

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Commissioned reports

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 67

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 4

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1-3. The table below details reports commissioned by the Department of the Prime Minister and Cabinet Since Budget Estimates in May 2014.

Report	Date commissioned	Date report handed to Government	Date of public release	Terms of Reference	Committee members	Cost/estimated cost (GST Excl)	Staff involved	Level of staff	Current status	Government to respond to report by
AMES - Investigate employment barriers for migrant women	02/06/2014	N/A	N/A	N/A	N/A	\$100,000	Limited PM&C staff involvement in contract management.	N/A	Project Plan provided. Final report due 15/06/2015	N/A
ABS – MOU Statistical Consultancy Report – Women in Business	17/06/2014	N/A	N/A	N/A	N/A	\$100,000	Limited PM&C staff involvement in contract management.	N/A	Due mid February 2015	N/A
The Review of Indigenous Jobs and Training Programmes	07/10/2013	24/06/2014	01/08/2014/	Attachment A	Mr Andrew Forrest (Review Chair)	\$550,947 (excluding Departmental staffing costs)	10 (As at 1 August 2014)	1 x SES Band 2 3 x EL2 2 x EL1 1 x APS6 2 x APS5 1 x APS4	The report was handed to the Government in June 2013	Following the release of the Review, an extensive consultation period with stakeholders, communities and organisations across Australia was undertaken to obtain feedback on the Review.  Together with the feedback received, the Government is working with the Indigenous Advisory Council to consider the Review and will provide its response in due course, after giving appropriate consideration to the Review's recommendations.

**Terms of Reference****Review of Indigenous Training and Employment Programmes**

The Review of Indigenous Training and Employment will report to the Prime Minister. The Review will commence by Monday 7 October, with a report to the Prime Minister by 7 April 2014 (6 months).

**Purpose**

The Review will provide recommendations to the Prime Minister to ensure Indigenous training and employment services are properly targeted and administered to connect unemployed Indigenous people with real and sustainable jobs, especially those that have been pledged to Indigenous people by Australian business.

The Review will consider ways that training and employment services can better link to the commitment of employers to provide further sustainable employment opportunities for Indigenous people and finally end the cycle of entrenched Indigenous disadvantage.

In making its recommendations, the Review should consider the following issues:

**Creating sustainable employment outcomes**

1. The best models for supporting sustainable employment outcomes, including:
  - a. Effective interventions that break the cycle of unemployment
  - b. The role of pre-employment and skills development
  - c. The role of post-placement support
  - d. Effective connections between mainstream and Indigenous specific programmes
  - e. The way best practice is being shared
  - f. Barriers candidates face to gaining employment
  - g. Approaches to support employment outcomes for Indigenous jobseekers where there is not a functioning labour market, and effective mechanisms to encourage mobility
  - h. The role of employers and best practice employment and training programmes.
2. Key drivers of "training for trainings sake", including:
  - a. The means by which training that is not connected to the employment market is being delivered
  - b. The forces driving Indigenous people into training courses that are not connected to the employment market
  - c. The cost of delivering training programmes that are not connected to the employment market.

**Programme effectiveness and costs**

3. The value of training and employment policies and programmes for Indigenous people, including:
  - a. The extent to which training and employment programmes are addressing the issue of Indigenous unemployment and lack of workforce participation
  - b. A comparison between supply driven versus demand driven models
  - c. The most effective and efficient means of allocating funding for employment outcomes

## **Attachment A**

- d. The impact to date of programmes to halve the gap in employment outcomes between Indigenous and non-Indigenous Australians within a decade
- e. Ways in which training and employment programmes could work more flexibly and responsively to support the needs and aspirations of Indigenous jobseekers.

4. The interaction between mainstream and Indigenous training and employment services, including:

- a. The churn of candidates
- b. The responsiveness of programmes to employer's needs and the employment market
- c. How these programmes align and interact
- d. Other issues.

5. Accountability and information:

- a. The use of Australian Government data to inform stakeholders on trends and issues
- b. The effectiveness of the administration of Indigenous training and employment programmes.

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**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Statutory Review Provisions

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 68

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 14

**Question:**

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

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a work plan for the review
3. When did/will this work begin?
4. When is/was the review due to commence.
5. What is the expected report date.
6. Who is the minister responsible for the review.
7. What department is responsible for the review.
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review.
11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
12. What is the budgeted, projected or expected costs of the review?
13. When was the Minister briefed on this matter?
14. What decision points are upcoming for the minister on this matter?
15. List the number of officers, and their classification level, involved in conducting the review.
16. Will the report will be tabled in parliament or made public. If so, when?

**Answer:**

The following legislation administered by the Department of the Prime Minister and Cabinet contain a statutory review provision:

- *Aboriginal Land Rights (Northern Territory) Amendment Act 2006* – Schedule 1, Part 3, item 234 (review of mining provisions);
- *Aboriginal and Torres Strait Islander Act 2005* – section 142L (review of the operation of this Part);
- *Aboriginal and Torres Strait Islander Act 2005* – section 193U (review of the operation of this Part);
- *Aboriginal and Torres Strait Islander Peoples Recognition Act 2013*
- *Classification (Publications, Films and Computer Games) Act 1995* – section 114 (review of the operation of this Part);
- *Low Aromatic Fuel Act 2013* – section 18 (reviewing the operation of this Act);
- *Stronger Futures in the Northern Territory Act 2012* – section 28 (Independent review of Commonwealth and Northern Territory laws relating to alcohol);
- *Stronger Futures in the Northern Territory Act 2012* – section 117 (review of the operation of this Act); and
- *Public Interest Disclosure Act 2013* – section 82A (review of the operation of Act).

### ***Aboriginal Land Rights (Northern Territory) Amendment Act 2006***

Item 234, Part 3, of the *Aboriginal Land Rights (Northern Territory) Amendment Act 2006* requires the Minister for Indigenous Affairs to establish an independent review of the operation of Part IV of the *Aboriginal Land Rights (Northern Territory) Act 1976* (the Land Rights Act) after five years from commencement of the item (i.e., as soon as practicable after 1 July 2012).

Part IV of the Land Rights Act relates to the provisions for mining on Aboriginal land in the Northern Territory of Australia.

1. Terms of Reference were developed in consultation with key stakeholders. Key stakeholder groups (e.g. Northern Territory Government, Northern Territory Land Councils, industry and peak representative bodies) were consulted ahead of the review commencing, to ensure they were satisfied that the Aboriginal Land Commissioner (the Commissioner), Justice John Mansfield AM, was viewed as independent and suitably qualified to undertake the review.
2. The review has been completed. The terms of reference outlined the schedule or work plan for this review (see reply to sub-question 10 below).
3. This preparatory work for the review commenced in January 2012.
4. The review commenced on 10 September 2012.
5. The review was to be completed by 31 December 2012 and the report date was extended to 28 March 2013.
6. The then Minister for Indigenous Affairs, the Hon Jenny Macklin MP, commenced the review.
7. The then Department of Families, Housing, Community Services and Indigenous Affairs was responsible for the review.
8. Sections 40 to 48 inclusive, of the Land Rights Act, as amended.
9. See Attachment A.
10. Part IV (Mining) of the Land Rights Act, that provides an administrative regime to control exploration and mining on Aboriginal land in the Northern Territory.
11. In August 2012, the then Minister for Indigenous Affairs requested the Commissioner undertake this review. Section 50 of the Land Rights Act outlines the functions of the Commissioner and paragraph 50(1)(d) provides for the Commissioner to advise the Minister in connection with any other matter relevant to the operation of that Act.

12. The costs of this review were absorbed as part of the operational budget allocation for the Office of the Commissioner.
13. The then Minister for Indigenous Affairs was briefed on the requirement for the review and approved the review's Terms of Reference in August 2012. The Minister was briefed on the review report in June 2013 to approve its tabling in both Houses of Parliament.
14. The Minister is not required to make any decisions in response to the review report.
15. Departmental officers were not involved in the conduct of the review.
16. The review report was tabled in both Houses of Parliament in June 2013. The then Minister for Indigenous Affairs wrote to the Northern Territory Chief Minister, Northern Land Council, Central Land Council, Tiwi Land Council, Anindilyakwa Land Council, the Minerals Council of Australia (Northern Territory Division), the Association of Mining and Exploration Companies and the Extractive Industry Association of the Northern Territory to inform them that the report had been tabled in Parliament and provided a link to the Department's online website for downloading the report.

***Aboriginal and Torres Strait Islander Act 2005* – section 142L (review of the operation of this Part)**

Under section 142L, the Torres Strait Regional Authority (TSRA) may, from time to time, undertake a review of aspects of the operation of Part 3A of the *Aboriginal and Torres Strait Islander Act 2005* as they relate to the operation of the TSRA and provide a report to the Minister. If such a review is undertaken then the Minister must table a copy of the report before each House of Parliament within 15 sitting days of it being received by the Minister. The Department is not aware of any such review being proposed or undertaken by the TSRA.

***Aboriginal and Torres Strait Islander Act 2005* – section 193U (review of the operation of this Part)**

Section 193U allows regulations to be made to provide for independent reviews of the operation of this part of the Act. No regulations have been made for the purposes of this provision.

The Government commissioned an independent review of the functions of the Indigenous Land Corporation and Indigenous Business Australia which reported in May 2014 and the Government is considering its findings.

***Aboriginal and Torres Strait Islander Peoples Recognition Act 2013***

1. Section 4 of the *Aboriginal and Torres Strait Islander Peoples Recognition Act 2013* (Act of Recognition), provides that the Minister for Indigenous Affairs must cause a review to occur within 12 months of the commencement of the Act (i.e. 28 March 2014). A Review Panel was appointed by the Minister for Indigenous Affairs on 27 March 2014 to undertake this review and the review of sunset provisions. Refer to response to PM77.

***Classification (Publications, Films and Computer Games) Act 1995* – section 114 (review of operation of this part)**

1. No work has commenced on the review because it is not due until 2015-16 and the Government is seeking to repeal this review requirement under the Omnibus Repeal Day (Spring 2014) Bill 2014 which is currently before the Senate.
2. N/A.
3. N/A.
4. The review is due to commence in early-mid 2015.
5. Section 114 provides that a report must be prepared by 14 September 2015 (before the end of eight years after Part 10 commences).
6. Minister for Indigenous Affairs, Senator the Hon Nigel Scullion.
7. The Department of the Prime Minister and Cabinet.
8. N/A.
9. N/A.
10. N/A.
11. N/A.
12. N/A.
13. The Minister was briefed on this matter on 13 February 2014, 19 June 2014 and 16 July 2014.
14. N/A.
15. N/A.
16. Section 114 provides that the report must be tabled in each House of the Parliament within 15 sitting days of the Minister receiving it.

***Low Aromatic Fuel Act 2013* – section 18 (reviewing the operation of the Low Aromatic Fuel Act 2013)**

1. None. The Act commenced on 14 February 2013 and the requirement to undertake a review does not crystallise until the fifth anniversary of the commencement of section 18 (that is, 14 February 2018).
2. None required at this time (review is scheduled for early 2018).
3. Not required at this time.
4. As soon as possible after 14 February 2018, and each fifth anniversary thereafter.
5. Under subsection 18(2), the persons who undertake the review must give the Minister a written report within one year.
6. The Minister for Indigenous Affairs.
7. The Department of the Prime Minister and Cabinet.
8. Section 18 of the *Low Aromatic Fuel Act 2013*.
9. N/A.
10. Section 18 requires the review to cover the operation of the *Low Aromatic Fuel Act 2013*.
- 11.-15. See 1 above.
16. The Minister must cause a copy of the report to be tabled in each House of the Parliament within 15 sitting days of the day on which the report is given to the Minister.

***Stronger Futures in the Northern Territory Act 2012* – section 28 (Independent review of Commonwealth and Northern Territory laws relating to alcohol)**

1. The Minister for Indigenous Affairs has written to the Northern Territory Minister for Business requesting to commence the review. It should be noted that Government is seeking to repeal this review requirement in the Omnibus Repeal Day (Spring 2014) Bill 2014 which is currently before the Senate.
2. N/A.
3. Section 28 provides that no later than two years after commencement, the Minister and the Northern Territory Minister must cause an independent review to be undertaken. The Minister for Indigenous Affairs wrote to the Northern Territory Minister for Business requesting to commence the review on 23 June 2014.
4. The review was due to commence by 16 July 2014 (no later than two years after commencement).
5. The legislation provides for a report by 16 July 2015.
6. The Minister for Indigenous Affairs, Senator the Hon Nigel Scullion and the Northern Territory Minister for Business, the Hon Adam Giles MLA.
7. The Department of the Prime Minister and Cabinet and the Northern Territory Department of Business are the departments responsible for the review.
8. Part 2 and instruments made for the purposes of this Part. Specified laws of the Commonwealth and the Northern Territory that relate to alcohol, namely the following laws of the Northern Territory:
  - the Northern Territory Liquor Act and the Northern Territory Liquor Regulations;
  - the *Alcohol Reform (Substance Misuse Assessment and Referral for Treatment Court) Act 2011* and instruments made under that Act;
  - the Alcohol Reform (Prevention of Alcohol-related Crime and Substance Misuse) Act and instruments made under that Act; and
  - any other law of the Commonwealth or the Northern Territory that is specified by the Minister and the Northern Territory Minister.
9. Part 2, Division 8 of the *Stronger Futures in the Northern Territory Act 2012* (the Stronger Futures Act) requires that the Commonwealth and Northern Territory Ministers cause an independent review of Northern Territory and Commonwealth laws relating to alcohol before 16 July 2014.

The review will assess the operation of the following laws:

- Part 2 of the Stronger Futures Act and the Stronger Futures (Alcohol Management Plans) Rule 2013;
- The NT Liquor Act and the NT Liquor Regulations; and
- The NT *Alcohol Mandatory Treatment Act 2013*.

The review will assess:

- the effectiveness of the above laws in reducing alcohol-related harm to Aboriginal people living in the Northern Territory;
- whether any provisions of these laws should be amended or repealed to increase the effectiveness of those laws in reducing alcohol-related harm to Aboriginal people living in the Northern Territory; and

- whether any other Commonwealth or Northern Territory laws should be amended or repealed to assist in reducing alcohol-related harm to Aboriginal people living in the Northern Territory.

The review will be completed, and a report prepared and submitted to both the Northern Territory and Commonwealth Ministers before 15 July 2015.

10. The legislation provided for a review of specified laws of the Commonwealth and the Northern Territory that relate to alcohol.
11. The review will be conducted by the Department of the Prime Minister and Cabinet in collaboration with the Northern Territory Department of Business.
12. N/A.
13. The Minister was briefed on this matter on 13 February 2014, 19 June 2014 and 16 July 2014.
14. N/A.
15. N/A.
16. The legislation provides for the report to be tabled in the Parliament within 15 sitting days of the Commonwealth Minister receiving it.

***Stronger Futures in the Northern Territory Act 2012*** – section 117 (review of the operation of this Act)

1. No work has commenced on the review, because it is not due until 2015-16. The Government is seeking to repeal this review requirement in the Omnibus Repeal Day (Spring 2014) Bill 2014 which is currently before the Senate.
2. N/A.
3. N/A.
4. The review is due to commence in 2015-16.
5. N/A.
6. The Minister for Indigenous Affairs, Senator the Hon Nigel Scullion.
7. The Department of the Prime Minister and Cabinet.
8. *Stronger Futures in the Northern Territory Act 2012*.
9. N/A.
10. The legislation provides for a review of the first three years of operation of the Act to be completed before the end of four years after commencement.
11. N/A.
12. N/A.
13. The Minister was briefed on this matter on 13 February 2014, 19 June 2014 and 16 July 2014.
14. N/A.
15. N/A.
16. The legislation provides for the report to be tabled in the Parliament within 15 sitting days of the Commonwealth Minister receiving it.

***Public Interest Disclosure Act 2013* – section 82A (review of the operation of Act)**

1. None. Section 82A of the *Public Interest Disclosure Act 2013* requires that the Minister responsible for the Act (currently the Prime Minister) must cause a review of the Act to be undertaken. The review must start two years after the commencement of the section and be completed within six months. The Act commenced on 15 January 2014.
2. None required at this time.
3. Not known at this time.
4. 15 January 2016.
5. 15 July 2016 (within six months of 15 January 2016).
6. The Prime Minister, the Hon Tony Abbott MP.
7. The Department of the Prime Minister and Cabinet.
8. Section 82A of the *Public Interest Disclosure Act 2013*.
9. N/A
10. Section 82A requires the review to cover the operation of the *Public Interest Disclosure Act 2013*.
11. -15. See 1 above.
16. Section 82A requires that the report of the review be tabled in the Parliament within 15 sitting days of the Minister receiving it.

ATTACHMENT A

Terms of reference for review of Part IV of the  
*Aboriginal Land Rights (Northern Territory) Act 1976*

1. Commence an independent review of Part IV of the Land Rights Act on 10 September 2012.
2. Identify the key sectoral stakeholders with an interest in the operation of Part IV of the Land Rights Act. List the groups, individuals and representative organisations consulted during the review, and the nature of their interest in the operation of Part IV of the Land Rights Act.
3. Publicly advertise the review and invite submissions from interested parties.
4. Directly contact the following key stakeholders and invite their participation in the review process:
  - Northern Land Council
  - Central Land Council
  - Anindilyakwa Land Council
  - Tiwi Land Council
  - Northern Territory Government (in particular, the Department of the Chief Minister, the Department of Mines and Energy and the Department of the Attorney-General and Justice)
  - Commonwealth Department of Resources, Energy and Tourism
  - Commonwealth Department of Environment, Water, Population and Communities
  - Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs
  - Minerals Council of Australia – NT Division
  - Australian Petroleum Production and Exploration Association
  - Extractive Industry Association, Northern Territory
  - Association of Mining and Exploration Companies
5. Ascertain the views of stakeholders on:
  - the extent to which the amendments to Part IV of the Land Rights Act, enacted in 2007, achieved the stated objectives of the legislation, to promote economic development on Aboriginal land by providing for expedited and more certain processes related to exploration and mining on Aboriginal land;
  - the extent to which the provisions of Part IV are, in operation, consistent with the provisions of other parts of the Act;
  - the extent to which the delegation of some Part IV powers to the Northern Territory Mining Minister, subsequent to the most recent amendments to Part IV, have resulted in administrative and procedural efficiencies;
  - the extent to which Commonwealth and Northern Territory legislation, relevant to exploration and mining on Aboriginal land in the Northern Territory, operates to promote compatibility and procedural efficiencies;

- the extent to which Part IV operates to impose costs and confer benefits upon stakeholders;
- the extent to which the operation of Part IV may restrict competition;
- the potential for amendments to Part IV that would contribute to more efficient administration and improved outcomes in respect of exploration and mining on Aboriginal land in the Northern Territory; and
- such other matters as may be pertinent to the review.

6. Summarise stakeholder views on the operation of Part IV of the Land Rights Act, including suggestions for legislative amendments or procedural changes which would contribute to improved outcomes and efficiencies.
7. In response to the review findings, and by reference to the objectives of the principal legislation, provide comment on the operation of Part IV of the Land Rights Act, including recommendations, if appropriate, for legislative amendments or procedural changes which would contribute to improved outcomes and efficiencies, would be likely to have broad support amongst sectoral stakeholders and would be consistent with the objectives of the Land Rights Act.
8. Attach and index any written submissions received in respect of the review.
9. No later than 31 December 2012, provide the then Minister for and Indigenous Affairs with a written report of the review suitable to be tabled in both Houses of Parliament.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Self-Initiated work

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 69

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

1. No.
2. – 7. Not applicable.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Graduate intake

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 70

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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?

**Answer:**

The graduate intakes run calendar year not financial year. Responses have been provided accordingly:

1. 43 PM&C Graduates and two APSC Indigenous Pathways Graduates in 2012.
2. 22 PM&C Graduates and one APSC Indigenous Pathways Graduate in 2013.
3. 30 PM&C Graduates and five APSC Indigenous Pathways Graduates in 2014.
4. 15 PM&C Graduates and five APSC Indigenous Pathways Graduates in 2015.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** G20 - expenses

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 71

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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:

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.
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.

**Answer:**

The Department of the Prime Minister and Cabinet's (PM&C) systems are not structured to provide the level of detail sought. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

1-3. Funding to support Australia's role as chair of the G20 was settled in the 2011-12 financial year and included funding for the G20 Taskforce to host the following meetings:

Sherpa Meeting 1 (Sydney): 12 and 13 December 2013 – total cost approx. \$703,000;  
Sherpa Meeting 2 (Uluru): 27 and 28 March 2014 – total cost approx. \$851,000;  
Sherpa Meeting 3 (Melbourne): 23 and 24 June 2014 – total cost approx. \$480,000;  
Sherpa Meeting 4 (Canberra): 30 September and 1 October 2014 – total cost approx. \$604,000; and  
Leaders' Summit (Brisbane): 15 and 16 November 2014 – final cost not yet available.

Funding for other meetings held during Australia's host year was provided via Memoranda of Understanding between the Department of the Prime Minister and Cabinet and the relevant agency, including The Treasury, the Department of Foreign Affairs and Trade, the Department of Industry, the Department of Employment, and the Attorney-General's Department. Requests for details of these meetings should be referred to the relevant agencies.

The G20 Taskforce provided accreditation, access control and security for all Australian based G20 meetings.

4. Details of all contracts over \$10,000 have been published on AusTender, in accordance with Australian Procurement Guidelines.
5. The Commonwealth completed open tender procurements wherever appropriate and possible for the provision of goods and services for the G20 Taskforce.

6. Refer to answers 1 and 4 above.
7. Refer to answers 1 and 4 above.
8. The number of attendees at each event is as follows:

Sherpa meeting 1 – 186;  
Sherpa meeting 2 – 177;  
Sherpa meeting 3 – 261;  
Sherpa meeting 4 – 234; and  
Leaders' Summit: Delegates – 5,377; Media – 1,914.

9. The Prime Minister, the Treasurer, the Minister for Foreign Affairs, the Parliamentary Secretary to the Prime Minister and Parliamentary Secretary to the Treasurer attended the Leaders' Summit.
10. Delegates from the G20 member countries, invited countries and invited international organisations participated in the meetings listed above.
11. Approval of departmental funds was provided by the relevant delegate under the *Public Governance Performance and Accountability Act 2013*.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** G20 - Brisbane

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 72

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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 the G20? Please detail.
  11. Will the department be preparing a report following the G20? If yes:
    1. What will be the scope of the report?
    2. When will it be complete?
    3. Will it be available to the public?

**Answer:**

1. The Prime Minister and the Parliamentary Secretary to the Prime Minister.
- 2.-3. The Department of the Prime Minister and Cabinet (PM&C) is not responsible for any arrangements or costs for travel undertaken by Ministers, Parliamentary Secretaries or

any accompanying staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act).

The costs of official travel by Ministers, Parliamentary Secretaries and any accompanying staff employed under the MOP(S) Act are met by the Department of Finance (Finance). Detailed information regarding parliamentary entitlements expenditure, including Ministers' and Parliamentary Secretaries' domestic travel entitlements is available on the Finance website at <http://www.finance.gov.au/publications/parliamentarians-reporting/>

4. PM&C provided a number of briefs to the Prime Minister and Parliamentary Secretary to the Prime Minister; other departments were responsible for briefing their Ministers.
5. See response to 3 above.
6. Funding to support Australia's role as chair of the G20 was settled in the 2011-12 financial year and included funding for the department to support the G20 summit. 355 G20 Taskforce staff worked to deliver the Summit across functions including accommodation coordination, liaison with international delegations, coordination of the International Media Centre, multiple venue operations, ICT services, airport arrival and departure services at the dedicated G20 Terminal, security services, accreditation services, transport for leaders, delegates and workforce, including the operation of a security and transport hub at the Brisbane Showground, as well as corporate support. 316 of the staff were based in Brisbane and 39 policy staff were Canberra-based and went to Brisbane in the days prior to the Summit.

In addition, 105 short term secondees from the department assisted in Summit delivery, arriving in Brisbane a week to 10 days prior to the Summit.

- 7.-9. See response to 3 above.
10. Refer to response to PM123.
11. The report of the G20 is the communiqué issued at the conclusion of the Leaders' Summit detailing the agreements reached and the forward programme. A copy of the communiqué is attached.



## **G20 Leaders' Communiqué** **Brisbane Summit, 15-16 November 2014**

1. Raising global growth to deliver better living standards and quality jobs for people across the world is our highest priority. We welcome stronger growth in some key economies. But the global recovery is slow, uneven and not delivering the jobs needed. The global economy is being held back by a shortfall in demand, while addressing supply constraints is key to lifting potential growth. Risks persist, including in financial markets and from geopolitical tensions. We commit to work in partnership to lift growth, boost economic resilience and strengthen global institutions.
2. We are determined to overcome these challenges and step up our efforts to achieve strong, sustainable and balanced growth, and to create jobs. We are implementing structural reforms to lift growth and private sector activity, recognising that well-functioning markets underpin prosperity. We will ensure our macroeconomic policies are appropriate to support growth, strengthen demand and promote global rebalancing. We will continue to implement fiscal strategies flexibly, taking into account near-term economic conditions, while putting debt as a share of GDP on a sustainable path. Our monetary authorities have committed to support the recovery and address deflationary pressures when needed, consistent with their mandates. We will be mindful of the global impacts of our policies and cooperate to manage spillovers. We stand ready to use all policy levers to underpin confidence and the recovery.
3. This year we set an ambitious goal to lift the G20's GDP by at least an additional two per cent by 2018. Analysis by the IMF-OECD indicates that our commitments, if fully implemented, will deliver 2.1 per cent. This will add more than US\$2 trillion to the global economy and create millions of jobs. Our measures to lift investment, increase trade and competition, and boost employment, along with our macroeconomic policies, will support development and inclusive growth, and help to reduce inequality and poverty.
4. Our actions to boost growth and create quality jobs are set out in the Brisbane Action Plan and in our comprehensive growth strategies. We will monitor and hold each other to account for implementing our commitments, and actual progress towards our growth ambition, informed by analysis from international organisations. We will ensure our growth strategies continue to deliver and will review progress at our next meeting.

### **Acting together to lift growth and create jobs**

5. Tackling global investment and infrastructure shortfalls is crucial to lifting growth, job creation and productivity. We endorse the Global Infrastructure Initiative, a multi-year work programme to lift quality public and private infrastructure investment. Our growth strategies contain major investment initiatives, including actions to strengthen public investment and improve our domestic investment and financing climate, which is essential to attract new private sector finance for investment. We have agreed on a set of voluntary leading practices to promote and prioritise quality investment, particularly in infrastructure. To help match investors with projects, we will address data gaps and improve information on project pipelines. We are working to facilitate long-term financing from institutional investors and to encourage market sources of finance, including transparent securitisation, particularly for small and medium-sized enterprises. We will continue to work with multilateral development banks, and encourage national development banks, to optimise use of their balance sheets to provide additional lending and ensure our work on infrastructure benefits low-income countries.

6. To support implementation of the Initiative, we agree to establish a Global Infrastructure Hub with a four-year mandate. The Hub will contribute to developing a knowledge-sharing platform and network between governments, the private sector, development banks and other international organisations. The Hub will foster collaboration among these groups to improve the functioning and financing of infrastructure markets.

7. To strengthen infrastructure and attract more private sector investment in developing countries, we welcome the launch of the World Bank Group's Global Infrastructure Facility, which will complement our work. We support similar initiatives by other development banks and continued cooperation amongst them.

8. Trade and competition are powerful drivers of growth, increased living standards and job creation. In today's world we don't just trade final products. We work together to make things by importing and exporting components and services. We need policies that take full advantage of global value chains and

encourage greater participation and value addition by developing countries. Our growth strategies include reforms to facilitate trade by lowering costs, streamlining customs procedures, reducing regulatory burdens and strengthening trade-enabling services. We are promoting competition, entrepreneurship and innovation, including by lowering barriers to new business entrants and investment. We reaffirm our longstanding standstill and rollback commitments to resist protectionism.

9. Our actions to increase investment, trade and competition will deliver quality jobs. But we must do more to address unemployment, raise participation and create quality jobs. We agree to the goal of reducing the gap in participation rates between men and women in our countries by 25 per cent by 2025, taking into account national circumstances, to bring more than 100 million women into the labour force, significantly increase global growth and reduce poverty and inequality.

10. We are strongly committed to reducing youth unemployment, which is unacceptably high, by acting to ensure young people are in education, training or employment. Our Employment Plans include investments in apprenticeships, education and training, and incentives for hiring young people and encouraging entrepreneurship. We remain focussed on addressing informality, as well as structural and long-term unemployment, by strengthening labour markets and having appropriate social protection systems. Improving workplace safety and health is a priority. We ask our labour and employment ministers, supported by an Employment Working Group, to report to us in 2015.

11. We are committed to poverty eradication and development, and to ensure our actions contribute to inclusive and sustainable growth in low-income and developing countries. We commit to take strong practical measures to reduce the global average cost of transferring remittances to five per cent and to enhance financial inclusion as a priority. The G20 Food Security and Nutrition Framework will strengthen growth by lifting investment in food systems, raising productivity to expand food supply, and increasing incomes and quality jobs. We support efforts in the United Nations to agree an ambitious post-2015 development agenda. The G20 will contribute by strengthening economic growth and resilience.

### **Building a stronger, more resilient global economy**

12. Strengthening the resilience of the global economy and stability of the financial system are crucial to sustaining growth and development. We have delivered key aspects of the core commitments we made in response to the financial crisis. Our reforms to improve banks' capital and liquidity positions and to make derivatives markets safer will reduce risks in the financial system. We welcome the Financial Stability Board (FSB) proposal as set out in the Annex requiring global systemically important banks to hold additional loss absorbing capacity that would further protect taxpayers if these banks fail. Progress has been made in delivering the shadow banking framework and we endorse an updated roadmap for further work. We have agreed to measures to dampen risk channels between banks and non-banks. But critical work remains to build a stronger, more resilient financial system. The task now is to finalise remaining elements of our policy framework and fully implement agreed financial regulatory reforms, while remaining alert to new risks. We call on regulatory authorities to make further concrete progress in swiftly implementing the agreed G20 derivatives reforms. We encourage jurisdictions to defer to each other when it is justified, in line with the St Petersburg Declaration. We welcome the FSB's plans to report on the implementation and effects of these reforms, and the FSB's future priorities. We welcome the progress made to strengthen the orderliness and predictability of the sovereign debt restructuring process.

13. We are taking actions to ensure the fairness of the international tax system and to secure countries' revenue bases. Profits should be taxed where economic activities deriving the profits are performed and where value is created. We welcome the significant progress on the G20/OECD Base Erosion and Profit Shifting (BEPS) Action Plan to modernise international tax rules. We are committed to finalising this work in 2015, including transparency of taxpayer-specific rulings found to constitute harmful tax practices. We welcome progress being made on taxation of patent boxes. To prevent cross-border tax evasion, we endorse the global Common Reporting Standard for the automatic exchange of tax information (AEOI) on a reciprocal basis. We will begin to exchange information automatically with each other and with other countries by 2017 or end-2018, subject to completing necessary legislative procedures. We welcome financial centres' commitments to do the same and call on all to join us. We welcome deeper engagement of developing countries in the BEPS project to address their concerns. We will work with them to build their tax administration capacity and implement AEOI. We welcome further collaboration by our tax authorities on cross-border compliance activities.

14. We endorse the 2015-16 G20 Anti-Corruption Action Plan that will support growth and resilience. Our actions are building cooperation and networks, including to enhance mutual legal assistance, recovery of

the proceeds of corruption and denial of safe haven to corrupt officials. We commit to improve the transparency of the public and private sectors, and of beneficial ownership by implementing the G20 High-Level Principles on Beneficial Ownership Transparency.

### **Strengthening global institutions**

15. The G20 must be at the forefront in helping to address key global economic challenges. Global economic institutions need to be effective and representative, and to reflect the changing world economy. We welcome the increased representation of emerging economies on the FSB and other actions to maintain its effectiveness. We are committed to maintaining a strong, quota-based and adequately resourced International Monetary Fund (IMF). We reaffirm our commitment in St Petersburg and in this light we are deeply disappointed with the continued delay in progressing the IMF quota and governance reforms agreed in 2010 and the 15<sup>th</sup> General Review of Quotas, including a new quota formula. The implementation of the 2010 reforms remains our highest priority for the IMF and we urge the United States to ratify them. If this does not happen by year-end, we ask the IMF to build on its existing work and stand ready with options for next steps.

16. We need a strong trading system in an open global economy to drive growth and generate jobs. To help business make best use of trade agreements, we will work to ensure our bilateral, regional and plurilateral agreements complement one another, are transparent and contribute to a stronger multilateral trading system under World Trade Organization (WTO) rules. These rules remain the backbone of the global trading system that has delivered economic prosperity. A robust and effective WTO that responds to current and future challenges is essential. We welcome the breakthrough between the United States and India that will help the full and prompt implementation of the Trade Facilitation Agreement and includes provisions on food security. We commit to implement all elements of the Bali package and to swiftly define a WTO work programme on the remaining issues of the Doha Development Agenda to get negotiations back on track. This will be important to restore trust and confidence in the multilateral trading system. We agreed to discuss ways to make the system work better when we meet next year. We will continue to provide aid-for-trade to developing countries in need of assistance.

17. Increased collaboration on energy is a priority. Global energy markets are undergoing significant transformation. Strong and resilient energy markets are critical to economic growth. Today we endorse the G20 Principles on Energy Collaboration. We ask our energy ministers to meet and report to us in 2015 on options to take this work forward. Gas is an increasingly important energy source and we will work to improve the functioning of gas markets.

18. Improving energy efficiency is a cost-effective way to help address the rising demands of sustainable growth and development, as well as energy access and security. It reduces costs for businesses and households. We have agreed an Action Plan for Voluntary Collaboration on Energy Efficiency, including new work on the efficiency and emissions performance of vehicles, particularly heavy duty vehicles; networked devices; buildings; industrial processes; and electricity generation; as well as work on financing for energy efficiency. We reaffirm our commitment to rationalise and phase out inefficient fossil fuel subsidies that encourage wasteful consumption, recognising the need to support the poor.

19. We support strong and effective action to address climate change. Consistent with the United Nations Framework Convention on Climate Change (UNFCCC) and its agreed outcomes, our actions will support sustainable development, economic growth, and certainty for business and investment. We will work together to adopt successfully a protocol, another legal instrument or an agreed outcome with legal force under the UNFCCC that is applicable to all parties at the 21<sup>st</sup> Conference of the Parties (COP21) in Paris in 2015. We encourage parties that are ready to communicate their intended nationally determined contributions well in advance of COP21 (by the first quarter of 2015 for those parties ready to do so). We reaffirm our support for mobilising finance for adaptation and mitigation, such as the Green Climate Fund.

20. We are deeply concerned with the humanitarian and economic impact of the Ebola outbreak in Guinea, Liberia and Sierra Leone. We support the urgent coordinated international response and have committed to do all we can to contain and respond to this crisis. We call on international financial institutions to assist affected countries in dealing with the economic impacts of this and other humanitarian crises, including in the Middle East.

21. We remain resolute in our commitment to lift economic growth, support job creation, promote development and build global confidence. We thank Australia for its leadership this year. We look forward to working together in 2015 under Turkey's presidency and to discussing progress at our next meeting in Antalya on 15-16 November 2015. We also look forward to meeting in China in 2016.

## Annex

### Agreed documents

The following documents agreed by the G20 support our communiqué:

- [Brisbane Action Plan](#), November 2014
- [G20 Note on the Global Infrastructure Initiative and Hub](#), November 2014
- [2014 Financial Inclusion Action Plan](#), November 2014
- [G20 Plan to Facilitate Remittance Flows](#), November 2014
- [G20 Food Security and Nutrition Framework](#), November 2014
- [Development Working Group Accountability Framework](#), November 2014
- [2015-16 G20 Anti-Corruption Action Plan](#), November 2014
- [G20 High-Level Principles on Beneficial Ownership Transparency](#), November 2014
- [G20 Principles on Energy Collaboration](#), November 2014
- [G20 Energy Efficiency Action Plan](#), November 2014
- [The 2015 G20 Accountability Assessment Process](#), November 2014
- [2014 Accountability Assessment Report](#), November 2014

### Ministerial statements

- [Communiqué, Meeting of G20 Finance Ministers and Central Bank Governors](#), Cairns, 20-21 September 2014
- [G20 Labour and Employment Ministerial Declaration](#), Melbourne, 10-11 September 2014, including G20 Statement on Safer and Healthier Workplaces
- [Chairman's Summary, Meeting of G20 Trade Ministers](#), Sydney, 29 July 2014
- [Communiqué, Meeting of G20 Finance Ministers and Central Bank Governors](#), Washington DC, 10-11 April 2014
- [Communiqué, Meeting of G20 Finance Ministers and Central Bank Governors](#), Sydney, 22-23 February 2014

### Supporting documents

We welcome the delivery of the following documents:

- [G20 Members' Comprehensive Growth Strategies](#), November 2014
- [G20 Members' Country Employment Plans](#), November 2014
- [IMF Surveillance Note](#), November 2014
- [Quantifying the Impact of G-20 Members' Growth Strategies](#), OECD/IMF report, November 2014
- [Growth Strategies: G20 Emerging Market Economies – World Bank Group Assessment](#), November 2014
- [Global Infrastructure Facility: Update for G20 Leaders](#), World Bank Group, November 2014
- [G20/OECD Report on Effective Approaches to Support Implementation of the G20/OECD High-Level Principles on Long-Term Investment Financing by Institutional Investors](#), and [Annex](#), November 2014
- [Report on G20 Trade and Investment Measures](#), WTO, OECD, and UNCTAD, November 2014
- [G20 Labour Markets: Outlook, Key Challenges and Policy Responses](#), OECD, ILO and World Bank Group, November 2014
- [Opportunities for Economic Growth and Job Creation in Relation to Food Security and Nutrition](#), FAO and OECD (with inputs from ADB, IFAD, ILO, IFPRI and WTO), September 2014
- [Financial Reforms: Completing the Job and Looking Ahead, Financial Stability Board Chairman's Letter to G20 Leaders](#), November 2014
- [Adequacy of loss-absorbing capacity of global systemically important banks in resolution](#), Financial Stability Board, November, 2014
- [Cross-Border Recognition of Resolution Action](#), Financial Stability Board, September 2014
- [Updated G20 Roadmap towards Strengthened Oversight and Regulation of Shadow Banking in 2015](#), Financial Stability Board, November 2014

- [Report to the G20 Brisbane Summit on the FSB's review of the structure of its representation](#), Financial Stability Board, November 2014
- [OECD Secretary-General's Report to G20 Leaders on Tax Matters](#), November 2014
- [International Organisations' proposal for structured dialogue process with developing countries on tax matters](#), November 2014

These documents are in addition to those delivered to G20 Finance Ministers and Central Bank Governors, Labour and Employment Ministers, and Trade Ministers at their meetings this year.

### **G20 Working Group reports**

- [G20 2014 Brisbane Anti-Corruption Update](#)
- [2014 Brisbane Development Update](#)
- [G20 Energy Sustainability Working Group 2014 Co-chairs' Report](#)
- [G20 Climate Finance Study Group – Report to Ministers](#), 2014

### **Issues for further action**

- The FSB proposal for an internationally agreed standard requiring global systemically important banks (G-SIBs) to hold additional loss absorbing capacity in resolution will be subject to public consultation, a rigorous quantitative impact assessment and further refinement before any final measure is agreed by the 2015 Summit. The impact analyses will include consideration of the consequences of this requirement on banks in emerging markets, G-SIBs headquartered in EMEs, and state-owned banks.
- Given the challenges litigation poses and in order to strengthen the orderliness and predictability of the sovereign debt restructuring process, we welcome the international work on strengthened collective action and pari passu clauses. We call for their inclusion in international sovereign bonds and encourage the international community and private sector to actively promote their use. We ask our Finance Ministers and Central Bank Governors to discuss the progress achieved on this and related issues.
- If the US does not ratify the 2010 IMF reforms by end-2014, we ask the IMF to discuss options for next steps shortly thereafter and we ask our Finance Ministers and Central Bank Governors to work with the IMFC to schedule a discussion on these options in their next meeting.

### **Acknowledgements**

We thank international organisations, including the IMF, OECD, World Bank Group, WTO, ILO, FSB and UN, for their reports and recommendations, which have provided valuable inputs to G20 discussions.

These can be found at [http://www.g20.org/official\\_resources](http://www.g20.org/official_resources).

We thank the Business 20, Civil Society 20, Labour 20, Think 20 and Youth 20 for their important contribution to the G20's work.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Procedure Manuals (Ministerial)

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 73

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

There is no procedure manual for communication between the Prime Minister's Office, Portfolio Minister's Offices or Parliamentary Secretaries' Offices and the Department of the Prime Minister and Cabinet.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Procedure Manuals (Departmental)

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 74

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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?

**Answer:**

There is no procedure manual for communication between the Department of the Prime Minister and Cabinet and the Prime Minister, Portfolio Ministers or Parliamentary Secretaries.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATE 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Domain Usage

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** 75

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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:

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

**Answer:**

Due to the setup of the Department of the Prime Minister and Cabinet's information technology network structure, it is not possible to generate an automated report that separates the requested information by the minister's office. To provide this information will require manual intervention and is an unreasonable diversion of departmental resources.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Reviews

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 76

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 5

**Question:**

Since Budget Estimates in June, 2014:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
  1. the date they were ordered
  2. the date they commenced
  3. the minister responsible
  4. the department responsible
  5. the nature of the review
  6. their terms of reference
  7. the scope of the review
  8. Who is conducting the review
  9. the number of officers, and their classification level, involved in conducting the review
  10. the expected report date
  11. the budgeted, projected or expected costs
  12. If the report will be tabled in parliament or made public
2. For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?
  1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
  2. If so, please list their managing director and the board of directors or equivalent
  3. If yes, for each is the cost associated with their involvement, including a break down for each cost item
  4. If yes, for each, what is the nature of their involvement
  5. If yes, for each, are they on the lobbyist register, provide details.
  6. If yes, for each, what contact has the Minister or their office had with them
  7. If yes, for each, who selected them
  8. If yes, for each, did the minister or their office have any involvement in selecting them,

1. If yes, please detail what involvement it was
2. If yes, did they see or provided input to a short list
3. If yes, on what dates did this involvement occur
4. If yes, did this involve any verbal discussions with the department
5. If yes, on what dates did this involvement occur

3. Which reviews are on-going?
  1. Please list them.
  2. What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
5. Which reviews have concluded? Please list them.
6. How many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
  1. When will each planned review be commenced?
  2. When will each of these reviews be concluded?
  3. When will government respond to each review?
  1. Will the government release each review? If so, when? If not, why not?

**Answer:**

1. Three.

Cyber Security Review

1. N/A.
2. 29 September 2014.
3. The Prime Minister.
4. The Department of the Prime Minister and Cabinet.
5. A classified review of Australia's national cyber security policies and strategies.
6. N/A.
7. The Review will inform an updated vision for what Australia should seek to achieve in cyber security. It will identify government, industry and community responsibilities and practical initiatives for cyber security. It will also spell out the relationship between cyber security policy and other government policies. The Review's audit of existing cyber policies and strategies will be complemented by an analysis of long-term trends in cyberspace and their likely effect on Australia's national security. This will look at existing and emerging threats across the spectrum of malicious cyber activity from cybercrime to state-sponsored cyber capabilities.
8. The Department of the Prime Minister and Cabinet.
9. The Review is being done within existing departmental responsibilities of the Cyber Policy and Intelligence Division.
10. Mid 2015.
11. Expected costs of \$65,000, from within the Department of the Prime Minister and Cabinet's budget.
12. The report will be classified. It will not be tabled in the Parliament.

## Review of the Commonwealth's Counter-Terrorism Machinery

1. 5 August 2014.
2. 22 September 2014.
3. The Prime Minister.
4. The Department of the Prime Minister and Cabinet.
5. A review of the way Commonwealth agencies are organised to counter the threat of terrorism.
6. The terms of reference have not been publicly released.
7. Commonwealth departments and agencies.
8. The review is being conducted by a taskforce within Department of the Prime Minister and Cabinet.
9. As at 7 November 2014, the taskforce consists of 12 officers, of which, seven are seconded to the Department (SES Band 3 x 1, SES Band 1 x1, EL2 x 6, EL1 x 3, APS6 x 1).
10. End of 2014
11. The cost of the report will be absorbed from within existing Department of the Prime Minister and Cabinet and other departments' departmental appropriations.
12. Release of the report is a matter for the Government to decide.

## Review conducted under the *Aboriginal and Torres Strait Islander Peoples Act of Recognition 2013* (the Act of Recognition)

1. 27 March 2014 (due to an administrative error this was not included in the May response).
2. 27 March 2014.
3. The Minister for Indigenous Affairs.
4. The Department of the Prime Minister and Cabinet.
5. As required by the Act of Recognition, the review considered the readiness of the Australian public to support a referendum to amend the Constitution to recognise Aboriginal and Torres Strait Islander peoples.
6. The Review panel's terms of reference were to:
  - o consider the readiness of the Australian public to support a referendum to amend the Constitution to recognise Aboriginal and Torres Strait Islander peoples;
  - o consider proposals for constitutional change, taking into account the work of:
    - the Expert Panel on Constitutional Recognition of Indigenous Australians;
    - Reconciliation Australia; and
    - the Joint Standing Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples.
  - o Identify which of those proposals would be most likely to obtain the support of the Australian people;
  - o Consider the levels of support for amending the Constitution to recognise Aboriginal and Torres Strait Islander people amongst:
    - Aboriginal and Torres Strait Islander peoples;
    - the wider Australian public; and
    - State and Territory Governments.
7. Refer to 6 above.

The review also considered the preconditions for a successful referendum and possible steps to get there.

8. The review was conducted by a review panel appointed by the Minister for Indigenous Affairs, which comprised former Deputy Prime Minister, the Hon John Anderson AO, Co-Campaign Director of the ‘Recognise’ campaign, Ms Tanya Hosch and Mr Richard Eccles, Deputy Secretary of the Department of the Prime Minister and Cabinet.
9. The Constitutional Recognition Taskforce in the Department of the Prime Minister and Cabinet provided secretariat support. There are six officers in the Taskforce (the Assistant Secretary, SES Band 1; Senior Adviser, EL2; and advisers at the EL1, APS5, APS4 and APS3 level).
10. The final report was tabled in the Parliament on 19 September 2014.
11. The cost of the review is currently estimated to be \$257, 871.
12. Refer to 10 above.

## 2. Cyber Security Review

No.

### Review of the Commonwealth’s Counter-Terrorism Machinery

No.

### Review conducted under the Act of Recognition

1. The Hon John Anderson AO and Ms Tanya Hosch were appointed to conduct the Act of Recognition Review. Reconciliation Australia’s ‘Recognise’ campaign was also engaged to assist with elements of the Review.
2. The ‘Recognise’ campaign was engaged to conduct social research and polling. Reconciliation Australia oversees the ‘Recognise’ campaign. The Reconciliation Australia board comprises Dr Tom Calma AO (Co-Chair), Ms Melinda Cilento (Co-Chair), Mr Kenny Bedford, The Hon Fred Chaney AO, Mr Jason Glanville, Dr Ken Henry AC, Ms Djapirri Mununggirritj, Mr Peter Nash, Ms Kirstie Parker, Ms Joy Thomas. The Chief Executive Officer is Mr Justin Mohamed.
- 3.

	<b>Mr Anderson</b>	<b>Ms Hosch</b>
Sitting fees	\$9,936	\$15,525 (est.)
Travel costs and allowances	\$10,410	\$21,727 (est.)
<b>Total</b>	<b>\$20,346</b>	<b>\$37,252 (est.)</b>

Reconciliation Australia’s ‘Recognise’ campaign received \$180,000 to commission social research and polling for the Review.

4. Mr Anderson and Ms Hosch were appointed as review panel members. ‘Recognise’ was commissioned to conduct social research and polling for the Review.
5. Reconciliation Australia was listed as a ‘client’ on the Lobbyist Register.
6. The review panel, including Ms Tanya Hosch from Reconciliation Australia, met with the Minister for Indigenous Affairs and representatives from the Minister’s office on 27 August 2014 as part of stakeholder consultations undertaken to inform the review panel’s report.

7. Review panel members were selected by the Minister for Indigenous Affairs. Recognise was selected by the Review Panel (with Ms Hosch abstaining) on 11 June 2014.
8. Yes.
  1. Refer to response at 2 (7).
  2. Yes.
  3. Between December 2013 and March 2014.
  4. Yes.
  5. Between December 2013 and March 2014.
3. Ongoing reviews

The response to PM 310 from Budget Estimates 2014 remains current, with the following updates:

<b>1. Current Review - Name</b>	<b>2. Cost from Budget Estimates 2014 to Supplementary Budget Estimates 2014</b>
White Paper on Developing Northern Australia	\$873,355
White Paper on the Reform of the Federation	\$958,992
White Paper on Agriculture Competitiveness	\$914,725
Industry Investment and Competitiveness Agenda Taskforce	\$943,940

4. None.
5. The Renewable Energy Target (RET) Review Expert Panel, the Review of Indigenous Jobs and Training Programmes (the Forrest Review) and the Review under the Act of Recognition.
6. Three.
 

[The Renewable Energy Target \(RET\) Review Expert Panel](#)

The Government released the report from the Panel on the Review of the Renewable Energy Target on 28 August 2014.

[The Review of Indigenous Jobs and Training Programmes \(the Forrest Review\)](#)

The Report, Creating Parity – The Forrest Review, was handed to the Government on 24 June 2014.

[The Review under the Act of Recognition](#)

The Review was concluded and the Final Report was tabled in the Parliament on 19 September 2014.

7. The timing of responses is a matter for the Government.
8. None.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Sunset Provisions

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 77

**Type of question:** Written

**Date set by the committee for the return of answer:** 12 December 2014

**Number of pages:** 7

**Question:**

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
  1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
  2. Has any consideration been given to delaying or alerting the sunset provisions?
  3. Please provide a schedule or a work plan for the sunset provisions becoming active
  4. When did/will this work begin?
  5. When is/was the review due to commence?
  6. What is the expected report date?
  7. Who is the minister responsible for the review?
  8. What department is responsible for the review?
  9. List the specific clauses or legislation under review caused by the statutory provision.
  10. List the terms of reference.
  11. What is the scope of the review?
  12. Who is conducting the review? How were they selected? What are the legislated obligations for the selection of the person to conduct the review?
  13. What is the budgeted, projected or expected costs of the review?
  14. When was the Minister briefed on this matter?
  15. What decision points are upcoming for the minister on this matter?
  16. List the number of officers, and their classification level, involved in conducting the review.
  17. Will the report will be tabled in parliament or made public. If so, when?

**Answer:**

The following Acts or parts of Acts administered by the Department of the Prime Minister and Cabinet contain sunsetting provisions:

- *Aboriginal and Torres Strait Islander Peoples Recognition Act 2013*;
- Part 10 of the *Classification (Publications, Films and Computer Games) Act 1995*;
- and
- *Stronger Futures in the Northern Territory Act 2012*.

Answers to the questions requested in relation to each Act or part of an Act are set out below.

***Aboriginal and Torres Strait Islander Peoples Recognition Act 2013***

1. The two year sunset provision in section 5 of the *Aboriginal and Torres Strait Islander Peoples Recognition Act 2013* (Act of Recognition), was included to give ‘Parliament and the Australian people a date by which to consider further the readiness of Australians to approve a referendum to amend the Constitution to recognise Aboriginal and Torres Strait Islander Peoples.’
2. The Review Panel established under section 4 of the Act of Recognition recommended that the sunset provision be extended by no more than three years, to align with the timing of a referendum. The Joint Select Committee on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples also recommended an extension to the sunset provision.

The Government is currently considering these recommendations.

3. Refer questions 1 and 2.
4. Refer questions 1 and 2.
5. Section 4 of the Act of Recognition provides that the Minister for Indigenous Affairs must cause a review to occur within 12 months of the commencement of the Act (i.e. 28 March 2014). A Review Panel was appointed by the Minister for Indigenous Affairs on 27 March 2014.
6. The report of the Review Panel was tabled in Parliament on 19 September 2014.
7. Refer question 5.
8. The Department of the Prime Minister and Cabinet provided secretariat support to the Review Panel.
9. No clauses or legislation were required to be reviewed. The requirements for the review were outlined in section 4 of the Act of Recognition (see question 10).
10. In line with section 4 of the Act of Recognition, the Review Panel’s Terms of Reference were to:
  - (a) consider the readiness of the Australian public to support a referendum to amend the Constitution to recognise Aboriginal and Torres Strait Islander peoples; and

- (b) consider proposals for constitutional change to recognise Aboriginal and Torres Strait Islander peoples, taking into account the work of:
  - the Expert Panel on Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples; and
  - Reconciliation Australia;
- (c) identify which of those proposals would be most likely to obtain the support of the Australian people; and
- (d) consider the levels of support for amending the Constitution to recognise Aboriginal and Torres Strait Islander peoples amongst:
  - Aboriginal and Torres Strait Islander peoples;
  - the wider Australian public; and
  - the governments of the states and territories;
- (e) consider the pre-conditions for a successful referendum and possible steps to get there.

11. Refer questions 9 and 10.
12. The Review Panel comprised Mr John Anderson AO, former Deputy Prime Minister, Ms Tanya Hosch, Co-Campaign Director of the ‘Recognise’ campaign and Mr Richard Eccles, Deputy Secretary at the Department of the Prime Minister and Cabinet. The Minister for Indigenous Affairs appointed the Review Panel after consideration of a shortlist provided by the Department of the Prime Minister and Cabinet.
13. The costs of the review are estimated to be \$257,871. This includes sitting fees for review panel members, travel costs, research and printing costs.
14. In September 2014, prior to the Final Report being tabled.
15. The review is complete. The Final Report was tabled on 19 September 2014.
16. The Constitutional Recognition Taskforce within the Department of the Prime Minister and Cabinet provided secretariat support. There are six officers in the Taskforce - the Assistant Secretary (SES1), Senior Adviser (EL2) and Advisers at the EL1, APS5, APS4 and APS3 level.
17. Refer Question 6.

***Classification (Publications, Films and Computer Games) Act 1995***, Part 10, section 116, Material prohibited in certain areas in the Northern Territory.

1. None. Preparation for the activations of the sunset provision has not commenced as Part 10 of the *Classification (Publications, Films and Computer Games) Act 1995* does not cease until 2022.

2-17 N/A

***Stronger Futures in the Northern Territory Act 2012***, section 118

1. None. Preparation for the activation of the sunset provision has not commenced as the *Stronger Futures in the Northern Territory Act 2012* does not cease until 2022.

2-17. N/A.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Wine Coolers / Fridges

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 78

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current stocking level for each of these items?

**Answer:**

1. No.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** FOI Requests

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 79

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
  2. For how many has a redacted document been provided?

**Answer:**

1. The Department of the Prime Minister and Cabinet received 89 requests for documents under the *Freedom of Information Act 1982* from 28 May to 20 October 2014.
2. The specific information sought is not recorded in a way that would readily enable this question to be answered. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
3. Refer to the answer to question 2.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Ministerial Motor vehicle

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 80

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. Has the minister been provided with or had access to a motor vehicle? If so:
  1. What is the make and model?
  2. How much did it cost?
  3. When was it provided?
  4. Was the entire cost met by the department? If not, how was the cost met?
  5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  6. Are these costs met by the department? If not, how are these costs met?
  7. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
  8. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
  9. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
  10. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

**Answer:**

The Department has not provided any motor vehicles to the Prime Minister.

The only Minister in the Prime Minister and Cabinet portfolio who has been provided by the Department with a Canberra based privately plated vehicle is Senator Scullion. Consistent with long standing entitlements for ministers, home departments may provide a privately-plated vehicle in Canberra in lieu of Comcar. Details are:

1. make and model: Ford Territory;
2. cost: \$920.88 per month paid by the Department;
3. December 2013;
4. yes.
5. Ongoing costs (exclusive of GST) for the period 1 June to 31 October 2014 were:
  - a. fuel \$224.85; and
  - b. lease hire \$4,604.40.
6. Yes
7. see the parts 1.1 and 4.4 of the Ministers of State Entitlements Handbook on the Department of Finance website
  - a. [http://www.maps.finance.gov.au/entitlements\\_handbooks/ministers-of-state/Ministers\\_of\\_State\\_Entitlements.asp](http://www.maps.finance.gov.au/entitlements_handbooks/ministers-of-state/Ministers_of_State_Entitlements.asp);
8. issue of these guidelines is a matter for the Department of Finance;
- 9-10. See 8 above.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Ministerial Staff vehicles (non-MoPS)

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 81

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:
  1. What is the make and model?
  2. How much did it cost?
  3. When was it provided?
  4. Was the entire cost met by the department? If not, how was the cost met?
  5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  6. Are these costs met by the department? If not, how are these costs met?
  7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
  8. Have these guidelines changed during the specified period? If so, please detail.
  9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
  10. Have these guidelines changed during the specified period? If so, please detail.

**Answer:**

No, the Department of the Prime Minister and Cabinet has no role in providing cars to ministerial staff employed under the *Members of Parliament (Staff) Act 1984*.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Ministerial Staff vehicles

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 82

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:
  1. What is the make and model?
  2. How much did it cost?
  3. When was it provided?
  4. Was the entire cost met by the department? If not, how was the cost met?
  5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
  6. Are these costs met by the department? If not, how are these costs met?
  7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
  8. Have these guidelines changed during the specified period? If so, please detail.
  9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
  10. Have these guidelines changed during the specified period? If so, please detail.

**Answer:**

No. The Department of Finance is responsible for MOP(S) Act entitlements for ministerial staff.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Building Lease Costs

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 83

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 4

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. Date the lease agreement is active from.
  2. Date the lease agreement ends.
  3. Is the lease expected to be renewed? If not, why not?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. Why the building is necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
  1. Date from which the lease agreement was active.
  2. Date the lease agreement ended.
  3. Why was the lease not renewed?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. Why the building was necessary for the operations of the agency / department.
4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
  1. Date the lease agreement is expected to become active.
  2. Date the lease agreement is expected to end.
  3. Expected location of the building (City and state).
  4. Expected cost of the lease.
  1. Has this cost been allocated into the budget?
5. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
  1. What is the current occupancy rate for the building?
  2. If the rate is less than 100%, detail what the remaining being used for.

**Answer:**

1. The total cost of all commercial leases for the Department of the Prime Minister and Cabinet from 1 July 2014 to 30 September is \$4,910,705.
2. Below is a detailed list as at 30 September 2014 of each commercial building that is currently leased:

Site	1 <i>Date the lease agreement is active from</i>	2 <i>Date the lease agreement ends</i>	3 <i>Is the lease expected to be renewed? If not, why?</i>	4 <i>Location of the building (City and State)</i>	5 <i>Cost of the lease</i>	6 <i>Why the building is necessary for the operations of the agency/department?</i>
<b>One National Circuit, Barton</b>	17/02/2007	16/02/2022	TBA FY2019/20	Canberra, ACT	\$6,625,000 - per annum based on FY14/15 lease commitment	Office Accommodation
<b>Centraplaza, Woden</b>	1/03/2007	28/02/2022	TBA FY2019/21	Canberra, ACT	\$6,121,394 - per annum based on FY14/15 lease commitment	Office Accommodation
<b>Albert St, Brisbane</b>	14/06/2013	31/12/2014	No, office is not required beyond lease expiry.	Brisbane, QLD	\$1,019,603 - per annum based on FY14/15 lease commitment	Office Accommodation
<b>Level 24, 6 O'Connell St, Sydney</b>	1/08/2009	14/08/2017	No, at this stage the office not required.	Sydney, NSW	\$470,798 - per annum based on FY14/15 lease commitment	Office Accommodation
<b>Part Level 21, 101 Collins St Melbourne</b>	1/07/2011	30/06/2017	TBA FY16/17	Melbourne, VIC	\$129,130 - per annum based on FY14/15 lease commitment	Former Governor-General Office Accommodation
<b>Part Level 13, 1 Eagle St Brisbane</b>	1/02/2013	31/01/2018	TBA FY17/18	Brisbane, QLD	\$83,453 - per annum based on FY14/15 lease commitment	Former Governor-General Office Accommodation
<b>Ground Floor, 15 Murray Cres, Griffith</b>	1/05/2011	30/04/2016	TBA FY15/16	Griffith, ACT	\$62,775 - per annum based on FY14/15 lease commitment	Former Governor-General Office Accommodation
<b>First Floor, 15 Murray Cres, Griffith</b>	15/08/2013	30/04/2016	TBA FY15/16	Griffith, ACT	\$69,748 - per annum based in FY14/15 lease commitment	former Governor-General Office Accommodation
<b>Level 12, 6 O'Connell St, Sydney</b>	1/11/2011	30/06/2018	TBA FY17/18	Sydney, NSW	\$197,564 -per annum based in FY14/15 lease commitment	Office Accommodation - on behalf of the National Mental Health Commission (NMHC)- Lease will transfer to NMHC on 1/12/14 under the Machinery of Government changes
<b>Part Level 3, U Block, Queensland University of Technology, 2 George St Brisbane</b>	1/04/2014	31/03/2024	TBA FY22/23	Brisbane, QLD	\$65,000 - per annum based in FY14/15 lease commitment	former Governor-General Office Accommodation

<i>Site</i>	<i>Date the lease agreement is active from</i> <b>1</b>	<i>Date the lease agreement ends</i> <b>2</b>	<i>Is the lease expected to be renewed? If not, why?</i> <b>3</b>	<i>Location of the building (City and State)</i> <b>4</b>	<i>Cost of the lease</i> <b>5</b>	<i>Why the building is necessary for the operations of the agency/department?</i> <b>6</b>
Duke St, Coffs Harbour	29/05/2002	28/05/2014	Lease in holdover. Under the Shared Service arrangement The Department of Human Services (DHS) will renew.	Coffs Harbour, NSW	\$238,693 - per annum based in FY14/15 lease commitment	Office Accommodation
Church St, Dubbo	1/07/2007	30/06/2017	TBA FY16/17	Dubbo, NSW	\$272,563 - per annum based in FY14/15 lease commitment	Office Accommodation
Molesworth St, Lismore	1/12/2010	30/11/2015	TBA FY15/16	Lismore, NSW	\$40,123 - per annum based in FY14/15 lease commitment	Office Accommodation
Peel St, Tamworth	1/02/2007	31/01/2017	TBA FY16/17	Tamworth, NSW	\$108,150 - per annum based in FY14/15 lease commitment	Office Accommodation
Crn Thompson and O'Reilly St, Wagga Wagga	1/06/2008	31/05/2018	TBA FY17/18	Wagga Wagga, NSW	\$193,001 - per annum based in FY14/15 lease commitment	Office Accommodation
Jock Nelson Building, Alice Springs	1/02/2013	31/01/2016	TBA FY15/16	Alice Springs, NT	\$531,906 - per annum based in FY14/15 lease commitment	Office Accommodation
Woods St, Darwin	14/08/2009	13/08/2024	TBA FY23/24	Darwin, NT	\$1,638,897 - per annum based in FY14/15 lease commitment	Office Accommodation
Katherine Terrace, Katherine	1/04/2006	31/03/2016	TBA FY15/16	Katherine, NT	\$263,614 - per annum based in FY14/15 lease commitment	Office Accommodation
Chesterfield Circuit, Nhulunbuy	9/10/2007	8/10/2017	TBA FY16/17	Nhulunbuy, NT	\$369,619 - per annum based in FY14/15 lease commitment	Office Accommodation
Sheridan St, Cairns	25/03/2008	24/03/2018	TBA FY17/18	Cairns, QLD	\$469,560 - per annum based in FY14/15 lease commitment	Office Accommodation
Simpson St, Mt Isa	1/09/2012	31/08/2014	Lease in holdover. Under the Shared Service arrangement DHS will renew.	Mt Isa, QLD	\$168,287 - per annum based in FY14/15 lease commitment	Office Accommodation
East St, Rockhampton	30/09/2011	31/08/2015	TBA FY14/15	Rockhampton, QLD	\$135,743 - per annum based in FY14/15 lease commitment	Office Accommodation
Stirling St, Port Augusta	19/08/2013	18/08/2015	TBA FY14/15	Port Augusta, SA	\$125,583 - per annum based in FY14/15 lease commitment	Office Accommodation

<i>Site</i>	<i>Date the lease agreement is active from</i> <b>1</b>	<i>Date the lease agreement ends</i> <b>2</b>	<i>Is the lease expected to be renewed? If not, why?</i> <b>3</b>	<i>Location of the building (City and State)</i> <b>4</b>	<i>Cost of the lease</i> <b>5</b>	<i>Why the building is necessary for the operations of the agency/department?</i> <b>6</b>
<b>Short St, Broome</b>	19/08/2009	30/06/2014	Lease in holdover. Under the Shared Service arrangement DHS will renew.	Broome, WA	\$237,416 - per annum based in FY14/15 lease commitment	Office Accommodation
<b>Hardman St, Derby</b>	1/07/2001	30/06/2014	Lease in holdover. Under the Shared Service arrangement DHS will renew.	Derby, WA	\$219,348 - per annum based in FY14/15 lease commitment	Office Accommodation
<b>Chapman Rd, Geraldton</b>	2/10/2006	1/10/2013	No, co-locating with DHS	Geraldton, WA	\$113,712 - per annum based in FY14/15 lease commitment	Office Accommodation
<b>Boulder Rd, Kalgoorlie</b>	1/02/2004	31/01/2014	Lease in holdover, under Shared Service arrangement, DHS will renew	Kalgoorlie, WA	\$239,742 - per annum based in FY14/15 lease commitment	Office Accommodation
<b>Riverfig Ave, Kununurra</b>	10/02/2013	9/02/2016	TBA FY 15/16	Kununurra, WA	\$116,980 - per annum based in FY14/15 lease commitment	Office Accommodation
<b>St Georges Terrace, Perth</b>	1/10/2011	30/11/2014	No, under the Shared Service arrangement DHS will renew	Perth, WA	\$434,917 - per annum based in FY14/15 lease commitment	Office Accommodation
<b>Brand St, South Hedland</b>	1/03/2007	28/02/2014	Lease in holdover. Under the Shared Service arrangement DHS will renew.	South Hedland, WA	\$252,205 - per annum based in FY14/15 lease commitment	Office Accommodation

3. Nil
4. Nil
5. Level 24, 6 O'Connell Street, Sydney is currently vacant; however, the Sydney Indigenous Affairs Office will relocate to this tenancy on 27 March 2015 for the remainder of the lease term. All other tenancies leased by the Department are 100% occupied.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Government advertising

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 84

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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

**Answer:**

1. The items and approving officers government advertising for the period 1 June 2014 to 31 October 2014 were as follows (all figures are exclusive of GST):

<b>Item of Expenditure and Cost</b>	<b>Approving Officer</b>	<b>Outlets paid</b>
G20 leaders' summit, Community Information Forum: \$6,759.58.	Assistant Secretary, G20 Strategic Communications Branch	Adcorp Australia
Gazette notices, Office of the Registrar of Indigenous Corporations: \$140.00	Manager, Officer of the Registrar of Indigenous Corporations	Australian Securities and Investments Commission

Appointment of Special Administrator, Officer of the Registrar of Indigenous Corporations: \$1,623.89	Manager, Officer of the Registrar of Indigenous Corporations	Mitchell & Partners
Recruitment advertising: \$7,780.45	HR Manager, People, Capability & Performance Branch	Adcorp Australia
Recruitment advertising: \$1,995.00	HR Manager, People, Capability & Performance Branch	Australian Public Service Commission
Indigenous Advancement Strategy guidelines and grant application round: \$43,622.79	Assistant Secretary, Programme Implementation Taskforce	Mitchell & Partners
Memorial service for MH17: \$46,949.38	Acting Assistant Secretary, Ceremonial & Hospitality Branch	Mitchell & Partners
Supporting programme advertising for the Remote School Attendance Strategy: \$61,627.69	Director, Schools Attendance Branch	Universal McCann
Business development in township of Wurrumiyanga: \$1,114.94	Executive Director – Township Leasing	Northern Territory News Corp
Business advisor project – Tiwi Resources: \$851.65	Executive Director – Township Leasing	Northern Territory News Corp

2. For the rest of the financial year, a maximum of \$450,000 has been allocated to advertising as part of the Traffic and Transport notifications campaign which ran in Brisbane in October and November 2014 in the lead up to the G20 Leaders' Summit. Final costs are anticipated shortly. The budget for the G20 was committed by the previous government. The Abbott Government will achieve savings of \$7 million in 2014-15 by reducing funding provided to the Department of the Prime Minister and Cabinet for G20 related activities.

The Assistant Secretary, G20 Strategic Communications Branch is the financial approver. G20's advertising contract is with Mitchell Adcorp Alliance, the Whole of Government Master Media Agency.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Workplace assessments

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 85

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How much has been spent on workplace ergonomic assessments?
1. List each item of expenditure and cost
2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?
3. If so, list each item of expenditure and cost related to those changes

**Answer:**

The Department does not record spending on, or action resulting from, workplace ergonomic assessments in a way that would readily allow answers to be provided to these four questions. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Ministerial Website

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 86

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Answer is unchanged from Budget Estimates 26 May–6 June 2014 PM 323.

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**ANSWERS TO QUESTIONS ON NOTICE**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Ministerial staff turnover

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 87

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

The Special Minister of State will answer questions on ministerial staff on behalf of all agencies.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Multiple tenders

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 88

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. Nil.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Enterprise Bargaining Agreements (EBAs)

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 89

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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

**Answer:**

1. The Department of the Prime Minister and Cabinet Enterprise Agreement 2011-2014 is the only enterprise agreement in operation.

A section 24(3) determination is in place which preserves the terms and conditions of employment of all APS and Executive Level staff moved to the Department of the Prime Minister and Cabinet (PM&C) under the 2013 machinery of government changes.

The Department currently administers the terms and conditions of employment for employees under ten enterprise agreements. The terms and conditions of those employees are preserved until a new enterprise agreement is in place. The ten enterprise agreements, including their respective commencement and expiry dates, are provided below.

Agreement	Commencement date	Expiry date
Attorney-General's Department Enterprise Agreement 2011	28 September 2011	30 June 2014
Department of Broadband, Communications and the Digital Economy Enterprise Agreement 2011-2014	1 July 2012	30 June 2014
Department of Education, Employment and Workplace Relations Enterprise Agreement 2012-2014	13 June 2012	30 June 2014

Department of Families, Housing, Community Services and Indigenous Affairs Enterprise Agreement 2012 to 2014	1 May 2012	30 June 2014
Department of Finance and Deregulation Enterprise Agreement 2011-2014	15 July 2011	30 June 2014
Department of Health and Ageing Enterprise Agreement 2011-2014	30 November 2011	30 June 2014
Department of the Prime Minister and Cabinet Enterprise Agreement 2011-2014	30 June 2011	30 June 2014
Department of Regional Australia, Regional Development and Local Government Enterprise Agreement 2011	21 July 2011	30 June 2014
Department of Sustainability, Environment, Water, Population and Communities Enterprise Agreement 2011-2014	5 December 2011	30 June 2014
One Innovation Enterprise Agreement 2011	27 June 2011	30 June 2014

2. See answer to question one.
3. The Department commenced bargaining on 26 May 2014 and issued the Notice of Employee Representational Rights on 6 June 2014. The Department has held 14 negotiation meetings to date.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Departmental Upgrades

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 90

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
  1. If so, list these
  2. If so, list the total cost for these changes
  3. If so, list the itemised cost for each item of expenditure
  4. If so, who conducted the works?
  5. If so, list the process for identifying who would conduct these works
  6. If so, when are the works expected to be completed?

**Answer:**

No.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Non-Conventional Therapies

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 91

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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:
  1. What is the process by which these therapies can be approved?
  2. Who are they available to?
  3. 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:
  1. What therapies have been provided?
  2. What were they used to treat?
  3. What was the cost of the therapy?

**Answer:**

1. No.
2. No.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Office Plants

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 92

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any office plants?
1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?

**Answer:**

1. No.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Office recreation facilities

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 93

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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)?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?

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

**Answer:**

1. No.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Vending machines

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 94

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer:**

1. No.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Legal Costs

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 95

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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 legal advice

**Answer:**

1, 2 & 3. Consistent with longstanding practice of successive governments the Department has not provided point-in time information about its legal services expenditure as to do so would be an unreasonable diversion of departmental resources.

In accordance with the 'Legal Service Directions 2005' issued by the Attorney-General, the Department publishes on its website the total internal and external legal services expenditure, including the total expenditure on counsel. The Department's legal services expenditure report for 2013-14 has been published on the Department of the Prime Minister and Cabinet (PM&C) website, at: <http://www.dpmc.gov.au/accountability/legal/index.cfm>.

4. PM&C procures legal services using the Legal Services Multi-Use List, which is administered by the Attorney-General's Department. The list includes legal service providers who have been pre-qualified to provide legal services to the Commonwealth in nominated categories of legal work.

# **Senate Finance and Public Administration Legislation Committee**

## **ANSWERS TO QUESTIONS ON NOTICE**

**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Provision of equipment - departmental

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 96

**Type of Question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

### **Question:**

Since Budget Estimates in June 2014:

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.

### **Answer:**

The Department of the Prime Minister and Cabinet has met costs of providing equipment to departmental staff for appropriate business needs. The electronic equipment includes wireless cards, thumb drives, iPads, iPhones, laptops.

Electronic equipment costs are reported against three general ledger items; as a result costs are combined. To attempt to separate these costs would involve an unreasonable diversion of departmental resources.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Lobbyist Register Meetings

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 97

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. List all interactions between the department/agency with any representative listed on the lobbyist register. 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.

**Answer:**

The Lobbying Code of Conduct does not require government representatives to centrally document the information sought in relation to interactions with registered lobbyists. This is unchanged from the previous government. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Appointments

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 98

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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.

**Answer:**

1. Refer to response to PM 313 from Budget Estimates 2014.
2. The table below details the gender ratio on each board across the Prime Minister and Cabinet portfolio as at 20 October 2014:

<b>Board Name</b>	<b>Current Gender Ratio</b>
Aborigines Benefit Account Advisory Committee	9 males and 6 females
Aboriginal Hostels Limited	5 males and 3 females
Australian B20 Leadership Group *	25 males and 9 females
Business Advisory Council	12 males and 2 females
Civil Society 20 Steering Committee *	11 males and 6 females
Defence Force Remuneration Tribunal	2 males and 1 female
Community Business Partnership	6 males and 5 females
Indigenous Business Australia	2 males and 5 females
Indigenous Land Corporation	3 males and 4 females
Labour 20 Steering Group *	22 males and 6 females
National Australia Day Council (NAD)	3 males and 5 females
Northern Australia Advisory Group	10 males and 2 females
Outback Stores Pty Ltd	4 males and 2 females
Prime Minister's Indigenous Advisory Council	8 males and 4 females
Remuneration Tribunal	2 males and 0 females
Youth 20 Planning Group *	5 males and 3 females
<i>Total for portfolio</i>	129 males (67%) and 63 females (33%)

\* Boards abolished since Supplementary Budget Estimates 2014

3.&4. Refer to response to PM 313 from Budget Estimates 2014.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Staff Transfers

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 99

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 8

**Question:**

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
9. How many of your employees have been transferred to Canberra since the 2013 federal election?
10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
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.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
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.
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.

15. For every transferred employee please provide and explanation for their transfer?
16. For every transferred employee please provide any other cost incurred by the department because of that transfer?
17. Please provide all relevant dates.

### **Redundancies**

18. How may positions have been made redundant in your department since the 2013 federal election?
  - a. How many of these positions were ongoing?
  - b. How many of these positions were non-ongoing?
  - c. How many of these positions were situated in the Australian Capital Territory?
19. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
  - 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?
20. How many of these employees were offered voluntary redundancies since the 2013 federal election?
  - 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?
21. How many accepted voluntary redundancies since the 2013 federal election?
  - 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?
22. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
  - 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?
23. For all employees who accepted voluntary redundancies since the 2013 federal election please:
  - a. Provide a dollar figure of their pay out
  - b. their age
  - c. gender
  - d. a description of their position
  - e. APS level
  - f. contract type (non-ongoing versus ongoing)
  - g. responsibilities
  - h. where they were located
  - i. Please specify what component of that figure was paid out entitlements (annual leave etc).
  - j. Please specify any other costs incurred by the department because of this redundancy
  - k. Please provide the reason a voluntary redundancy was offered for their position
  - l. Please provide all relevant dates.
24. For all employees who were redeployed please provide:
  - a. Age
  - b. Gender

- c. Description of their position prior to and after redeployment, including the wages of these positions
- d. APS level of these positions
- e. Contract type (non-ongoing versus ongoing)
- f. Where they were located.
- g. Please specify any other costs incurred by the department because of this redeployment
- h. Please provide the reason for that redeployment
- i. Please provide all relevant dates.

25. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?

- 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?
- d. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
- e. How many of these employees were ongoing?
- f. How many of these employees were non-ongoing?
- g. How many of these employees were situated in the Australian Capital Territory?

26. For employees who were made forcibly redundant since the 2013 federal election please provide:

- a. Age
- b. Gender
- c. Dollar figure of their pay out
- d. Description of their position including APS level, contract type (non-ongoing versus ongoing)
- e. Responsibilities
- f. Where they were located
- g. Please specify what component of that figure was paid out entitlements (annual leave etc).
- h. Please specify any other costs incurred by the department because of this redundancy.
- i. Please provide the reason for that redundancy.
- j. Please provide all relevant dates.

## **Hiring**

27. How many people are employed in your department on non-ongoing contracts?

28. How many people are employed in your department on ongoing contracts?

29. How many non-ongoing contracts has your department extended since the 2013 federal election?

30. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?

31. How many of these extensions were approved by the Public Service Commission?

- 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 extension was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.

32. How many of these extensions were rejected by the Public Service Commission?

- 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.

33. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?

- 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.

34. How many non-ongoing contracts have expired without extension since the 2013 federal election?

- 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.

35. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?

36. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?

37. How many of these new non-ongoing engagements were approved by the Public Service Commission?

- 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.

38. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?

- 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.

39. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?

- 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 Commission's approval, as well as all relevant dates.

40. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?

41. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?

42. How many of these new ongoing engagements were approved by the Public Service Commission?

- 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.

43. How many of these new ongoing employee applications were rejected by the Public Service Commission?

- 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.

44. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?

- 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.

**Answer:**

- As at 30 September 2014, the Department employed 2292 staff. This number excludes inoperative employees, casual employees and secondees.
- Refer to the 2012-13 PM&C Annual Report ([http://www.dpmc.gov.au/annual\\_reports/2012-13/html/index.html](http://www.dpmc.gov.au/annual_reports/2012-13/html/index.html).)
- As at 30 September 2014, the number of staff employed in each State and Territory, including their age, gender and classification level, is provided in the tables below:

**Employees by State or Territory**

Australian Capital Territory	1447
New South Wales	95
Northern Territory	264
Queensland	303
South Australia	47
Tasmania	10
Victoria	27
Western Australia	99

### **Employees by Age**

Age <25	82
Age 25 -34	667
Age 35 -44	633
Age 45 -54	590
Age 55 -64	295
Age 65+	25

### **Employees by Gender**

Male	817
Female	1475

### **Employees by Substantive Classification**

APS1-3	84
APS4-6	1142
EL1	648
EL2	278
Graduate	35
SES1	74
SES2	23
SES3	7
Secretary	1

4. Nil.
5. N/A.
6. N/A.
7. As at 31 August 2013, the Department employed 729 people in Canberra. To attempt to provide information as at a specific date other than month-end (for which data is already available) would require an unreasonable diversion of departmental resources.
8. Nil.
9. Nil.
10. N/A.
11. N/A.
12. N/A.
13. N/A.
14. N/A.
15. N/A.
16. N/A.
17. N/A.

## **Redundancies**

18. In the period to 30 September 2014, 247 positions were made redundant. Of these:
  - a) 247.
  - b) Nil.
  - c) 127.
19. Nil, as the positions that were made redundant were done so on a voluntary basis.
  - a) N/A.
  - b) N/A.
  - c) N/A.
20. Of the positions that have been made redundant, all 247 employees were offered a voluntary redundancy. Of these:
  - a) 247.
  - b) Nil.
  - c) 127.
21. Of the positions that have been made redundant, all 247 employees accepted a voluntary redundancy. Of these:
  - a) 247.
  - a) Nil.
  - b) 127.
22. 35.
  - a) 35.
  - b) N/A.
  - c) 12.
23. Of the employees who accepted a voluntary redundancy:
  - a) Providing this data would be an unreasonable diversion of employee resources.
  - b) 77 were under 40 years of age and 170 over 40 years of age.
  - c) 160 were female and 87 were male (these figures are consistent with the overall gender ratio within the Department).
  - e) 122 were at the EL1 and EL2 classification levels and 125 at the APS2 to APS6 classification levels.
  - f) All were ongoing.
  - d) Providing this data would be an unreasonable diversion of departmental resources.
  - g) Providing this data would be an unreasonable diversion of departmental resources
  - h) 127 were located in the ACT and 120 in the state and territory network.
  - i) Providing this data would be an unreasonable diversion of departmental resources.
  - j) N/A.
  - k) A voluntary redundancy was offered for these positions to reduce the Department's staffing levels to meet our budget requirements.
  - l) Providing this data would be an unreasonable diversion of departmental resources.
24. N/A.
25. Nil.

26. N/A.

**Hiring**

27. As at 30 September 2014, 255 people were employed on non-ongoing contracts.
28. As at 30 September 2014, 2136 people were employed on ongoing contracts
29. 112.
30. The extension of a non-ongoing contract is not required to be submitted to the APSC for approval. The Secretary of the Department has responsibility for approving non-ongoing contract extensions.
31. The extension of non-ongoing contracts is not required to be approved the Public Service Commission.
  - a) N/A
32. N/A.
33. N/A.
34. 22.
  - a) Providing this data would be an unreasonable diversion of departmental resources.
35. 174. Of these, 127 (73%) are engagements related to G20.
36. The engagement of new non-ongoing employees is not required to be submitted to the APSC for approval. The Secretary of the Department has responsibility for approving engagement of new non-ongoing employees.
37. N/A.
38. N/A.
39. N/A.
40. 55 employees have been engaged on an ongoing basis since 7 September 2013. This does not include employees who have been promoted or transferred from other APS Departments. To attempt to provide information as at a specific date other than month-end (for which data is already available) would require an unreasonable diversion of departmental resources.
41. 55.
42. 55.
  - a) Providing this data would be an unreasonable diversion of departmental resources.
43. Nil.
  - a) N/A.
44. Nil.
  - a) N/A.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Existing Resources Program

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 100

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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?

**Answer:**

The role and priority areas for the Department of the Prime Minister and Cabinet are set out in the Portfolio Budget Statements 2014-15, Budget related paper No. 1.14, PRIME MINISTER AND CABINET Portfolio.

The Department undertakes its functions within the resources allocated to it. To attempt to provide the level of detail sought by this question would involve an unreasonable diversion of departmental resources.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Conditions of Government Contracts and Agreements

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 101

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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?

**Answer:**

1. The Department uses the Commonwealth Contracting Suite for contracts valued below \$200,000. These templates were developed by the Department of Finance and contain standard terms and conditions for use by Commonwealth entities. The templates do not contain limitations or restrictions on advocacy or criticising government policy.

The Department uses a long form contract template for contracts valued at or above \$200,000. This contract template does not contain limitations or restrictions on advocacy or criticising Government policy.

The Department does not centrally record details of amendments to the template contract clauses.

2. N/A.

3. The Department does not centrally record details of amendments to agreement clauses. Any attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

4.-8. See response to 3. above.

9. The Department does not have access to this information.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Market Research

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 102

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 3

**Question:**

Since Budget Estimates in June, 2014:

- 1A. List any market research conducted by the department/agency:
- 1B. List the total cost of this research
2. List each item of expenditure and cost, broken down by division and program
3. Who conducted the research?
4. How were they identified?
5. Where was the research conducted?
6. In what way was the research conducted?
7. Were focus groups, round tables or other forms of research tools used?
8. How were participants for these focus groups et al selected?
9. How was the firm or individual that conducted the review selected?
10. What input did the Minister have?
11. How was it approved?
12. Were other firms or individuals considered? If yes, please detail.

**Answer:**

Communication materials to support the rollout of low aromatic unleaded fuel

1. A. The Department has conducted concept testing research for communication materials to support the rollout of low aromatic unleaded fuel.  
B. \$82,362.50 (GST Inc).
2. \$82,362.50 (GST Inc) was paid in June 2014 for Phase 2 research to refine concept and messaging for communications materials to support the rollout of low aromatic unleaded fuel. This was undertaken to support the Petrol Sniffing Strategy which is now part of the Safety and Wellbeing Programme under the Indigenous Advancement Strategy.

3. Cultural and Indigenous Research Centre Australia (CIRCA).
4. CIRCA was identified by the former Department of Health and Ageing from a Market Research Panel. The organisation had also previously provided similar market research services for communications materials previously developed and funded by the Department of Health and Ageing for Opal fuel.
5. The research was conducted in Mount Isa, Beswick, Katherine, Darwin and Sydney.
6. The research was conducted through face-to-face focus groups and phone interviews in identified communities.
7. Focus groups and stakeholder phone interviews were undertaken.
8. A range of stakeholders were included in the research, including tourists, community-based organisations, fuel retailers and mechanics. Most of the stakeholders were recruited in response to contacts provided by the Department (at both the local and national level), as well as contacts provided by local Aboriginal and Torres Strait Islander research partners. Fuel retailers and mechanics were also recruited by CIRCA by directly calling these businesses.

Non-Indigenous residents were recruited through qualitative recruitment agency West Coast Field Services, who randomly call residents from the electronic white pages.

Aboriginal and Torres Strait Islander participants were recruited through local Aboriginal and Torres Strait Islander research partners.

9. CIRCA was selected in 2013 by the former Department of Health and Ageing as a Request for Quote through Market Research Panel.
10. The decision was made in the first half of 2013 under the previous government. The work conducted in May/June 2014 was Phase 2 of an ongoing body of work relating to the development of communications materials to support low aromatic unleaded fuel which began in the first half of 2013.
11. The research was approved by the former Department of Health and Ageing at the First Assistant Secretary level.
12. The Request for Quote was not sent to any other firms or individuals.

#### Community awareness of impacts of G20 Summit

1. The original G20 budget had not included a communication element, but in early 2013 a strategic communications budget was established. A small amount of funding was set aside in the G20 strategic communications budget for community engagement activities. The Assistant Secretary, G20 Strategic Communications, approved the use of some of this funding (less than \$10,000) in June 2014 to undertake targeted quantitative research on community awareness of likely impacts on Brisbane during the Leaders' Summit. This baseline information was used to inform the necessary

traffic and transport advertising that was subsequently undertaken in the lead up to the Summit.

2. G20 study: \$7,927.00.  
GST: \$792.70.
3. Newspoll.
4. Limited tender under the \$80,000 threshold, compliant with Commonwealth Procurement Rules (CPRs).
5. The research was conducted in Queensland and Brisbane.
6. The research was conducted through a phone questionnaire.
7. No.
8. Participants were selected based on their location (Brisbane/South East Queensland).
9. Limited tender under the \$80,000 threshold, compliant with CPRs.
10. Nil.
11. The research was approved through internal departmental processes.
12. No.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Prequalified, Multi-use list tenders

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 103

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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?

**Answer:**

1. Yes.
2. The Department has one multi-use list: FaHCSIAMUL2013 - 1 Construction Services, Northern Territory. The suppliers on this multi-use list are:
  - AJ Rickert Building Pty Ltd;
  - Arnhem Contracting (Northern Territory (NT)) Pty Ltd;
  - Asbuild (NT) Pty Ltd;
  - Big River Housing;
  - Broad Constructions Pty Ltd;
  - Canstruct Pty Ltd;
  - Decmil Australia Pty Ltd;
  - DT Hobbs Pty Ltd;
  - Fleetwood Pty Ltd;
  - Georgiou Group Ltd;

- Gusher Pty Ltd;
- Harvey Developments Pty Ltd;
- Hutchinson Builders;
- Ingkerreke Outstations Resource;
- ITS Contracting Pty Ltd t/a Remote Concrete NT;
- KCOM Constructions;
- M & C Fior Construction Pty Ltd t/a Bullant Building;
- Murray River North Pty Ltd;
- Norbuilt;
- OTOC Australia Pty Ltd;
- Pacific Services Group Holdings Pty Ltd;
- Patrick Homes & Construction Pty Ltd;
- Pedersen (NT) Pty Ltd;
- Pindan Contracting Pty Ltd;
- Probuild (NT) Pty Ltd;
- Remote Asset Services Pty Ltd;
- Remote Building Solutions (QLD) Pty Ltd;
- Ri-Con Contracting;
- Scope Building NT Pty Ltd;
- Sitzler Bros Pty Ltd;
- Sonwayne Pty Ltd (Tangentyere);
- St Hilliers;
- Unique Urban Built Pty Ltd;
- Wildgeese Building Group Pty Ltd; and
- WIP Qld Pty Ltd.

3. All staff involved in procurement processes are required to declare potential conflicts of interest in writing as soon as they are known, and eliminate or manage the conflict appropriately. To attempt to identify specific conflicts of interest for all EL or higher staff would involve an unreasonable diversion of departmental resources.

4.-6. Refer to the Department of Finance's response to Question on Notice F25 from Supplementary Budget Estimates.

7. No.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Communications staff

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 104

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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?

**Answer:**

Following the machinery of government changes, approximately 40 staff within the department were undertaking communications functions. Since then, there has been a significant reduction in the communications staff. As at 1 December 2014, there were 27.4 full time equivalent (FTE) communications officers (a reduction of around 13 FTE). This was in part due to the completion of the media and communications support required for all G20 meetings including for the November leaders' summit.

The department is continuing to review the number of staff involved in communications-related activities.

<b>Classification</b>	<b>Ongoing</b>	<b>Non-ongoing</b>
<b>Public Affairs and Digital</b>		
EL2	1	
EL1/PAO3	1.8	1
APS6/PAO2	2	
APS5/PAO1	1	
APS4	1	
<b>Subtotal</b>	<b>6.8</b>	<b>1</b>
<b>Corporate Communication and Speeches</b>		
EL2	2	
EL1	4	1
APS5	1	
APS4	2	
<b>Subtotal</b>	<b>9</b>	<b>1</b>
<b>Indigenous Communications and Engagement</b>		
EL2	1	
EL1/PAO3	4	
APS6/PAO2	3	
APS5/PAO1	0.6	
APS4	1	
<b>Subtotal</b>	<b>9.6</b>	
<b>TOTAL</b>	<b>25.4</b>	<b>2</b>

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Freedom of Information

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 105

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 4

**Question:**

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?
  - a. If so, for each instance provide a table setting out the following information:
    - i. The Department or Agency which was consulted;
    - ii. The document;
    - iii. The purpose of the consultation;
    - iv. 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;
    - v. 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
2. 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?
  - a. If yes, provide a table setting out the following information:
    - i. The requests with respect to which the Minister or Ministerial office was consulted;

- ii. The Minister or Ministerial office which was consulted;
- iii. The purpose of the consultation;
- iv. 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;
- v. 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
- vi. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

## **Staffing resources**

The following questions relate to the period from 18 September 2013:

- 3. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

## **FOI Disclosure Log**

- 4. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:
  - 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).
- 5. 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:
  - 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?
    - i. What was the approximate cost for salaries for the FTE staff allocated to this task?
- 6. Has the Department or Agency charged any for access to a document under section 11C(4)?

- a. If so, please provide the following information in a table:
  - i. On how many occasions charges have been imposed;
  - ii. The amount charged for each document
  - iii. The total amount charged;
  - iv. What is the highest charge that has been imposed.

**With respect to FOI requests:**

7. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
  - a. Of those, how many were:
    - i. Released in full
    - ii. Released in part
    - iii. Refused access on the grounds that release of the document would be contrary to the public interest
    - iv. Other (please specify).

**Answer:**

1. See the department's answer to PM 344 (question 1) for Budget Estimates 2014-15. There has been no change in the information set out in that answer.
2. See the Department's answer to PM3 44 (question 2) for Budget Estimates 2014-15. There has been no change in the information set out in that answer.
3. As at 4 November 2014, there were eight positions whose work includes processing FOI requests made to the Department and portfolio ministers. As set out in the Department's answer to PM 344 (question 3) for Budget Estimates 2014-15, in addition to processing FOI requests, the team also handles privacy matters, Ombudsman policy and complaints, and other areas of administrative law. The team reports to an SES Band 1 position. Classifications and numbers in the team (in full time equivalent) are as follows:
  - EL 2: 2.6 staff;
  - EL 1: 2 staff;
  - APS 6: 1 staff; and
  - APS 5: 1.5 staff (one position non-ongoing).

Since September 2013, there have been increases and decreases in staffing numbers consistent with the machinery of government changes, and other staffing needs of the team as per business requirements.

The team supports the Department's FOI decision makers. All SES officers in the Department are authorised decision makers for the purposes of the *Freedom of Information Act 1982*. To provide the average FTE allocated to processing FOI requests across the whole Department would be an unreasonable diversion of departmental resources.

4. See the department's answer to PM 344 (question 4) for Budget Estimates 2014-15. There has been no change in the information set out in that answer.
5. Not applicable see answer to question 4 above.
6. No.
7. The information sought is not recorded in a way that would readily enable this question to be answered. It would require consideration of every document in every FOI request processed by the Department since 18 September 2013. To do so would be an unreasonable diversion of the resources of the Department.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Functions

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 106

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 5

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. Please see below a list of all formal functions or forms of hospitality conducted for the Prime Minister

<b>Event</b>	<b>Guest List (Part 1)</b>	<b>Who initiated the request for the function (Part 2)</b>	<b>The menu, programme or list of proceedings for the function (Part 3)</b>	<b>A list of drinks consumed at the function (Part 4)</b>
Dinner in honour of His Excellency Mr Shinzo Abe, Prime Minister of Japan and Mrs Akie Abe Prime Minister's Dining Room, Parliament House (Monday 7 July 2014)	Please see Attachment A1	The Prime Minister	Please see menu at Attachment A2	Please see Attachment A2
Pre-Dinner Reception with Business Leaders in honour of His Excellency Mr Shinzo Abe Cabinet Ante Room, Parliament House (Tuesday 8 July 2014)	Please see Attachment B1	The Prime Minister	Please see menu at Attachment B2	Please see Attachment B2
Dinner in honour of His Excellency Mr Shinzo Abe, Prime Minister of Japan, and Mrs Akie Abe Great Hall, Parliament House (Tuesday 8 July 2014)	Please see Attachment C1	The Prime Minister	Please see menu at Attachment C2	Please see Attachment C2

<b>Event</b>	<b>Guest List (Part 1)</b>	<b>Who initiated the request for the function (Part 2)</b>	<b>The menu, programme or list of proceedings for the function (Part 3)</b>	<b>A list of drinks consumed at the function (Part 4)</b>
<p>Dinner Co-hosted by Premier Barnett, in honour of His Excellency Mr Shinzo Abe, Prime Minister of Japan, and Mrs Akie Abe</p> <p>Astral Ballroom, Crown Plaza, Perth</p> <p>(Wednesday 9 July 2014)</p>	Please see Attachment D1	The Prime Minister	Please see menu at Attachment D2	Please see Attachment D2
<p>Signing of the official Condolence Book in support and sympathy for those tragically killed on Flight MH17</p> <p>Marble Foyer, Parliament House</p> <p>(Tuesday 22 July 2014)</p>	Please see Attachment E1	The Prime Minister	Please see summary of arrangements at Attachment E2	There was no food or beverages served at the function
<p>Memorial Service for Victims of MH17</p> <p>St Patrick's Cathedral, Melbourne</p> <p>(Thursday 7 August 2014)</p>	A guest list for the service is not available given the large number of members of the public who attended on the day.	The Prime Minister	Please see list of proceedings at Attachment F2	There was no food or beverages served at the function

<b>Event</b>	<b>Guest List (Part 1)</b>	<b>Who initiated the request for the function (Part 2)</b>	<b>The menu, programme or list of proceedings for the function (Part 3)</b>	<b>A list of drinks consumed at the function (Part 4)</b>
<p>Reception in support and sympathy of those tragically killed on Flight MH17 following the National Memorial Service</p> <p>Ballroom, Park Royal, Melbourne (Thursday 8 August 2014)</p>	<p>Please see Attachment G1. Please note that the list does not include the names of family members of the victims, DFAT and AFP case officers and DHS psychologists. If further information is sought we would wish to alert the families before providing such information.</p>	<p>The Prime Minister</p>	<p>Please see menu at Attachment G2</p>	<p>Please see Attachment G2</p>
<p>Australian National Flag Day</p> <p>Forecourt, Parliament House</p> <p>(Wednesday 3 September 2014)</p>	<p>Please see Attachment H1</p>	<p>The Prime Minister</p>	<p>Please see list of proceedings at Attachment H2</p>	<p>There was no food or beverages served at the function</p>
<p>Breakfast on the occasion of the Council of Australian Governments Meeting (COAG)</p> <p>Prime Minister's Dining Room, Parliament House</p> <p>(Friday 10 October)</p>	<p>Please see Attachment I1</p>	<p>The Prime Minister</p>	<p>Please see menu at Attachment I2</p>	<p>Please see Attachment I2</p>

<b>Event</b>	<b>Guest List (Part 1)</b>	<b>Who initiated the request for the function (Part 2)</b>	<b>The menu, programme or list of proceedings for the function (Part 3)</b>	<b>A list of drinks consumed at the function (Part 4)</b>
Luncheon on the occasion of COAG Prime Minister's Dining Room, Parliament House (Friday 10 October)	Please see Attachment J1	The Prime Minister	Please see menu at Attachment J2	Please see Attachment J2

2. Please refer to PM 63

**Dinner in honour of His Excellency Mr Shinzo Abe,  
Prime Minister of Japan and Mrs Akie Abe**

**07-Jul-2014 7:30 PM**

**Prime Minister's Dining Room, Parliament House**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP	1
His Excellency Mr Shinzo Abe and Mrs Abe	2
Official Party	2
Diplomatic Corps	1
Australian Ambassador	1
Prime Minister's Office	2
<b>TOTAL</b>	<b>9</b>

**Attachment A2**

Dinner

*in honour of*

His Excellency Mr Shinzo Abe  
*Prime Minister of Japan*  
and Mrs Akie Abe

*given by*

The Honourable Tony Abbott MP  
*Prime Minister of Australia*

Prime Minister's Dining Room  
Parliament House  
Canberra

Monday 7 July 2014

# Wines

Bindi Composition Chardonnay  
*Victoria, 2012*

Rolf Binder Shiraz  
*South Australia, 2011*

# Menu

## Amuse Bouche

Blue Swimmer Crab Sandwich  
*with coriander mayonnaise*

## Entrée

Bluefin Tuna  
*with lemon, fennel and wasabi*

## Main

Robbins Island Full Blood Wagyu  
*with shimeji mushrooms, baby spinach,  
merlot sauce and Paris Mash*

## Dessert

Valrhona Chocolate Soufflé  
*with cherry ripple ice cream*

## A Selection of Petits Fours

Tea and Coffee

**Pre-Dinner Reception with Business Leaders in honour of  
His Excellency Mr Shinzo Abe**

**08-Jul-2014 6.10 pm - 6.40 pm**

**Cabinet Ante Room, Parliament House, Canberra**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP	1
His Excellency Shinzo Abe and Mrs Abe	2
Official Party	34
Diplomatic Corps	2
Ministry	2
Australian Ambassador	1
Business	20
Academics	1
Prime Minister's Office	2
<b>TOTAL</b>	<b>65</b>

## **Attachment B2**

### **Pre-Dinner Reception with Business Leaders in honour of His Excellency Mr Shinzo Abe**

#### **Cold Canapés**

Veal  
Salmon  
Pepper and goats cheese filo

#### **Beverages**

Seppelt Fleur de lys  
Nick O'Leary Riesling 2013  
Clairault Cabernet Sauvignon 2010  
Crown lager  
Cascade light  
Juice  
Soft drinks  
Mineral water

**Dinner in honour of His Excellency Mr Shinzo Abe,  
Prime Minister of Japan, and Mrs Akie Abe**

**08-Jul-2014 6.30pm  
Great Hall, Parliament House, Canberra**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP	1
His Excellency Mr Shinzo Abe and Mrs Abe	2
Official Party	29
Presiding Officers	2
Diplomatic Corps	28
Ministry	26
Leader of the Opposition	2
Charge & Acting High Commissioners	1
Defence Chiefs	9
Members and Senators and Senators elect	126
Departmental Secretaries	13
Heads of Australian Political Parties	2
Australian Ambassador	1
Japanese Business Delegation	25
Others *	133
Prime Minister's Office	7
Ministers' Staff	3
Leader of the Opposition Staff	1
<b>TOTAL</b>	<b>411</b>

\* Includes a mix of business leaders, former Olympic athletes, community representatives, departmental officials, academics and non-working media.



*Dinner in honour of  
His Excellency Mr Shinzo Abe  
Prime Minister of Japan  
and Mrs Akie Abe*

*given by*

*The Honourable Tony Abbott MP  
Prime Minister of Australia*

***Menu***

*Wasabi Marinated Prawns  
with miso scented carrot purée, potato salad,  
asparagus spears and petit herbs*

---

*Duo of Beef Tenderloin  
with horseradish and parsnip cream,  
broccolini, sautéed forest mushrooms  
and a mulled wine jus*

---

*Lemon Myrtle Bavarois  
with rosella syrup*

---

***Wines***

*Nick O'Leary Riesling 2013, Canberra Region*

---

*Clonakilla Hilltops Shiraz 2013, Canberra Region  
Clairault Cabernet Sauvignon 2010, Western Australia*

***Speeches***

*Translation: English Channel 1, Japanese Channel 2*

*Tuesday 8 July 2014  
Great Hall, Parliament House, Canberra*

**Dinner in honour of His Excellency Mr Shinzo Abe,  
Prime Minister of Japan, and Mrs Akie Abe**

**09-Jul-2014 6.30 pm  
Astral Ballroom, Crown Perth**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP	1
His Excellency Mr Shinzo Abe and Mrs Abe	2
Official Party	30
WA Premier and Mrs Barnett	2
Diplomatic Corps	1
Commonwealth Ministry	3
State Ministers	4
Australian Ambassador	1
Premier of Western Australia Guests	51
Other *	134
Prime Minister's Office	6
Minister's Staff	1
Premier of Western Australia Staff	4
<b>TOTAL</b>	<b>240</b>

\* Includes a mix of business leaders, community representatives, departmental officials and academics.



Dinner in honour of  
His Excellency Mr Shinzo Abe, Prime Minister of Japan,  
and Mrs Akie Abe

given by

The Honourable Tony Abbott MP, Prime Minister of Australia

and

The Honourable Colin Barnett MLA, Premier of Western Australia

### Menu

#### Western Australia Marron

served with crab cream, truffled leeks, a soft poached quail's egg  
accompañado por un endive and cress salad with finger lime

#### Western Australia Amelia Park Lamb Loin

acompañado by courgette flower, aubergine and tomato compresion  
with saffron and olive gnocchi and a basil purée

#### Chocolate Ganache

with textures of pumpkin, orange and pecan nut

### Wines

Vasse Felix Chardonnay, Western Australia

Leeuwin Estate Art Series Riesling, Western Australia

Vasse Felix Shiraz, Western Australia

Leeuwin Estate Cabernet Sauvignon, Western Australia

### Speeches

Translation: English Channel 1, Japanese Channel 2

Wednesday 9 July 2014  
Astral Ballroom, Crown Perth



**Signing of the official Condolence Book  
in support and sympathy for those tragically killed on Flight MH17**

**22-Jul-2014 12.30 pm**

**Marble Foyer, Parliament House, Canberra**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP	1
Governor-General	1
Presiding Officers	2
Diplomatic Corps	13
Ministry	13
Leader of the Opposition	1
Defence Chiefs	5
<b>TOTAL</b>	<b>36</b>



**Commonwealth of Australia Condolence Book  
in support and sympathy of those tragically killed  
on Flight MH17**

**Marble Foyer  
Parliament House, Canberra  
Tuesday 22 July 2014  
12.30 pm**

The Honourable Bronwyn Bishop MP  
*Speaker of the House of Representatives and Master of Ceremonies,*  
welcomes guests

One Minute's Silence

National Anthem of Australia

The Lord's Prayer  
*Right Reverend Ian Lambert*

The Lord is My Shepherd  
*St Christopher's Choir*

The Condolence Book is signed by  
Governor-General of the Commonwealth of Australia  
Prime Minister of Australia  
Speaker of the House of Representatives  
President of the Senate  
Members of the Ministry  
Representative of the Leader of the Opposition  
Members and Senators  
Members of the Diplomatic Corps

The Master of Ceremonies concludes proceedings  
and then invites other guests and members of the public  
to sign the Condolence Book



# National Memorial Service

— 7 AUGUST 2014 —



*Remember*

— FLIGHT MH17 —

# Order of Service

St Patrick's Cathedral, Melbourne

# *Greeting and Welcome*

Most Reverend Denis Hart  
*Archbishop of Melbourne*

# *Australian National Anthem*

*With the Australian Boys Choir*

*Please stand*

Australians all let us rejoice,  
For we are young and free;  
We've golden soil and wealth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia Fair.  
In joyful strains then let us sing,  
Advance Australia Fair.

*Please be seated*

# *Multifaith Opening Prayer*

Dr Jayant Bapat  
*Hindu*

Ms Nina Bassat  
*President of the Jewish Community Council of Victoria*

Reverend Daniel Bullock  
*Director of the Baptist Union of Victoria*

His Excellency Most Reverend Paul Gallagher  
*Apostolic Nuncio in Australia*

Very Reverend Vasyl Kasyan  
*Ukrainian Orthodox Church in Australia and New Zealand*

Right Reverend David Palmer  
*Moderator, Presbyterian Church of Victoria*

Very Reverend Michael Protopopov  
*Russian Orthodox Church (Abroad)*

Sheikh Moustapha Sarakibi  
*Imam of the Islamic Council of Victoria*

Bishop Peter Stasiuk  
*Eparch of the Ukrainian Catholic Diocese of Australia and New Zealand*

Bishop Anba Suriel  
*Bishop of the Coptic Orthodox Church*

Venerable Phuoc Tan Thich  
*President, United Vietnamese Buddhist Congregation, Victoria*

Pastor Gordon Wegener  
*Representing Bishop Henderson of the Lutheran Church of Australia*

Right Reverend Paul White  
*Representing Archbishop Freier, Primate of the Anglican Church of Australia*

Mr Dan Wootton  
*Moderator of the Uniting Church in Australia, Synod of Victoria and Tasmania*

# Hymn

## The Lord is My Shepherd

*With the Australian Boys Choir*

The Lord's my Shepherd, I'll not want;  
He makes me down to lie  
In pastures green; He leadeth me  
The quiet waters by.

My soul He doth restore again,  
And me to walk doth make  
Within the paths of righteousness,  
E'en for His own name's sake.

Yea, though I walk in death's dark vale,  
Yet will I fear no ill;  
For Thou art with me, and Thy rod  
And staff my comfort still.

My table Thou hast furnished me  
In presence of my foes;  
My head Thou dost with oil anoint,  
And my cup overflows.

Goodness and mercy all my life  
Shall surely follow me;  
And in God's house forevermore,  
My dwelling place shall be.

## *Words of Sympathy and Support*

His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd)  
*Governor-General of the Commonwealth of Australia*

## *Reading*

Her Excellency Mrs Annemieke Ruigrok  
*Ambassador of the Kingdom of the Netherlands*

## *Reading*

His Excellency Mr Zainal Abidin Ahmad  
*High Commissioner for Malaysia*

## *Words of Sympathy and Support*

The Honourable Bill Shorten MP  
*Leader of the Opposition*

# Performance

## Even When I'm Sleeping

*Performed by Katie Noonan and Abby Dobson  
words & music by Dean Manning, Leonardo's Bride*

Don't be confused by my apparent lack of ceremony  
My mind is clear  
I may be low or miles high off in the distance  
I want you near

I love you  
Even when I'm sleeping  
When I close my eyes  
You're everywhere

And if they take me flying on the magic carpet  
See me wave  
If our communication fails  
I'll reconnect it  
I want to rave

I love you  
Even when I'm sleeping  
When I close my eyes  
You're everywhere

No matter where the road is leading us  
Remember, don't be afraid  
We have a continent that sometimes comes between us  
That's okay

I love you  
Even when I'm sleeping  
When I close my eyes  
You're everywhere

When I close my eyes  
You're everywhere

don't be afraid  
don't be afraid  
don't be afraid  
don't be afraid...

# *National Reflection*

The Honourable Tony Abbott MP  
*Prime Minister of Australia*

## *Floral Tribute*

The families of victims are invited to place a floral tribute in remembrance of those lost

### *Led by*

The Governor-General and Lady Cosgrove  
The Prime Minister and Mrs Abbott  
The Leader of the Opposition and Mrs Shorten

## *Final Blessing and Prayer*

Most Reverend Denis Hart  
*Archbishop of Melbourne*

## *Performance*

### **I am Australian**

***Performed by Katie Noonan***

*Music by Bruce Woodley AM, lyrics by Bruce Woodley AM and Dobe Newton (1987)*

We are one, but we are many  
And from all the lands on earth we come  
We share a dream and sing with one voice  
I am, you are, we are Australian

There are no words of comfort that can hope to ease the pain  
Of losing homes and loved ones the memories will remain  
Within the silent tears you'll find the strength to carry on  
You're not alone, we are with you. We are Australian

We are one, but we are many  
And from all the lands on earth we come  
We share a dream and sing with one voice  
I am, you are, we are Australian

**Reception in support and sympathy of those tragically killed on Flight MH17 following the  
National Memorial Service**

**07-Aug-2014 12.30 pm  
Park Hyatt, Melbourne**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP and Mrs Abbott	2
Governor-General and Lady Cosgrove	2
Governors and Administrator of the NT	3
Presiding Officers	3
Premiers & Chief Ministers	6
Ministry	1
Leader of the Opposition and Mrs Shorten	2
Defence Chiefs	1
Departmental Officers (Commonwealth)	1
<b>TOTAL</b>	<b>22</b>

Attachment G2

**RECEPTION FOLLOWING NATIONAL MEMORIAL SERVICE**

**Cold Canapés**

Prawn rice roll  
Goats cheese with peppers and basil

**Hot Canapés**

Potato Samosa  
Beef satay  
Mini lamb souvlaki  
Chicken croquettes

**Dessert Canapés**

Mini Pavlova  
Chocolate brownies

**Beverages**

Mineral water  
Soft drinks  
Orange juice

**Australian National Flag Day**

**03-Sep-2014 9.30 am - 10.30 am**

**Forecourt, Parliament House, Canberra**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP	1
Presiding Officers	1
Ministry	4
Defence Chiefs	3
Members and Senators	12
Organisations	1
<b>TOTAL</b>	<b>22</b>



## AUSTRALIAN NATIONAL FLAG DAY

### FLAG RAISING CEREMONY

**FORECOURT, PARLIAMENT HOUSE, CANBERRA  
WEDNESDAY 3 SEPTEMBER 2014**

### SUMMARY OF ARRANGEMENTS

Dress: Lounge Suit  
Day Dress  
Service Uniform

### ARRIVAL OF THE PRIME MINISTER OF AUSTRALIA

9.30 am The Honourable Mr Tony Abbott MP, *Prime Minister of Australia*, arrives

The Speaker of the House of Representatives and Master of Ceremonies introduces the Ngunnawal Elder

Welcome to Country

The Speaker of the House of Representatives and Master of Ceremonies announces the arrival of the Prime Minister and that he will receive a General Salute and then inspect Australia's Federation Guard of Honour and the Band of the Royal Military College of Australia

The Guard of Honour accords the Prime Minister a General Salute (with musical honours)

After the General Salute, the Guard Commander invites the Prime Minister to inspect the Guard of Honour and the Band

The Speaker of the House of Representatives and Master of Ceremonies announces the Centenary Flag

Members of Australia's Federation Guard proceed with the Centenary Flag for viewing by the Prime Minister and the President of the Australian National Flag Association

The Speaker of the House of Representatives and Master of Ceremonies speaks about the history of the Centenary Flag

The Guard Commander gives the order 'Australia's Federation Guard, General Salute –Present Arms' and the National Anthem of Australia is sung as the Centenary Flag is raised

Following the singing of the National Anthem, the Guard of Honour returns to the 'Attention' position

The Speaker of the House of Representatives and Master of Ceremonies announces the Prime Minister

9.55 am The Prime Minister speaks

As Convenient The Speaker of the House of Representatives concludes the event

The Prime Minister enters Parliament House via the Ceremonial Doors,

**Prime Ministers Breakfast on the occasion of COAG meeting**

**10-Oct-2014 8.00 am**

**Prime Minister's Dining Room, Parliament House**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott MP	1
Premiers & Chief Ministers	8
<b>TOTAL</b>	<b>9</b>

**Attachment I2**

**HOSPITALITY IN THE PRIME MINISTERS DINING ROOM FOR FIRST  
MINISTERS**

*7.30am-9.00am*

Fruit

Assorted pastries

Poached Eggs

Fresh Orange Juice

Coffee and Tea

**COAG Luncheon for Premiers, Chief Ministers and ALGA**

**10-Oct-2014 12.30pm-1.30pm**

**Prime Minister's Dining Room, Parliament House**

**FINAL ACCEPTANCE LIST**

The Honourable Tony Abbott	1
Premiers & Chief Ministers	8
Organisations	1
<b>TOTAL</b>	<b>10</b>

**HOSPITALITY IN THE PRIME MINISTERS SUITE FOR FIRST MINISTERS AND  
PRESIDENT OF ALGA**

*12.30pm-1.30pm*

Scallops

Sea Perch Fillet

Crème Brûlée

Tea and Coffee

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Red tape reduction

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 107

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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?

1. What is the progress of that red tape reduction target
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. What is the estimated total salary cost of the officers assigned to the unit.
7. Do members of the unit have access to cabinet documents?
8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

**Answer:**

1. Refer to response to PM 346 from Budget Estimates 2014.

1. The Deregulation Unit is working with all relevant areas of the Portfolio to identify and reduce unnecessary red tape.
2. Staffing numbers for the unit vary according to specific workload requirements. All staff working in the PM&C Deregulation Unit have other duties as well and do not work full time on deregulation. Staff currently includes 1 x Acting SES1, 1 x EL2, 1 x EL1 and 1 x APS4.

3-4 Deregulation Unit staff were recruited internally and externally.

5. Refer to response to PM 346 from Budget Estimates 2014.

6. The estimated annualised salary cost of the officers assigned to the unit as at 4 November 2014 is \$0.4 million.
7. Refer to response to PM 346 from Budget Estimates 2014.
8. 

Officer Level	Security Classification	Date Issued
SES1	Negative Vetting 2	19 April 2013
EL2	Baseline/ Protected	24 March 2010
EL1	Negative Vetting 1	17 November 2010
APS4	Baseline/ Protected	01 April 2014
9. Refer to response to PM 346 from Budget Estimates 2014.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Land costs

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 108

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 14

**Question:**

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
  - a. What is the current occupancy level and occupant of the items identified in (3)?
  - b. What is the value of the items identified in (3)?
  - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

**Answer:**

1. The Department owns 132 parcels of land, comprising 131 owned staff housing residences and one owned commercial office building. The Department leases 85 parcels of land, comprising 20 owned buildings and 296 prefabricated units for remote office and residential accommodation.

2. See table at Attachment A. Note that some land holdings in remote locations are not surveyed so block size is not available. Additionally, the valuations provided represent the book value on transfer to the Department as at 30 June 2014 as a result of machinery of government changes. The Department has commenced a rolling valuation programme for all owned assets. This programme will continue throughout 2015.
3. See table at Attachment A.
  - a. All residential and office accommodation is 100% available for occupation by government staff or office holders. Some residential housing is periodically vacant due to staff turnover and organisational changes.
  - b. See table at Attachment A.
  - c. No contractual or other arrangements are in place other than the purpose identified in the table at Attachment A.
- 4.&5. See table at Attachment A.
6. All buildings are available to Government staff or office holders for 100% of the purpose outlined in the table at Attachment A.

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Alice Springs	810	\$230,000	Owned	131.5	\$197,838	Owned	Residential
Alice Springs	870	\$40,000	Owned	119	\$446,934	Owned	Residential
Alice Springs	229	\$40,000	Owned	Unknown	\$352,577	Owned	Residential
Alice Springs	1,037	\$240,000	Owned	120	\$242,351	Owned	Residential
Alice Springs	901	\$240,000	Owned	118	\$227,514	Owned	Residential
Alice Springs	800	\$205,000	Owned	118	\$222,568	Owned	Residential
Alice Springs	205	\$40,000	Owned	Unknown	\$337,683	Owned	Residential
Alice Springs	251	\$40,000	Owned	Unknown	\$377,411	Owned	Residential
Alice Springs	800	\$230,000	Owned	Unknown	\$237,828	Owned	Residential
Alice Springs	895	\$230,000	Owned	200	\$267,557	Owned	Residential
Alice Springs	1,160	\$340,000	Owned	145	\$178,054	Owned	Residential
Alice Springs	868	\$245,000	Owned	122	\$202,784	Owned	Residential
Alice Springs	813	\$245,000	Owned	122	\$192,892	Owned	Residential
Alice Springs	164	\$40,000	Owned	86	\$252,243	Owned	Residential
Alice Springs	276	\$40,000	Owned	98	\$227,514	Owned	Residential
Alice Springs	564	\$40,000	Owned	98	\$227,514	Owned	Residential
Broome	790	\$300,000	Owned	153	\$346,216	Owned	Residential
Broome	233	\$44,445	Owned	91	\$495,549	Owned	Residential
Broome	828	\$300,000	Owned	144	\$276,973	Owned	Residential
Broome	835	\$316,541	Owned	137	\$316,541	Owned	Residential
Broome	834	\$300,000	Owned	186	\$395,676	Owned	Residential
Broome	779	\$300,000	Owned	122	\$296,757	Owned	Residential
Broome	828	\$300,000	Owned	149	\$296,757	Owned	Residential

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Broome	770	\$300,000	Owned	113	\$276,973	Owned	Residential
Broome	800	\$300,000	Owned	124	\$257,360	Owned	Residential
Broome	552	\$280,000	Owned	Unknown	\$357,000	Owned	Residential
Broome	770	\$300,000	Owned	130	\$316,541	Owned	Residential
Broome	Unknown	\$61,250	Owned	Unknown	\$563,062	Owned	Residential
Broome	542	\$230,000	Owned	Unknown	\$435,010	Owned	Residential
Broome	738	\$270,000	Owned	120	\$276,973	Owned	Residential
Ceduna	773	\$40,000	Owned	104	\$138,487	Owned	Residential
Ceduna	773	\$40,000	Owned	104	\$138,487	Owned	Residential
Ceduna	1,011	\$120,000	Owned	133.5	\$128,595	Owned	Residential
Ceduna	1,011	\$150,000	Owned	144.3	\$197,838	Owned	Residential
Derby	365	\$219,000	Owned	Unknown	\$436,590	Owned	Residential
Derby	815	\$250,000	Owned	123	\$148,378	Owned	Residential
Derby	870	\$200,000	Owned	196	\$247,297	Owned	Residential
Derby	833	\$250,000	Owned	129	\$296,757	Owned	Residential
Derby	825	\$250,000	Owned	136	\$247,297	Owned	Residential
Derby	680	\$300,000	Owned	Unknown	\$509,120	Owned	Residential
Derby	887	\$250,000	Owned	132	\$178,054	Owned	Residential
Derby	975	\$250,000	Owned	142	\$148,378	Owned	Residential
Derby	665	\$250,000	Owned	Unknown	\$496,441	Owned	Residential
Derby	2,023	\$300,000	Owned	168.7	\$297,044	Owned	Residential
Kalgoorlie	515	\$125,000	Owned	125	\$163,216	Owned	Residential
Kalgoorlie	979	\$200,000	Owned	181	\$247,297	Owned	Residential
Kalgoorlie	594	\$180,000	Owned	Unknown	\$218,429	Owned	Residential

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Kalgoorlie	800	\$200,000	Owned	163	\$346,216	Owned	Residential
Kalgoorlie	568	\$200,000	Owned	160	\$222,783	Owned	Residential
Kalgoorlie	1,012	\$100,000	Owned	113	\$197,838	Owned	Residential
Kalgoorlie	806	\$180,000	Owned	145	\$217,622	Owned	Residential
Kalgoorlie	952	\$180,000	Owned	122	\$207,730	Owned	Residential
Kalgoorlie	1,208	\$180,000	Owned	136	\$192,892	Owned	Residential
Kalgoorlie	290	\$100,000	Owned	Unknown	\$248,214	Owned	Residential
Kalgoorlie	212	\$100,000	Owned	104	\$198,571	Owned	Residential
Kalgoorlie	1002	\$230,000	Owned	Unknown	\$129,267	Owned	Residential
Katherine	1,180	\$147,500	Owned	229	\$415,394	Owned	Residential
Katherine	1,180	\$147,500	Owned	229	\$415,394	Owned	Residential
Katherine	850	\$90,000	Owned	117	\$257,189	Owned	Residential
Katherine	850	\$90,000	Owned	150	\$257,189	Owned	Residential
Katherine	866	\$90,000	Owned	105	\$237,405	Owned	Residential
Katherine	858	\$90,000	Owned	244	\$347,468	Owned	Residential
Katherine	1,000	\$90,000	Owned	160	\$357,298	Owned	Residential
Katherine	864	\$90,000	Owned	133.8	\$257,189	Owned	Residential
Katherine	819	\$90,000	Owned	Unknown	\$387,234	Owned	Residential
Katherine	850	\$90,000	Owned	134	\$268,081	Owned	Residential
Katherine	1,014	\$80,000	Owned	275	\$767,626	Owned	Residential
Katherine	518	\$25,000	Owned	93	\$222,568	Owned	Residential
Katherine	477	\$25,000	Owned	93	\$222,568	Owned	Residential
Kununurra	855	\$155,000	Owned	117	\$281,919	Owned	Residential
Kununurra	763	\$150,000	Owned	125	\$248,741	Owned	Residential

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Kununurra	917	\$165,000	Owned	Unknown	\$489,225	Owned	Residential
Kununurra	878	\$155,000	Owned	125	\$231,022	Owned	Residential
Kununurra	973	\$160,000	Owned	190	\$356,108	Owned	Residential
Kununurra	757	\$150,000	Owned	145	\$247,297	Owned	Residential
Kununurra	610	\$155,000	Owned	Unknown	\$539,550	Owned	Residential
Kununurra	755	\$150,000	Owned	128	\$247,297	Owned	Residential
Kununurra	800	\$150,000	Owned	154	\$247,297	Owned	Residential
Kununurra	720	\$160,000	Owned	139	\$286,865	Owned	Residential
Kununurra	378	\$90,000	Owned	78	\$207,730	Owned	Residential
Kununurra	485	\$100,000	Owned	78	\$207,730	Owned	Residential
Kununurra	530	\$100,000	Owned	79	\$207,730	Owned	Residential
Mt Isa	234	\$380,897	Owned	Unknown	\$363,825	Owned	Residential
Mt Isa	800	\$100,000	Owned	242	\$232,826	Owned	Residential
Mt Isa	607	\$95,000	Owned	116	\$205,961	Owned	Residential
Mt Isa	801	\$100,000	Owned	94	\$201,484	Owned	Residential
Mt Isa	465	\$130,000	Owned	Unknown	\$284,000	Owned	Residential
Mt Isa	465	\$130,000	Owned	Unknown	\$284,000	Owned	Residential
Mt Isa	921	\$100,000	Owned	111	\$223,871	Owned	Residential
Mt Isa	807	\$95,000	Owned	186	\$214,916	Owned	Residential
Mt Isa	965	\$150,000	Owned	Unknown	\$396,900	Owned	Residential
Mt Isa	871	\$200,000	Owned	Unknown	\$439,425	Owned	Residential
Nhulunbuy	800	\$225,000	Owned	111	\$247,297	Owned	Residential
Nhulunbuy	777	\$225,000	Owned	111	\$326,432	Owned	Residential
Nhulunbuy	756	\$225,000	Owned	123	\$326,432	Owned	Residential

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Nhulunbuy	800	\$225,000	Owned	128	\$306,649	Owned	Residential
Nhulunbuy	871	\$112,500	Owned	113	\$245,319	Owned	Residential
Nhulunbuy	871	\$112,500	Owned	113	\$245,319	Owned	Residential
Nhulunbuy	857	\$225,000	Owned	107	\$257,189	Owned	Residential
Nhulunbuy	1,000	\$225,000	Owned	154	\$296,757	Owned	Residential
Nhulunbuy	836	\$225,000	Owned	111	\$326,432	Owned	Residential
Nhulunbuy	600	\$225,000	Owned	97	\$262,135	Owned	Residential
Nhulunbuy	650	\$225,000	Owned	142	\$327,014	Owned	Residential
Nhulunbuy	900	\$225,000	Owned	135	\$262,135	Owned	Residential
Nhulunbuy	1,000	Unknown	Owned	126	Unknown	Owned	Residential
Nhulunbuy	1,000	Unknown	Owned	126	Unknown	Owned	Residential
Nhulunbuy	980	\$225,000	Owned	111	\$262,135	Owned	Residential
Nhulunbuy	1,100	\$225,000	Owned	142	\$321,486	Owned	Residential
Nhulunbuy	800	\$225,000	Owned	122	\$268,081	Owned	Residential
Nhulunbuy	800	\$225,000	Owned	111	\$217,622	Owned	Residential
South Hedland	822	\$350,000	Owned	118	\$445,135	Owned	Residential
South Hedland	655	\$275,000	Owned	145	\$593,594	Owned	Residential
South Hedland	922	\$600,000	Owned	159	\$494,595	Owned	Residential
South Hedland	450	\$250,000	Owned	Unknown	\$695,018	Owned	Residential
South Hedland	680	\$275,000	Owned	140	\$420,405	Owned	Residential
South Hedland	727	\$325,000	Owned	162	\$494,495	Owned	Residential
South Hedland	822	\$350,000	Owned	145	\$494,595	Owned	Residential
South Hedland	554	\$300,000	Owned	Unknown	\$645,374	Owned	Residential
South Hedland	810	\$300,000	Owned	130	\$494,595	Owned	Residential

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
South Hedland	544	\$250,000	Owned	107	\$495,074	Owned	Residential
South Hedland	470	\$300,000	Owned	Unknown	\$645,374	Owned	Residential
South Hedland	563	\$250,000	Owned	Unknown	\$695,009	Owned	Residential
South Headland	680	\$560,000	Owned	Unknown	\$150,564	Owned	Residential
Tennant Creek	905	\$62,500	Owned	196	\$383,354	Owned	Residential
Tennant Creek	813	\$50,000	Owned	118	\$237,405	Owned	Residential
Tennant Creek	891	\$50,000	Owned	212	\$286,865	Owned	Residential
Tennant Creek	828	\$50,000	Owned	117	\$237,405	Owned	Residential
Tennant Creek	853	\$62,500	Owned	196	\$381,331	Owned	Residential
Tennant Creek	800	\$50,000	Owned	118	\$237,405	Owned	Residential
Thursday Island	800	\$430,000	Owned	Unknown	\$253,917	Owned	Residential
Thursday Island	1284	\$450,000	Owned	Unknown	\$253,917	Owned	Residential
Ceduna	3,030	\$180,000	Owned	725	\$1,337,200	Owned	Commercial Office
Ardyaloon, WA	1,174	N/A	Leased	Unknown	\$1,009,485	Owned	Residential (2 x Buildings)
Ardyaloon, WA	120	N/A	Leased	48	\$460,263	Owned	Office
Aurukun, QLD	1,290	N/A	Leased	Unknown	\$373,457	Owned	Residential (2 x Buildings)
Beagle Bay, WA	1,310	N/A	Leased	Unknown	\$1,088,660	Owned	Residential (2 x Buildings)
Coen, QLD	1,329	N/A	Leased	Unknown	\$368,606	Owned	Residential
Doomadgee, QLD	2,309	N/A	Leased	Unknown	\$645,278	Owned	Office and Residential

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
							(3 x Buildings)
Fitzroy Crossing, WA	2,200	N/A	Leased	Unknown	\$415,722	Owned	Office
Hope Vale, QLD	1,327	N/A	Leased	Unknown	\$305,555	Owned	Residential (2 x Buildings)
Hope Vale, QLD	1,018	N/A	Leased	Unknown	\$271,605	Owned	Residential
Mornington Island, QLD	1,001	N/A	Leased	Unknown	\$295,918	Owned	Residential (2 x Buildings)
Mornington Island, QLD	445	N/A	Leased	Unknown	\$295,918	Owned	Office
Mossman Gorge, QLD	576	N/A	Leased	Unknown	\$247,423	Owned	Office
Wilcannia, NSW	1,062	N/A	Leased	Unknown	\$346,373	Owned	Residential
Acacia Larakia, NT	Unsurveyed	N/A	Leased	Unknown	\$150,690	Owned	Office (1 x Prefabricated unit)
Ali Curung, NT	Unsurveyed	N/A	Leased	Unknown	\$199,069	Owned	Office and Residential (5 x Prefabricated Units)
Alpurrurulam (Lake Nash), NT	Unsurveyed	N/A	Leased	Unknown	\$163,379	Owned	Office and Residential (5 x Prefabricated Units)
Ampilatwatja, NT	Unsurveyed	N/A	Leased	Unknown	\$226,035	Owned	Office and Residential (5 x Prefabricated Units)
Angurugu, NT	Unsurveyed	N/A	Leased	Unknown	\$745,890	Owned	Office and Residential (8 x Prefabricated Units)
Areyonga, NT	Unsurveyed	N/A	Leased	Unknown	\$211,758	Owned	Office and Residential (3 x Prefabricated Units)
Atitjere (Harts Range), NT	Unsurveyed	N/A	Leased	Unknown	\$206,999	Owned	Office and Residential (5 x Prefabricated Units)

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Belyuen, NT	Unsurveyed	N/A	Leased	Unknown	\$511,480	Owned	Office and Residential (7 x Prefabricated Units)
Beswick, NT	Unsurveyed	N/A	Leased	Unknown	\$282,344	Owned	Office and Residential (3 x Prefabricated Units)
Binjari, NT	Unsurveyed	N/A	Leased	Unknown	\$141,172	Owned	Office and Residential (3 x Prefabricated Units)
Bulla, NT	Unsurveyed	N/A	Leased	Unknown	\$570,889	Owned	Office and Residential (8 x Prefabricated Units)
Bulman, NT	Unsurveyed	N/A	Leased	Unknown	\$141,172	Owned	Office and Residential (3 x Prefabricated Units)
Barunga, NT	Unsurveyed	N/A	Leased	Unknown	\$141,172	Owned	Office and Residential (3 x Prefabricated Units)
Canteen Creek (Owatilla), NT	Unsurveyed	N/A	Leased	Unknown	\$115,000	Owned	Office and Residential (3 x Prefabricated Units)
Engawala, NT	Unsurveyed	N/A	Leased	Unknown	\$253,001	Owned	Office and Residential (3 x Prefabricated Units)
Finke (Apatula), NT	Unsurveyed	N/A	Leased	Unknown	\$123,724	Owned	Office and Residential (5 x Prefabricated Units)
Galiwinku, NT	Unsurveyed	N/A	Leased	Unknown	\$677,443	Owned	Office and Residential (8 x Prefabricated Units)
Gapuwiyak, NT	Unsurveyed	N/A	Leased	Unknown	\$562,333	Owned	Office and Residential (8 x Prefabricated Units)
Gunbalunya, NT	Unsurveyed	N/A	Leased	Unknown	\$515,667	Owned	Office and Residential (8 x Prefabricated Units)

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Gunyangara, (Ski Beach) NT	Unsurveyed	N/A	Leased	Unknown	\$364,000	Owned	Office and Residential (2 x Prefabricated Units)
Haasts Bluff, NT	Unsurveyed	N/A	Leased	Unknown	\$216,517	Owned	Office and Residential (5 x Prefabricated Units)
Hermannsburg (Ntaria), NT	Unsurveyed	N/A	Leased	Unknown	\$115,000	Owned	Office and Residential (4 x Prefabricated Units)
Imarpa, NT	Unsurveyed	N/A	Leased	Unknown	\$249,830	Owned	Office and Residential (7 x Prefabricated Units)
Jilkminggan, NT	Unsurveyed	N/A	Leased	Unknown	\$287,103	Owned	Office and Residential (3 x Prefabricated Units)
Kalkarindji (Dagaragu), NT	Unsurveyed	N/A	Leased	Unknown	\$264,896	Owned	Office and Residential (3 x Prefabricated Units)
Kaltukatjara (Docker River), NT	Unsurveyed	N/A	Leased	Unknown	\$340,241	Owned	Office and Residential (5 x Prefabricated Units)
Kintore, NT	Unsurveyed	N/A	Leased	Unknown	\$188,762	Owned	Office and Residential (7 x Prefabricated Units)
Lajamanu, NT	Unsurveyed	N/A	Leased	Unknown	\$141,172	Owned	Office and Residential (3 x Prefabricated Units)
Maningrida, NT	Unsurveyed	N/A	Leased	Unknown	\$377,720	Owned	Office and Residential (7 x Prefabricated Units)
Milikapiti, NT	Unsurveyed	N/A	Leased	Unknown	\$287,779	Owned	Office and Residential (6 x Prefabricated Units)
Milingimbi, NT	Unsurveyed	N/A	Leased	Unknown	\$364,000	Owned	Office and Residential (2 x Prefabricated Units)

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Minjilang, NT	Unsurveyed	N/A	Leased	Unknown	\$660,332	Owned	Office and Residential (8 x Prefabricated Units)
Minyerri, NT	Unsurveyed	N/A	Leased	Unknown	\$136,413	Owned	Office and Residential (3 x Prefabricated Units)
Mount Liebig, NT	Unsurveyed	N/A	Leased	Unknown	\$257,760	Owned	Office and Residential (5 x Prefabricated Units)
Nauiyu (Daly River), NT	Unsurveyed	N/A	Leased	Unknown	\$395,111	Owned	Office and Residential (3 x Prefabricated Units)
Ngukurr, NT	Unsurveyed	N/A	Leased	Unknown	\$647,109	Owned	Office and Residential (8 x Prefabricated Units)
Numbulwar, NT	Unsurveyed	N/A	Leased	Unknown	\$458,888	Owned	Office and Residential (6 x Prefabricated Units)
Palumpa, NT	Unsurveyed	N/A	Leased	Unknown	\$399,001	Owned	Office and Residential (5 x Prefabricated Units)
Papunya, NT	Unsurveyed	N/A	Leased	Unknown	\$257,760	Owned	Office Residential (5 x Prefabricated Units)
Peppimenarti, NT	Unsurveyed	N/A	Leased	Unknown	\$602,779	Owned	Office and Residential (8 x Prefabricated Units)
Pirlangimpi, NT	Unsurveyed	N/A	Leased	Unknown	\$553,778	Owned	Office and Residential (8 x Prefabricated Units)
Ramingining, NT	Unsurveyed	N/A	Leased	Unknown	\$562,333	Owned	Office and Residential (8 x Prefabricated Units)
Robinson River, NT	Unsurveyed	N/A	Leased	Unknown	\$951,219	Owned	Office and Residential (10 x Prefabricated Units)

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Santa Teresa, NT	Unsurveyed	N/A	Leased	Unknown	\$226,035	Owned	Office and Residential (5 x Prefabricated Units)
Titjikala (Maryvale), NT	Unsurveyed	N/A	Leased	Unknown	\$66,621	Owned	Office and Residential (3 x Prefabricated Units)
Ti Tree, NT	Unsurveyed	N/A	Leased	Unknown	\$215,723	Owned	Office and Residential (6 x Prefabricated Units)
Umbakumba, NT	Unsurveyed	N/A	Leased	Unknown	\$940,333	Owned	Office and Residential (8 x Prefabricated Units)
Wadeye, NT	Unsurveyed	N/A	Leased	Unknown	\$121,334	Owned	Office and Residential (2 x Prefabricated Units)
Wallace Rockhole, NT	Unsurveyed	N/A	Leased	Unknown	\$115,000	Owned	Office and Residential (3 x Prefabricated Units)
Warruwi, NT	Unsurveyed	N/A	Leased	Unknown	\$767,668	Owned	Office and Residential (8 x Prefabricated Units)
Willowra, NT	Unsurveyed	N/A	Leased	Unknown	\$123,724	Owned	Office and Residential (5 x Prefabricated Units)
Wurrumiyanga (Nguiu), NT	Unsurveyed	N/A	Leased	Unknown	\$563,112	Owned	Office and Residential (8 x Prefabricated Units)
Wutunugurra (Epanarra), NT	Unsurveyed	N/A	Leased	Unknown	\$119,759	Owned	Office and Residential (3 x Prefabricated Units)
Yarralin, NT	Unsurveyed	N/A	Leased	Unknown	\$503,621	Owned	Office and Residential (3 x Prefabricated Units)
Yirrkala, NT	Unsurveyed	N/A	Leased	Unknown	\$626,110	Owned	Office and Residential (7 x Prefabricated Units)

Location	Land Size (m <sup>2</sup> )	Land Valuation (book)	Land Status	Building size (m <sup>2</sup> )	Building Valuation (book)	Building Status	Purpose
Yuelamu, NT	Unsurveyed	N/A	Leased	Unknown	\$194,310	Owned	Office and Residential (5 x Prefabricated Units)
Yuendumu, NT	Unsurveyed	N/A	Leased	Unknown	\$194,310	Owned	Office and Residential (5 x Prefabricated Units)

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Ministerial staff code

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 109

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? If so, list the breaches identified, broken by staffing classification level. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? If not, how many staff don't comply, broken down by classification level? How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment? If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee.
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment.
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level.

**Answer:**

The Department does not hold this information.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Boards

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 110

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 5

**Question:**

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

1. how often has each board met, break down by board name;
2. what travel expenses have been incurred;
3. what has been the average attendance at board meetings;
4. List each member's attendance at meetings;
5. how does the board deal with conflict of interest;
6. what conflicts of interest have been registered;
7. what remuneration has been provided to board members;
8. how does the board dismiss board members who do not meet attendance standards?
9. Have any requests been made to ministers to dismiss board members?
10. Please list board members who have attended less than 51% of meetings
11. what have been the catering costs for the board meetings held during this period?

Please break down the cost list.

**Answer:**

The attached table sets out the information from board meetings for the period 26 May 2014 to 20 October 2014.

Board	1. No. of meeting/s	2. Travel expenses incurred include total \$ figure	3. Average attendance	4. Members' attendance	5. Conflict of interest	6. Conflicts of interest registered	7. Remuneration	8. Dismissal of members not meeting attendance standards	9. Requests to dismiss members	10. Attendance less than 51%	11. Catering costs – provide total \$ figure
Prime Minister's Business Advisory Council	2	\$15,681 (includes reimbursements for travel paid between 26 May 2014 and 20 October 2014 as at 7 November 2014).	10 out of 14 members	All members except Mr Grollo and Mr Kraehe attended the 27 May 2014 meeting. All members except Mr Chaney, Mr Fox, Mr Grollo, Mr Irvin, Ms Livingstone, Mr Nasser and Dr Wilson attended the 29 September 2014 meeting. Dr Mackenzie attended in Mr Nasser's stead.	A condition of membership is the provision of signed 'Disclosure of Conflict of Interests', 'Private Interests Declaration' and 'code of conduct' documents.	Members' conflicts of interest are registered in accordance with the board's procedures identified in 5).	Nil	Membership arrangements are at the discretion of the Prime Minister.	Nil	For these two meetings: Mr Chaney Mr Fox Mr Grollo Mr Irvin Mr Kraehe Ms Livingstone Mr Nasser Dr Wilson	\$319 includes invoices received and paid as at 7 November 2014.

Board	1. No. of meeting/s	2. Travel expenses incurred include total \$ figure	3. Average attendance	4. Members' attendance	5. Conflict of interest	6. Conflicts of interest registered	7. Remuneration	8. Dismissal of members not meeting attendance standards	9. Requests to dismiss members	10. Attendance less than 51%	11. Catering costs – provide total \$ figure
Renewable Energy Target (RET) Review Expert Panel	9	\$5,817.35 Panel members had travel entitlements consistent with SES officers at the Department. This comprised of Domestic travel between Canberra, Sydney and Melbourne. Business class on other domestic flight and panel members are entitled to accommodation and meals consistent with the Remuneration Determination 2013-16 Travel by Office Holders	97% One Panel member was absent from one of the nine Panel meetings occurring in the reported timeframe.	One member did not attend Panel meeting of 15 July 2014.	The Panel members signed a personal interests declaration prior to their appointment. Members are asked if there are any conflicts at the commencement of every Panel meeting.	Members' conflicts of interest are registered in accordance with the board's procedures identified in 5).	The Chair and members are remunerated according to Remuneration Tribunal Determination 2014/08	No	Nil	N/A	\$1313.30

Board	1. No. of meetings/s	2. Travel expenses incurred include total \$ figure	3. Average attendance	4. Members' attendance	5. Conflict of interest	6. Conflicts of interest registered	7. Remuneration	8. Dismissal of members not meeting attendance standards	9. Requests to dismiss members	10. Attendance less than 51%	11. Catering costs – provide total \$ figure
Prime Minister's Indigenous Advisory Council	4	\$50,755  N.B. This figure covers flights, accommodation, taxi fares, meals, and incidentals.	Average attendance is 8.7 members per meeting	Four - Warren Mundine; Ngiare Brown; Richard Ah Mat; Leah Armstrong; Josephine Cashman; Bruce Martin; Andrew Penfold; Three – Djambawa Marawili; Two – David Peever; One – Gail Kelly; Peter Shergold; N.B. Daniel Tucker was on extended leave of absence due to family illness.	Members should avoid any situation in which the private interest of themselves or of their immediate family, whether pecuniary or otherwise, conflict or might reasonably be thought to conflict with their public duty.	Members' conflicts of interest are registered in accordance with the board's procedures identified in 5).	The Chair and members are remunerated according to Remuneration Tribunal Determination 2014/08	Nil	Nil	Two members	\$2488.52
National Australia Day Council (NADC)	2	\$20,969.  N.B. This figure covers taxi fares; flights; accommodation.	64%	June meeting: Adam Gilchrist, Janet Whiting, Elizabeth Kelly, Robbie Sefton, Tim Soutphommasane Samina Yasmeen.  September meeting: Janet Whiting, Elizabeth Kelly, Robbie Sefton, Tim Soutphommasane Samina Yasmeen.	Board members declare any conflict of interest at the beginning of the meeting.	Nil	The Chair and members are remunerated according to Remuneration Tribunal Determination 2014/08	The NADC Constitution does not provide the Board with the power to dismiss Board members.	Nil	Carol Schwartz (leave of absence) Jason Glanville, and Ian Frazer.	\$230.50 paid by NADC. Other catering costs paid by sponsor.

Board	1. No. of meeting/s	2. Travel expenses incurred include total \$ figure	3. Average attendance	4. Members' attendance	5. Conflict of interest	6. Conflicts of interest registered	7. Remuneration	8. Dismissal of members not meeting attendance standards	9. Requests to dismiss members	10. Attendance less than 51%	11. Catering costs – provide total \$ figure
Northern Australia Advisory Group	3	Approximately \$42,383.35 (as at 30 September 2014)	88%	The Hon Shane Stone AC QC: all Mr Wayne Bergmann: all Prof Scott Bowman: all since appointment (via videoconference) Mr Jack Burton: 2/3 Mr Ken Chapman: all Prof Sandra Harding: all Mrs Noeline Ikin: all Mr David Menzel: all Mr Nick Paspaley AC: 2/3 Mr Trent Twomey: all Mr Ken Warriner AM: all Mr Djawa Yunupingu: 1/3	Members have been asked to provide a signed 'Disclosure of Conflict of Interests', 'Private Interests Declaration' and 'code of conduct' documentation.	Members' conflicts of interest are registered in accordance with the board's procedures identified in 5).	Nil	Membership arrangements are at the discretion of the Prime Minister.	Nil	One member	Approximately \$853.71 (as at 30 September 2014)

11. b. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

Note: The Australian Business 20 Leadership Group, the Civil Society 20 Steering Committee, the Labour 20 Steering Group and the Youth 20 Planning Group are no longer included as they are advisory bodies to the G20 and are run independently of the Government. The administrative, governance and funding arrangements for the groups and their meetings are determined by the groups themselves, with the exception of the Youth 20 Planning Group, which receives secretariat support from the Department of Education.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Shared resources following MOG changes

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 111

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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?

**Answer:**

1. Yes.
2. The Department of the Prime Minister and Cabinet has adopted a whole of government approach by leveraging existing capability and services from other agencies as a way to minimise the cost of the machinery of government changes. Broadly, the services shared with other Commonwealth departments include:
  - ICT – includes Network communications and standard ICT desktop services, applications hosted services and records management.
  - Business services – including property and facilities management, travel and fleet management.
  - Financial Management services – includes credit card management services and accounts payable/receivable management services.
  - Grants Management services.There are currently no plans to cease sharing of these resources/services.
3. Nil.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Departmental Rebranding

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 112

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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.
      - ii. Stationery (please include details of existing stationery and how it was disposed of).
      - iii. Logos
      - iv. Consultancy
      - v. Any relevant IT changes.
      - vi. Office reconfiguration.
    - c. How was the decision reached to rename and/or rebrand the department?
      - i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

**Answer:**

No.

**Senate Finance and Public Administration Legislation Committee**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Credit cards

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 113

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How any credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

**Answer:**

1. As at 30 September 2014, the Department of the Prime Minister and Cabinet (PM&C) had 749 active credit cards across staff of 2,284. These credit cards were on issue to eligible SES and non-SES staff in accordance with their employment requirements. The eligibility policy for staff to be issued a corporate credit card remains unchanged from the previous Government. To provide any further break-down detailing employment classification would be an unreasonable diversion of departmental resources.
2. No.
3. No.

4. There have been no instances of intentional misuse of a credit card during the specified period.
5. Not applicable.
6. No.
7. There are no corporate credit cards on issue to the Prime Minister, the Portfolio Ministers, the Parliamentary Secretaries or their offices.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Contracts for Temporary Staff

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 114

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?

**Answer:**

(1) to (4) The Department's IT systems do not capture this information in a way that would make it readily available. To attempt to provide this level of details would involve an unreasonable diversion of departmental resources.

(5) No.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Hire cars

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 115

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. The Department of the Prime Minister and Cabinet (PM&C) spent \$80,473 on hire cars between 1 June 2014 and 31 October 2014. PM&C does not record hire car expenses in a way that would readily allow further breakdown of the business groups associated with these costs. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. PM&C does not record reasons for hire car costs in a way that would readily allow further breakdown of these figures. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
3. The only hire care expenditure for portfolio ministers would be for ComCar costs, which is reported separately as part of parliamentarians' expenditure on entitlements.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Unallocated Equipment

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 116

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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.

**Answer:**

1. As at 17 October 2014, the information provided in the response PM356 (Budget Estimates 26 May- 6 June 2014) remains current with the following updates – the department has a total of 82 phones, 88 spare laptops and 54 spare desktop computers unallocated to staff.
2. No storage costs are incurred for unallocated equipment, phones and computers as they are stored on premise. To attempt to determine purchase and ongoing costs for unallocated equipment, phones and computers would involve an unreasonable diversion of departmental resources.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Advertising

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 117

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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.

**Answer:**

1. Refer to PM84.
2. There were no advertising campaigns for the period 1 June 2014 to 31 October 2014.
3. Not applicable.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Departmental Staff Misconduct

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 118

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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?
3. If yes, list the breaches identified, broken by staffing classification level.
4. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
5. If yes, when was the breach identified? By whom? When was the Minister made aware?
6. If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer:**

1. Refer to Section 13 of the *Public Service Act 1999* for the Australian Public Service (APS) Code of Conduct.
2. Since Budget Estimates in June 2014, three employees were found to have breached the APS Code of Conduct.
3. Given the confidential nature of Code of Conduct investigations, it is not appropriate for the Department to provide specific details of the type of breaches that were identified, including the classification level of the individual. The breaches all related to Section 13 of the *Public Service Act 1999*.
4. Given the confidential nature of Code of Conduct investigations, it is not appropriate for the Department to provide specific details of the remedies put in place to manage the breach. The sanction delegate considers the available sanctions as outlined in Section 15(1) of the *Public Service Act 1999*.

5. Given the confidential nature of Code of Conduct investigations, it is not appropriate for the Department to provide information on when the breach was identified and by whom. The management of breaches of the Code of Conduct is a Departmental matter and therefore it is not normal practice to notify the Minister.
6. Given the confidential nature of Code of Conduct investigations, it is not appropriate for the Department to provide information on the legal ramifications for the Department or staff member.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Cloud Services and Storage

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 119

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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.

**Answer:**

The Department is not currently using cloud services. The Department is undertaking an assessment of its ICT services. The scope of this assessment will include a cost benefit analysis and security risk assessment against alternative service offerings.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Disability Access

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 120

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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 agreement, when it expires).
  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.

**Answer:**

Since 30 June 2014, in excess of 490 properties across 110 locations have been transferred to the Department. These properties are owned, leased or otherwise operated by the Department.

The Department is currently working with the Shared Service Provider, the Department of Human Services, to confirm all relevant asset holdings and data (including whether each asset complies with the Disability (Access to Premises – Buildings) Standards 2010).

This review is not expected to be completed until early 2015.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Fee for services

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 121

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since September 7, 2013:

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 benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.
6. What consultation was carried out before the fee was put into place?
7. How was the fee put into place (e.g. through legislation, regulation changes etc)?
8. What justification is there for the fee?
9. test

**Answer:**

No

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Documents provided to Minister

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 122

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

**Answer:**

As has occurred with successive governments, the Department works closely with the offices of the Prime Minister and the Portfolio Ministers and Parliamentary Secretaries. All briefs and proposed replies to correspondence prepared by the Department are transmitted to the offices via Slipstream, the Department's ministerial workflow system.

To attempt to provide a breakdown of policy/correspondence briefs versus other types of briefs and documents and the details sought by the question would involve an unreasonable diversion of departmental resources.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Merchandise or promotional material

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 123

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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 purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested these material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

**Answer:**

1.-11. Contracts entered into by the Department for merchandise or promotional material valued below the \$10,000 threshold are not centrally recorded. To attempt to provide the level of detail requested would involve an unreasonable diversion of departmental resources.

Contracts entered into by the Department for merchandise or promotional material valued at \$10,000 or more are reported on AusTender.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Freedom of Information - Stats

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 124

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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?

**Answer:**

1. The Department of the Prime Minister and Cabinet (the Department) received 251 FOI requests from 7 September 2013 to 20 October 2014.
2. Of the 251 requests received from 7 September 2013 to 20 October 2014:
  - a. 85 requests were finalised within the standard timeframes provided under the FOI Act. Standard timeframes include timeframes as extended in accordance with the FOI Act.
  - b. 46 requests were finalised outside the standard timeframes provided under the FOI Act.
  - c. 63 requests were withdrawn.
  - d. 17 requests were transferred to another agency.
  - e. 40 requests were on hand as at 20 October 2014.
3. The Department would need to review the records for all 251 requests received from 7 September 2013 to 20 October 2014 to identify how many had received an extension of time under s 15AA of the FOI Act as this information is not centrally recorded. This would involve an unreasonable diversion of departmental resources.

4. Similarly, the Department would need to review the records for all 251 requests received from 7 September 2013 to 20 October 2014 to identify how many had received an extension of time under s 15AB of the FOI Act as this information is also not centrally recorded. This would involve an unreasonable diversion of departmental resources.

5. See the answer at 2(b).

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Savings and Efficiency Measures

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 125

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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?

**Answer:**

The Department of the Prime Minister and Cabinet disclosed 16 measures on pages 23-25 of the 2014-15 PM&C Portfolio Budget Statements. These measures, and where relevant the subsequent guidelines, have either been fully implemented or are currently being actioned.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Contracts under \$10,000

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 126

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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.

**Answer:**

1. Contracts entered into by the Department valued below the \$10,000 threshold are not centrally recorded and are not readily identifiable from other expenditure. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Consultancies

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 127

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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?

**Answer:**

1. Details of consultancies valued over the reporting threshold of \$10,000 undertaken since Budget Estimates in June 2014 are published on AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)). Consultancies valued under this reporting threshold are not recorded centrally.
2. Planned consultancies are listed in the Department's Annual Procurement Plan published on AusTender ([www.tenders.gov.au](http://www.tenders.gov.au)).
3. Since Budget Estimates in June 2014, all consultancies valued at or above \$80,000 have been conducted by open or prequalified tender in accordance with the Commonwealth Procurement Rules.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Electronic equipment

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 128

**Type of Question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June 2014:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office.
  1. List the items
  2. List the items location or normal location
  3. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level
  4. List the total cost of the items
  5. List an itemised cost breakdown of these items
  6. List the date they were provided to the office
  7. Note if the items were requested by the office or proactively provided by the department

**Answer:**

Consistent with past support provided to Ministers’ offices within the portfolio, the Department of the Prime Minister and Cabinet (PM&C) has met costs for five ministers’ offices in its portfolio for electronic equipment including smart label printers, desktop scanners, monitors, USB devices and ancillary equipment totalling \$15,828.72 (excluding GST) for the period

1 July to 30 September 2014.

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Electronic equipment costs are reported against the same general ledger item; as a result, costs are combined for this response. To attempt to separate these costs would involve an unreasonable diversion of departmental resources.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Media subscriptions

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 129

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 3

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Newspaper, magazine and publication costs are reported against the same general ledger item; therefore, costs are combined in the response to questions 2 and 3.

1. PM&C currently subscribes to Foxtel and Parliamentary TV.
  - a. The subscription provides access to breaking news on local and global issues relevant to the execution of departmental officers' advisory roles. A list of channels subscribed to by the department is provided in response to PM 383 of Budget Estimates June 2014.
  - b. The total departmental cost for Foxtel from 1 June to 30 September 2014 is \$5,642.82 (GST exclusive).  
Parliamentary TV is paid annually. The departmental cost for the period 1 July 2014 to 30 June 2015 was \$7,015.01 (GST exclusive).
  - c. Foxtel and Parliamentary TV.
  - d. The cost for the current period is included in the answer to 1b above.
2. Newspapers
  - a. PM&C provides newspapers to support departmental officers in the execution of their advisory role. Records held centrally in the Department relate to the following newspaper subscriptions:
    - The Age
    - The Australian
    - The Australian Financial Review
    - The Canberra Times
    - The Courier Mail
    - The Daily Telegraph
    - The Financial Times
    - The Financial Times Saturday
    - The Koori Mail
    - The Melbourne Herald Sun
    - The National Indigenous TimesIt is possible other newspaper subscriptions may be held by the Department that are not reported centrally.
  - b. The cost from 1 June to 30 September 2014 for newspapers and magazine subscriptions was \$75,896.02 (GST exclusive).
  - c. See responses PM 316 Budget Estimates June 2014, PM 167 Additional Estimates February 2014 and PM 139 Supplementary Budget Estimates November 2013.
  - d. The costs for newspapers and magazines provided to the portfolio ministers' offices for the period 1 June to 30 September 2014 is included in the amount listed in the response to question 2b above and was \$11,743.71 (GST exclusive).
3. Magazines.
  - a. PM&C subscribes to a variety of local and international magazines. The subscriptions provide access to topical articles relevant to the execution of departmental officers' advisory role. The magazines subscribed to are:
    - Business Review Weekly

- The Economist
- Foreign Affairs
- New Scientist
- Quadrant
- Time Australia

b. The cost from 1 June to 30 September 2014 is included in the answer to 2b.

c. See responses PM 316 Budget Estimates June 2014, PM 167 Additional Estimates February 2014 and PM 139 Supplementary Budget Estimates November 2013.

d. The cost from 1 June to 30 September 2014 is included in the answer to 2d above.

4. Publications.

a. PM&C purchases a range of publications to assist officers in the execution of their duties. Most publications are placed in the departmental library for officers to access.

b. The cost from 1 June to 30 September 2014 was \$7,364.71.

c. PM&C purchases a range of publications to assist the Ministers' Offices in the execution of their duties. In the reporting period the only purchase was *Style Manual: for authors, editors and printers*.

d. The cost from 1 June to 30 September 2014 was \$65.91.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Media monitoring

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 130

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?
  - 1 Which agency or agencies provided these services?
  - 2 What has been spent providing these services during the specified period?
  - 3 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?

- 1 Which agency or agencies provided these services?
- 2 What has been spent providing these services during the specified period?
- 3 Itemise these expenses

**Answer:**

Consistent with long standing arrangements, media monitoring services are provided to the Department and the ministerial offices under contract with iSentia Pty Ltd. There is no separation of services or costs between the ministerial offices and the Department.

The total cost for the period 1 June 2014 to 31 October 2014 was \$235,546 (GST inclusive).

Services provided include press clips, broadcast clips, transcripts, media alerts and morning reports on Indigenous affairs issues.

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**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Media training

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 131

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  1. Total spending on these services
  2. An itemised cost breakdown of these services
  3. The number of employees offered these services and their employment classification
  4. The number of employees who have utilised these services and their employment classification
  5. The names of all service providers engaged
  6. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
  1. The name and nature of the service purchased
  2. Whether the service is one-on-one or group based
  3. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
  4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  5. The total amount spent on the service
  6. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
  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

**Answer:**

Since Budget Estimates in June 2014, no media training services have been purchased by the Department.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Report Printing

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 132

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 6

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

The following obsolete documents were disposed of by the Department for the period 26 May 2014 to 20 October 2014.

<b>Title of document</b>	<b>Number of copies printed</b>	<b>Cost of Printed</b>	<b>Who ordered the disposal</b>	<b>Reason for disposal</b>	<b>Disposed of</b>
ATSIC Annual Report 1997-1998	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
ATISC Annual Report 1998-1999	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
ATSIC Annual Report 1999-2000	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
ATSIC Annual Report 2001-2002	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
ATSIC Annual Report 2002-2003	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction

<b>Title of document</b>	<b>Number of copies printed</b>	<b>Cost of Printed</b>	<b>Who ordered the disposal</b>	<b>Reason for disposal</b>	<b>Disposed of</b>
ATSIC Annual Report 2003-2004	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
Aboriginal and Torres Strait Islander Services Annual Report 2004-2005	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
Living in the Sunburnt Country Indigenous Housing: Findings of Review of the Community Housing & Infrastructure Programme Final Report Feb 2007	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
Annual Report Secretaries Group on Indigenous Affairs 2004-2005	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	1832 copies - Secure Destruction

<b>Title of document</b>	<b>Number of copies printed</b>	<b>Cost of Printed</b>	<b>Who ordered the disposal</b>	<b>Reason for disposal</b>	<b>Disposed of</b>
Annual Report Secretaries Group on Indigenous Affairs 2005-2006	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	2057 copies - Secure Destruction
Secretaries Group on Indigenous Affairs Annual Report 2006-2007	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
Indigenous Affairs Budget Kit 2005	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
Indigenous Affairs Budget Kit 2007-2008	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
Indigenous Budget Kits 2009-2010	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	30 copies - Secure Destruction

<b>Title of document</b>	<b>Number of copies printed</b>	<b>Cost of Printed</b>	<b>Who ordered the disposal</b>	<b>Reason for disposal</b>	<b>Disposed of</b>
Indigenous Budget Statement 2010-2011	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	81 copies - Secure Destruction
Indigenous Budget Kit 2011-2012	Legacy product - original print run not known	Legacy product – original costs not known.	A/g Senior Adviser – Indigenous Communications and Engagement	Obsolete – transfer from Department of Social Services as a result of MOG	935 copies - Secure Destruction
Indigenous Budget Kit 2012-2013	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	36 copies - Secure Destruction
Overcoming Indigenous Disadvantage Key Indicators Report 2007 Overview	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction
Overcoming Indigenous Disadvantage Key Indicators Report 2007	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies - Secure Destruction

<b>Title of document</b>	<b>Number of copies printed</b>	<b>Cost of Printed</b>	<b>Who ordered the disposal</b>	<b>Reason for disposal</b>	<b>Disposed of</b>
Building on Land Rights for the Next Generation 2 <sup>nd</sup> Edition the Review of the Aboriginal Land Rights (Northern Territory) Act 1976	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	9 copies - Secure Destruction
Regional Autonomy for Aboriginal & Torres Strait Islander Communities Discussion Paper September 1999	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	9 copies – Secure Destruction
Land Rights at Risk? Evaluations of the Reeves Report	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies – Secure Destruction
Indigenous Peoples, Racism & the United Nations	Legacy product - original print run not known	Legacy product – original costs not known.	Assistant Director Procurement & Contracts Business Services Branch	Obsolete – transfer from Department of Social Services as a result of MOG	10 copies – Secure Destruction

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Provision of equipment - ministerial

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 133

**Type of Question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
  - 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) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.

**Answer:**

The information provided in response to PM 169 from Supplementary Budget Estimates 2013 remains current, with the following updates:

1.

<b>Equipment</b>	<b>Minimum ongoing monthly cost (GST Exclusive)</b>
BlackBerry	\$50
iPhone: • iPhone • Voice/data plan, software licence, configuration and support	\$105

2.

<b>Equipment</b>	<b>Unit / Upfront Cost (GST Exclusive)</b>	<b>Minimum ongoing monthly cost (GST Exclusive)</b>
BlackBerry	Unchanged	\$50
iPhone: • iPhone • Voice/data plan, software licence, configuration and support	Unchanged	\$105
iPad: • iPad Air • Data plan, software, configuration and support	\$886 \$1,040 \$1,926	Unchanged
Laptop	\$1,094	Unchanged
Wireless 4G Card	\$84	\$36
Thumb drive	\$7	Unchanged
RSA Token	Unchanged	Unchanged

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates 20-24 October 2014

Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Computers

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 134

**Type of Question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

1. The response to PM 173 from Additional Estimates 2014 remains current, with the cost of a Dell desktop computer now \$830 excluding GST and the cost of a Toshiba Ultra book workstation now \$2260, excluding GST.
2. The response to PM 173 from Additional Estimates 2014 remains current, with the cost of a Dell desktop computer now \$830, the cost of a Toshiba Ultra book workstation now \$2260 and the cost of a Dell laptop now \$1100, excluding GST.
3. Refer to response to PM 173 from Additional Estimates 2014.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Travel costs - department

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 135

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 3

**Question:**

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. 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.

**Answer:**

1. The Prime Minister or the Minister for Indigenous Affairs approves international travel valued at or above \$20,000 in accordance with Resource Management Guide 405 Official International Travel – Approval and Use of the Best Fare of the Day.

This policy does not apply to officials travelling overseas in support of the Prime Minister's visits, as the visiting party list is cleared with the Prime Minister's Office.

2. See 1 above.

3. Available on the Department of Finance website  
(<http://www.finance.gov.au/sites/default/files/resource-management-guide-no-405.pdf>)

4. Resource Management Guide No. 405 took effect from 1 July 2014 and replaced Finance Circular 2013/06 which took effect from 16 December 2013.

5. Official international travel valued at or above \$20,000 since Budget Estimates in June 2014 is set out below\*:

Travel	Dates	Location	Minister Notified	Approval Date and Minister
<b>Indigenous Policy Group – Travel to attend the world conference</b>	<b>22-23 September 2014</b>	<b>United States of America</b>	<b>1 July 2014</b>	<b>4 July 2014 The Minister for Indigenous Affairs</b>
<b>Five Eye Chief Information Officer Forum</b>	<b>25-26 September 2014</b>	<b>United States of America</b>	<b>23 July 2014</b>	<b>26 July 2014 The Prime Minister</b>

\* This does not include officials travelling overseas in support of the Prime Minister's visits

6. For international travel valued at or above \$20,000, other than when in support of the Prime Minister's overseas visits a brief is submitted to the Prime Minister or the Minister for Indigenous Affairs for approval.

7. See 5 above.

8. Staff from the Department of the Prime Minister and Cabinet undertake travel in advance of, and accompany, the Prime Minister to coordinate arrangements for the Prime Minister's overseas visits. Staff rarely accompany the Prime Minister or other portfolio ministers on their travel for domestic events. The Department does not record travel data in a way that would readily allow such data to be identified. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

9. The total domestic and international travel costs for Departmental officers for the Department of the Prime Minister and Cabinet from 1 June 2014 to 31 October 2014 is \$4,707,448.

The Department does not centrally record a breakdown of all travel for Departmental officers. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

10. See table in answer 5.

11. See table in answer 5.

12. The Department does not have a list of planned travel for the calendar year and it would involve an unreasonable diversion of departmental resources to collate one. Staff travel is undertaken as required and is approved by the appropriate delegate prior to staff travelling.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Travel costs - ministerial

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 136

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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.

**Answer:**

Refer to the response to PM 65.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Senate Estimates briefing

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 137

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?
2. How many officer hours were spent on preparing that information?
  - a. Please break down the hours by officer APS classification.
3. Were drafts shown to the Minister or their office before senate estimates?
  - a. If so, when did this occur?
  - b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  - a. If so, when did this occur?
  - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  - c. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

**Answer:**

A number of staff across the department assist with the preparation of Senate Estimates briefs as part of their duties. To attempt to provide the requested level of detail in questions one to five would involve an unreasonable diversion of departmental resources.

Information on briefing provided to Ministers is not normally made publicly available in order to maintain agencies' ability to properly and effectively brief Ministers.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Government payments of accounts

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 138

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1-5) The Department of the Prime Minister and Cabinet (PM&C) is committed to complying with Resource Management Guide 417 - Supplier Pay On-Time or Pay Interest Policy, which came into effect 1 July 2014.

The following table shows payments for the period 1 June 2014 to 30 September 2014.

Department of the Prime Minister and Cabinet: Departmental Payments

1 June 2014 to 30 September 2014	Paid within 30 days (paid on time)	Paid within 31-60 days (up to 30 days late)	Paid within 61-90 days (up to 60 days late)	Paid within 91-120 days (up to 90 days late)	Not paid within 120 days	Total
Number of invoices	4,320	487	120	42	38	5007
Percentage of invoices	86%	10%	2%	1%	1%	100%

The table above does not include payments made by credit card as PM&C does not record such payments with supplier data in a way that would readily allow a detailed statistical breakdown as per above. To attempt to provide this additional level of detail would involve an unreasonable diversion of departmental resources.

- 6) PM&C will be making two payments in November 2014 totalling \$190.97 for interest on late payments to vendors during the period 1 June 2014 to 30 September 2014.
- 7) Interest payable (where applicable) is calculated using the General Interest Charge under section 8AAD of the *Taxation Administration Act 1953*.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Stationery Requirements

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 139

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 20

**Question:**

Since Budget Estimates in June, 2014:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
  1. Detail the items provided to the minister's office.
  2. Please specify how many reams of paper have been supplied to the Minister's office.
2. How much has been spent on departmental stationary requirements to date.
3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

**Answer:**

The Department records stationery costs with office requisites. 'Office requisites' includes but is not limited to general office consumables, stationery, photocopy paper, envelopes (printed and non-printed), with compliments slips, condolence cards, IT consumables, office equipment, printer toner, ergonomic chairs, pens, notepads and folders.

1. For the period 1 June 2014 to 30 November 2014 the Department spent \$75,269 (GST exclusive) on office requisites for the offices of the Prime Minister and other portfolio Ministers.
  1. & 2. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. For the period 1 June 2014 to 30 November 2014, the Department spent \$549,373 (GST exclusive) on office requisites for the Department.

3. Yes. Table below sets out stationery ordered since Senate Estimates in June 2014 and accompany images are examples of the stationery:

<b>Stationery</b>	<b>Date Requested *</b>	<b>Date Received</b>	<b>Cost (incl. GST)</b>
a. C4 envelope	03/06/2014	20/06/2014	\$3,817.00
b. DL envelope	16/06/2014	19/06/2014	\$253.00
c. B4 envelope	16/06/2014	19/06/2014	\$308.00
d. Embossed letterhead	19/06/2014	10/07/2014	\$4,620.00
e. DL Envelope	19/06/2014	08/07/2014	\$2,640.00
f. 170mm x 120mm embossed card	19/06/2014	04/07/2014	\$880.00
g. 176mm x 126mm envelope	19/06/2014	04/07/2014	\$1,320.00
h. A5 Notepad	23/06/2014 23/10/2014	04/08/2014 29/10/2014	\$1,430.00 \$759.00
i. DLX envelope	15/09/2014	19/09/2014	\$1,298.00
j. C5 envelope	22/09/2014	02/10/2014	\$220.00
k. Card	23/09/2014	02/10/2014	\$418.00
l. Greeting card	17/10/2014	24/10/2014	\$1,352.00
m. A4 Notepad	23/10/2014	29/10/2014	\$2,508.00
n. A5 Book presentation cards	28/10/2014	31/10/2014	\$330.00
o. A6 Book presentation cards	28/10/2014	31/10/2014	\$220.00

\*date print request sent to the printers.

**Examples of stationery**

(images/print out of stationery in alphabetical order)



PRIME MINISTER

POSTAGE  
PAID  
AUSTRALIA

MINISTER FOR INDIGENOUS AFFAIRS  
Senator the Hon Nigel Scullion  
GPO Box 1566, Canberra ACT 2601



POSTAGE  
PAID  
AUSTRALIA

MINISTER FOR INDIGENOUS AFFAIRS  
Senator the Hon Nigel Scullion  
GPO Box 1566, Canberra ACT 2601





PRIME MINISTER



PRIME MINISTER







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CHIEF OF STAFF

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POSTAGE  
PAID  
AUSTRALIA



The Hon Tony Abbott MP  
Prime Minister  
Parliament House  
Canberra ACT 2600



POSTAGE  
PAID  
AUSTRALIA

MINISTER FOR INDIGENOUS AFFAIRS  
Senator the Hon Nigel Scullion  
GPO Box 1566, Canberra ACT 2601





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# The Hon Alan Tudge MP

*Parliamentary Secretary to the Prime Minister  
Federal Member for Aston*

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PRIME MINISTER



PRIME MINISTER



PRIME MINISTER

*Presented to*

The Hon Tony Abbott MP



PRIME MINISTER

*Presented to*

The Hon Tony Abbott MP

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Meeting costs

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 140

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

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 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.

**Answer:**

The Department of the Prime Minister and Cabinet does not record meeting data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of data would involve an unreasonable diversion of departmental resources. Refer to PM 141 for details relating to official hospitality for 1 June 2014 to 30 September 2014.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Hospitality and entertainment

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 141

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 4

**Question:**

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

**Answer:**

1. For the period 1 June 2014 to 30 September 2014, the Department of Prime Minister and Cabinet (PM&C) spent \$47,430.26 (GST inclusive) on official hospitality. Details are provided at Attachment A.

In the rare case that entertainment costs are incurred by PM&C the costs are not recorded separately from official hospitality.

2. The Prime Minister's official hospitality is provided through administered funding appropriated for State Occasions and Official Visits and Ceremonial Hospitality. For the period 1 June 2014 to 30 September 2014, the official hospitality spend was \$126,674.00 (GST inclusive). Details are provided at Attachment B.

Other less significant hospitality is funded from departmental funds for support of portfolio ministers' offices. No departmental hospitality for portfolio ministers has been incurred for the period 1 June 2014 to 30 September 2014.

Entertainment provided at official functions hosted by the Prime Minister is provided through funding appropriated for CERHOS. For the period 1 June 2014 to 30 September 2014, the entertainment spend was \$14,877.23 (GST inclusive). Details are provided at Attachment B.

3. See answer provided in (1) above.

4. See answers provided in (2) above.

- 5 to 9. PM&C does not allocate budget specifically for official hospitality and entertainment. As events are identified, they are expensed and paid from the existing PM&C budget or the existing State Occasions and Official Visits budget.

**Official Hospitality (Departmental Funding)**  
**Department of the Prime Minister and Cabinet**

			<b>1 June 2014 to 30 September 2014</b>
<b>Date</b>	<b>Location (City)</b>	<b>Details</b>	<b>GST Inclusive</b>
			<b>Total Amount</b>
27/05/2014 *	Sydney	Farewell dinner for COAG Reform Council members	1,050.00
22-Jun-14	Melbourne	Joint Sherpa, Finance Deputies and Central Bank Deputies Reception and subsequent working dinner at Eureka 89 (Treasury Re-Charge)	5,775.00
23-Jun-14	Melbourne	G20 Sherpa Meeting 3- Sherpa plated lunch attendees were all the international Sherpas & lead delegates (36 pax)	2,880.00
23-Jun-14	Melbourne	G20 Sherpa Meeting 3- Delegate Buffet Lunch - Attendees were all the international delegates & Australian delegates. (84 pax)	5,460.00
23-Jun-14	Melbourne	G20 Sherpa Meeting 3- Sherpa plated dinner attendees were all the international Sherpas & lead delegates (36 pax) (includes beverages on consumption)	8,400.00
23-Jun-14	Melbourne	G20 Sherpa Meeting 3- Delegate Buffet Dinner - Attendees were all the international delegates & Australian delegates. (84 pax)	6,720.00
24-Jun-14	Melbourne	G20 Sherpa Meeting 3- Sherpa plated lunch attendees were all the international Sherpas & lead delegates (36 pax)	2,880.00
24-Jun-14	Melbourne	G20 Sherpa Meeting 3- Delegate Buffet Lunch - Attendees were all the international delegates & Australian delegates. (84 pax)	5,460.00
20-Aug-14	Brisbane	G20 - Saudi Delegation - InterContinental Sanctuary Cove site inspection	330.00
21-Aug-14	Sydney	Australia-New Zealand Central Agency Heads Meeting Dinner	300.88
22-Aug-14	Sydney	Australia-New Zealand Central Agency Heads Meeting Lunch	124.38
29-Sep-14	Canberra	G20 Sherpa Meeting 4- Cocktail Reception - Attendees were Sherpas, international delegates and Australian Government delegates (100pax)	8,050.00
		<b>Total expenditure</b>	<b>\$ 47,430.26</b>

\* Event occurred in May 2014 and the payment was processed in June 2014. Due to the timing this expense did not appear in the previous answer to Question on Notice SE14-893 from the Budget Estimates in May - June 2014

**Attachment B**

**Official Hospitality (Administered Funding) - Department of the Prime Minister and Cabinet**

		Category:	Official Hospitality	Entertainment	Total Amount
		Period Covered:	1 June 2014 to 30 September 2014	1 June 2014 to 30 September 2014	
Date	Location (City)	Details	GST Inclusive	GST Inclusive	GST Inclusive
<b>Host: The Hon Tony Abbott</b>					
07/07/2014	Canberra	Dinner in honour of His Excellency Mr Shinzo Abe, Prime Minister of Japan and Mrs Akie Abe	1,584.00		1,584.00
08/07/2014	Canberra	Pre-Dinner Reception with Business Leaders in honour of His Excellency Mr Shinzo Abe	2,418.00		2,418.00
08/07/2014	Canberra	Dinner in honour of His Excellency Mr Shinzo Abe, Prime Minister of Japan and Mrs Akie Abe	74,540.00	13,200.00	87,740.00
09/07/2014	Perth	Dinner in honour of His Excellency Mr Shinzo Abe, Prime Minister of Japan and Mrs Akie Abe	24,162.00	1,677.23	25,839.23
07/08/2014	Melbourne	Reception in support and sympathy of those tragically killed on Flight MH17 following the National Memorial Service	23,970.00		23,970.00
		<b>Total expenditure</b>	<b>126,674.00</b>	<b>14,877.23</b>	<b>141,551.23</b>

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Executive coaching and leadership training

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 142

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 5

**Question:**

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:

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

6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?
7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or programme title.

**Answer:**

1. \$28,634 (including GST) from 1 July 2014 to 30 September 2014. Services are sourced from the panel established on 1 April 2013 and expires on 1 July 2016.
2. One-on-one coaching services were offered to all employees and classifications. Leadership training programmes were offered to staff with supervisory responsibilities (generally APS6 to SES Officers).
3. The number of employees and employment classification is provided at Table A. Study leave is not accessed for coaching services and leadership training programmes.
4. Refer Table A.
5. Refer Table A for responses to questions (a) to (c). (d) No costs were incurred.
6. The Department does not enter into these kinds of agreements with employees undertaking coaching services and leadership training programmes.
7. Refer Table B.

Table A: Coaching and Leadership Training expenditure from 1 July 2014 to 30 September 2014									
Service Provider	Service	One on One / Group Based	Location	Substantive Classification	Number of Employees	Total Hours	Total Expenditure (Including GST)	Description of Fees	
<b>Leadership Training</b>									
Australian Public Service Commission	SES Band 1 Leadership Programme	Group Based	Canberra	SES 1	1	59	\$14,300	Package	
							<b>TOTAL</b>	<b>\$14,300</b>	
<b>Coaching Services</b>									
Best Practice Consulting	Career Advisory Service	One on One	*	APS5	1	1	\$6,930	Per hour	
Centre for Public Management				APS6	1	1			
Deborah May				EL1	1	1			
Effective People				EL2	4	6			
Interaction Consulting				EL1	1	3	\$1,494		
Workforce Strategies				APS4	1	1	\$2,585		
Yellow Edge				APS5	1	1			
				APS6	1	1			
				EL1	2	2			
				APS5	1	2	\$1,150		
				EL2	1	1			
				EL1	1	1	-\$1,400 ^		
				EL1	1	1	\$770		
				APS6	1	1	\$2,805		
				EL1	2	2			
				EL2	2	2			
				SESB1	2	6			
							<b>TOTAL</b>	<b>\$14,334</b>	

\* Coaching session locations are organised directly by Departmental employees so the location is not recorded. ^ Includes credit from previous financial year expenditure.

**Table B: Approved Study Leave for Graduate and Post Graduate Study in Semester 2 2014**

<b>Degree Title</b>	<b>Classification</b>	<b>Approved Study Leave Hours per Week</b>
Bachelor of Advertising and Marketing Communications	1 x APS4	6
Bachelor of Applied Science	1 x APS4	15
Bachelor of Arts	2 x APS4 2 x APS6 1 x EL1	3.5 and 1.5 3.5 and 8 6
Bachelor of Business	1 x APS5 1 x EL1	3 5
Bachelor of Business Administration	1 x APS6	15
Bachelor of Commerce	1 x APS2 1 x APS6	6 3
Bachelor of Government and Public Management	1 x APS6	3.5
Bachelor of Graphic Design	1 x APS5	3
Bachelor of Information Studies	1 x APS4	5
Bachelor of Laws	1 x APS4 1 x APS5 1 x APS6 1 x EL1	5 6 3 4
Bachelor of Midwifery	1 x EL2	15
Bachelor of Politics and International Relations	1 x APS1	7
Bachelor of Social Science	2 x APS 6	3 and 4
Graduate Certificate in Arts	1 x EL1	8
Graduate Certificate in Australian Migration Law and Practice	1 x APS6	5
Graduate Certificate in Economic Policy	1 x APS4 6 x APS5	6 2, 2.5, 3, 5, 5 and 6
Graduate Certificate in Educational Research	1 x EL1	2
Graduate Certificate in Social Impact	1 x APS5	5.5
Graduate Diploma in Applied Corporate Governance	1 x APS6	3
Graduate Diploma in Applied Economics	1 x APS5	4
Graduate Diploma in Chartered Accounting	2 x APS4 1 x APS5 1 x APS6	3 and 4 5 3
Graduate Diploma in Economics	1 x APS4	6
Graduate Diploma in Legal Practice	1 x APS4 1 x APS6	2.5 2.5
Graduate Diploma in Psychology	1 x APS5	5
Graduate Diploma in Urban and Regional Planning	1 x EL1	4
Master of Applied Anthropology and Participatory Development	1 x APS5 2 x EL1	5 2.5 and 3
Master of Applied Finance	1 x EL1	6
Master of Asia-Pacific Studies	1 x APS5 2 x EL1 1 x EL 2	4 3 and 4 5
Master of Business	1 x APS5	5
Master of Business Administration	1 x APS6 1 x EL1	7.5 3
Master of Clinical Psychology	1 x EL1	5
Master of Communications Law	1 x APS5	7.5

**Table B: Approved Study Leave for Graduate and Post Graduate Study in Semester 2 2014**

<b>Degree Title</b>	<b>Classification</b>	<b>Approved Study Leave Hours per Week</b>
Master of Criminology	1 x APS5	4
Master of Development Economics	1 x APS4	3
Master of Economic and Regional Development	1 x APS4	5
Master of Economics	1 x APS5	4
Master of Evaluation	1 x EL1	3
Master of Evaluation by Research	1 x EL2	8
Master of Health Economics	1 x APS4	5
Master of Indigenous Policy	1 x EL1	4
Master of International Affairs	1 x APS5 1 x APS6	2.5 3
Master of International and Community Development	1 x APS6	3
Master of International and Development Economics	1 x APS5	2
Master of International Law	1 x APS5 1 x EL2	7 2.5
Master of International Law and Security	1 x APS4	1
Master of Internet Communications	1 x APS6	6
Master of Juris Doctor	1 x APS5 1 x EL2	3 3
Master of Law	1 x APS4 1 x APS5 2 x APS6	4 15 3 and 5.5
Master of Law, Governance and Development	1 x APS6	5
Master of Legal Studies	1 x APS6	7.5
Master of Philosophy	1 x EL1	7
Master of Project Management	1 x APS4	5
Master of Public Administration	1 x APS4	2
Master of Public Health	1 x APS4	3
Master of Public Policy	2 x APS5 2 x APS6 2 x EL1	2 and 8 4 and 5 2.5 and 4
Master of Science	1 x EL1	3
Master of Social Entrepreneurship	1 x APS4	3
Master of Social Research	1 x APS6 1 x EL1	3.5 3
Master of Strategic Studies	1 x EL2	6
Master of Strategic Studies & Master in Diplomacy	1 x APS5	4

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Staffing profile

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 143

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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)

**Answer:**

1. Yes. As at 30 September 2014, the Department had a headcount of 2,292 employees, compared to 2,450 as at 30 May 2014. This number excludes inoperative and casual employees, and secondees.
2. A list of changes to staffing numbers, broken down by classification level, group and location is outlined in the tables below.

**Staffing Profile by Substantive classification**

<b>Classification</b>	<b>Headcount</b>	
	<b>30 September 2014</b>	<b>30 May 2014</b>
Graduate	35	35
APS 1-3	84	76
APS 4-6	1,142	1,136
EL 1	648	726
EL 2	278	357
SES 1	74	84
SES 2	23	27
SES 3	7	8
Secretary	1	1
<b>Total</b>	<b>2,292</b>	<b>2,450</b>

**Staffing Profile by Group\***

Group	Headcount	
	30 September 2014	30 May 2014
Domestic Policy	249	274
Executive	4	4
Governance (excluding G20)	399	320
Indigenous Affairs	1,249	1,522
G20 (including Operations)	268	205
National Security and International Policy	88	90
Graduates	35	35
<b>Total</b>	<b>2,292</b>	<b>2,450</b>

\*Staff numbers are provided at the Group level consistent with the information provided as at 30 May 2014.

#### **Staffing Profile by Location\***

Location	Headcount	
	30 September 2014	30 May 2014
Australian Capital Territory	1,447	1,558
New South Wales	95	117
Northern Territory	264	307
Queensland	303	260
South Australia	47	53
Tasmania	10	11
Victoria	27	29
Western Australia	99	115
<b>Total</b>	<b>2,292</b>	<b>2,450</b>

\* To attempt to provide staff location by town/city would be an unreasonable diversion of departmental resources.

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates 20-24 October 2014

Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** 1.1 Prime Minister and Cabinet

**Topic:** Staffing reductions

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 144

**Type of Question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates 20-24 October 2014

Prime Minister and Cabinet Portfolio

**Answer:**

1. For the period 2 June 2014 to 30 September 2014, 190 employees accepted a voluntary redundancy.
2. The Department undertook a round of voluntary redundancies in order to reduce staffing numbers to meet budget requirements.
3. No.
4. No.
5. N/A.
6. No.
7. Of the 190 employees that accepted a voluntary redundancy, all 190 were ongoing. Ninety-eight employees were at the APS2 to APS6 classification levels and 92 employees were at the EL1 and EL2 classification levels\*.
8. Nil.
9. The package associated with voluntary redundancies is in accordance with the relevant Enterprise Agreement that applies to each employee. The amount an employee receives is contingent upon several variable factors, including the Enterprise Agreement, their years of service and their leave balances in ceasing employment.
10. The packages associated with voluntary redundancies are in accordance with the relevant Enterprise Agreement that applies to each employee.
11. The Department's funding is outlined in the 2013-14 Portfolio Supplementary Additional Estimates.

\* Responses have been provided at a higher aggregate level so as not to breach the privacy of the individuals concerned.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Staffing recruitment

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 145

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

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?

**Answer:**

1. Forty-three ongoing staff were recruited during the period 1 July to 30 September 2014. The classifications are outlined in the table below:

<b>Classification</b>	<b>Number</b>
APS3	1
APS4	5
APS5	4
APS6	13
EL1	14
EL2	1
SES Band 1	3
SES Band 2	1
SES Band 3	1
<b>Total</b>	<b>43</b>

2. Twenty-five non-ongoing positions existed during the period 1 July to 30 September 2014. The classifications are outlined in the table below:

<b>Classification</b>	<b>Number</b>
APS2	1
APS3	1
APS4	6
APS5	4
APS6	1
EL1	11
EL2	1
<b>Total</b>	<b>25</b>

3. The Department's IT systems do not capture information in a way that would make it readily available. A manual process would be required to provide a response to this question which would involve an unreasonable diversion of employee resources.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Coffee machines

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 146

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff useage?
1. 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?
2. Why were coffee machines purchased?
3. 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?
4. Where did the funding for the coffee machines come from?
5. Who has access?
6. 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?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

1. No.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Printing

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 147

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 8

**Question:**

Since Budget Estimates in June, 2014:

1. How many documents (include the amount of copies) have been printed?
  1. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  1. If so, what companies were used?
  2. How were they selected?
  3. What was the total cost of this printing by item?

**Answer:**

1. The table in Attachment A details how many documents have been printed and published online by the Department between 27 May 2014 and 20 October 2014.
2. The table in Attachment B details external printing services used by the Department between 27 May 2014 and 20 October 2014.

**Attachment A**

<b>Title of document</b>	<b>Number of Copies</b>	<b>Published online (Y/N)</b>
Agricultural Competitiveness Green Paper	500	Yes
Creating Parity (Andrew Forrest Review of Indigenous Training and Employment Programmes)	3,000	Yes
Final Report of the Aboriginal and Torres Strait Islander Peoples Act of Recognition Review Panel September 2014	500	Yes
G20 Aviation Fact Sheet	400	Yes
G20 Australia 2014 Brand Guidelines	9	No
G20 Australia 2014 Signage Guidelines	9	No
G20 Australia 2014 Summit Branding Guidelines	9	No
G20 Community Forum fact sheets (x 4 kinds)	250	Yes
G20 Sherpa 4 meeting papers	125	No
G20 Sherpa 3 & 4 Administrative Circular (150 copies for each event)	300	No
G20 Sherpa 3 meeting papers	150	No
G20 Volunteer recruitment flyer (x 2 kinds)	5,000	Yes
G20 Volunteer recruitment fact sheets (x 2 kinds)	550	Yes
Green Paper on Developing Northern Australia - At a Glance	1,500	Yes
Indigenous Affairs priorities - A4 Fact Sheets x 11 kinds	8,500	No
Indigenous Community Links DL brochure	80,500	No
Indigenous Youth Leadership Project (formerly Indigenous Youth Leadership Programme) Year 12 Certificates (160 students)	340	No
Industry Innovation and Competitiveness Agenda – An action plan for a stronger Australia	500	Yes
Information package for the promotion of the Consensus-Based Clinical Practice Guideline for the management of volatile substance use in Australia (included poster, brochure and presentation folder)	400	No
Katherine ICC education poster	170	No

<b>Title of document</b>	<b>Number of Copies</b>	<b>Published online (Y/N)</b>
Low aromatic unleaded fuel – community brochure	500	No
Remote School Attendance Strategy: School Attendance - A short Guide for Parents and Carers	1000	No
Remote School Attendance Strategy: A Resource Guide for School Attendance Teams	1000	No
Remote School Attendance Strategy 'Every day counts' parent / carer contact cards	8000	No
Renewable Energy Target Scheme: Report of the Expert Panel	100	Yes
The Department of the Prime Minister and Cabinet - Annual Report 2013-14	1000	Yes
2014 Progress Report on the Australian National Action Plan on Women, Peace and Security 2012–2018	Ordered and paid for 700 Received 904	Yes

**Attachment B**

<b>Title of document</b>	<b>Company used</b>	<b>How company was selected</b>	<b>Total cost</b>
Agricultural Competitiveness Green Paper	Canprint Communications	Limited tender	\$9,810
Creating Parity (Andrew Forrest Review of Indigenous Training and Employment Programmes)	Wilton Hanford Hanover	Direct source	\$56,713
Creating Parity (Andrew Forrest Review of Indigenous Training and Employment Programmes)	Snap Clarence	Direct source	\$11,003
Final Report of the Aboriginal and Torres Strait Islander Peoples Act of Recognition Review Panel	Bytes n Colours	Limited tender	\$2,824
G20 Sherpa Administrative Circular	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$755
G20 Sherpa meeting papers	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$1,609

<b>Title of document</b>	<b>Company used</b>	<b>How company was selected</b>	<b>Total cost</b>
G20 Community Forum fact sheets (x 4 kinds)	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$917
G20 Volunteer recruitment flyer	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$1,002
G20 Volunteer recruitment fact sheets for youth and seniors	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$581
G20 Aviation Fact Sheet	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$584.64
G20 Sherpa 4 meeting papers	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$653.29

<b>Title of document</b>	<b>Company used</b>	<b>How company was selected</b>	<b>Total cost</b>
G20 Australia 2014 Brand Guidelines	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$203.58
G20 Australia 2014 Signage Guidelines	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$231.68
G20 Australia 2014 Summit Branding Guidelines	Stream	Selected as print manager for G20 through RFQ from the Department of Human Services' Print Management multi-use list	\$298.23
Green Paper on Developing Northern Australia - At a Glance	Vivid Print Services	Select tender	\$261.73
Indigenous Affairs priorities (11 x A4 fact sheets)	Colemans Print	Direct Source	\$3,278
Indigenous Community Links (DL Brochure)	Focus Group	Open tender	\$2,920
Indigenous Community Links (A3 poster)	Focus Group	Open tender	\$980
Indigenous Engagement Officer (A3 posters)	Colemans Print	Direct source	\$49.50

<b>Title of document</b>	<b>Company used</b>	<b>How company was selected</b>	<b>Total cost</b>
Indigenous Youth Leadership Project (formerly Indigenous Youth Leadership Programme) Year 12 Certificates	Bluestar IQ	Direct source	\$415.47
Industry Innovation and Competitiveness Agenda – An action plan for a stronger Australia	Can Print Communications Pty Ltd	Can Print was selected as the best value for money option, following consideration of a number of quotes.	\$9,240
Information package for the promotion of the Consensus-Based Clinical Practice Guideline for the management of volatile substance use in Australia (included poster, brochure and presentation folder)	Kwik Kopy	Direct source	\$3,964.77
Katherine ICC Education Poster	QuickPrint Digital	Limited tender	\$170
Low aromatic unleaded fuel – community brochure	Kwik Kopy	Direct source	\$528.11
Remote School Attendance Strategy: School Attendance - A short Guide for Parents and Carers	World Wide Printing Solutions Pty Ltd	Limited tender	\$3,675.67
Remote School Attendance Strategy A2 banners	Colemans Print	Direct source	\$418.50
Remote School Attendance Strategy A2 posters	Colemans Print	Direct source	\$407
Renewable Energy Target Scheme: Report of the Expert Panel	Can Print	Direct source	\$3,828

<b>Title of document</b>	<b>Company used</b>	<b>How company was selected</b>	<b>Total cost</b>
Remote School Attendance Strategy: A Resource Guide for School Attendance Teams	World Wide Printing Solutions Pty Ltd	Limited tender	\$4,449.01
Remote School Attendance Strategy 'Every day counts' parent / carer contact cards	Our Global Source Pty Ltd	Direct source	\$1,500
The Department of the Prime Minister and Cabinet Annual Report 2013-14	Stripe Design (CanPrint)	Limited tender	\$12,780
2014 National NAIDOC Awards Ceremony Programme, place and table cards	New Millennium Print	Open tender	\$3,080
2014 Progress Report on the Australian National Action Plan on Women, Peace and Security 2012–2018	Canprint	Four suppliers were approached encouraging competitive and non-discrimination using the Department of Prime Minister and Cabinet Planned Procurement Method: Pre Qualified - RFTS09/0090 Multi Use List – Printing and Production.	\$16,434

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Corporate cars

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 148

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. No cars are owned by the Department of the Prime Minister and Cabinet (PM&C).
2. PM&C has 19 leased vehicles as at 30 September 2014. These comprise cars leased under the Executive Vehicle Scheme, which are provided to senior executives as part of their remuneration and to former Governors-General.

In addition, PM&C has a shared service arrangement with the Department of Human Services (DHS) for the provision of pool vehicles to support PM&C's business operations around the country. As at 31 October 2014 DHS was supplying PM&C with 186 pool vehicles across Australia.

PM&C does not currently have the data requested above on the leased vehicles and to attempt to provide this information would involve an unreasonable diversion of departmental resources.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Taxi costs

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 149

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?

**Answer:**

1. The Department does not record travel data in a way that would readily allow answers to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
2. Taxi costs are incurred by staff when travelling for work purposes. Staff may utilise taxis to travel to meetings external to their place of work or while travelling interstate.
3. The Department is not responsible for the cost of taxis for ministerial staff. The Department is responsible for COMCAR costs for the Prime Minister, Portfolio Ministers and Parliamentary Secretaries.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 20-24 October 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Grants

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 150

**Type of question:** Written

**Date set by the committee for the return of answer:** 5 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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.
4. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.
5. What is the procedure for selecting who will be awarded a grant?
6. Who is involved in this selection process?
7. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.
8. 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.
9. 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.
10. 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.

**Answer:**

1. Guidelines that are in place to administer grants under the IAS are the Commonwealth Grant Rules and Guidelines 2014 and the Indigenous Advancement Strategy Guidelines.

2. An Application Kit is posted on the Department's website at [www.dpmc.gov.au/indigenous\\_affairs/ias/funding](http://www.dpmc.gov.au/indigenous_affairs/ias/funding). The Department may also advertise grants in newspapers, or on the Government Grants website at [www.grantslink.gov.au](http://www.grantslink.gov.au).
3. This information is publicly available in the IAS Guidelines at [www.dpmc.gov.au/indigenous\\_affairs/ias/funding](http://www.dpmc.gov.au/indigenous_affairs/ias/funding).
4. The Department at its sole discretion may choose to accept an application or otherwise. As the grants selection process is still underway, we cannot comment on applications received. The process is outlined in the IAS Application Kit, available at [www.dpmc.gov.au/indigenous\\_affairs/ias/funding](http://www.dpmc.gov.au/indigenous_affairs/ias/funding).
5. This information is available in the IAS Application Kit on the Department's website at [www.dpmc.gov.au/indigenous\\_affairs/ias/funding](http://www.dpmc.gov.au/indigenous_affairs/ias/funding).
6. The assessments are currently undertaken by the Assessment Panels, which comprise departmental staff – including regional staff and subject matter experts. These Panels will provide assessment reports to the Department's Grant Selection Committee who will recommend a list of preferred providers to the Minister for Indigenous Affairs.
7. Yes, the final decision about the grants awarded will be made by the Minister for Indigenous Affairs after consideration of the advice provided by the Department. The Department will be responsible for making decisions on grants in instances where the Minister has delegated the decision making authority to the Department or where this authority has been legislated.
8. No, the Department provides advice to the Minister for Indigenous Affairs (not his Office) and acts on the Minister's decision.
- 9-10. Agencies must publish information on individual grants on their website no later than 14 working days after the grant agreement takes effect, defined in paragraph 5.3 of the *Commonwealth Grant Rules and Guidelines 2014*. The website link for the Department's Indigenous grants is [http://www.dpmc.gov.au/indigenous\\_affairs/grants/indigenous\\_grants.cfm](http://www.dpmc.gov.au/indigenous_affairs/grants/indigenous_grants.cfm)