

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Commissioned reports

**Senator:** Ludwig

**Question reference number:** QoN 67

**Type of Question:** Written

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

**Number of Pages:** 1

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. Nil.
2. N/A.
3. N/A.

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**Topic:** Statutory Review Provisions

**Senator:** Ludwig

**Question reference number:** QoN 68

**Type of Question:** Written

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

**Number of Pages:** 2

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:**

Nil, N/A to all

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**Topic:** Self-Initiated work

**Senator:** Ludwig

**Question reference number:** QoN 69

**Type of Question:** Written

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

**Number of Pages:** 1

1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc. that are devised by staff without being directed by the minister's office or department managed?
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:**

N/A to all.

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**Topic:** Graduate Intake

**Senator:** Joe Ludwig

**Question reference number:** QoN 70

**Type of Question:** Written

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

**Number of Pages:** 1

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?

**Answers**

1. Nil
2. Nil
3. Nil
4. Nil

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**Topic:** G20 - expenses

**Senator:** Ludwig

**Question reference number:** QoN 71

**Type of Question:** Written

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

**Number of Pages:** 1

Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.

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.

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:**

N/A to all

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**Topic:** G20 - Brisbane

**Senator:** Ludwig

**Question reference number:** QoN 72

**Type of Question:** Written

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

**Number of Pages:** 1

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 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:**

N/A to all

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**Topic:** Procedural Manuals (Ministerial)

**Senator:** Ludwig

**Question reference number:** QoN 73

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

N/A to all.

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**Topic:** Procedural Manuals (Departmental)

**Senator:** Ludwig

**Question reference number:** QoN 74

**Type of Question:** Written

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

**Number of Pages:** 1

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 department?

**Answer:**

N/A to all.

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**Topic:** Domain Usage

**Senator:** Ludwig

**Question reference number:** QoN 75

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

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

Number of times the site was accessed

**Answer:**

1. N/A

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**Topic:** Reviews

**Senator:** Ludwig

**Question reference number:** QoN 76

**Type of Question:** Written

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

**Number of Pages:** 2

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. Whom 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 Additional Estimates in February, 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?
    4. Will the government release each review? If so, when? If not, why not?

**Answer:**

1. Nil.
2. N/A.
3. Nil.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. Nil.

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**Topic:** Sunset Provisions

**Senator:** Ludwig

**Question reference number:** QoN 77

**Type of Question:** Written

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

**Number of Pages:** 2

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 altering 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 obligation 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:**

N/A to all

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**Topic:** Wine coolers/fridges

**Senator:** Ludwig

**Question reference number:** QoN 78

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

No.

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**Topic:** FOI requests

**Senator:** Ludwig

**Question reference number:** QoN 79

**Type of Question:** Written

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

**Number of Pages:** 1

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

**Answer:**

1. Nil.
2. N/A.
3. N/A.

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**Topic:** Ministerial motor vehicle

**Senator:** Ludwig

**Question reference number:** QoN 80

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

N/A.

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**Topic:** Ministerial staff vehicles (Non MoPS)

**Senator:** Ludwig

**Question reference number:** QoN 81

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

N/A.

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**Topic:** Ministerial staff vehicles

**Senator:** Ludwig

**Question reference number:** QoN 82

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

N/A.

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**Topic:** Building lease costs

**Senator:** Ludwig

**Question reference number:** QoN 83

**Type of Question:** Written

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

**Number of Pages:** 2

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:**

N/A to all.

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**Topic:** Government Advertising

**Senator:** Joe Ludwig

**Question reference number:** QoN 84

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

1. How much has been spent on government advertising (including job ads)?
  1. List each item of expenditure and cost
  2. List the approving officer for each item
  3. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
  1. List the total expected cost
  2. List each item of expenditure and cost
  3. List the approving officer for each item
  4. Detail the outlets that have been or will be paid for the advertising

**Answer**

1. Nil
2. Nil

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**Topic:** Workplace Assessments

**Senator:** Joe Ludwig

**Question reference number:** QoN 85

**Type of Question:** Written

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

**Number of Pages:** 1

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**

1. Nil
2. N/A
3. N/A

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**Topic:** Ministerial website

**Senator:** Ludwig

**Question reference number:** QoN 86

**Type of Question:** Written

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

**Number of Pages:** 1

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 required to work outside regular hours to maintain the Minister's website? Please detail.

**Answer:**

N/A.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Ministerial staff turnover

**Senator:** Ludwig

**Question reference number:** QoN 87

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

N/A to all.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Multiple tenders

**Senator:** Ludwig

**Question reference number:** QoN 88

**Type of Question:** Written

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

**Number of Pages:** 1

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?

Were those applicants asked to resubmit their tender proposal?

**Answer:**

1. Nil.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Enterprise Bargaining Agreements (EBA's)

**Senator:** Joe Ludwig

**Question reference number:** QoN 89

**Type of Question:** Written

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

**Number of Pages:** 1

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 Office of the Official Secretary to the Governor-General Enterprise Agreement 2011-2014.
2. 14 April 2011 to 30 June 2014.
3. The Office issued our Notice of Employee Representational Rights (NERR) on 16 October 2014 and held our first negotiation meeting on 18 November 2014.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Departmental Upgrades

**Senator:** Ludwig

**Question reference number:** QoN 90

**Type of Question:** Written

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

**Number of Pages:** 2

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

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

**Answer:**

1. The Office has completed programmed refurbishment works at Government House and Admiralty House consisting specifically of the installation of WiFi to some areas of these properties.
2. Cost of works was \$116,212 across two different sites
3. Itemised Expenditure:
  1. Site surveys - \$3,600
  2. WiFi Cabling and installation - \$59,526.98
  3. WiFi hardware - \$53,085.32
4. a. Site surveys conducted by Digital Air Wireless

- b. Installation in Canberra – Cobul Constructions,
  - c. Installation in Sydney – Gosse Bros Pty Ltd
- 5. An approach to market was made for each contract.

Works were completed October 2014.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Non-Conventional Therapies

**Senator:** Joe Ludwig

**Question reference number:** QoN 91

**Type of Question:** Written

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

**Number of Pages:** 1

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:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Office plants

**Senator:** Ludwig

**Question reference number:** QoN 92

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any new 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

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Office recreation facilities

**Senator:** Ludwig

**Question reference number:** QoN 93

**Type of Question:** Written

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

**Number of Pages:** 1

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

**Answer:**

1. No.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Vending machines

**Senator:** Ludwig

**Question reference number:** QoN 94

**Type of Question:** Written

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

**Number of Pages:** 1

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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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Legal costs

**Senator:** Ludwig

**Question reference number:** QoN 95

**Type of Question:**

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

**Number of Pages:** 2

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:**

The Office does not generally disclose specific details of legal advice received. As such, only total figures for legal services expenditure will be provided rather than a list of each service and costs. All figures are exclusive of GST.

1. and 2. The Office incurred a cost of \$21,563.40 for legal services between Budget Estimates and 31 October 2014. This included a total of 33.05 hours work.

**Total Legal Costs**

<b>Cost (\$)</b>	<b>Source</b>		<b>Level of Counsel</b>
21,563.40	AGS	External	AGS lawyers - various

**3. Briefing Counsel**

	<b>Direct</b>	<b>Indirect</b>	<b>Male</b>	<b>Female</b>
<b>Cost (\$)</b>	685.00	-	152.50	532.50
<b>Hours</b>	1.48	-	.18	1.30

4. AGS was chosen from the Office's legal panel because of its experience and knowledge of the matters concerned. One matter was the subject of a High Court hearing, where a decision was handed down on 6 December 2013, awarding costs to the Commonwealth. The Office is taking steps to pursue costs in accordance with the Commonwealth *Legal Services Directions 2005*.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Provision of equipment - departmental

**Senator:** Ludwig

**Question reference number:** QoN 96

**Type of Question:** Written

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

**Number of Pages:** 6

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:**

1 ,2 ,3, 6 - Electronic equipment provided to Office staff is summarised in the following table.

ISSUED TO	CLASSIFICATION	MAKE	MODEL	DATE PURCHASED	COST OF PURCHASE (ex gst)
MOBILE PHONES					
Official Secretary	OS	Apple	iPhone 5S	3/06/2014	\$894.54

Deputy Official Secretary	SES1	Apple	iPhone 5S	24/09/2014	\$720.00
Senior Executive Assistant to the Governor-General	GH06	Apple	iPhone 5S	24/09/2014	\$720.00
Executive Admin Assistant	GHO6	Apple	iPhone 5S	24/09/2014	\$720.00
Director Executive & Protocol	GHO8	BlackBerry	9800 Torch	22/03/2011	\$793.64
Strategic Program & Operations Manager	GHO7	Apple	iPhone 5S	3/06/2014	\$894.54
Senior Program Adviser	GHO6	Apple	iPhone 5S	3/06/2014	\$894.54
ADC Air Force	ADC	Apple	iPhone 5S	3/06/2014	\$894.54
ADC Army	ADC	Apple	iPhone 5S	3/06/2014	\$894.54
ADC Navy	ADC	Apple	iPhone 5S	3/06/2014	\$894.54
Manager Household Operations	GHO7	Apple	iPhone 5S	3/06/2014	\$894.54
Senior Chef	GHO4	Nokia	108	20/8/2014	\$40.91
Household Attendant	GHO1	Nokia	6233	9/08/2007	\$373.64
Household Staff	GHO1	Nokia	6300	11/11/2009	\$177.72
Director Corporate Services	GHO8	Apple	iPhone 5S	3/06/2014	\$894.54

Manager Human Resources	GHO7	Apple	iPhone 5S	3/06/2014	\$894.54
CFO	GHO8	Apple	iPhone 5S	3/06/2014	\$894.54
Manager IT	GHO7	Apple	iPhone 5S	3/06/2014	\$894.54
IT Systems Administrator	GHO6	Apple	iPhone 5S	3/06/2014	\$894.54
IT Support Officer	GHO4	Apple	iPhone 5S	3/06/2014	\$894.54
Manager Property & Services	GHO7	Apple	iPhone 5S	24/09/2014	\$720.00
Assistant Manager, Property And Services	GHO6	Apple	iPhone 5S	24/09/2014	\$720.00
Project Manager - 1	GHO7	Apple	iPhone 5S	3/06/2014	\$894.54
Project Manager - 2	GHO7	Apple	iPhone 5S	3/06/2014	\$894.54
Grounds Coodinator (GH)	GHO5	Apple	iPhone 5S	24/09/2014	\$720.00
Gardening Overseer - Turf	GH04	Nokia	108	20/08/2014	\$40.91
Senior Gardener	GHO3	Nokia	6720c	18/05/2010	\$352.73
Senior Property & Services Officer	GHO3	Apple	iPhone 5S	24/09/2014	\$720.00
Maintenance Officer	GHO1	Nokia	108	20/08/2014	\$40.91
Transport & Property Officer	GHO2	Apple	iPhone 5S	3/06/2014	\$894.54

Ad House Property Coordinator	GHO5	Apple	iPhone 5S	3/06/2014	\$894.54
Property Officer Ad House	GHO2	Nokia	6300	16/04/2010	\$170.91
Director Honours & Awards	GHO8	Apple	iPhone 5S	3/06/2014	\$894.54
Senior Household Attendant	GH04	Apple	iPhone 5S	24/09/2014	\$720.00
Senior Communications Adviser	GH08	Apple	iPhone 5S	3/06/2014	\$894.54
Speechwriter	GH07	Apple	iPhone 5S	3/06/2014	\$894.54
<b>LAPTOPS</b>					
Manager Property & Services	GHO7	HP	Elite Book 8460p	Dec-11	\$795.00
CFO	GHO8	HP	Elite Book 8460p	Dec-11	\$795.00
Official Secretary	OS	HP	Elite Book 8460p	Dec-11	\$795.00
Manager IT	GHO7	HP	Elite Book 8460p	Dec-11	\$795.00
Manager Human Resources	GHO7	HP	Elite Book 8460p	Dec-11	\$795.00
Senior Program Adviser	GHO6	HP	Elite Book 8460p	Dec-11	\$795.00
Strategic Program & Operations Manager	GHO7	HP	Elite Book 8460p	Dec-11	\$795.00

Strategic Communications Adviser	GH07	Dell	Latitude E6400	Mar-10	\$3036.46
<b>TABLETS</b>					
Official Secretary	OS	Apple	iPad Air	13/06/2014	\$891.00
Deputy Official Secretary	SES1	Apple	iPad Air	13/06/2014	\$891.00
Director Corporate Services	GHO8	Apple	iPad Air	13/06/2014	\$891.00
Strategic Program & Operations Manager	GHO7	Apple	iPad Air	13/06/2014	\$891.00
Senior Program Adviser	GHO6	Apple	iPad Air	13/06/2014	\$891.00
ADC Air Force	ADC	Apple	iPad Air	13/06/2014	\$891.00
ADC Army	ADC	Apple	iPad Air	13/06/2014	\$891.00
ADC NAVY	ADC	Apple	iPad Air	13/06/2014	\$891.00
Manager Human Resources	GHO7	Apple	iPad Air	13/06/2014	\$891.00
Manager IT	GHO7	Apple	iPad Air	13/06/2014	\$891.00
IT Systems Administrator	GHO6	Apple	iPad Air	13/06/2014	\$891.00
CFO	GHO8	Apple	iPad Air	13/06/2014	\$891.00
Director Honours & Awards	GHO8	Apple	iPad Air	13/06/2014	\$891.00
Senior Communications Adviser	GH08	Apple	iPad Air	13/06/2014	\$891.00

Speechwriter	GH07	Apple	iPad Air	13/06/2014	\$891.00
Manager Household Operations	GHO7	Apple	iPad Air	13/06/2014	\$891.00
Manager Property & Services	GHO7	Apple	iPad Air	13/06/2014	\$891.00

4. Ongoing costs from 1 July 2014 to 31 October is \$16,450.27

5. iPad keyboards, laptop bags and additional chargers are offered to all of the above staff.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Lobbyist Register meetings

**Senator:** Ludwig

**Question reference number:** QoN 97

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

1. List all interactions between the department/agency with any representative listed on the lobbyist register.
2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting

**Answer:**

1. Nil.
2. N/A.
3. N/A.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Appointments

**Senator:** Ludwig

**Question reference number:** QoN 98

**Type of Question:** Written

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

**Number of Pages:** 1

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 put in place.

**Answer:**

1. Nil.
2. N/A.
3. N/A.
4. N/A.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Staff transfers

**Senator:** Ludwig

**Question reference number:** QoN 99

**Type of Question:** Written

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

**Number of Pages:** 10

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. with co
7. How many of these people are employed in Canberra?
8. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
9. How many employees have been transferred out of Canberra since the 2013
10. How many of your employees have been transferred to Canberra since the 2013 federal election?
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.

14. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.
15. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
16. For every transferred employee please provide an explanation for their transfer?
17. For every transferred employee please provide any other cost incurred by the department because of that transfer?
18. Please provide all relevant dates.

## **Redundancies**

19. How many positions have been made redundant in your department since the 2013 federal election? How many of these positions were ongoing?
  1. How many of these positions were non-ongoing?
  2. How many of these positions were situated in the Australian Capital Territory
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
  1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they are located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide a reason a voluntary redundancy was offered for their position.
  5. Please provide all relevant dates.
7. For all employees who were redeployed please provide:

1. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
  2. Please specify any other costs incurred by the department because of this redeployment.
  3. Please provide the reason for that redeployment.
  4. Please provide all relevant dates.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
10. For employees who were made forcibly redundant since the 2013 federal election please provide:
1. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide the reason for that redundancy.
  5. Please provide all relevant dates.

## **Hiring**

20. How many people are employed in your department on non-ongoing contracts?
21. How many people are employed in your department on ongoing contracts?
22. How many non-ongoing contracts has your department extended since the 2013 federal election?
23. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
24. How many of these extensions were approved by the Public Service Commission?
  1. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
  2. How many of these extensions were rejected by the Public Service Commission?
    1. 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.

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

1. 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.

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

1. 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.

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

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

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

1. 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.

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

1. 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.

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

1. 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.

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

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

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

1. 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.

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

1. 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.

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

1. 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:**

1. As at 30 September 2014, the Office employed 88 persons (73.03 FTE).
2. The number of staff employed in each State and Territory as at 30 June 2013, and their age, gender and classification level, are provided in Table 1 and Table 2.

**Table 1**

<b>30 June 2013</b>	<b>Canberra</b>				<b>Sydney</b>			
<b>Classification</b>	<b>Female</b>		<b>Male</b>		<b>Female</b>		<b>Male</b>	
	<b>HeadCount</b>	<b>FTE</b>	<b>HeadCount</b>	<b>FTE</b>	<b>HeadCount</b>	<b>FTE</b>	<b>HeadCount</b>	<b>FTE</b>
GH01	10	3.40	4	3.00	1	0.67		
GH02	1	1.00	7	6.00				
GH03	11	10.40	5	5.00			1	1.00
GH04	5	5.00	3	3.00				
GH05	9	8.65	8	7.60	1	1.00		
GH06	4	4.00	8	7.00				
GH07	7	6.00	4	3.00				
GH08	3	3.00	1	1.00				
OFFSEC			1	1.00				
DOS			1	1.00				
<b>Grand Total</b>	<b>50</b>	<b>41.45</b>	<b>42</b>	<b>37.60</b>	<b>2</b>	<b>1.67</b>	<b>1</b>	<b>1.00</b>

**Table 2**

<b>Age demographics 30 June 2013</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Age 60+	1		1
Age 50 to 59	7	5	12
Age 40 to 49	6	11	17
Age 30 to 39	20	11	31
Age 20 to 29	12	8	20
Age under 20	7	7	14
<b>Total</b>	<b>53</b>	<b>42</b>	<b>95</b>

3. The number of staff employed in each state and Territory as at 31 May 2014, and their age, gender and classification level, are provided in Table 3 and Table 4.

**Table 3**

<b>31 May 2014</b>	<b>Canberra</b>				<b>Sydney</b>			
<b>Classification</b>	<b>Female</b>		<b>Male</b>		<b>Female</b>		<b>Male</b>	
	<b>HeadCount</b>	<b>FTE</b>	<b>HeadCount</b>	<b>FTE</b>	<b>HeadCount</b>	<b>FTE</b>	<b>HeadCount</b>	<b>FTE</b>
GH01	9	1.00	4	3.00	1	0.67		
GH02	1	1.00	7	6.00			1	1.00
GH03	12	10.20	5	5.00				
GH04	8	8.00	4	3.83				
GH05	6	5.00	6	5.53	1	1.00		
GH06	4	4.00	7	6.00				
GH07	7	6.00	5	4.00				
GH08	4	4.00	1	1.00				
OFFSEC			2	2.00				
DOS			0	0.00				
<b>Grand Total</b>	<b>51</b>	<b>39.20</b>	<b>41</b>	<b>36.36</b>	<b>2</b>	<b>1.67</b>	<b>1</b>	<b>1.00</b>

**Table 4**

<b>Age demographics 31 May 2014</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
Age 60+	4	6	10
Age 50 to 59	14	8	22
Age 40 to 49	18	12	30
Age 30 to 39	6	11	17
Age 20 to 29	9	5	14
Age under 20	2		2
<b>Total</b>	<b>53</b>	<b>42</b>	<b>95</b>

4. Nil.

5. N/A.

6. N/A.

7. N/A.

8. As at 18 September 2013, the Office employed 90 persons (82.07 FTE).

9. Nil.

10. Nil.

11. N/A.

12. N/A.

13. N/A.

14. N/A.

15. N/A.

16. N/A.

17. N/A.

18. N/A.

### **Redundancies**

19. Six, all ongoing

1. Nil

2. Six

2. One returned to home agency.

1. Six

2. Nil

3. Six

3. Four

1. Four

2. Nil

3. Four

4. Four

1. Four

2. Nil

3. Four

5. Nil

1. N/A

2. N/A

3. N/A

6. Divulging full details of these employees would compromise their privacy because of the small size of the agency.

7.

1. N/A

2. N/A

3. N/A

4. N/A

8. One
  1. One
  2. Nil
  3. One
9. Nil
  1. N/A
  2. N/A
  3. N/A
10.
  1. Divulging full details of this employee would compromise their privacy.
  2. Redundancy was paid in accordance with the prescribed entitlements in the Office's Enterprise Agreement.
  3. Nil.
  4. The position was deemed excess to requirements.
  5. August 2014.

## **Hiring**

20. One
21. The Office engages all staff on contracts, with 5 year contracts being the norm.
22. Nil.
23. Nil.
24. N/A
  1. N/A
  2. N/A
  3. Two.
    1. Both non-ongoing contracts are part of backfilling arrangements for leave (i.e. maternity leave).
  4. Nil
    1. N/A.
  5. Two.
  6. Nil.
  7. N/A.
    1. N/A.
  8. N/A.
    1. N/A.
  9. Two.
    1. Both non-ongoing contracts are part of backfilling arrangements for leave (i.e. maternity leave).
  10. Ten.
  11. Nil.
  12. Nil.
  13. N/A.
    1. N/A.
  14. Ten.
    1. Divulging full details of these employees would compromise their privacy because of the small size of the agency.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Existing resources program

**Senator:** Ludwig

**Question reference number:** QoN 100

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

1. How many major projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?
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:**

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

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

**Senator:** Ludwig

**Question reference number:** QoN 101

**Type of Question:** Written

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

**Number of Pages:** 2

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations 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. No.
2. N/A.
3. No.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. N/A.
9. N/A.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Market research

**Senator:** Ludwig

**Question reference number:** QoN 102

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

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

**Answer:**

Nil.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Consultancies

**Senator:** Ludwig

**Question reference number:** QoN 103

**Type of Question:** Written

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

**Number of Pages:** 2

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?

Is Australian Public Affairs on any of your panels?

**Answer:**

1. No.
2. The Office is a *Participating Agency* to the following panels:
  - Attorney General's Minor Works panel;
  - Department of Defence's Heritage, Environment, and Sustainability Services Panel;
  - Australian Federal Police's Ergonomic Task Chair Panel;
  - Department of Defence's "Defence Infrastructure Panel 2010"

3. No
4. No
5. No
6. No

We are not aware that Australian Public Affairs is co-signed to any of the panels to which we are Participating Agencies.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Communications Staff

**Senator:** Joe Ludwig

**Question reference number:** QoN 104

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

- 1.
2. One GHO8 Senior Communications Adviser located in the Australian Capital Territory.
3. Nil.
4. Nil.
5. Nil.
6. Nil.
7. Nil.

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

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Freedom of Information

**Senator:** Ludwig

**Question reference number:** QoN 105

**Type of Question:** Written

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

**Number of Pages:** 3

The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):

**Consultations with other Departments, Agencies and the Minister**

1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?
2. If so, for each instance provide a table setting out the following information:
  1. The Department or Agency which was consulted;
  2. The document;
  3. The purpose of the consultation;
  4. 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;
  5. 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.
3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?
4. If yes, provide a table setting out the following information:
  1. The requests with respect to which the Minister or Ministerial office was consulted;
  2. The Minister or Ministerial office which was consulted;
  3. The purpose of the consultation;
  4. 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;

5. 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
6. 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:

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

### **FOI Disclosure Log**

For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:

1. Maintain a webpage allowing download of documents released under section 11A (direct download)?
  2. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
  3. Facilitate to those documents in a different manner (if so, specify).
2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
1. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
  2. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
  3. The total number of requests for provision to documents that had been directly received, and how many had been processed by 6 June 2014?
  4. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
    1. What was the approximate cost for salaries for the FTE staff allocated to this task?
3. Has the Department or Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:
- On how many occasions charges have been imposed;  
The amount charged for each document
3. The total amount charged;
  4. What is the highest charge that has been imposed.

**Answer:**

**Consultations**

1. No.
2. N/A.
3. No
4. N/A
5. N/A.
6. No.

**Staffing Resources**

1. Less than 0.1 FTE

**FOI Disclosure log**

- 1.1 Yes
- 1.2 No
- 1.3 No
2. N/A
3. No
4. N/A

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

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Functions

**Senator:** Ludwig

**Question reference number:** QoN 106

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister since Additional Estimates in February, 2014. 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

**Answer:**

N/A to all.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Red Tape Reduction

**Senator:** Ludwig

**Question reference number:** QoN 107

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

N/A to all.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Land costs

**Senator:** Ludwig

**Question reference number:** QoN 108

**Type of Question:** Written

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

**Number of Pages:** 2

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. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.

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

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Ministerial Staff Code

**Senator:** Ludwig

**Question reference number:** QoN 109

**Type of Question:** Written

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

**Number of Pages:** 2

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

**Answer:**

N/A.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Boards

**Senator:** Ludwig

**Question reference number:** QoN 110

**Type of Question:** Written

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

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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:**

N/A to all.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Shared resources following MOG changes

**Senator:** Ludwig

**Question reference number:** QoN 111

**Type of Question:** Written

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

**Number of Pages:** 1

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. No.
2. N/A.
3. N/A.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

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**Topic:** Departmental Rebranding

**Senator:** Ludwig

**Question reference number:** QoN 112

**Type of Question:** Written

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

**Number of Pages:** 1

- 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? 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.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

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**Topic:** Credit cards

**Senator:** Joe Ludwig

**Question reference number:** QoN 113

**Type of Question:** Written

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

**Number of Pages:** 1

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 many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

**Answer:**

1. Nil.
2. No
3. No
4. No

5. N/A
6. No
7. N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

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**Topic:** Contracts for Temporary Staff

**Senator:** Joe Ludwig

**Question reference number:** QoN 114

**Type of Question:** Written

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

**Number of Pages:** 1

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. Nil
2. N/A
3. Nil
4. Nil
5. No

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Hire cars

**Senator:** Joe Ludwig

**Question reference number:** QoN 115

**Type of Question:** Written

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

**Number of Pages:** 1

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 Office spent \$30,195 on hire cars from 1 July 2014 to 31 October 2014. Of the total, \$28,191 was for Executive and Protocol Branch and \$2,004 for Honours Branch.
2. The expenditure related to COMCAR use in support of the Governor-General's program in locations where the Office has no car/driver, and for Honours Council members travelling to Government House for council meetings.
3. N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

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**Topic:** Unallocated Equipment

**Senator:** Ludwig

**Question reference number:** QoN 116

**Type of Question:** Written

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

**Number of Pages:** 1

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. The Office holds 5-10 spare desktop computers and up to 5 spare mobile phones, which are stored on site at no cost to the Office.
2. The average cost of spare desktop computers is \$934 and there are no ongoing costs. The average cost of spare mobile phones is \$807.27 and there are no ongoing costs.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Advertising

**Senator:** Joe Ludwig

**Question reference number:** QoN 117

**Type of Question:** Written

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

**Number of Pages:** 1

**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. Nil.
2. N/A.
3. N/A.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Departmental Staff Misconduct

**Senator:** Joe Ludwig

**Question reference number:** QoN 118

**Type of Question:** Written

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

**Number of Pages:** 2

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

**Answer:**

1. Code of Conduct and Values

*In undertaking his/her duties, an employee shall at all times comply with the Office's Code of Conduct and Values as set out at clause 3 of the Office's Enterprise Agreement 2011-2014.*

Values

The Office:

- (a) is apolitical, performing its functions in an impartial and professional manner;
- (b) provides a workplace that is free from discrimination and recognises and utilises the diversity of the Australian community it serves;

- (c) has the highest ethical standards;
- (d) is openly accountable for its actions, within the framework of Ministerial responsibility to the Government, the Parliament and the Australian public;
- (e) is responsive to the Governor-General in providing frank, honest, comprehensive, accurate and timely advice and in implementing policies and programs;
- (f) delivers services fairly, effectively, impartially and courteously to the Australian public and is sensitive to the diversity of the Australian public;
- (g) has leadership of the highest quality;
- (h) promotes workplace relations that value communication, consultation, co-operation and input from employees on matters that affect their workplace;
- (i) provides a fair, flexible, safe and rewarding workplace;
- (j) focuses on achieving results and managing performance;
- (k) provides a fair system of review of decisions taken in respect of employees; and
- (l) encourages skill and career development.

#### Code of Conduct

Employees of the Office must:

- (a) behave honestly and with integrity;
- (b) act with due care and diligence;
- (c) treat everyone with respect and courtesy and without harassment of any kind;
- (d) not provide false or misleading information in response to a request for information that is made for official purposes;
- (e) comply with any lawful and reasonable direction given by someone in the Office who has authority to give the direction;
- (f) comply with all policies and guidelines issued by the Official Secretary for the operations of the Office;
- (g) maintain appropriate confidentiality in all matters regarding Australian honours and awards and the Governor-General, his/her family, guests and visitors;
- (h) disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment;
- (i) use Commonwealth resources in a proper manner;
- (j) not make improper use of inside information, or their duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for themselves or any other person;
- (k) at all times present and behave in a way that upholds the high integrity and good reputation of the Office;
- (l) while on duty interstate or overseas behave at all times in a way that upholds the good reputation of Australia and the Office; and

- (m) comply with all applicable Australian laws. For this purpose; Australian law means:
  - (i) any Act or any instrument made under an Act; or
  - (ii) any law of a State or Territory including any instrument made under such a law.

2. No.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Cloud Services and Storage

**Senator:** Ludwig

**Question reference number:** QoN 119

**Type of Question:** Written

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

**Number of Pages:** 2

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:**

1. The Office of the Official Secretary to the Governor-General is not currently using any cloud digital services.
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

7. N/A
8. N/A
9. N/A

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Prime Minister and Cabinet portfolio

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**Topic:** Disability Access

**Senator:** Ludwig

**Question reference number:** QoN 120

**Type of Question:** Written

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

**Number of Pages:** 2

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.

Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

**Answer:**

**Admiralty House, Kirribilli, Sydney**

1. “Gifted” from the NSW Government to the Commonwealth under the Governor-General’s Residence Grant Act 1945
2. The majority of the building is a Class 1A residential building, so exempt from the DDA. Other Class 3, 5 and 10A areas of the property are being progressively upgraded in priority order according to business need and condition under a managed Capital Works Plan. All DDA issues will be addressed progressively.
3. Works are continually ongoing.
4. Works are referred in accordance with the EPBC Act.
5. Asset Management Plans forecasting expected costs are currently under development.
6. No plans to specifically address DDA issues have been cancelled, put on hold or delayed since September 7, 2013.

No complaints been lodged with regard to the premises not being compliant.

#### **Government House, Yarralumla, Canberra**

1. Purchased in 1913.
2. The main house is a Class 1A residential building, so exempt from the DDA. Other Class 3, 5 and 10A areas of the property are being progressively upgraded in priority order according to business need and condition under a managed Capital Works Plan. All DDA issues will be addressed progressively.
3. Works are continually ongoing.
4. Works are referred in accordance with the EPBC Act.
5. Asset Management Plans forecasting expected costs are currently under development.
6. No plans to specifically address DDA issues have been cancelled, put on hold or delayed since September 7, 2013.

No complaints been lodged with regard to the premises not being compliant.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

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**Topic:** Fee for services

**Senator:** Ludwig

**Question reference number:** QoN 121

**Type of Question:** Written

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

**Number of Pages:** 1

Since September 7, 2013:

1. Have any existing services provided by the department / agency moved from being free to a user-pay services? 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 and N/A to all.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

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**Topic:** Documents provided to minister

**Senator:** Ludwig

**Question reference number:** QoN 122

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

Nil and N/A to all

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

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**Topic:** Merchandise or promotional material

**Senator:** Ludwig

**Question reference number:** QoN 123

**Type of Question:** Written

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

**Number of Pages:** 1

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 this 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. No and N/A to all.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Freedom of Information - Stats

**Senator:** Ludwig

**Question reference number:** QoN 124

**Type of Question:** Written

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

**Number of Pages:** 1

1. How many FOI requests were received between 7 September 2013 to date?
2. How many of those requests were finalized within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s15AB of the FOI Act?
5. How many of those requests were finalized out of time?

**Answer:**

1. Four requests for documents under the FOI Act have been received since 7 September 2013.
2. Four.
3. Nil.
4. Nil.
5. Nil.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Savings and Efficiency Measures

**Senator:** Joe Ludwig

**Question reference number:** QoN 125

**Type of Question:** Written

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

**Number of Pages:** 1

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:
  1. What is the timeframe for implementation?
  2. Who is the responsible agency for actioning these measures, guidelines or tasks?
  3. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
  4. What action has the minister asked be done on this policy?

**Answer:**

1. The only measure, savings task or efficiency measure relating to this agency in the Appropriation Bills 2014 relates to the further temporary increase of 0.25 per cent in the efficiency dividend announced in Budget 2014-15.
2. For implementing the efficiency dividend measure:
  1. Ongoing
  2. The Office of the Official Secretary to the Governor-General.
  3. N/A
  4. N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

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

**Senator:** Joe Ludwig

**Question reference number:** QoN 126

**Type of Question:** Written

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

**Number of Pages:** 3

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:**

Details of all contracts entered into, including Purchase Orders that are worth between \$4,000 and \$10,000 are as below:

<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>PO Amount</b>
4/07/2014	HEALTH WORK	For health services in 2014/2015 financial year.	4,000
10/07/2014	CANBERRA TROPHY CENTRE PTY LTD	Medal Engraving	4,000
15/07/2014	FUJI XEROX AUSTRALIA PTY LTD	Copier Maintenance	4,000
15/07/2014	IRON MOUNTAIN AUSTRALIA PTY LTD	Secure storage	4,000
29/07/2014	ADAPTIVE ENGINEERING SERVICES	Machinery Maintenance	4,000
21/08/2014	AMGROW PTY LTD (previously) NUTURF AUSTRALIA PTY LTD	Turf maintenance products	4,000

<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>PO Amount</b>
21/08/2014	LIVING TURF	Specialised turf maintenance products	4,000
21/08/2014	GLOBE AUSTRALIA PTY LTD	Specialised turf maintenance products	4,000
7/08/2014	ELECTRO MECHANICAL SERVICES P/	Interim Monthly service Generator	4,970
10/07/2014	AUSTRALIA POST	Honours Medal Postage FY 2014-15	5,000
15/07/2014	ROGNAR PTY LTD ATF ROGNAR FAMILY TRUST T/A NEWSEXPRESS BELCO	Newspapers	5,000
15/09/2014	HANNS, MR DAVID T/as ACT STUMP GRINDING	Stump Grinding Services	5,000
15/07/2014	UXC CONNECT	Telecommunication PABX maintenance Contract Aug 2012 to Aug 2015	5,794
15/07/2014	CANON AUSTRALIA PTY LTD	Photo Copier Maintenance	6,000
15/07/2014	TRANSACT CAPITAL COMMUNICATIONS PTY LTD	Transact TransTV and Internet services	6,000
8/07/2014	NATIONAL CAPITAL AUTHORITY	Water Abstraction Lake Burley Griffin FY14/15	7,000
10/07/2014	OFFICE OF PARLIAMENTARY COUNSEL	Honours Gazettal costs FY 2014-15	7,000
30/07/2014	REECE PTY LTD	Irrigation system supplies	7,000
31/07/2014	SEEARS WORKWEAR	Supply of Gardening uniforms and PPE	7,000
15/10/2014	APPLIANCE TAGGING SERVICES PTY LTD	Electrical Safety Testing and Tagging	7,000
2/07/2014	CONVERGE INTERNATIONAL INCORP RESOLUTIONS RTK PTY LTD	Employee Assistance Program (EAP) Services	7,500
10/07/2014	COMCAR	Car travel for Honours Council Members FY 14-15	8,000
15/07/2014	SYDNEY WATER	Waste water sewerage and water service	9,000
10/07/2014	IRON MOUNTAIN AUSTRALIA PTY LTD	File retrieval and storage FY 2014-15	10,000
21/07/2014	RICHARDSON HOTEL SUITES & SPA	Perth accommodation (FY 2014/15)	10,000

<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>PO Amount</b>
21/07/2014	HILTON ADELAIDE	Adelaide accommodation (FY 2014/15)	10,000
21/07/2014	Medina Property Services Pty Ltd.	Darwin accommodation (FY 2014/15)	10,000
11/08/2014	SOFITEL BRISBANE	Brisbane accommodation (FY 2014-15)	10,000

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Consultancies

**Senator:** Joe Ludwig

**Question reference number:** QoN 127

**Type of Question:** Written

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

**Number of Pages:** 2

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?
  1. List each, including name, cost and purpose
  2. If so, why?

**Answer:**

1. Since Budget Estimates in June, 2014, the Office undertook four consultancies as per table below:

<b>Consultant</b>	<b>Subject Matter</b>	<b>Duration in month</b>	<b>Method of Procurement</b>	<b>Cost including GST</b>
Echelon Consultancy & Training P/L	Training	6	RFQ	\$2,365
GHD	Heritage Management	5	Pre-qualified Tender	\$2,334
Tanner Kibble Denton	Architects	12	Limited Tender	\$825
Turner and Townsend Pty Ltd	Surveying	6	Limited Tender	\$3,135
<b>Total</b>				<b>\$8,659</b>

2. Consultancies have not been specifically planned, although a number of consultancies will be undertaken as and when required. They do not form part of the Annual Procurement Plan (APP), because they are not considered significant procurement activity.
3. Nil. All were tendered as per the table above. Value for money under the CPRs was established for all.

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

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Electronic Equipment

**Senator:** Ludwig

**Question reference number:** QoN 128

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

1. N/A.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media subscriptions

**Senator:** Joe Ludwig

**Question reference number:** QoN 129

**Type of Question:** Written

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

**Number of Pages:** 4

Since Budget Estimates in June, 2014:

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

**Answer:**

1. Pay TV subscriptions

- a) TransTV Biz channels (discontinued on 17 July 2014).
- b) The cost of TV subscriptions (from 1 July 2014 to 31 October 2014) was \$1,975.55.
- c) N/A.
- d) N/A.

2. Newspaper subscriptions

- a) please see table below

Paper	Reason
Canberra Times	To keep abreast of news, opinions and editorials and current affairs
The Australian	To keep abreast of news, opinions and editorials and current affairs
Sydney Morning Herald	To keep abreast of news, opinions and editorials and current affairs
Telegraph	To keep abreast of news, opinions and editorials and current affairs
Financial Review	To keep abreast of news, opinions and editorials and current affairs
Melbourne Age	To keep abreast of news, opinions and editorials and current affairs
Quadrant	To keep abreast of news, opinions and editorials and current affairs
Sunday Times	To keep abreast of news, opinions and editorials and current affairs
Times of London	To keep abreast of news, opinions and editorials and current affairs
Herald Tribune	To keep abreast of news, opinions and editorials and current affairs
New York Times	To keep abreast of news, opinions and editorials and current affairs

- b) The cost of newspaper subscriptions (from 1 July 2014 to 31 October 2014) was \$1,198.79.
- c) N/A.
- d) N/A.

### 3. Magazine subscriptions

a) please see table below

Magazine/Journal	Reason
Margaret Gee's Media Guide	Updated Guide and contact details of all media in Australia
The Economist	Keep abreast of current international affairs
The New Yorker	Keep abreast of current social affairs and contemporary culture
The Australian Book Review	Keep abreast of new Australian literature
The Quarterly Essay	Keep abreast of new Australian literature
History Today	Keep abreast of new writing on history and historical affairs
The Guardian Weekly	Keep abreast of current international affairs
Limelight	Keep abreast of Australian arts and cultural events
New Scientist	Keep abreast of science news
The Monthly	Keep abreast of Australian current events and commentary
APC Magazine	Keep abreast of IT industry developments
Delicious	Keep abreast of food products, ideas and recipes
CPA	Keep abreast of developments relating to the current accounting environment

b) The cost of magazine subscriptions (from 1 July 2014 to 31 October 2014) was \$139.44.

c) N/A.

d) N/A.

### 4. Publications

a) please see table below

Publication	Reason
Who's Who in Australia	Used by Honours case officers and by invitations officers for research purposes.
Who's Who in Business in Australia	Used by Honours case officers for research purposes.
Who's Who in Australian Women	Used by Honours case officers for research purposes.
The Australian Local Government Guide	Used by Honours case officers for research purposes.

The National Guide to Government	Used by Honours case officers for research purposes
Directory of Australian Associations	Used by Honours case officers for research purposes
Australian Celebrity Contact Book	Used by invitation officers for research purposes

- b) The cost of publications (from 1 July 2014 to 31 October 2014) was \$2,390.01.
- c) N/A.
- d) N/A.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media monitoring

**Senator:** Joe Ludwig

**Question reference number:** QoN 130

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

1. N/A.
2. The total costs of media monitoring services, including press clippings, electronic media transcripts etc, provided to the Office from 1 July 2014 to 31 Oct 2014 was \$10,477.42.
  1. I Sentia.
  2. \$10,477.42.
  3. Press clips \$788.48; Broadcast summary \$4,320.22; Monitoring Digital \$4,431.80 (GST \$936.92)

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media training

**Senator:** Ludwig

**Question reference number:** QoN 131

**Type of Question:** Written

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

**Number of Pages:** 2

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:**

1. Nil and N/A to all.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Report printing

**Senator:** Ludwig

**Question reference number:** QoN 132

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

No.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Provision of equipment - ministerial

**Senator:** Ludwig

**Question reference number:** QoN 133

**Type of Question:** Written

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

**Number of Pages:** 1

Since Budget Estimates in June, 2014:

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs?
  1. Itemise equipment and cost broken down by staff or minister classification
2. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of:
3. What is provided?
4. The purchase cost.
5. The ongoing cost.
6. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
7. A breakdown of what staff and staff classification receives each item.

**Answer:**

N/A

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Computers

**Senator:** Ludwig

**Question reference number:** QoN 134

**Type of Question:** Written

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

**Number of Pages:** 1

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. N/A.
2. The Office owns 117 desktop computers at an average cost of \$934 and 21 laptop computers at an average cost of \$1,798.04, all located at Government House, Canberra; and 19 desktop computers at an average cost of \$934, located at Admiralty House, Sydney.
3. Operating systems are Windows XP and Windows 7 with no ongoing costs.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Travel costs - department

**Senator:** Ludwig

**Question reference number:** QoN 135

**Type of Question:** Written

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

**Number of Pages:** 2

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. N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A
9. A small number of Office employees travel to support the Governor-General's official program. The vast majority of travel is accompanying the Governor-General on RAAF Special Purpose Aircraft, details of which are published in Parliament every six months. There is also occasional domestic travel, mostly to Sydney by road or air, to support official events at Admiralty House. Total travel costs for the Office as well as details of all overseas travel are published in the Office's Annual Report. All details of the Governor-General's domestic program are published on the Office's website at [www.gg.gov.au](http://www.gg.gov.au). There is only occasional official travel by employees that does not relate to the Governor-General's official program. Itemised trip expenditure for each staff member is not readily available however the total cost including accommodation, meals and other travel costs is \$46,474.22.
10. N/A
11. N/A
12. For security reasons the Office is unable to disclose future travel plans associated with the Governor-General's official program for this calendar year.

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

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Travel costs - Ministerial

**Senator:** Ludwig

**Question reference number:** QoN 136

**Type of Question:** Written

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

**Number of Pages:** 1

From 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:**

N/A to all.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Senate Estimates Briefing

**Senator:** Ludwig

**Question reference number:** QoN 137

**Type of Question:** Written

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

**Number of Pages:** 2

Since Budget Estimates in June, 2014:

1. How many officers were 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?
  1. 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?
  1. If so, when did this occur?
  2. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  3. 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 Budget 2014 hearings.

**Answer:**

1) 21.

2) 101.

a. SES – 20; GH08 – 21; GH07 – 42; GH06 – 8; GH05 – 4; GH04 – 3; GH03 – 3.

3) N/A to all.

4) N/A to all.

5) No contents page was prepared for the Budget Estimates 2014 hearings.

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates – October 2014**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Government payments of accounts

**Senator:** Joe Ludwig

**Question reference number:** QoN 138

**Type of Question:** Written

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

**Number of Pages:** 2

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. The Office has adopted a policy of paying invoices within one week of them being presented ready for payment at the Finance Section, by the appropriately delegated official. Under this policy the Office is confident that all invoices have and will be paid within 30 days of agreement that they have been correctly rendered, as annotated by the

delegated official on the invoice. The Office does not collect or hold statistics on this matter.

2. As above.
3. As above.
4. As above.
5. As above.
6. As above.
7. No interest has been paid or is payable for overdue accounts as the Office has not been presented with an invoice (correctly rendered or otherwise) for interest by a supplier.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Stationery Requirements

**Senator:** Ludwig

**Question reference number:** QoN 139

**Type of Question:** Written

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

**Number of Pages:** 1

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 stationery requirements to date.
3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

**Answer:**

1. N/A.
2. From 1 July 2014 to 31 October 2014, the office spent \$8,062.70 (excluding GST) on agency stationery.
3. No.

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

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Meeting costs

**Senator:** Joe Ludwig

**Question reference number:** QoN 140

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

1. The Office arranges many meetings. For costs that are met by the Office, information is not recorded in a way that would readily enable these questions to be answered. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. N/A.
3. Any expenditure on meetings is expected to be kept to a minimum, taking into account operating guidelines on the efficient and ethical use of resources.
4. N/A.

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

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Hospitality and entertainment

**Senator:** Joe Ludwig

**Question reference number:** QoN 141

**Type of Question:** Written

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

**Number of Pages:** 1

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. Nil.
2. N/A.
3. Nil.
4. N/A.
5. Nil.
6. N/A.
7. Nil.
8. N/A.
9. The office is not planning on reducing spending on hospitality or entertainment as this expenditure is negligible.

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

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Executive Coaching and Leadership

**Senator:** Joe Ludwig

**Question reference number:** QoN 142

**Type of Question:** Written

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

**Number of Pages:** 2

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 form a provider listed under (4), 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
  4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  5. The total amount spent on the service
  6. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own
6. premises, please provide:
  1. The location used
  2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)

3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
4. Any costs the department or agency's incurred to use the location
7. 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?
8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

**Answer:**

1. Nil
2. Nil
3. Nil
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable
8. Not applicable

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

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**Topic:** Staffing Profile

**Senator:** Joe Ludwig

**Question reference number:** QoN 143

**Type of Question:** Written

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

**Number of Pages:** 2

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
2. 2 commencements and 6 separations

Classification	Commenced/separated	Division	Location
GHO3	Commenced Oct 2014 changed from short term to long term contract	Corporate	ACT
Deputy Official Secretary	Commenced Oct 2014	Executive	ACT
GHO2	Retirement ceased July 2014	Corporate	ACT

GHO8	Returned to home agency Ceased August 2014	Executive	ACT
GHO1	Involuntary redundancy Ceased August 2014	Corporate	ACT
GHO2	Voluntary redundancy Ceased August 2014	Corporate	ACT
GHO3	Voluntary redundancy Ceased September 2014	Honours	ACT
GHO4	Voluntary redundancy Ceased September 2014	Executive	ACT

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Prime Minister and Cabinet portfolio

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**Topic:** Staffing reductions

**Senator:** Joe Ludwig

**Question reference number:** QoN 144

**Type of Question:** Written

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

**Number of Pages:** 2

Since Budget Estimates in June, 2014:

1. How many staff reductions/voluntary redundancies have occurred?
  1. What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

**Answer:**

1. Four
  1. To meet budget forecasts over the forward estimates.

2. Yes. One GHO1 position deemed excess to requirements.
3. Any future reductions will be through voluntary redundancies where possible. No services will be cut.
4. No staff reductions planned at this stage.
5. None planned at this stage.
6. Six. 1 x GHO1, 2 x GHO2, 1 x GHO3, 1 x GHO4, 1 x GHO8.
7. Nil.
8. Voluntary redundancy packages offered by the Office are standard packages in accordance with the Office Enterprise Agreement and the Fair Work Act 2009.
9. No difference.
10. The Office is seeking consideration under the Department of Finance Redundancy Funding Application process.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Staffing Recruitment

**Senator:** Joe Ludwig

**Question reference number:** QoN 145

**Type of Question:** Written

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

**Number of Pages:** 1

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. Nil.
2. Nil.
3. Nil.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

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**Topic:** Coffee machines

**Senator:** Ludwig

**Question reference number:** QoN 146

**Type of Question:** Written

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

**Number of Pages:** 2

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.

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**Topic:** Printing

**Senator:** Ludwig

**Question reference number:** QoN 147

**Type of Question:** Written

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

**Number of Pages:** 1

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 use 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?

**Answer:**

1. One document (annual report – 380 copies) was printed in the specified period and published online.
2. Yes, an external printing service was procured.
  1. Spectrum Graphics and New Millennium Printers.
  2. Select RFQ.
  3. \$12,113 (excluding GST).

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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Corporate cars

**Senator:** Joe Ludwig

**Question reference number:** QoN 148

**Type of Question:** Written

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

**Number of Pages:** 2

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?
  - 5.

**Answer:**

1. As at 31/10/2014, the Office owns six cars.
2. Five cars are located at Government House, Canberra, and one is located at Admiralty House, Sydney.
3. All are used for official duties or general office use, except the Rolls Royce which is used for ceremonial occasions.
4. Operating costs since Budget Estimates from 1 July 2014 to 31 October 2014 are shown in the table below.
5. Kilometres travelled since Budget Estimates from 1 July 2014 to 31 October 2014 are shown in the table below.

<b>Vehicle/ Asset Number</b>	<b>WDV of car as at 31/10/2014</b>	<b>Kilometres travelled July to October 2014</b>	<b>Running Cost of Car *</b>
Rolls Royce(E Phantom VI) 7994	\$314,431	524	\$ 122.17
Holden Caprice I 9541	\$13,000	3,002	\$ 1,091.47
Holden Calais 9797	\$16,667	3,670	\$ 1,338.01
Holden Berlina 9542	\$6,667	2,101	\$ 765.98
Tarago YIJ 56G	\$26,828	11,241	\$ 4,098.24
Colarado YJK 25G	\$23,271	2,331	\$ 849.83
			<b>\$ 8,268.70</b>

\* Running costs including fuel and maintenance averaged for all cars against actual kilometres travelled.

6. Nil.
7. N/A.
8. N/A.
9. N/A.
10. N/A.

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Prime Minister and Cabinet portfolio

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**Program 1:** Support for the Governor-General and Official Activities

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**Topic:** Taxi costs

**Senator:** Joe Ludwig

**Question reference number:** QoN 149

**Type of Question:** Written

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

**Number of Pages:** 1

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. Breakdown of taxi costs by business group:

	Spend
Business Group:	1/07/2014 - 31/10/2014
Executive/Household	5,217
Honours	365
Corporate	1,250
Total	7,292

2. Taxis are primarily used by staff on official duty for the Office and by Honorary Aides-de-Camp representing the Governor-General on official occasions.
3. N/A.

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Prime Minister and Cabinet portfolio

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**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Grants

**Senator:** Ludwig

**Question reference number:** QoN 150

**Type of Question:** Written

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

**Number of Pages:** 1

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.
  1. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.
4. What is the procedure for selecting who will be awarded a grant?
5. Who is involved in this selection process?
6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.
  1. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

**Answer:**

N/A to all