

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – BUDGET ESTIMATES 2013-14 – 27-30 MAY 2013
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
1	Senate	Faulkner	Senate meeting room	<p>Senator FAULKNER: What I might then ask the Department of the Senate to do, because this is one of those issues that is very specific and relates to some evidence given a year ago, is take that on notice and clarify that, if it is able to. Obviously, I can ask something similar of DPS. At face value, there might be a difference in the evidence provided by either the Department of the Senate or DPS. Equally, there may well be a distinction between moral rights consultation and broader consultation. I would appreciate it if the department could check that, and I will similarly ask DPS who, as you correctly point out, would have primary responsibility for any consultation processes anyway. One way or the other, we will find out.</p> <p>Mr Hallett: We would be happy to take that on notice and see if there is any further clarification that can be provided.</p> <p>Senator FAULKNER: I appreciate that, thank you.</p>	p. 5	27/5/13	27/6/13
2	Senate	Kroger	USB sticks	<p>The Senate Online Stationery Store allows only Departmental Staff to order USB 4.7GB. Could you please explain why this item is restricted to Departmental Staff?</p> <p>Why are Parliamentary Staff unable to order the item?</p>	Written	8/7/13	14/11/13
3	Senate	Ryan	Staffing	<p>How many ongoing staff recruited this financial year to date? What classification are these staff?</p> <p>How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	8/7/13	14/11/13
4	Senate	Ryan	Staffing	<p>How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?</p> <p>How many contract staff left department/agency in the year this financial year to date? What classification were these staff?</p>	Written	8/7/13	14/11/13

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5	Senate	Ryan	Staffing	<p>How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?</p> <p>Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.</p> <p>If there are plans for staff reductions, please give the reason why these are happening.</p> <p>Are there any plans for involuntary redundancies? If yes, provide details.</p>	Written	8/7/13	14/11/13
6	Senate	Ryan	Public Service efficiencies	<p>Please provide details of the amended operational efficiencies your agency will make as per 2013-14 Budget Measure 'Public Service efficiencies' (see 2013-14 Budget Paper No 2 p108).</p> <p>In addition, please provide the following detail:</p> <p>Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?</p> <p>Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?</p>	Written	8/7/13	14/11/13
7	Senate	Ryan	Public Service efficiencies	<p>Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>Has there been a reduction in the use of external consultants and contractors? Has this</p>	Written	8/7/13	14/11/13

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				<p>impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>			
8	Senate	Ryan	Printing costs	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?	Written	8/7/13	14/11/13
9	Senate	Ryan	Graduate Recruitment	<p>Provide an update on expenditure for 2014 Graduate Recruitment to date? Please itemise and detail costs.</p> <p>Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.</p>	Written	8/7/13	14/11/13
10	Senate	Ryan	Advertising	<p>What was the total cost of all advertising for the financial year to date?</p> <p>Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p>	Written	8/7/13	14/11/13

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				<p>Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.</p> <p>Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.</p> <p>What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?</p>			
11	Senate	Ryan	Hospitality and Entertainment	<p>What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	8/7/13	14/11/13

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				<p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?</p>			
12	Senate	Ryan	Meeting Costs	<p>What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	8/7/13	14/11/13
13	Senate	Ryan	Program Launch Costs	<p>What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written	8/7/13	14/11/13

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				For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.			
14	Senate	Ryan	Board Appointments	Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members. What is the gender ratio on each board and across the portfolio? Please detail any board appointments for this financial year to date.	Written	8/7/13	14/11/13
15	Senate	Ryan	Freedom of Information	Has the department/agency received any updated advice on how to respond to FOI requests? What is the total cost to the department to process FOI requests for this financial year to date? How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?	Written	8/7/13	14/11/13
16	Senate	Ryan	Community Cabinet Meetings	Provide an update of how many Community Cabinet meetings has the Minister attended this financial year to date? List date and location. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?	Written	8/7/13	14/11/13

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17	Senate	Ryan	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • How many Reviews are being undertaken? • What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded? • Which of these reviews has been provided to Government? • When will the Government be responding to the respective reviews that have been completed? • Has the Government responded to all reviews within the timeframe? If not, why not? • What is the estimated cost of each of these Reviews? • What reviews are planned? • When will each of these reviews be concluded? 	Written	8/7/13	14/11/13
18	Senate	Ryan	Consultancies	<p>How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	8/7/13	14/11/13
19	Senate	Ryan	Media Monitoring	<p>What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these services for the year 2012-13? • What has been spent providing these services this financial year to date? <p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? 	Written	8/7/13	14/11/13

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				<ul style="list-style-type: none"> What is the estimated budget to provide these services for the year 2012-13? What has been spent providing these services this financial year to date? 			
20	Senate	Ryan	Social Media	<p>Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.</p> <p>Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> If yes, provide details of the usage (for example details could include average hours per employee, hours when useage peaks). Has there been a change to the department/agency protocols due to staff useage? If no, why not? Will the department/agency monitor usage in the future? <p>Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)</p>	Written	8/7/13	14/11/13
21	Senate	Ryan	Internet	Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?	Written	8/7/13	14/11/13
22	Senate	Ryan	Staff Amenities	What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.	Written	8/7/13	14/11/13
23	Senate	Ryan	Coffee Machines	<p>Has the department/agency purchased coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why were coffee machines purchased?</p> <p>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?</p>	Written	8/7/13	14/11/13

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				<p>Where did the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>Does the department/agency rent coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why are coffee machines rented?</p> <p>Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>Where does the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
24	Senate	Ryan	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost). 	Written	8/7/13	14/11/13

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				<ul style="list-style-type: none"> • Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details. • What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost). 			

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25	Senate	Ryan	Grants	<p>Could the department/agency provide an update list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p>	Written	8/7/13	14/11/13
26	Senate	Ryan	Commissioned Reports	<p>How many Reports have been commissioned by the Government in your department/agency this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <ul style="list-style-type: none"> • How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level? • What is the current status of each report? When is the Government intending to respond to these reports? 	Written	8/7/13	14/11/13
27	Senate	Ryan	Government Payments of Accounts	<p>For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?</p> <ul style="list-style-type: none"> • If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached) • 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 for the current financial year and the previous financial year? • Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written	8/7/13	14/11/13
28	Senate	Ryan	Stationery requirements	<p>How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>What are the department/agency's stationery costs for the financial year to date?</p>	Written	8/7/13	14/11/13

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29	Senate	Ryan	Media Subscriptions	<p>What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> • Please provide a list of what channels and the reason for each channel. • What is the cost for this financial year to date? <p>What newspaper subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> • Please provide a list of newspaper subscriptions and the reason for each. • What is the cost for this financial year to date? <p>What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> • Please provide a list of magazine subscriptions and the reason for each. • What is the cost for this financial year to date? 	Written	8/7/13	14/11/13
30	Senate	Ryan	Travel Costs	<p>For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?</p> <p>Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge</p>	Written	8/7/13	14/11/13

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				<p>membership and the total costs of the lounge memberships.</p> <p>When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
31	Senate	Ryan	Legal costs	<p>What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>	Written	8/7/13	14/11/13
32	Senate	Ryan	Education expenses	<p>What is the department/agency's guidelines on study?</p> <p>For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.</p>	Written	8/7/13	14/11/13

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33	Senate	Ryan	Executive Coaching and Leadership Training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification 5. The total number of hours involved for all employees (provide a breakdown for each employment classification) d) The total amount spent on the service e) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> i. The location used 6. The number of employees who took part on each occasion (provide a breakdown for each employment classification) 7. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) ii. Any costs the department or agency's incurred to use the location 	Written	8/7/13	14/11/13
34	Senate	Ryan	Media Training	<p>In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment 	Written	8/7/13	14/11/13

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				<p>classification</p> <p>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)</p> <p>4. The names of all service providers engaged</p> <p>For each service purchased form a provider listed under (4), please provide:</p> <p>a) The name and nature of the service purchased</p> <p>b) Whether the service is one-on-one or group based</p> <p>5. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>6. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>c) The total amount spent on the service</p> <p>d) A description of the fees charged (i.e. per hour, complete package)</p> <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>i. The location used</p> <p>ii. The number of employees who took part on each occasion</p> <p>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>iv. Any costs the department or agency's incurred to use the location</p>			
35	Senate	Ryan	Paid Parental Leave	<p>Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</p> <p>For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.</p> <p>What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</p>	Written	8/7/13	14/11/13

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Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
36	Senate	Ryan	Training for Portfolio Minister and Parliamentary Secretaries	<p>For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.</p>	Written	8/7/13	14/11/13
37	Senate	Ryan	Corporate Cars	<p>How cars are owned by each department/agency?</p> <p>Where is the car/s located?</p> <p>What is the car/s used for?</p> <p>What is the cost of each car for this financial year to date?</p> <p>How far did each car travel this financial year to date?</p>	Written	8/7/13	14/11/13
38	Senate	Ryan	Taxi Costs	<p>How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</p> <p>What are the reasons for taxi costs?</p>	Written	8/7/13	14/11/13
39	Senate	Ryan	Hire Cars	<p>How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>What are the reasons for hire car costs?</p>	Written	8/7/13	14/11/13
40	Senate	Ryan	Credit Cards	<p>Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>Please update details of the following?</p> <ul style="list-style-type: none"> • What action is taken if the corporate credit card is misused? • How is corporate credit card use monitored? 	Written	8/7/13	14/11/13

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				<ul style="list-style-type: none"> What happens if misuse of a corporate credit card is discovered? Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. What action is taken to prevent corporate credit card misuse? 			
41	Senate	Ryan	Provision of Equipment	<p>For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?</p> <p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written	8/7/13	14/11/13
42	Senate	Ryan	Electricity Purchasing	<p>What are the details of the department/agency electricity purchasing agreement?</p> <p>What are the department/agency electricity costs for this financial year to date?</p>	Written	8/7/13	14/11/13
43	Senate	Ryan	Briefings for the Australian Greens and Independents	<p>Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Provide details of what information has been provided and a copy of the information. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. 	Written	8/7/13	14/11/13

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Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
				<ul style="list-style-type: none"> How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Provide details of what information has been provided and a copy of the information. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. Which Independents have requested briefings and/or information? 			
44	Senate	Ryan	Shredders	Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.	Written	8/7/13	14/11/13
45	Senate	Ryan	Protective security policy framework	Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.	Written	8/7/13	14/11/13
46	Senate	Ryan	Office Locations	<ol style="list-style-type: none"> Please provide a list of all office locations for all departments and agencies within the portfolio by: <ol style="list-style-type: none"> Department/Agency; Location; Leased or Owned; Size; Number of Staff at each location and classification; If rented, the amount and breakdown of rent per square metre; 	Written	8/7/13	14/11/13

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Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
				<ul style="list-style-type: none"> g. If owned, the value of the building; h. Depreciation of buildings that are owned; i. Type of functions and work undertaken. 			
47	Senate	Ryan	Communications Staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ul style="list-style-type: none"> a. By Department or agency: <ul style="list-style-type: none"> i. How many ongoing staff, the classification, the type of work they undertake and their location. ii. How many non-ongoing staff, their classification, type of work they undertake and their location iii. How many contractors, their classification, type of work they undertake and their location iv. How many are graphic designers? v. How many are media managers? vi. How many organise events? <p>2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?</p>	Written	8/7/13	14/11/13
48	Senate	Ryan	Pre-election appointments	Provide a list of any appointments made in your portfolio that will commence after the announced election date of 14 September 2013. Provide details of the appointment including position and length.	Written	8/7/13	14/11/13
49	Senate	Kroger	Internal mail	<p>What is the estimated time for an internal mail item to be delivered from the REPS to the Senate?</p> <p>We are aware of examples of where it has taken more than 24 hours for items to be delivered through the internal mail. Is this usual?</p> <p>What processes are in place to ensure that internal mail arrives as quickly as possible?</p>	Written	8/7/13	14/11/13

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PARLIAMENTARY BUDGET OFFICE

50	PBO	Ryan	Staffing	<p>How many ongoing staff recruited this financial year to date? What classification are these staff?</p> <p>How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	11/7/13	14/11/13
51	PBO	Ryan	Staffing	<p>How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?</p> <p>How many contract staff left department/agency in the year this financial year to date? What classification were these staff?</p>	Written	11/7/13	14/11/13
52	PBO	Ryan	Staffing	<p>How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?</p> <p>Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.</p> <p>If there are plans for staff reductions, please give the reason why these are happening.</p> <p>Are there any plans for involuntary redundancies? If yes, provide details.</p>	Written	11/7/13	14/11/13
53	PBO	Ryan	Public Service efficiencies	<p>Please provide details of the amended operational efficiencies your agency will make as per 2013-14 Budget Measure 'Public Service efficiencies' (see 2013-14 Budget Paper No 2 p108).</p>	Written	11/7/13	14/11/13

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				<p>In addition, please provide the following detail:</p> <p>Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?</p> <p>Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?</p>			
54	PBO	Ryan	Public Service efficiencies	<p>Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>	Written	11/7/13	14/11/13
55	PBO	Ryan	Printing costs	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?	Written	11/7/13	14/11/13
56	PBO	Ryan	Graduate Recruitment	<p>Provide an update on expenditure for 2014 Graduate Recruitment to date? Please itemise and detail costs.</p> <p>Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.</p>	Written	11/7/13	14/11/13

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57	PBO	Ryan	Advertising	<p>What was the total cost of all advertising for the financial year to date?</p> <p>Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p> <p>Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.</p> <p>Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.</p> <p>What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?</p>	Written	11/7/13	14/11/13
58	PBO	Ryan	Hospitality and Entertainment	<p>What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What hospitality spend is the Department/Agency's planning on spending? Detail date,</p>	Written	11/7/13	14/11/13

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				<p>location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?</p>			
59	PBO	Ryan	Meeting Costs	<p>What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	11/7/13	14/11/13
60	PBO	Ryan	Program Launch Costs	<p>What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event</p>	Written	11/7/13	14/11/13

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				<p>including any catering and drinks costs.</p> <p>What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>			
61	PBO	Ryan	Board Appointments	<p>Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>What is the gender ratio on each board and across the portfolio?</p> <p>Please detail any board appointments for this financial year to date.</p>	Written	11/7/13	14/11/13
62	PBO	Ryan	Freedom of Information	<p>Has the department/agency received any updated advice on how to respond to FOI requests?</p> <p>What is the total cost to the department to process FOI requests for this financial year to date?</p> <p>How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?</p>	Written	11/7/13	14/11/13
63	PBO	Ryan	Community Cabinet Meetings	<p>Provide an update of how many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.</p> <p>How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?</p>	Written	11/7/13	14/11/13

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64	PBO	Ryan	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • How many Reviews are being undertaken? • What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded? • Which of these reviews has been provided to Government? • When will the Government be responding to the respective reviews that have been completed? • Has the Government responded to all reviews within the timeframe? If not, why not? • What is the estimated cost of each of these Reviews? • What reviews are planned? • When will each of these reviews be concluded? 	Written	11/7/13	14/11/13
65	PBO	Ryan	Consultancies	<p>How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	11/7/13	14/11/13
66	PBO	Ryan	Media Monitoring	<p>What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these services for the year 2012-13? • What has been spent providing these services this financial year to date? <p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these services for the year 2012-13? • What has been spent providing these services this financial year to date? 	Written	11/7/13	14/11/13

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67	PBO	Ryan	Social Media	<p>Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.</p> <p>Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> • If yes, provide details of the usage (for example details could include average hours per employee, hours when useage peaks). • Has there been a change to the department/agency protocols due to staff useage? • If no, why not? Will the department/agency monitor useage in the future? <p>Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)</p>	Written	11/7/13	14/11/13
68	PBO	Ryan	Internet	<p>Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?</p>	Written	11/7/13	14/11/13
69	PBO	Ryan	Staff Amenities	<p>What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.</p>	Written	11/7/13	14/11/13
70	PBO	Ryan	Coffee Machines	<p>Has the department/agency purchased coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why were coffee machines purchased?</p> <p>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?</p> <p>Where did the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p>	Written	11/7/13	14/11/13

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				<p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>Does the department/agency rent coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why are coffee machines rented?</p> <p>Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>Where does the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
71	PBO	Ryan	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the 	Written	11/7/13	14/11/13

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				<p>work undertaken and the cost).</p> <ul style="list-style-type: none"> • Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details. • What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost). 			
72	PBO	Ryan	Grants	<p>Could the department/agency provide an update list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p>	Written	11/7/13	14/11/13
73	PBO	Ryan	Commissioned Reports	<p>How many Reports have been commissioned by the Government in your department/agency this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <ul style="list-style-type: none"> • How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level? 	Written	11/7/13	14/11/13

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				<ul style="list-style-type: none"> What is the current status of each report? When is the Government intending to respond to these reports? 			
74	PBO	Ryan	Government Payments of Accounts	<p>For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?</p> <ul style="list-style-type: none"> If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached) 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 for the current financial year and the previous financial year? Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written	11/7/13	14/11/13
75	PBO	Ryan	Stationery requirements	<p>How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>What are the department/agency's stationery costs for the financial year to date?</p>	Written	11/7/13	14/11/13
76	PBO	Ryan	Media Subscriptions	<p>What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> Please provide a list of what channels and the reason for each channel. What is the cost for this financial year to date? <p>What newspaper subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> Please provide a list of newspaper subscriptions and the reason for each. What is the cost for this financial year to date? <p>What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> Please provide a list of magazine subscriptions and the reason for each. What is the cost for this financial year to date? 	Written	11/7/13	14/11/13
77	PBO	Ryan	Travel Costs	<p>For the financial year to date, please detail all travel 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,</p>	Written	11/7/13	14/11/13

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				<p>meals and other travel expenses (such as incidentals).</p> <p>For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?</p> <p>Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
78	PBO	Ryan	Legal costs	<p>What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial</p>	Written	11/7/13	14/11/13

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				<p>year to date from private firms? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>			
79	PBO	Ryan	Education expenses	<p>What is the department/agency's guidelines on study?</p> <p>For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.</p>	Written	11/7/13	14/11/13
80	PBO	Ryan	Executive Coaching and Leadership Training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 8. Total spending on these services 9. The number of employees offered these services and their employment classification 10. 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) 11. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> f) The name and nature of the service purchased g) Whether the service is one-on-one or group based h) The number of employees who received the service and their employment classification 12. The total number of hours involved for all employees (provide a breakdown for each employment classification) i) The total amount spent on the service j) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p>	Written	11/7/13	14/11/13

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				<p>iii. The location used</p> <p>13. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</p> <p>14. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>iv. Any costs the department or agency's incurred to use the location</p>			
81	PBO	Ryan	Media Training	<p>In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <p>7. Total spending on these services</p> <p>8. The number of employees offered these services and their employment classification</p> <p>9. 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)</p> <p>10. The names of all service providers engaged</p> <p>For each service purchased from a provider listed under (4), please provide:</p> <p>e) The name and nature of the service purchased</p> <p>f) Whether the service is one-on-one or group based</p> <p>11. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>12. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>g) The total amount spent on the service</p> <p>h) A description of the fees charged (i.e. per hour, complete package)</p> <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>v. The location used</p> <p>vi. The number of employees who took part on each occasion</p> <p>vii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>viii. Any costs the department or agency's incurred to use the location</p>	Written	11/7/13	14/11/13
82	PBO	Ryan	Paid Parental Leave	Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?	Written	11/7/13	14/11/13

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				<p>For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.</p> <p>What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</p>			
83	PBO	Ryan	Training for Portfolio Minister and Parliamentary Secretaries	<p>For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.</p>	Written	11/7/13	14/11/13
84	PBO	Ryan	Corporate Cars	<p>How cars are owned by each department/agency?</p> <p>Where is the car/s located?</p> <p>What is the car/s used for?</p> <p>What is the cost of each car for this financial year to date?</p> <p>How far did each car travel this financial year to date?</p>	Written	11/7/13	14/11/13
85	PBO	Ryan	Taxi Costs	<p>How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</p> <p>What are the reasons for taxi costs?</p>	Written	11/7/13	14/11/13
86	PBO	Ryan	Hire Cars	<p>How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>What are the reasons for hire car costs?</p>	Written	11/7/13	14/11/13

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87	PBO	Ryan	Credit Cards	<p>Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>Please update details of the following?</p> <ul style="list-style-type: none"> • What action is taken if the corporate credit card is misused? • How is corporate credit card use monitored? • What happens if misuse of a corporate credit card is discovered? • Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. • What action is taken to prevent corporate credit card misuse? 	Written	11/7/13	14/11/13
88	PBO	Ryan	Provision of Equipment	<p>For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?</p> <p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written	11/7/13	14/11/13
89	PBO	Ryan	Electricity Purchasing	<p>What are the details of the department/agency electricity purchasing agreement?</p> <p>What are the department/agency electricity costs for this financial year to date?</p>	Written	11/7/13	14/11/13
90	PBO	Ryan	Briefings for the Australian Greens and Independents	<p>Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> • How are briefings requests commissioned? • What briefings have been undertaken? Provide details and a copy of each briefing. • Provide details of what information has been provided and a copy of the information. • Have any briefings request been unable to proceed? If yes, provide details of what 	Written	11/7/13	14/11/13

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				<p>the requests were and why it could not proceed.</p> <ul style="list-style-type: none"> How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Provide details of what information has been provided and a copy of the information. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. Which Independents have requested briefings and/or information? 			
91	PBO	Ryan	Shredders	Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.	Written	11/7/13	14/11/13
92	PBO	Ryan	Protective security policy framework	Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.	Written	11/7/13	14/11/13
93	PBO	Ryan	Office Locations	<p>2. Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <ol style="list-style-type: none"> Department/Agency; Location; Leased or Owned; Size; Number of Staff at each location and classification; If rented, the amount and breakdown of rent per square metre; If owned, the value of the building; Depreciation of buildings that are owned; Type of functions and work undertaken. 	Written	11/7/13	14/11/13

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94	PBO	Ryan	Communications Staff	<p>3. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>a. By Department or agency:</p> <p>i. How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>ii. How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>iii. How many contractors, their classification, type of work they undertake and their location</p> <p>iv. How many are graphic designers?</p> <p>v. How many are media managers?</p> <p>vi. How many organise events?</p> <p>4. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?</p>	Written	11/7/13	14/11/13
95	PBO	Ryan	Pre-election appointments	Provide a list of any appointments made in your portfolio that will commence after the announced election date of 14 September 2013. Provide details of the appointment including position and length.	Written	11/7/13	14/11/13

DEPARTMENT OF PARLIMENTARY SERVICES

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date Rec'd	Date Tabled
96	DPS	Ryan	Contract no. CN1296431—yoga classes	<p>Senator RYAN: Is this the sort of contract for which there is a cost to the taxpayer or is it merely payment of costs recouped from people using the facility?</p> <p>... When you take this on notice, could you also take on notice whether or not the cost was recovered by DPS? There may have been a cost to DPS or there may not have been—there may have been a profit to DPS.</p> <p>... But here we have a specific contract for yoga classes. I was wondering whether or not there was a cost for that or whether you might have taken in exactly that amount in revenue and were just passing it through as the contracting agent to the people providing the class.</p>	21	12/7/13	14/11/13
97	DPS	Kroger	Cabinet reshuffle	<p>Senator KROGER: I am interested in knowing what was involved when the Prime Minister announced her cabinet reshuffle—another cabinet reshuffle—this year. How many members of parliament and senators did you have to move out of offices and relocate into different offices?</p> <p>Ms Mills: I am sorry, I would have to take the full number on notice.</p>	24	12/7/13	14/11/13

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				Senator KROGER: So you cannot tell me— Ms Mills: I do know; I have seen the number but I do not have it in front of me. Senator KROGER: You will know though how many staff were involved in the relocation of those members and senators?			
98	DPS	Faulkner	Senate meeting rooms—fire hydrants and fire retardant facilities	Senator FAULKNER: ... In relation to these Senate accommodation meeting rooms was there any particular problem with the siting of fire facilities or fire hydrants? ... But I am asking specifically about fire hydrants and fire retardant facilities. Can you help me with that? If not, perhaps you can take it on notice in relation to their placement and the like.	29	12/7/13	14/11/13
99	DPS	Faulkner	Hansard consultation re editors booths	Senator FAULKNER: ... Were [Hansard staff] informed and not consulted about this change too? Ms Mills: I would have to speak to the director of that area, because each branch head is responsible for talking with their staff on these matters, and I would have to take that on notice. Senator FAULKNER: But you are not aware of whether they have been informed or consulted, then. Ms Mills: They have certainly been informed. As to the level of consultation, certainly, again, with management I am sure that has occurred, and I am unsure of the exact degree of engagement with the staff. But I am happy to take that on notice.	30	12/7/13	14/11/13
100	DPS	Faulkner	Recruitment	Senator FAULKNER: With staff being recruited—ongoing and non-ongoing—how many are being subjected to the normal competitive selection processes, the normal merit selection processes? Ms Mills: The vast majority of these would be. ... and some will have come on transfer from other agencies. Senator FAULKNER: Which agencies? Ms Mills: Which agencies have we used? Senator FAULKNER: No, which agencies do they come from? Ms Mills: A number of different agencies and departments. Senator FAULKNER: Yes, but do you have the pattern of the agencies they do come from? Ms Mills: I can take that on notice, given that they come from a wide variety of places. Senator FAULKNER: ... I would also appreciate information about which of these jobs were advertised, as opposed to just gazetted. I am interested in understanding the pattern of selection—competitive selection, merit selection—which has applied in relation to recruitment ... so it might be of assistance to DPS to do that from, say, 1 July 2012 to end March 2013. ... I am very interested in understanding which agencies' staff are being recruited, particularly if there is no advertising of positions.	32	12/7/13	14/11/13

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101	DPS	Faulkner	Terracotta pots	Senator FAULKNER: ... I want to know how many of these [terracotta pots] were originally purchased, how many are currently in storage and how many of those currently in storage are damaged and effectively unusable—so how many we have left. ... But, if you could take that on notice, I would appreciate it.	32	12/7/13	14/11/13
102	DPS	Ronaldson	Contract for Review of Visitor Experience in PH	Senator RONALDSON: I was told this morning that you had prepared this tender and that no-one in Visitor Services was aware of the tender until it appeared on AusTender. Is that right? Ms Mills: I cannot comment on that. I did not prepare the tender. The tender was done through the acting assistant secretary for that area and the head of our procurement branch. I would have to take on notice the timing of their notification to staff.	41	12/7/13	14/11/13
103	DPS	Ronaldson	Contract for Review of Visitor Experience in PH	Senator RONALDSON: Can you please take on notice all your discussions with Mr Spellicy—where they took place, when they took place and whom they took place in front of?	41	12/7/13	14/11/13
104	DPS	Parry	Contracts	Senator PARRY: I am very happy for this to be provided on notice. On page 3, under 'Budget Situation', it says, 'given that over 80 per cent of the department's expenditure directly supports parliamentary running costs'. You go into a lot of the contracts. Is it possible that we could have a table of contracts; the commencement date, when they were originally established; the length of the contract or the conclusion date; whether there were extensions; and whether we can exit the contracts—at which point; what the earliest exit point of a contract would be? That would be very useful for the committee to know.	42	12/7/13	14/11/13
105	DPS	Faulkner	Public carpark spaces	Senator FAULKNER: ... I refer you to question No. 2755, which was asked by former Senator Bob Brown, dated 13 May 2010. It is a two-part question, but part of it relates to the number of public car park spaces. ... I ask DPS to provide a comparative document—in other words, a document that gives us the car parking spaces as of mid-2010 compared with what we have now, the categories, if you like, being the same. I know there will be some differences because of changes, but it is very hard to make a comparison.	42	12/7/13	14/11/13
106	DPS	Faulkner	Storage facilities at PPH	Senator FAULKNER: ... I have had communication with a couple of former staff of the old Joint House Department, who ... have pointed out to me that at the time of the transfer from Old Parliament House to new Parliament House staff were engaged with developing and finalising an inventory. They noted that there were storage areas at East Block and West Block, and the Hotel Kurrajong, even at the then Hotel Canberra, as well as some form of storage facility on the Kingston foreshore. They have identified a range of old fittings, such as the Queen's dinner setting with gold inlay. ... My interest is in what has happened to these facilities, what has happened to the very important, historic items that one would hope are enclosed in those facilities and whether there exists a formal inventory beyond what we have seen, obviously, at the DPS inquiry.	43	12/7/13	14/11/13

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				... at the moment I am interested in the storage areas, whether an inventory is known to exist and, if so, where it is held.			
107	DPS	Ryan	Staffing	<p>How many ongoing staff recruited this financial year to date? What classification are these staff?</p> <p>How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	12/7/13	14/11/13
108	DPS	Ryan	Staffing	<p>How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?</p> <p>How many contract staff left department/agency in the year this financial year to date? What classification were these staff?</p>	Written	12/7/13	14/11/13
109	DPS	Ryan	Staffing	<p>How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?</p> <p>Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.</p> <p>If there are plans for staff reductions, please give the reason why these are happening.</p> <p>Are there any plans for involuntary redundancies? If yes, provide details.</p>	Written	12/7/13	14/11/13
110	DPS	Ryan	Public Service efficiencies	Please provide details of the amended operational efficiencies your agency will make as per	Written	12/7/13	14/11/13

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				<p>2013-14 Budget Measure ‘Public Service efficiencies’ (see 2013-14 Budget Paper No 2 p108).</p> <p>In addition, please provide the following detail:</p> <p>Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?</p> <p>Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?</p>			
111	DPS	Ryan	Public Service efficiencies	<p>Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>	Written	12/7/13	14/11/13

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112	DPS	Ryan	Printing costs	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?	Written	12/7/13	14/11/13
113	DPS	Ryan	Graduate Recruitment	Provide an update on expenditure for 2014 Graduate Recruitment to date? Please itemise and detail costs. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.	Written	12/7/13	14/11/13
114	DPS	Ryan	Advertising	What was the total cost of all advertising for the financial year to date? Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?	Written	12/7/13	14/11/13
115	DPS	Ryan	Hospitality and Entertainment	What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this	Written	12/7/13	14/11/13

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				<p>financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?</p>			
116	DPS	Ryan	Meeting Costs	<p>What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any</p>	Written	12/7/13	14/11/13

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				<p>catering and drinks costs.</p> <p>What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>			
117	DPS	Ryan	Program Launch Costs	<p>What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	12/7/13	14/11/13
118	DPS	Ryan	Board Appointments	<p>Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>What is the gender ratio on each board and across the portfolio?</p> <p>Please detail any board appointments for this financial year to date.</p>	Written	12/7/13	14/11/13
119	DPS	Ryan	Freedom of Information	<p>Has the department/agency received any updated advice on how to respond to FOI requests?</p> <p>What is the total cost to the department to process FOI requests for this financial year to date?</p>	Written	12/7/13	14/11/13

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				How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?			
120	DPS	Ryan	Community Cabinet Meetings	<p>Provide an update of how many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.</p> <p>How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?</p>	Written	12/7/13	14/11/13
121	DPS	Ryan	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • How many Reviews are being undertaken? • What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded? • Which of these reviews has been provided to Government? • When will the Government be responding to the respective reviews that have been completed? • Has the Government responded to all reviews within the timeframe? If not, why not? • What is the estimated cost of each of these Reviews? • What reviews are planned? • When will each of these reviews be concluded? 	Written	12/7/13	14/11/13
122	DPS	Ryan	Consultancies	How many consultancies have been undertaken this financial year to date? 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.	Written	12/7/13	14/11/13

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				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.			
123	DPS	Ryan	Media Monitoring	<p>What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these services for the year 2012-13? • What has been spent providing these services this financial year to date? <p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these services for the year 2012-13? • What has been spent providing these services this financial year to date? 	Written	12/7/13	14/11/13
124	DPS	Ryan	Social Media	<p>Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.</p> <p>Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> • If yes, provide details of the usage (for example details could include average hours per employee, hours when useage peaks). • Has there been a change to the department/agency protocols due to staff useage? • If no, why not? Will the department/agency monitor useage in the future? <p>Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)</p>	Written	12/7/13	14/11/13
125	DPS	Ryan	Internet	Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?	Written	12/7/13	14/11/13

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126	DPS	Ryan	Staff Amenities	What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.	Written	12/7/13	14/11/13
127	DPS	Ryan	Coffee Machines	<p>Has the department/agency purchased coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why were coffee machines purchased?</p> <p>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?</p> <p>Where did the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>Does the department/agency rent coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why are coffee machines rented?</p> <p>Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>Where does the funding for the coffee machines come from?</p> <p>Who has access?</p>	Written	12/7/13	14/11/13

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				<p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
128	DPS	Ryan	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including 	Written	12/7/13	14/11/13

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				<p>the work undertaken and the cost).</p> <ul style="list-style-type: none"> Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost). Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost). 			
129	DPS	Ryan	Grants	<p>Could the department/agency provide an update list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p>	Written	12/7/13	14/11/13
130	DPS	Ryan	Commissioned Reports	<p>How many Reports have been commissioned by the Government in your department/agency this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <ul style="list-style-type: none"> How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level? What is the current status of each report? When is the Government intending to respond to these reports? 	Written	12/7/13	14/11/13
131	DPS	Ryan	Government Payments of Accounts	<p>For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?</p> <ul style="list-style-type: none"> If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached) 	Written	12/7/13	14/11/13

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				<ul style="list-style-type: none"> 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 for the current financial year and the previous financial year? Where interest is being paid, what rate of interest is being paid and how is this rate determined? 			
132	DPS	Ryan	Stationery requirements	<p>How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>What are the department/agency's stationery costs for the financial year to date?</p>	Written	12/7/13	14/11/13
133	DPS	Ryan	Media Subscriptions	<p>What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> Please provide a list of what channels and the reason for each channel. What is the cost for this financial year to date? <p>What newspaper subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> Please provide a list of newspaper subscriptions and the reason for each. What is the cost for this financial year to date? <p>What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> Please provide a list of magazine subscriptions and the reason for each. What is the cost for this financial year to date? 	Written	12/7/13	14/11/13
134	DPS	Ryan	Travel Costs	<p>For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p>	Written	12/7/13	14/11/13

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				<p>What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?</p> <p>Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
135	DPS	Ryan	Legal costs	<p>What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>	Written	12/7/13	14/11/13

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136	DPS	Ryan	Education expenses	<p>What is the department/agency's guidelines on study?</p> <p>For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.</p>	Written	12/7/13	14/11/13
137	DPS	Ryan	Executive Coaching and Leadership Training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 15. Total spending on these services 16. The number of employees offered these services and their employment classification 17. 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) 18. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> k) The name and nature of the service purchased l) Whether the service is one-on-one or group based m) The number of employees who received the service and their employment classification 19. The total number of hours involved for all employees (provide a breakdown for each employment classification) n) The total amount spent on the service o) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> v. The location used 20. The number of employees who took part on each occasion (provide a breakdown for each employment classification) 21. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) 	Written	12/7/13	14/11/13

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				vi. Any costs the department or agency's incurred to use the location			
138	DPS	Ryan	Media Training	<p>In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <p>13. Total spending on these services</p> <p>14. The number of employees offered these services and their employment classification</p> <p>15. 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)</p> <p>16. The names of all service providers engaged</p> <p>For each service purchased form a provider listed under (4), please provide:</p> <p>i) The name and nature of the service purchased</p> <p>j) Whether the service is one-on-one or group based</p> <p>17. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>18. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>k) The total amount spent on the service</p> <p>l) A description of the fees charged (i.e. per hour, complete package)</p> <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>ix. The location used</p> <p>x. The number of employees who took part on each occasion</p> <p>xi. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>xii. Any costs the department or agency's incurred to use the location</p>	Written	12/7/13	14/11/13
139	DPS	Ryan	Paid Parental Leave	<p>Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</p> <p>For this financial year to date list which department/agency is providing its employees with</p>	Written	12/7/13	14/11/13

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				<p>payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.</p> <p>What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</p>			
140	DPS	Ryan	Training for Portfolio Minister and Parliamentary Secretaries	<p>For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.</p>	Written	12/7/13	14/11/13
141	DPS	Ryan	Corporate Cars	<p>How cars are owned by each department/agency?</p> <p>Where is the car/s located?</p> <p>What is the car/s used for?</p> <p>What is the cost of each car for this financial year to date?</p> <p>How far did each car travel this financial year to date?</p>	Written	12/7/13	14/11/13
142	DPS	Ryan	Taxi Costs	<p>How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</p> <p>What are the reasons for taxi costs?</p>	Written	12/7/13	14/11/13
143	DPS	Ryan	Hire Cars	<p>How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>What are the reasons for hire car costs?</p>	Written	12/7/13	14/11/13

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144	DPS	Ryan	Credit Cards	<p>Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>Please update details of the following?</p> <ul style="list-style-type: none"> • What action is taken if the corporate credit card is misused? • How is corporate credit card use monitored? • What happens if misuse of a corporate credit card is discovered? • Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. • What action is taken to prevent corporate credit card misuse? 	Written	12/7/13	14/11/13
145	DPS	Ryan	Provision of Equipment	<p>For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?</p> <p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written	12/7/13	14/11/13
146	DPS	Ryan	Electricity Purchasing	<p>What are the details of the department/agency electricity purchasing agreement?</p> <p>What are the department/agency electricity costs for this financial year to date?</p>	Written	12/7/13	14/11/13
147	DPS	Ryan	Briefings for the Australian Greens and Independents	<p>Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> • How are briefings requests commissioned? • What briefings have been undertaken? Provide details and a copy of each briefing. • Provide details of what information has been provided and a copy of the information. 	Written	12/7/13	14/11/13

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				<ul style="list-style-type: none"> Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> How are briefings requests commissioned? What briefings have been undertaken? Provide details and a copy of each briefing. Provide details of what information has been provided and a copy of the information. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. Which Independents have requested briefings and/or information? 			
148	DPS	Ryan	Shredders	Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.	Written	12/7/13	14/11/13
149	DPS	Ryan	Protective security policy framework	Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.	Written	12/7/13	14/11/13
150	DPS	Ryan	Office Locations	<p>3. Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <ol style="list-style-type: none"> Department/Agency; Location; Leased or Owned; Size; Number of Staff at each location and classification; If rented, the amount and breakdown of rent per square metre; 	Written	12/7/13	14/11/13

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				<ul style="list-style-type: none"> g. If owned, the value of the building; h. Depreciation of buildings that are owned; i. Type of functions and work undertaken. 			
151	DPS	Ryan	Communications Staff	<p>5. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ul style="list-style-type: none"> a. By Department or agency: <ul style="list-style-type: none"> i. How many ongoing staff, the classification, the type of work they undertake and their location. ii. How many non-ongoing staff, their classification, type of work they undertake and their location iii. How many contractors, their classification, type of work they undertake and their location iv. How many are graphic designers? v. How many are media managers? vi. How many organise events? <p>6. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?</p>	Written	12/7/13	14/11/13
152	DPS	Ryan	Pre-election appointments	Provide a list of any appointments made in your portfolio that will commence after the announced election date of 14 September 2013. Provide details of the appointment including position and length.	Written	12/7/13	14/11/13
153	DPS	Kroger	Hansard Trial	<p>Topic: Hansard Trial</p> <ul style="list-style-type: none"> 1. In planning the Hansard efficiency trial, how did DPS intend to use ParlView? 2. During Senate Estimates in May there were several times that ParlView failed, what back-up mechanisms did DPS put in place in case ParlView failed during the Hansard trial? 3. Did ParlView fail at any time during the Hansard trial? If so, how many times and how long did ParlView go down for? What did Hansard staff do to ensure Hansard was still accurately recorded? 	Written	12/7/13	14/11/13

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PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard Page or Written Q	Date Rec'd	Date Tabled
				<ol style="list-style-type: none"> 4. What criteria were used to assess the Hansard trial? 5. When will a report on the Hansard trial be completed? Please provide a copy of the report. 6. When were the Hansard reporters and editors consulted regarding the impact of the trial? 7. How were the Hansard reporters and editors consulted? 8. What are the potential cost savings associated with permanently changing the Hansard system to introduce the trial measures? 			
154	DPS	Kroger	Internal mail	<p>Topic: Internal mail</p> <ol style="list-style-type: none"> 1. What is the estimated time for an internal mail item to be delivered from the REPS to the Senate? 2. We are aware of examples of where it has taken more than 24 hours for items to be delivered through the internal mail. Is this usual? 3. What processes are in place to ensure that internal mail arrives as quickly as possible? 	Written	12/7/13	14/11/13