

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
1	1	Department of the Senate	Senator KITCHING	ICT projects	<p>Senator KITCHING: That all sounds very good. In the third part of the answer to QON 9, there is a priority list of significant ICT projects for the parliament. Is that publicly available?</p> <p>Mr Pye: I would have to check with that. It's a document created by the Department of Parliamentary Services with input from us. I do not know that it is necessarily published at the moment. I can't think of a reason why it couldn't be provided.</p> <p>Senator KITCHING: That would be great.</p> <p>Mr Pye: We do have a new chief information officer with DPS who is talking with all of us in the other parliamentary departments about really changing up the way that we work cooperatively to decide on priorities, funding arrangements and all the rest of it. So the idea of making that activity more transparent I think is something that would appeal to him.</p> <p>Senator KITCHING: On notice, could I ask if that could be made available to the committee in the first instance.</p> <p>Mr Pye: Certainly.</p> <p>Senator KITCHING: Obviously if it could be made publicly available that would be optimal.</p> <p>The PRESIDENT: Is it a DPS document? It might be more appropriate to ask DPS, as their document.</p> <p>Senator KITCHING: Okay. I'm happy to do that.</p> <p>Mr Pye: If DPS don't get asked the question later this morning, I'll be sure to follow it up with them.</p> <p>Senator KITCHING: Thank you. You're very helpful.</p>	Hansard Proof, 26 February 2018	5
2	2	Department of the Senate	Senator WONG	Australian National University Flooding	<p>The Australian National University campus was one area of Canberra that suffered significant damage as a result of flooding caused by a substantial amount of rain on the weekend of 24 and 25 February 2018, including the AD Hope Building and the Chifley Library.</p> <p>With respect to the Chifley Library, reports indicate that there was “untold damage to microfilm collections, books,</p>	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<p>serials and journal articles relating to history, philosophy and politics”.</p> <p>Given reports indicate that these include volumes of historical significance to the nation and to the Parliament, such as Australian (colonial/state/national) parliamentary papers and debates:</p> <p>(1) Is the Department of the Senate aware of what material has been damaged or destroyed in the Chifley Library?</p> <p>(2) In particular, can the Department of the Senate provide any clarity about the nature of the historic books and other materials relevant to the Parliament that have been damaged or destroyed?</p> <p>(3) What steps, if any, may the Department of the Senate take to assist the university to restore or replace damaged items?</p> <p>(4) What precautions does the Department of the Senate take to ensure its own collection of historic books and other materials relevant to the Parliament is protected from similar events?</p>		
3	3	Department of the Senate	Senator PATRICK	Paper	<p>(1) Why is Australian paper used by the House of Representatives and by the Department of Finance, and not by the Senate?</p> <p>(2) Please confirm, by Department and title, who decided what paper is purchased for use in the Senate?</p>	Written	
4	4	The PRESIDENT of the SENATE	Senator KITCHING	APH login	<p>Senator KITCHING: I'd like to ask some questions around the creation of a position in Mr Drum's office for Ms Campion. There is no trace of Ms Campion in the APH system. Was Ms Campion issued an APH login during her employment with Mr Drum?</p> <p>The PRESIDENT: Firstly, obviously the matter of employment with a member of the House of Representatives is not a matter for DPS. Can I take that on</p>	Hansard Proof, 26 February 2018	19

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<p>notice, on the basis that provision of information about something that relates to a member of the House of Representatives I want to be very careful about, because it does apply to a member of the other chamber.</p> <p>Senator KITCHING: Actually I did seek some advice from the Clerk, and I was told that in 1999 the Senate resolved, in adopting a report of the Procedure Committee, that any questions relating to the operations or financial positions of departments are relevant questions for the purposes of estimates hearings and that it was DPS that has control or oversight of the pass system. That's why I'm asking it here in this—</p> <p>The PRESIDENT: I don't have the benefit of that advice, so I'll take the question on notice. I think you asked about an IT login?</p> <p>Senator KITCHING: Yes, an APH login. There is no trace of her in the APH system, and I'd like to know, if she was issued an APH login, on what date that occurred. Was Ms Campion issued with a Parliament House security pass when she was employed by Mr Drum and on what date was that issued? During Ms Campion's employment with Mr Drum, how frequently did she enter Parliament House? I have to say, Chair, that the quote from Mr Drum that has been said to a number of people is: 'She did not set foot into my office once.' That's why I'm asking about the frequency of her visits into that office.</p> <p>The PRESIDENT: I'll take all that on notice, with the proviso that I will also, obviously, seek some advice from the Clerk with respect to Senate estimates questions applying to members of the House of Representatives.</p>		
5	5	The PRESIDENT of the SENATE	Senator McALLISTER	Arrangements for Senate suite	Senator McALLISTER: Mr President, this is probably one for you. I asked in question on notice 628 whether any senators have been disadvantaged as a result of not being able to move into the suite. I also asked what arrangements have been put in place to accommodate	Hansard Proof, 26 February 2018	4

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<p>them in the interim. The answer that was provided was, 'This is question for the Department of the Senate'. Given that that was a question directed to you. and you obviously sit at the apex of the Department of the Senate, why could that question on notice not have been answered back when I asked it in November?</p> <p>Senator Ryan: I'm not entirely sure. My brief says that the decision to allocate that suite, as the one that is most appropriate to be modified, was made in August. I at the time was in discussion with the then President occasionally, because I was making similar arrangements as the then Special Minister of State to make sure we had—in October, I think it was, when it became relevant, when I returned to work—office space that was similarly accessible for the senator who may need it. Off the top of my head I can't speak to that particular answer. I will take that on notice and come back to you with more information.</p> <p>Senator McALLISTER: To be clear, I am asking why it was not able to be answered.</p> <p>Senator Ryan: I can't answer that now but I will come back to you with more detail.</p> <p>...</p> <p>Senator McALLISTER: Mr President, I think you have just undertaken to answer on notice my process question. But I'm also seeking an answer to the substance, which is: have any senators been disadvantaged as a result of not being able to move into the suite as scheduled? Are you able to answer that now?</p> <p>The President: What I'll do is take that on notice with the one proviso that whether or not someone is disadvantaged will partly be their perception rather than mine.</p>		

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
6	6	DPS	Senator PATERSON	Independent review	<p>CHAIR: When will the review be complete? Mr Cooper: It's due to be complete in March or April of this year. CHAIR: What do you anticipate you'll do with the review? Will it be published? Will it be made available? Mr Cooper: That will be a matter for the secretary or the presiding officers. It comes down to if there's anything sensitive in the report. The presiding officers will certainly be briefed fully and will be provided with a copy of the report. CHAIR: The committee might appreciate an update when you have received the report.</p>	Hansard Proof, 26 February 2018	14
7	7	DPS	Senator KITCHING	Damage to COMCAR vehicles - cost of repairs	<p>Senator KITCHING: Lovely. Thank you. I'd like to know the total cost of repairs for the damaged vehicles. I think you've indicated that Comcar would be paying for the damage. I don't know how you can say that if you don't have the results of the independent review, because, if DPS has liability, wouldn't they be paying for it under their insurance? Mr Cooper: That's right, Senator. It will be the insurance companies. The insurers, I imagine, would initially bear the cost, but I did caveat that by saying, 'Pending the outcome of the review, that may change.' I don't know. That is my assumption. Mr Stefanic: We've not received any claims from Comcar, but it's quite likely we have the same Commonwealth insurer. The PRESIDENT: Comcar will be here, presumably, tomorrow. They may well have an ability to answer that question more directly, especially now that you've flagged it for them Senator KITCHING: And the DPS vehicle as well. We can ask them at various points, but it would be helpful if at some point, in the spirit of cooperation, you could give us a total cost of the repairs. Mr Cooper: Will do. Thank you, Senator.</p>	Hansard Proof, 26 February 2018	15

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
8	8	DPS	Senator FAWCETT Senator SMITH	Damage to COMCAR vehicles - operator	<p>Senator FAWCETT: Mr Cooper, you said that, after the first incident, you took action to prevent a recurrence.</p> <p>Mr Cooper: Second incident, Senator.</p> <p>Senator FAWCETT: But you also said that you don't know whether it was the same operator.</p> <p>Mr Cooper: That's correct.</p> <p>Senator FAWCETT: If you don't understand the very basics of the nature of the occurrence and the key participants, how could you determine remedial action if you don't understand who is involved?</p> <p>Mr Cooper: The department would know who was involved. I just don't have that information with me at the moment.</p> <p>Senator FAWCETT: Could you take that on notice?</p> <p>Mr Cooper: What are you asking me to take on notice, Senator?</p> <p>Senator FAWCETT: The same question that was asked by Senator Smith.</p> <p>Mr Cooper: Yes, I will.</p> <p>Senator FAWCETT: Just to understand whether it was five different people or one person who did it five times. That goes to the heart of the processes that have been put in place, individual training, the safeguards and therefore, depending on the level of knowledge, the efficacy of the new remedial action.</p> <p>Mr Cooper: That's correct. All those things are going to be covered in the independent review that's occurring. But we'll take it on notice, certainly.</p>	Hansard Proof, 26 February 2018	15
9	9	DPS	Senator SMITH	Damage to COMCAR vehicles - risk assessment	<p>Senator SMITH: Has this matter ever appeared on a risk management schedule that's gone before the audit committee?</p> <p>Mr Cooper: The temporary nature of the bollards' work would suggest to me that it hasn't.</p> <p>Senator SMITH: It's not the temporary nature; it's the risk profile of the bollards that would make the matter appear before an audit committee.</p>	Hansard Proof, 26 February 2018	16

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					Mr Cooper: I'll have to take that on notice. I'm not sure. I don't know		
10	10	DPS	Senator PATRICK	Paper Procurement	<p>Senator PATRICK: I'll go to the final question. The new Commonwealth procurement rules require departments to consider the economic benefit to Australia, which I noticed was not on the chart. I also appreciate there's a caveat on that for procurements over \$4 million. How much paper do we procure for DPS and the Senate?</p> <p>Mr Stefanic: I don't have that information at my fingertips but I can take that on notice and get back to you.</p>	Hansard Proof, 26 February 2018	16-17
11	11	DPS	Senator McALLISTER	Managing contractor model	<p>Senator McALLISTER: Has the department undertaken any review in recent years about whether that managing contractor model is the preferred model for contracts of this kind?</p> <p>Mr Healy: We haven't had a formal review of whether it's the appropriate contract. We will do a review at the end of the project. We'll have an audit process. I spoke to the auditor only last week about establishing such an audit at the end of the project. It is one of the forms of contract. It's not the appropriate form of contract for all situations, but it was selected for this particular project.</p> <p>Senator McALLISTER: One of the critiques of the managing contractor model is precisely the one we're discussing—that there is limited exposure of the managing contractor to risk. Was that considered in the decision to utilise a managing contractor model for this particular project?</p> <p>Mr Healy: I might ask Mr Cooper. I was not an employee of the Department of Parliamentary Services at the</p>	Hansard Proof, 26 February 2018	17-18

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					time. Mr Cooper: And nor was I. I can take that question on notice. I expect that the answer is 'yes', but I'll need to confirm that.		
12	12	DPS	Senator McALLISTER	Lift refurbishment schedule	Senator McALLISTER: Are you able to provide us with a schedule of how many lifts, and which lifts in particular, are going to be refurbished over the next two years? What I'm trying to understand is what the impact on building occupants will be, given the program that you've set out. You can do that on notice. Mr Healy: We have an indicative schedule, which I'm happy to provide on notice. Senator McALLISTER: Terrific.	Hansard Proof, 26 February 2018	18
13	13	DPS	Senator KITCHING	Accounts Receivable	Senator KITCHING: This is in relation to the catering division. I'd like to look at the department's accounts receivable processes. Are you aware, Mr Stefanic, how many creditors owe in excess of \$20,000? Mr Creagh: I'd be the one to take that question, and unfortunately I'm going to have to take that question on notice. There should be very few creditors greater than \$20,000. Senator KITCHING: I'm looking at the New South Wales Division of the Liberal Party of Australia, and there is a line item in their 2016-17 AEC disclosure return that says, 'APH catering/Department of Parliamentary Services, \$64,789.09'. What's your process when people owe large sums of money? For example, is there a restraint action put in place or something like that? Mr Creagh: We do have an events policy, and I'll have to ask someone to clarify on the events policy but, in the normal course of events, when a debtor is generated, we would seek to recover that debt from that company or person. That would be done by issuing an invoice, and I	Hansard Proof, 26 February 2018	20

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<p>think our invoices would normally have a 28-day expectation of payment. If that is delayed, we would then follow up with that debtor and we would seek to contact that debtor to try and initiate that repayment.</p> <p>Senator KITCHING: Mr Creagh, given you've said that there are very few debtors of such magnitude, you must be aware of this one. What is the process you have put in place?</p> <p>Mr Creagh: I'll have to take that on notice, Senator.</p> <p>Senator KITCHING: Do you ask such debtors to enter payment plans?</p> <p>Mr Creagh: Certainly, that is an option that is available to us as an organisation, in terms of seeking back that funding; yes.</p> <p>Senator KITCHING: Could you also take on notice how much is owed by the Liberal Party of Australia to the department as at 25 February?</p> <p>Mr Creagh: Yes, Senator.</p>		
14	14	DPS	Senator KITCHING	KRONOS - KPMG Recommendations	<p>Senator KITCHING: We are going to run out of time and I need to get onto some other matters, so I will go on to the second recommendation: 'The department should review any instances of leave without pay not to count as service for Kronos employees in 2015-16 and 2016-17 from info type 2010, to ensure the relevant leave records correctly reflect the hours of leave taken.' Has that review been completed?</p> <p>Ms Saunders: Yes, it has.</p> <p>Senator KITCHING: What were the findings?</p> <p>Ms Saunders: A new program was written to ensure that those things that you just mentioned, Senator, have been corrected. There were some calculations that were also made to determine any differences in leave balances.</p> <p>Senator KITCHING: Is there anything that remains outstanding with respect to that recommendation?</p> <p>Ms Saunders: No, I don't believe so.</p> <p>Senator KITCHING: Will you take it on notice and come back to us?</p>	Hansard Proof, 26 February 2018	21

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					Ms Saunders: Yes, I will.		
15	15	DPS	Senator KITCHING	KRONOS - KPMG Recommendation 3	<p>Senator KITCHING: The third recommendation was: 'The department should continue to run the SAP program on a fortnightly basis until Kronos employees began entering their leave directly into SAP. The department should investigate and rectify any discrepancies identified by the program. When investigating discrepancies, the department should consider whether other types of leave or employees would be affected by any issues identified.' Has that recommendation been completed? Are you actioning that?</p> <p>Ms Saunders: Yes, Senator, that's been completed.</p> <p>Senator KITCHING: When did employees begin to enter leave directly into SAP?</p> <p>Ms Saunders: Senator, that has not happened yet.</p> <p>Senator KITCHING: Right, so it hasn't actually been actioned fully—because that hasn't happened yet.</p> <p>Ms Saunders: The adjustments to SAP are being developed at the moment, but the other issues that you just read out in that recommendation, Senator, have all been corrected.</p> <p>Senator KITCHING: Could you take that on notice and let the committee know when that's been actioned fully?</p> <p>Ms Saunders: Certainly</p>	Hansard Proof, 26 February 2018	21
16	16	DPS	Senator KITCHING	KRONOS - KPMG Recommendation - loading of schedule file	<p>Senator KITCHING: The final recommendation was: 'The department should monitor the loading of the schedule file to ensure that it does not fail and, if it does, the department should investigate and rectify the root cause to prevent this from occurring in the future.' Has this recommendation been actioned?</p> <p>Ms Saunders: I understand that this recommendation has also been actioned.</p> <p>Senator KITCHING: Actioned fully or actioned, like the third recommendation, where it hasn't fully been</p>	Hansard Proof, 26 February 2018	21

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<p>actioned.</p> <p>Ms Saunders: It's been actioned to the extent that errors are no longer occurring. There is development underway so that SAP can be utilised fully and leave entered directly into SAP by employees.</p> <p>Senator KITCHING: Why did it take 15 months for the department to inform the President and the Speaker of this leave accrument problem?</p> <p>Ms Saunders: I'll need to take that on notice</p>		
17	17	DPS	Senator KITCHING	Withheld funds from salary payments	<p>Senator KITCHING: Last time I asked a straightforward question on notice it was: 'On how many occasions, in the past, has the department withheld funds from salary payments of its employees without a prior agreement to hand?' I would refer you to section 324 of the Fair Work Act, because at the last estimates hearing Ms Crowther said, 'We haven't deducted anything at this point in time.' Was that accurate?</p> <p>Ms Saunders: Yes, that was accurate.</p> <p>Senator KITCHING: Really?</p> <p>Ms Saunders: Yes.</p> <p>Senator KITCHING: Okay. I've seen copies of correspondence issued by your human resources department, which would indicate that it wasn't. Perhaps you could take that on notice and look at it.</p> <p>Ms Saunders: Yes.</p> <p>Senator KITCHING: I can read out: 'This amount will be recovered over the next two pay periods,' for example, as a statement from correspondence, and 'Please be advised you were overpaid' on payday X 'for salary' of X amount. 'This money will be deducted from your pay' on payday X. That doesn't sound to me like consultation; that sounds to me like you were just deducting out of people's pay without having a discussion with them. Perhaps you could take that on notice and come back to us, about whether that occurred—</p> <p>Ms Saunders: Yes.</p> <p>Senator KITCHING: and explain why there's a</p>	Hansard Proof, 26 February 2018	21-22

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					discrepancy between what you're saying and what is in correspondence from your human resources department.		
18	18	DPS	Senator PATERSON	Timeline of improvements to mobile phone reception	<p>CHAIR: I have a matter I want to raise. A number of building occupants have asked me to raise this on their behalf—are there any plans to improve mobile phone reception in the building?</p> <p>Mr Stefanic: Yes; my department's been in discussions with Telstra for some months in respect of the issue. At their own cost, they've conducted an analysis about signal strength throughout the building and, also at their cost, developed an implementation plan for completely replacing the existing system, which was installed in the nineties and is based on an analog system. There is substantial work that has been done there. Where we are up to with Telstra is establishing how the work would be paid for. A key issue for us is ownership of that network. It becomes difficult for the department to spend its capital funds on assets it doesn't own. So, there are still some things we're currently working through on that.</p> <p>CHAIR: Do you have an estimated total cost of the works?</p> <p>Mr Stefanic: We only have some very theoretical sums. I understand Telstra is discussing with the other carriers as to who would be involved, and that will have a bearing on what the ultimate cost and pricing would be.</p> <p>...</p> <p>CHAIR: What's the time line for—not the works per se—the resolving of this outstanding issue?</p> <p>Mr Stefanic: I would hope to have some outcome within the following months. I wish it were a shorter time frame, but there are, obviously, a lot of negotiations and various parties that are involved in this.</p> <p>CHAIR: Has Telstra advised you, presuming we're able to reach agreement and proceed, how long the works would take?</p> <p>Mr Stefanic: I would have to take that on notice.</p>	Hansard Proof, 26 February 2018	24-25

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018

PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
19	19	DPS	Senator WONG	Australian National University Flooding	<p>The Australian National University campus was one area of Canberra that suffered significant damage as a result of flooding caused by a substantial amount of rain on the weekend of 24 and 25 February 2018, including the AD Hope Building and the Chifley Library.</p> <p>With respect to the Chifley Library, reports indicate that there was “untold damage to microfilm collections, books, serials and journal articles relating to history, philosophy and politics”.</p> <p>Given reports indicate that these include volumes of historical significance to the nation and to the Parliament, such as Australian (colonial/state/national) parliamentary papers and debates:</p> <p>(1) Is the Department of Parliamentary Services, including the Parliamentary Library, aware of what material has been damaged or destroyed in the Chifley Library?</p> <p>(2) In particular, can the Department of Parliamentary Services, including the Parliamentary Library, provide any clarity about the nature of the historic books and other materials relevant to the Parliament that have been damaged or destroyed?</p> <p>(3) What steps, if any, may the Department of Parliamentary Services, including the Parliamentary Library, take to assist the university to restore or replace damaged items?</p> <p>(4) What precautions does the Department of Parliamentary Services, including the Parliamentary Library, take to ensure its own collection of historic books and other materials relevant to the Parliament is protected from similar events?</p>	Written	
20	20	DPS	Senator WONG	Lift Refurbishment	<p>In the case of the lift located in the Senate wing adjacent the Opposition Party Room, lift 3:</p> <p>(1) How long was that lift out of service?</p> <p>(2) When did it go out of service?</p> <p>(3) When did it return to service?</p> <p>(4) Is this what was anticipated?</p> <p>(5) Where lifts are closed for refurbishment, are building</p>	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					occupants advised how long the lift will be out of service?		
21	21	DPS	Senator WONG	Strategic Accommodation Review	Noting the response to Supplementary Budget Estimates question on notice 38, relating to the Strategic Accommodation Review: (1) Has the final report been presented to the presiding officers? (2) If so, when? (3) If not, why not and when is it expected to be presented? (4) When will senators and members have the opportunity to view the report? (5) Can a copy be provided?	Written	
22	22	DPS	Senator KITCHING	Monies owed to APH Catering	1 As at 1 July 2017, how much was owed on account to APH Catering? 2 As at 1 July 2017, how many creditors owed: (a) in excess of \$5,000; (b) in excess of \$10,000; (c) in excess of \$20,000; and (d) in excess of \$50,000, to APH Catering? 3 As at 31 December 2017, how much was owed on account to APH Catering? 4 As at 31 December 2017, how many creditors owed: (a) in excess of \$5,000; (b) in excess of \$10,000; (c) in excess of \$20,000; and (d) in excess of \$50,000, to APH Catering? 5 As at 25 February 2018, how much was owed on account to APH Catering?	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018

PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
23	23	DPS	Senator KITCHING	Insect control (moths)	<p>With reference to the Department's answer to Supplementary Budget Estimates 2017-18 question on notice number 54: and its circular to building occupants of 5 February 2018:</p> <p>(1) How was the expert who provided advice selected and engaged?</p> <p>(2) When was that?</p> <p>(3) What sum did the Department pay for this consultation and advice?</p> <p>(4) What repairs and maintenance have been undertaken by the Department as a direct result of damage by moths?</p> <p>(5) How many hours of employee time have been spent dealing with the moth infestation?</p> <p>(6) How many employees are involved in managing this matter?</p> <p>(7) Please provide a breakdown of the Department's spend of in excess of \$200,000 to control moth infestations. Please include what has been expended and when, to whom and for what.</p>	Written	
24	24	DPS	Senator KITCHING	Missing security manual	<p>(1) The Department has stated that BAE Systems didn't explain the reason for the delay in reporting the lost manual. When did the Department request a comprehensive report from BAE Systems which addressed the delay?</p> <p>(2) Who prompted BAE Systems to undertake an investigation into the missing security manual? The Department or was it BAE Systems' own initiative?</p> <p>(3) What recommendations or suggestions have been made to BAE Systems by the Department in relation to the improvement of its processes and procedures?</p> <p>(4) How does the Department track BAE Systems' performance under its contract?</p> <p>(5) Does it remain the case that the Department has not expended and will not expend any funds to BAE Systems relating to any alterations required to be made to the security upgrade plans due to the lost security manual?</p> <p>(6) Can the Department confirm that the first time any</p>	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018

PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<p>employee of the Department learned of the lost security manual was on 8 February 2017?</p> <p>(7) Following receipt of reports from BAE Systems and Mr Turner, and confirmation from ASIO that no further action was required, why did it take the Department three and a half months to provide a report to the presiding officers?</p> <p>(8) Can the Department explain, given the seriousness of this matter, why Security Procedure No. 10.7 Parliamentary Security Service (PSS) Security Incident Reporting protocol wasn't followed?</p>		
25	25	DPS	Senator KITCHING	Performance management – Library Division	For each position in the senior executive structure, please advise the date of when the next performance review is due to take place.	Written	
26	26	DPS	Senator KITCHING	Performance management – Building and Security Division	For each position in the senior executive structure, please advise the date of when the next performance review is due to take place.	Written	
27	27	DPS	Senator KITCHING	Performance management – Chief Operating Officer Division	For each position in the senior executive structure, please advise the date of when the next performance review is due to take place.	Written	
28	28	DPS	Senator KITCHING	Performance management – Information Services Division	For each position in the senior executive structure, please advise the date of when the next performance review is due to take place.	Written	
29	29	DPS	Senator KITCHING	Ian McKenzie, Chief Technology Officer, ICT Planning and Applications	<p>We note Mr McKenzie was appointed to the position of Chief Technology Officer on 13 November 2017.</p> <p>(1) How was the role of Chief Technology Officer advertised?</p> <p>(2) How many applications were received for the role?</p>	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
				Branch	(3) Who comprised the selection panel? (4) How many applicants were interviewed? (5) Please provide a position description for the role.		
30	30	DPS	Senator KITCHING	Con Sfyris, Acting Chief of Staff, ICT Infrastructure and Services Branch	(1) What are Mr Stinziani's plans and timeline for the recruitment of the role of Chief of Staff? (2) When is an appointment likely to be made? (3) Please provide a position description for the role.	Written	
31	31	DPS	Senator KITCHING	Antony Stinziani, Chief Information Officer, Information Services Division	(1) How was the role of Chief Information Officer advertised? (2) How many applications were received for the role? (3) Who comprised the selection panel? (4) How many applicants were interviewed? (5) Please provide a position description for the role.	Written	
32	32	DPS	Senator KITCHING	Graeme Anderson, Assistant Secretary, Security Branch	(1) How many applicants were interviewed before Mr Anderson was chosen as the successful candidate for the position of Assistant Secretary of the Security Branch? (2) Of the candidates interviewed excluding Mr Anderson, how many were personally known to any of those who comprised the selection panel? (3) Did the People and Governance Branch participate in exactly the same way as it usually would with any recruitment activities for an Assistant Secretary position in the recruitment of Mr Anderson?	Written	
33	33	DPS	Senator KITCHING	Cate Saunders, Chief Operating Officer	(1) When did Ms Saunders commence in the role of Chief Operating Officer?	Written	
34	34	DPS	Senator KITCHING	Vacant Assistant Secretary position, People and Governance Branch	(1) When did Ms Hincliffe vacate the position of Assistant Secretary? (2) When can an appointment to this position be expected? (3) Please provide a position description for the role.	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018

PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
35	35	DPS	Senator KITCHING	Position descriptions	Please provide a position description for the following positions: (a) Secretary (b) Parliamentary Librarian (c) Assistant Secretary Research Branch (d) Assistant Secretary Library Collections and Databases Branch (e) Assistant Secretary Parliamentary Recording & Reporting Branch (f) First Assistant Secretary Building and Security Division (g) Assistant Secretary Building Services Branch (h) Assistant Secretary Capital Works Branch (i) Chief Finance Officer (j) Assistant Secretary Parliamentary Experience Branch.	Written	
36	36	DPS	Senator KITCHING	Parliamentary Library Division – future plans	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Client Relations, Research and Library Collections and Databases Branches? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	
37	37	DPS	Senator KITCHING	Building and Security Division – future plans	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in any of the Building Services, Security and Capital Works Branches? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	
38	38	DPS	Senator KITCHING	Chief Operating Officer Division – future plans	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in any of the Chief Finance Officer, People and Governance and Parliamentary Experience Branches? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	
39	39	DPS	Senator KITCHING	Information Services Division – future plans	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in any of the ICT Planning and Applications, ICT Infrastructure and Services and Parliamentary Recording and Reporting Branches? If so, please provide details about decision	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					making, timeframes, numbers and desired outcomes.		
40	40	DPS	Senator KITCHING	Office of the Secretary – future plans	Are there any plans presently in motion to outsource, expand or reduce personnel numbers in the Office of the Secretary? If so, please provide details about decision making, timeframes, numbers and desired outcomes.	Written	
41	41	DPS	Senator KITCHING	Building occupant satisfaction survey	(1) Is a building occupant satisfaction survey proposed for 2018? If yes, when? (2) What ideas and initiatives has the Department considered to encourage a greater participation in the next survey? (3) What changes will be made to the next survey to encourage a greater participation in the next survey? (4) With reference to the Department’s answer to Supplementary Budget Estimates 2017-18 question on notice 54, please provide a status update for the incomplete recommendations identified from the 2016 and 2017 surveys.	Written	
42	42	DPS	Senator KITCHING	Parliamentary Service Amendment (Managing Recruitment Activity and Other Measures) Determination 2017 (Determination)	With reference to the Department’s answer to Supplementary Budget Estimates 2017-18 question on notice number 76: (1) Of the Department’s existing HR policies, how many were amended to accord with the Determination? (2) Which policies were they? (3) When were they updated? (4) When were the updated versions made available to employees? (5) How many procedures were revised to accord with the Determination? (6) Which procedures were they? (7) When were they updated? (8) When were the updated versions made available to employees?	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
43	43	DPS	Senator KITCHING	Mandatory training – Security Branch (Building and Security Division)	(1) For all employees who are classified as SES2, please advise the date each employee completed the following training courses: <ul style="list-style-type: none"> • Being Professional in the Parliamentary Service (PS Values and Code) • Work Health and Safety Awareness • Work Health and Safety for Supervisors • Information and Records Management in DPS • Introduction to TRIM • Introduction to the Australian Parliamentary Service • Share Our Pride • Fraud Awareness • CORE Cultural Awareness Modules 1 & 2 • Security Awareness (2) For all employees who are classified as SES1, please advise the date each employee completed the following training courses: <ul style="list-style-type: none"> • Being Professional in the Parliamentary Service (PS Values and Code) • Work Health and Safety Awareness • Work Health and Safety for Supervisors • Information and Records Management in DPS • Introduction to TRIM • Introduction to the Australian Parliamentary Service • Share Our Pride • Fraud Awareness • CORE Cultural Awareness Modules 1 & 2 • Security Awareness (3) For all employees who are classified as PEL2, please advise the date each employee completed the following training courses: <ul style="list-style-type: none"> • Being Professional in the Parliamentary Service (PS Values and Code) • Work Health and Safety Awareness • Work Health and Safety for Supervisors • Information and Records Management in DPS • Introduction to TRIM 	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<ul style="list-style-type: none"> • Introduction to the Australian Parliamentary Service • Share Our Pride • Fraud Awareness • CORE Cultural Awareness Modules 1 & 2 • Security Awareness (4) For all employees who are classified as PEL1, please advise the date each employee completed the following training courses: <ul style="list-style-type: none"> • Being Professional in the Parliamentary Service (PS Values and Code) • Work Health and Safety Awareness • Work Health and Safety for Supervisors • Information and Records Management in DPS • Introduction to TRIM • Introduction to the Australian Parliamentary Service • Share Our Pride • Fraud Awareness • CORE Cultural Awareness Modules 1 & 2 • Security Awareness 		
44	44	DPS	Senator KITCHING	Leadership program	(1) When was the leadership program developed? (2) Is the program offered on site or at an external venue? (3) How many executive level staff have completed the leadership program to date? (4) How many executives are expected to complete in the leadership program to 30 June 2018? (5) Who developed the program? (6) Who facilitates the program? (7) What was the cost of developing the program? (8) What is the cost per head to undertake the program? (9) How many executives in the Library Division have completed, or are due to complete by 30 June 2018, the program? (10) How many executives in the Building and Security Division have completed, or are due to complete by 30 June 2018, the program? (11) How many executives in the Information Services Division have completed, or are due to complete by 30	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
 PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					June 2018, the program? (12) How many executives in the Chief Operating Officer Division have completed, or are due to complete by 30 June 2018, the program?		
45	45	DPS	Senator KITCHING	Entitlements audit	(1) To date, how much has been spent updating and maintaining the Kronos software? (2) To date, how much has been spent updating and maintaining the SAP software? (3) Are there any plans to discontinue using one or both of the SAP and Kronos programs? (4) Are there any plans to purchase alternative software for payroll, entitlements management and rostering? (5) On how many occasions in the past has the Department withheld funds from salary payments of its employees without a prior written agreement to hand? (6) Can the Department produce copies of deduction authorisation agreements signed by employees (with confidential/personal details redacted) to evidence compliance with section 324 of the Fair Work Act 2009 (Cth)? (7) Has the Department determined how many former employees have been affected by the leave entitlements accrument error? (8) Of the employees affected by this leave entitlement accrument error, how many haven't yet received a full reconciliation of their entitlements from the Department? (9) How many employees have had their leave balances manually altered, either up or down, in SAP and Kronos without their prior consultation? (10) Has the Department made a provision for costs of litigation instituted by employees? (11) When did the Department report this issue to Fair Work Australia? (12) Has the Department received any communication from Fair Work Australia with respect to this issue? (13) Has the Department received any communication	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
 QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018

PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					from external parties representing employees with respect to this issue?		
46	46	DPS	Senator KITCHING	Security footage	(1) How long is security footage retained? (2) Please provide a copy of the security footage protocol, including provisions relating to the deletion of such footage. (3) Have there been occasions in the past, since 1 January 2017, where footage has been deleted before the set time? If yes, what incidents were recorded on the footage which was deleted? Why was the footage deleted? Who authorised the deletion of the footage? (4) How many individuals are authorised to direct that footage be deleted? Who are they?	Written	
47	47	DPS	Senator KITCHING	Mobile powder testing device	(1) How are employees trained with respect to the operation of the mobile testing device? (2) How many employees are properly qualified to operate this device? (3) How often is refresher training conducted? (4) Since 1 January 2016, on which dates did this training occur?	Written	
48	48	DPS	Senator KITCHING	White powder incident on 22 November 2017	(1) Please provide a map marked where the 22 November 2017 white powder incident took place. (2) In 2016, how many white powder incidents occurred in Parliament House? (3) In 2017, how many white powder incidents occurred in Parliament House? (4) In 2018 to date, how many white powder incidents have occurred in Parliament House? (5) Of the white powder incidents, on how many occasions in each year did the ACT Fire Brigade HAZMAT attend Parliament House? (6) Can the Department explain why the mobile testing device was deployed to at least two ‘powder out of place’ incidents in January 2018, but not at the ‘powder out of	Written	

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – ADDITIONAL BUDGET ESTIMATES 2017-18 – FEBRUARY 2018
PARLIAMENT PORTFOLIO

Portfolio QoN No	Question No	Division / Branch	Senator	Broad Topic	Question	Proof Hansard or Written question	Hansard Page
					<p>place' incident on 22 November 2017?</p> <p>(7) Mr Anderson said on 26 February 2018 that "... attempts were made to contact the AFP. They weren't immediately contactable." Did Mr Anderson instruct any security officer to cease attempting to contact the AFP on the grounds that he, Mr Anderson, would deal with the matter?</p> <p>(8) Can the Department explain why incident reports weren't prepared on or immediately after the 'powder out of place' incident on 22 November 2017, but that they were prepared after the incident was reported in the media in January 2018?</p> <p>(9) Can the Department produce a copy of its security protocol where it states that tasting an unknown substance is acceptable in response to detection and assessment of white powder security incidents?</p> <p>(10) How are security staff trained to be able to make an assessment and distinguish between Type 1 and Type 2 'powder out of place' incidents?</p>		