduct these works f. If so, when are the works expected to be completed? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
225	DPS	Ludwig	Non- Conventional Therapies	<p>Since 7 Septmeber 2013:</p> <ol style="list-style-type: none"> 1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes: <ol style="list-style-type: none"> a. What is the process by which these therapies can be approved? b. Who are they available to? c. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)? 2. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes: <ol style="list-style-type: none"> a. What therapies have been provided? b. What were they used to treat? c. What was the cost of the therapy? 	Written		
226	DPS	Ludwig	Office Plants	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased any office plants? <ol style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
227	DPS	Ludwig	Office recreation facilities	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)? <ol style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current usage for each of these items? 	Written		
228	DPS	Ludwig	Vending machines	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased or leased or taken under contract any vending machine facilities? <ol style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current usage for each of these items? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
229	DPS	Ludwig	Legal Costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. List all legal costs incurred by the department or agency 2. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 4. How was each piece of advice procured? Detail the method of identifying legal advice 	Written		
230	DPS	Ludwig	Provision of equipment - departmental	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of: 2. What has been provided? 3. The purchase cost. 4. The ongoing cost. 5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). 6. A breakdown of what staff and staff classification receives each item. 	Written		
231	DPS	Ludwig	Lobbyist	<p>Since Budget Estimates in June, 2014:</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
			Register Meetings	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with any representative listed on the lobbyist register 2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 			
232	DPS	Ludwig	Appointments	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Please detail any board appointments made from 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 of women 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. 	Written		
233	DPS	Ludwig	Staff Transfers	<ol style="list-style-type: none"> 1. How many people does your department employ? 2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level? 3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level? 4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?</p> <p>6. with co</p> <p>7. How many of these people are employed in Canberra?</p> <p>8. How many people did your department employ in Canberra immediately prior to the 2013 federal election?</p> <p>9. How many employees have been transferred out of Canberra since the 2013</p> <p>10. How many of your employees have been transferred to Canberra since the 2013 federal election?</p> <p>11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.</p> <p>12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.</p> <p>13. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.</p> <p>14. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.</p> <p>15. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.</p> <p>16. For every transferred employee please provide and explanation for their</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>transfer?</p> <p>17. For every transferred employee please provide any other cost incurred by the department because of that transfer?</p> <p>18. Please provide all relevant dates.</p> <p>Redundancies</p> <p>1. How may positions have been made redundant in your department since the 2013 federal election?</p> <p>a. How many of these positions were ongoing?</p> <p>b. How many of these positions were non-ongoing?</p> <p>c. How many of these positions were situated in the Australian Capital Territory?</p> <p>2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p> <p>3. How many of these employees were offered voluntary redundancies since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>4. How many accepted voluntary redundancies since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p> <p>5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p> <p>6. For all employees who accepted voluntary redundancies since the 2013 federal election please:</p> <p>a. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.</p> <p>b. Please specify what component of that figure was paid out entitlements (annual leave etc).</p> <p>c. Please specify any other costs incurred by the department because of this redundancy.</p> <p>d. Please provide the reason a voluntary redundancy was offered for their position.</p> <p>e. Please provide all relevant dates.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>7. For all employees who were redeployed please provide:</p> <p>a. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.</p> <p>b. Please specify any other costs incurred by the department because of this redeployment.</p> <p>c. Please provide the reason for that redeployment.</p> <p>d. Please provide all relevant dates.</p> <p>8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p> <p>9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p> <p>10. For employees who were made forcibly redundant since the 2013 federal election please provide:</p> <p>a. Their age, gender, the dollar figure of their pay out and a description of</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.</p> <p>b. Please specify what component of that figure was paid out entitlements (annual leave etc).</p> <p>c. Please specify any other costs incurred by the department because of this redundancy.</p> <p>d. Please provide the reason for that redundancy.</p> <p>e. Please provide all relevant dates.</p> <p>Hiring</p> <p>1. How many people are employed in your department on non-ongoing contracts?</p> <p>2. How many people are employed in your department on ongoing contracts?</p> <p>3. How many non-ongoing contracts has your department extended since the 2013 federal election?</p> <p>4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?</p> <p>5. How many of these extensions were approved by the Public Service Commission?</p> <p>a. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<p>6. How many of these extensions were rejected by the Public Service Commission?</p> <p>a. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.</p> <p>7. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?</p> <p>a. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.</p> <p>8. How many non-ongoing contracts have expired without extension since the 2013 federal election?</p> <p>a. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.</p> <p>9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?</p> <p>10. How many new non-ongoing engagements were submitted to the Public</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>Service Commission for approval since the 2014 federal election?</p> <p>11. How many of these new non-ongoing engagements were approved by the Public Service Commission?</p> <p>a. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>12. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>13. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>a. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>Commission's approval, as well as all relevant dates.</p> <p>14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?</p> <p>15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>16. How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>a. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>17. How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>18. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>a. For every ongoing employee engaged without the Public Service</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.			
234	DPS	Ludwig	Existing Resources Program	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'? 2. List each 3. List the staffing assigned to each task 4. What is the nominal total salary cost of the officers assigned to the project? 5. What resources or equipment has been assigned to the project? 	Written		
235	DPS	Ludwig	Conditions of Government Contracts and Agreements	<ol style="list-style-type: none"> 1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created? 2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created? 4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction? 6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change? 7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website? 8. If no consultation has occurred, why not? 9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?			
236	DPS	Ludwig	Market Research	Since Budget Estimates in June, 2014: 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?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> 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. 			
237	DPS	Ludwig	Prequalified, Multi-use list tenders	<ul style="list-style-type: none"> 1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders? 2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency? 3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels? 4. Do any Ministerial staff have directorships in any of the firms on your panels? 5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel? 6. Have the minister or ministerial staff made representations concerning the panels? 7. Is Australian Public Affairs on any of your panels? 	Written		
238	DPS	Ludwig	Communication s staff	<ul style="list-style-type: none"> 1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: 2. How many ongoing staff, the classification, the type of work they undertake and their location. 3. How many non-ongoing staff, their classification, type of work they 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>undertake and their location</p> <p>4. How many contractors, their classification, type of work they undertake and their location</p> <p>5. How many are graphic designers?</p> <p>6. How many are media managers?</p> <p>7. How many organise events?</p>			
239	DPS	Ludwig	Freedom of Information	<p>The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):</p> <p>Consultations with other Departments, Agencies and the Minister</p> <p>1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?</p> <p>2. If so, for each instance provide a table setting out the following information:</p> <p>a. The Department or Agency which was consulted;</p> <p>b. The document;</p> <p>c. The purpose of the consultation;</p> <p>d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;</p> <p>e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>was granted and the length of the extension</p> <p>3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?</p> <p>4. If yes, provide a table setting out the following information:</p> <p>a. The requests with respect to which the Minister or Ministerial office was consulted;</p> <p>b. The Minister or Ministerial office which was consulted;</p> <p>c. The purpose of the consultation;</p> <p>d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;</p> <p>e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension</p> <p>f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office</p> <p>Staffing resources</p> <p>The following questions relate to the period from 18 September 2013:</p> <p>1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?</p> <p>FOI Disclosure Log</p> <p>1. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> a. Maintain a webpage allowing download of documents released under section 11A (direct download)? b. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)? c. Facilitate to those documents in a different manner (if so, specify). <p>2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:</p> <ul style="list-style-type: none"> a. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision; b. The total number of direct downloads of documents released under 11A the Departmental or Agency website; c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]? d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision? <ul style="list-style-type: none"> i. What was the approximate cost for salaries for the FTE staff allocated to this task? <p>3. Has the Department or Agency charged any for access to a document under section 11C(4)?</p> <p>4. If so, please provide the following information in a table:</p> <ul style="list-style-type: none"> a. On how many occasions charges have been imposed; 			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> b. The amount charged for each document c. The total amount charged; d. What is the highest charge that has been imposed. <p>With respect to FOI requests:</p> <ul style="list-style-type: none"> 1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt? 2. Of those, how many were: <ul style="list-style-type: none"> a. Released in full b. Released in part c. Refused access on the grounds that release of the document would be contrary to the public interest d. Other (please specify) 			
240	DPS	Ludwig	Functions	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. Provide a list of all formal functions or forms of hospitality conducted for the Minister . Include: <ul style="list-style-type: none"> a. The guest list of each function b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost. 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
241	DPS	Ludwig	Red tape reduction	<ol style="list-style-type: none"> 1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ol style="list-style-type: none"> a. What is the progress of that red tape reduction target 2. How many officers have been placed in those units and at what level? 3. How have they been recruited? 4. What process was used for their appointment? 5. What is the total cost of this unit? 6. What is the estimated total salary cost of the officers assigned to the unit. 7. Do members of the unit have access to cabinet documents? 8. Lease list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written		
242	DPS	Ludwig	Land costs	<ol style="list-style-type: none"> 1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included) 3. List the current assets, items or purse (buildings, facilities or other) on the 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>land identified above.</p> <ol style="list-style-type: none"> a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? <ol style="list-style-type: none"> 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included). 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used? 			
243	DPS	Ludwig	Ministerial staff code	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? <ol style="list-style-type: none"> a. If so, list the breaches identified, broken by staffing classification level b. If so, what remedy was put in place to manage the breach? If no remedy 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>has been put in place, why not?</p> <p>c. If so, when was the breach identified? By whom? When was the Minister made aware?</p> <p>2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <p>a. If not, how many staff don't comply, broken down by classification level?</p> <p>b. How long have they worked for the Minister?</p> <p>3. Can you confirm they all complied with the code on the date of their employment?</p> <p>a. If not, on what date did they comply?</p> <p>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <p>a. If so, on what date were those disclosure made?</p> <p>5. By position title list the date each staff member was approved by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level</p>			
244	DPS	Ludwig	Boards (for Departments or agencies with	<p>Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:</p> <p>1. how often has each board met, break down by board name;</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
			boards)	2. what travel expenses have been incurred; 3. what has been the average attendance at board meetings; 4. List each member's attendance at meetings; 5. how does the board deal with conflict of interest; 6. what conflicts of interest have been registered; 7. what remuneration has been provided to board members; 8. how does the board dismiss board members who do not meet attendance standards? 9. Have any requests been made to ministers to dismiss board members? 10. Please list board members who have attended less than 51% of meetings 11. what have been the catering costs for the board meetings held during this period? Please break down the cost list.			
245	DPS	Ludwig	Shared resources following MOG changes	1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?	Written		
246	DPS	Ludwig	Departmental Rebranding	1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so: a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ul style="list-style-type: none"> i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? <ul style="list-style-type: none"> i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 			
247	DPS	Ludwig	Credit cards	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card. 2. Have there been any changes to action taken in the event that the corporate credit card is misused? 3. Have there been any changes to how corporate credit card use is 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>monitored?</p> <p>4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:</p> <p>5. Please list staff classification and what the misuse was, and the action taken.</p> <p>6. Have their been any changes to what action is taken to prevent corporate credit card misuse?</p> <p>7. How any credit cards available to the Minister or their office? If so, please list by classification.</p> <p>8. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.</p>			
248	DPS	Ludwig	Contracts for Temporary Staff	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much did the department/agency spend on temporary or contract staff?</p> <p>2. How many temporary or contract staff have been employed?</p> <p>3. What is the total number of temporary or contract staff currently employed?</p> <p>4. How much was paid for agencies/companies to find temporary/contract staff?</p> <p>5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?</p>	Written		
249	DPS	Ludwig	Hire cars	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				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?			
250	DPS	Ludwig	Unallocated Equipment	1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff 2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.	Written		
251	DPS	Ludwig	Advertising	Since Budget Estimates in June, 2014: 1. How much has the Department/Agency spent on Advertising? Including through the use of agencies. 2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning. 3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister of their delegate or the department or their delegate.	Written		
252	DPS	Ludwig	Departmental Staff Misconduct	Since Budget Estimates in June, 2014: 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	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>remedy has been put in place, why not?</p> <p>c. If yes, when was the breach identified? By whom? When was the Minister made aware?</p> <p>d. If yes, were there any legal ramifications for the department or staff member? Please detail.</p>			
253	DPS	Ludwig	Cloud Services and Storage	<ol style="list-style-type: none"> 1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes: 2. What date did/will cloud services be deployed in the department? 3. Please provide a list of all cloud services in use or being considered for use. 4. How much do these services cost? Please break down by service. 5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use? 6. How much does this cloud storage cost per month? 7. What security arrangements are in place to protect cloud based services and storage? 8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements? 9. What has been the cost of security for the cloud? Please provide a breakdown. 	Written		
254	DPS	Ludwig	Disability Access	<ol style="list-style-type: none"> 1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide: 2. The year in which it was purchased / leased / rented (and if lease / rental 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>agreement, when it expires).</p> <ol style="list-style-type: none"> 3. What plans are in place to make the premises compliant with the act. 4. When these plans will commence and when they are expected to be complete. 5. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue. 6. What is the expected cost of making the premises compliant? Please break down the costs. 7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached. 8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail. 			
255	DPS	Ludwig	Fee for services	<p>Since September 7, 2013:</p> <ol style="list-style-type: none"> 1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include: 2. Name of the fee and a short description of what it covers. 3. How much is the fee (and is it a flat fee or a percentage of the service). 4. The date the fee came into place. 5. Were any reviews requested, commenced or complemented into the 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.</p> <p>6. What consultation was carried out before the fee was put into place?</p> <p>7. How was the fee put into place (e.g. through legislation, regulation changes etc)?</p> <p>8. What justification is there for the fee?</p>			
256	DPS	Ludwig	Documents provided to minister	<p>1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.</p> <p>2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)</p> <p>3. How are they transmitted to the office?</p> <p>4. What mode of delivery is used (hardcopy, email) for those documents?</p> <p>5. What level officer are they provided to in the minister's office?</p>	Written		
257	DPS	Ludwig	merchandise or promotional material	<p>Since 7 September 2013:</p> <p>1. Has the department purchased any merchandise or promotional material?</p> <p>2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)</p> <p>3. List the cost for each item</p> <p>4. List the quantity of each item</p> <p>5. Who suggested these material be created?</p> <p>6. Who approved its creation?</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				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?			
258	DPS	Ludwig	Freedom of Information - Stats	1. How many FOI requests were received between 7 September 2013 to date. 2. How many of those requests were finalised within the regular timeframes provided under the FOI Act? 3. How many of those requests were granted an extension of time under s 15AA of the FOI Act? 4. How many of those requests were granted an extension of time under s 15AB of the FOI Act? 5. How many of those requests were finalised out of time?	Written		
259	DPS	Ludwig	Savings and Efficiency Measures	Since the Appropriate Bills 2014 were passed by the parliament: 1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued? 2. For each measure or task identified in question 1: a. What is the timeframe for implementation? b. Who is the responsible agency for actioning these measures, guidelines or tasks? c. When was the Minister last briefed on this item? Was this briefing	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				requested by the minister or initiated by the department? d. What action has the minister asked be done on this policy?			
260	DPS	Ludwig	Contracts under \$10,000	Since Budget Estimates in June, 2014: 1. Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.	Written		
261	DPS	Ludwig	Consultancies	Since Budget Estimates in June, 2014: 1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known. 3. Have any consultancies not gone out for tender? a. List each, including name, cost and purpose b. If so, why?	Written		
262	DPS	Ludwig	Electronic equipment	Since Budget Estimates in June, 2014: 1. Other than phones, ipads 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	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level d. List the total cost of the items e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department 			
263	DPS	Ludwig	Media subscriptions	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of channels and the reason for each channel. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. b. What has been the cost of this package/s during the specified period? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ul style="list-style-type: none"> c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? <p>4. What publications does your department/agency purchase?</p> <ul style="list-style-type: none"> a. Please provide a list of publications purchased by the department and the reason for each. b. What has been the cost of this package/s during the specified period? c. What is provided to the Minister or their office? d. What has been the cost of this package/s during the specified period? 			
264	DPS	Ludwig	Media monitoring	<p>Since Budget Estimates in June, 2014:</p> <ul style="list-style-type: none"> 1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period? <ul style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services during the specified period? c. Itemise these expenses. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period? <ul style="list-style-type: none"> a. Which agency or agencies provided these services? b. What has been spent providing these services during the specified period? c. Itemise these expenses 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
265	DPS	Ludwig	Media training	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. In relation to media training services purchased by each department/agency, please provide the following information: <ol style="list-style-type: none"> a. Total spending on these services b. An itemised cost breakdown of these services c. The number of employees offered these services and their employment classification d. The number of employees who have utilised these services and their employment classification e. The names of all service providers engaged f. The location that this training was provided 2. For each service purchased from a provider listed under (1), please provide: <ol style="list-style-type: none"> a. The name and nature of the service purchased b. Whether the service is one-on-one or group based c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d. The total number of hours involved for all employees (provide a breakdown for each employment classification) e. The total amount spent on the service f. A description of the fees charged (i.e. per hour, complete package) 3. Where a service was provided at any location other than the department or agency's own premises, please provide: 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<ol style="list-style-type: none"> 4. 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 			
266	DPS	Ludwig	Report Printing	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of? 2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal 	Written		
267	DPS	Ludwig	Provision of equipment - ministerial	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs? <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. What is provided? b. The purchase cost. c. The ongoing cost. 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				d. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc). e. A breakdown of what staff and staff classification receives each item.			
268	DPS	Ludwig	Computers	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 departments computers, the contractual arrangements for operating software and the on-going costs	Written		
269	DPS	Ludwig	Travel costs – department	Since Budget Estimates in June, 2014: 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. List all occurrences of travel that this has occurred under. 6. Detail the process. 7. When is the minister notified, when is approved provided? 8. Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel.	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>9. Detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>10. What date was the minister or their office was notified of the travel?</p> <p>11. What date did the minister or their office approve the travel?</p> <p>12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>			
270	DPS	Ludwig	Travel costs – ministerial	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Please detail all travel conducted by the Minister/parliamentary secretary 2. List each location, method of travel, itinerary and purpose of trip; 3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; 4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. 5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
271	DPS	Ludwig	Senate estimates briefing	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> Please break down the hours by officer APS classification Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> If so, when did this occur? What officer hours were spent on making these edits? Please break down the hours by officer APS classification. When were the changes made? Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 	Written		
272	DPS	Ludwig	Government payments of accounts	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> What has been the average time period for the department/agency paid its accounts to contractors, consultants or others? How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? How many payments owed (as a number and as a percentage of the total) 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>have been paid in between 30 and 60 days?</p> <p>4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>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?</p> <p>7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>			
273	DPS	Ludwig	Stationery Requirements	<p>Since Budget Estimates in June, 2014:</p> <p>1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?</p> <p>a. Detail the items provided to the minister's office.</p> <p>b. Please specify how many reams of paper have been supplied to the Minister's office.</p> <p>2. How much has been spent on departmental stationary requirements to date.</p> <p>3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
274	DPS	Ludwig	Meeting costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs. 3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs. 4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs. 	Written		
275	DPS	Ludwig	Hospitality and entertainment	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. What has been the Department/Agency's hospitality spend including any catering and drinks costs. 2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs. 3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs. 4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>including any catering and drinks costs.</p> <p>5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>			
276	DPS	Ludwig	Executive coaching and leadership training	<p>Since Budget Estimates in June, 2014: Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification</p> <p>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete package)</p> <p>5. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p> <p>6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
277	DPS	Ludwig	Staffing profile	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> Has there been any change to the staffing profile of the department/agency? Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written		
278	DPS	Ludwig	Staffing reductions	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> How many staff reductions/voluntary redundancies have occurred? <ol style="list-style-type: none"> What was the reason for these reductions? Were any of these reductions involuntary redundancies? If yes, provide details. 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. If there are plans for staff reductions, please give the reason why these are happening. Are there any plans for involuntary redundancies? If yes, provide details. How many ongoing staff left the department/agency? What classification were these staff? How many non-ongoing staff left department/agency from? What classification were these staff? What are the voluntary redundancy packages offered? Please detail for each staff level and position How do the packages differ from the default public service package? How is the department/agency funding the packages? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
279	DPS	Ludwig	Staffing recruitment	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How many ongoing staff have been recruited? What classification are these staff? 2. How many non-ongoing positions exist or have been created? What classification are these staff? 3. How many staff have been employed on contract and what is the average length of their employment period? 	Written		
280	DPS	Ludwig	Coffee machines	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. Has the department/agency purchased, leased or rented any coffee machines for staff useage? <ol style="list-style-type: none"> a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased? b. Why were coffee machines purchased? c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result? d. Where did the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee? 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
281	DPS	Ludwig	Printing	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed? <ol style="list-style-type: none"> a. How many of these printed documents were also published online? 2. Has the Department/Agency used external printing services for any print jobs? <ol style="list-style-type: none"> a. If so, what companies were used? b. How were they selected? c. What was the total cost of this printing by item? 	Written		
282	DPS	Ludwig	Corporate cars	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? <ol style="list-style-type: none"> a. Where are the cars located? b. What are the cars used for? c. What is the cost of each car during the specified period? d. How far did each car travel during the specified period? 2. How many cars are leased by each department/agency? <ol style="list-style-type: none"> a. Where are the cars located? b. What are the cars used for? c. What is the cost of each car during the specified period? d. How far did each car travel during the specified period? 	Written		
283	DPS	Ludwig	Taxi costs	<p>Since Budget Estimates in June, 2014:</p> <ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each 	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date answer received	Date Tabled
				<p>department/agency.</p> <p>2. What are the reasons for taxi costs?</p> <p>3. How much did the department spend on taxis during the specified period for their minister or minister's office?</p>			
284	DPS	Ludwig	Grants	<p>Since Budget Estimates in June, 2014:</p> <p>1. What guidelines are in place to administer grants?</p> <p>2. How are grants applied for?</p> <p>3. Are there any restrictions on who can apply for a grant? If yes, please detail.</p> <p>a. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.</p> <p>4. What is the procedure for selecting who will be awarded a grant?</p> <p>5. Who is involved in this selection process?</p> <p>6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.</p> <p>a. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.</p> <p>7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.</p> <p>8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide</p>	Written		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE –SUPPLEMENTARY BUDGET ESTIMATES 2013-14 – OCTOBER 2014
PARLIAMENTARY DEPARTMENTS

No	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page <i>or</i> Written Q	Date answer received	Date Tabled
				details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.			