

**FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE**  
**QUESTIONS ON NOTICE—SUPPLEMENTARY BUDGET ESTIMATES 2017-18 – 23 October 2017**  
**INDEX—Department of Parliamentary Services**

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	16				A question has not been allocated to this number		
16	17	Department of Parliamentary Services	<b>Senator KITCHING</b>	Guidelines for reporting a security incident	<b>Senator KITCHING:</b> Are there written guidelines which security officers follow with respect to reporting an incident? <b>Mr Anderson:</b> There are guidelines. I don't have them with me, but there are guidelines. <b>Senator KITCHING:</b> Are you able to provide those to the committee? <b>Mr Anderson:</b> Yes. I will take it on notice to provide them.	Hansard Proof, 23 October 2017, F&PA Committee, page 18	8/12/17
17	18	Department of Parliamentary Services	<b>Senator WONG</b>	Security works documentation - delay in notification	<b>Senator WONG:</b> Mr Cooper, I just asked a very simple question. I will go to those issues shortly. I asked, in the letter, did they explain why the delay in advising that the manual had been lost? <b>Mr Cooper:</b> I would have to refresh myself with the letter, Senator, in order to answer your question. <b>Senator WONG:</b> Maybe you could do that.	Hansard Proof, 23 October 2017, F&PA Committee, page 20	8/12/17
18	19	Department of Parliamentary Services	<b>Senator WONG</b>	Security works documentation – date of notification	<b>Senator WONG:</b> We will come back to that; maybe someone can get it. Mr Stefanic, can I just go back to the chronology: in February 2017, Mr Cooper was advised. Were you advised the same day? <b>Mr Stefanic:</b> I understand, yes. <b>Senator WONG:</b> What was the date? <b>Mr Stefanic:</b> I don't have it in front of me. <b>Senator WONG:</b> Can we get that, please? And then you advised the presiding officers, when and how?	Hansard Proof, 23 October 2017, F&PA Committee, page 20	8/12/17
19	20	Department of Parliamentary Services	<b>Senator WONG</b>	Security works documentation – dates of notification	<b>Senator WONG:</b> Hang on. Can we come back with some dates? I want the date in November 2016 when they say it was found. I want the February dates, which include contact with the presiding officers' offices et cetera. I want the date on which the report was provided.	Hansard Proof, 23 October 2017, F&PA Committee, page 23	8/12/17
20	21	Department of Parliamentary Services	<b>Senator KITCHING</b>	Security works documentation – documentation to AFP	<b>Senator KITCHING:</b> In earlier questioning I asked you about how reports were provided. You verbally briefed the AFP; I think you said to me earlier that you normally email. Did you email as well? <b>Mr Anderson:</b> There may be emails, Senator, I can't recall. <b>Senator KITCHING:</b> Okay, so there was definitely a verbal briefing. <b>Mr Anderson:</b> Yes. <b>Senator KITCHING:</b> There might be some other paperwork somewhere, because, I think also in earlier questioning, you said: 'Yes, normally details are covered', and that you would do that in writing. Can we have a copy of those documents as well, please? <b>Senator WONG:</b> You have to say something, you can't just nod! <b>Mr Anderson:</b> Yes, Senator.	Hansard Proof, 23 October 2017, F&PA Committee, page 24	8/12/17
21	22	Department of Parliamentary Services	<b>Senator RHIANNON</b>	Lobbyist numbers	<b>Senator RHIANNON:</b> When people are inquiring about the number of lobbyists, that's how many you'd say have access to the building at the moment, 1,710? <b>Mr Cooper:</b> Of lobbyists, yes. <b>Senator RHIANNON:</b> You can take this on notice: do you have figures on how many each year? I'm interested in seeing the movement, say, over the last five years for each financial year. <b>Mr Cooper:</b> I can take that on notice. I don't have those numbers here.	Hansard Proof, 23 October 2017, F&PA Committee, page 26	8/12/17
22	23	President of the Senate	<b>Senator RHIANNON</b>	Disclosure of Lobbyist names	<b>The President:</b> It's been discussed, and it's been determined it is obviously a potential threat. If you issue names of people who have passes to this building, then those people, by definition, will potentially become the subject of someone wanting to obtain their pass and of the potential harm that could follow through that. <b>Senator RHIANNON:</b> I take from what you've just said, President, that no written advice on this has come about from discussion. Who has had input into that discussion? <b>The President:</b> I'll check about the written advice. But these matters are discussed constantly, whether it be through offices of departments or just in general terms with offices I deal with: with the Speaker's office, with my office, with staff— <b>Senator RHIANNON:</b> Any ministerial input? <b>The President:</b> Potentially. These discussions are ongoing. I discuss matters of parliamentary security on an ongoing basis with many people. It occupies a lot of my time. <b>Senator RHIANNON:</b> Is it a security issue about a risk to those people, or a risk to this building? <b>The President:</b> Well, both. If you get someone who wanted to identify themselves as a passholder, they could create a likeness to a passholder, steal the pass, do harm to the person of the pass they've stolen and then enter this building. That's a potential risk. <b>Senator RHIANNON:</b> So you've had advice. Is there written advice that you can table, or advise us of, and put on the	Hansard Proof, 23 October 2017, F&PA Committee, page 27	8/12/17

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					public record? Or is it ongoing discussion, which seems to be the tenor of what you're saying? <b>The President:</b> It is constantly ongoing. This is a moving feast. It's a live issue, and we have to constantly assess it. <b>Senator RHIANNON:</b> You are saying it's so important, so where it's coming from needs to be bedded down. Can you take on notice what form the advice takes, whether it is written advice and who from, and, if it's not written advice, how that decision is being made? <b>The President:</b> I'll take it on notice and I'll see what I can provide back to you.		
23	24	Department of Parliamentary Services	<b>Senator KITCHING</b>	Lobbyist passholders - carpark	<b>Senator KITCHING:</b> There are some orange passholders with car park passes. Is it possible to distinguish in that, for example, and is it possible to distinguish into subgroups of the orange passholders? <b>Mr Cooper:</b> I will ask Mr Anderson to comment on that. <b>Senator SMITH:</b> Just pursuing that line: is it then possible to distinguish who is a lobbyist registered on the lobbying code and who is a lobbyist who might be a NGO and not registered on the lobbying code? <b>Mr Anderson:</b> I'd have to take that on notice.	Hansard Proof, 23 October 2017, F&PA Committee, page 27	8/12/17
24	25	Department of Parliamentary Services	<b>Senator XENOPHON</b>	Hansard process	<b>Senator XENOPHON:</b> I appreciate that. Given the time constraints, could you take it on notice to detail what the quality assurance processes have been in the past, in the last few years, and what they are now? <b>Ms White:</b> Okay.	Hansard Proof, 23 October 2017, F&PA Committee, page 29	8/12/17
25	26	President of the Senate	<b>Senator XENOPHON</b>	Hansard process	<b>Senator XENOPHON:</b> Yes, I can tell by the grief-stricken look on your face. Given the fact that we are undertaking this experiment with Hansard that other parliaments around the Commonwealth have not—that we are losing the immediacy of the editors being in the chamber—could you take it on notice to discuss this issue with the Speaker of the House of Representatives and to look closely into this issue? I understand it is an efficiency measure, a cost-saving measure. But I would have thought that, if there were one thing we shouldn't be scrimping on in this building, it is making sure that <i>Hansard</i> truly and accurately reflects what goes on in the chamber—all the nuances and subtleties that you can't get under the new system, a system which seems to be something that other parliaments in the Commonwealth are not going anywhere near. <b>The President:</b> Thank you, Senator Xenophon. I share your concern. The <i>Hansard</i> should be the absolute accurate record of proceedings in the chamber. I will discuss it with the Speaker and, if there is anything I need to report back, I will. However, I think it is something we should monitor and monitor closely.	Hansard Proof, 23 October 2017, F&PA Committee, page 29-30	8/12/17
26	27	Department of Parliamentary Services	<b>Senator WHISH-WILSON</b>	Alternative to plastic bottles	<b>Senator WHISH-WILSON:</b> Does the department order plastic bottles for schoolkids when they come and visit Parliament House and do their tours? <b>Mr Stefanic:</b> I might ask Myra. <b>Ms Croke:</b> Yes, we do. <b>Senator WHISH-WILSON:</b> Is there any possibility that you could source an alternative to plastic bottles? <b>Ms Croke:</b> We are looking at other options for what we could do. <b>Senator WHISH-WILSON:</b> Could you give us an outline of what they might be? <b>Ms Croke:</b> Can I take that on notice? I haven't got that detail with me. We have been looking at what we could do, even the sizing of the bottles and whether we would use cups, but I will take that on notice and give you specific detail.	Hansard Proof, 23 October 2017, F&PA Committee, page 32	8/12/17
27	28	Department of Parliamentary Services	<b>Senator WHISH-WILSON</b>	Plastic water bottles	<b>Senator WHISH-WILSON:</b> As a matter of interest, how many would you order annually for the school packs? <b>Ms Croke:</b> Schoolchildren visitors are in the—the number range is 100,000 to 120,000, typically, in a year. I would have to check the precise number of plastic bottles that we order.	Hansard Proof, 23 October 2017, F&PA Committee, page 32	8/12/17
28	29	President of the Senate	<b>Senator WHISH-WILSON</b>	Uniform requirements for COMCAR drivers	<b>Senator WHISH-WILSON:</b> Thank you. The environment committee is now doing that, but it would be good if other committees could take that on board. I'm not sure who to direct my next question to, and it's something I've wanted to ask for nearly a year. For COMCAR drivers—who we all think are fantastic—it was put to me that even in the middle of summer they have to wear their jackets and ties. It's a bit of an archaic practice considering—I don't often wear a tie in the Senate! Most other industries and workplaces are quite flexible around this. Is it possible that the tradition that has them having to wear jackets and ties could be reviewed, especially for the summer months? <b>The President:</b> That is a matter for the Department of Finance; however, again, I'm very happy to raise that with the Department of Finance, unless you want to do it personally when they meet? <b>Senator WHISH-WILSON:</b> I'll see how I go. But if I could raise it with you, Mr President, and follow up, it could be, perhaps, something for the Senate to consider.	Hansard Proof, 23 October 2017, F&PA Committee, page 32–33	8/12/17

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29	30	Department of Parliamentary Services	<b>Senator WHISH-WILSON</b>	Tree cover at APH	<b>Senator WHISH-WILSON:</b> Don't get me started on that! I think we should be planting a row of trees along where their cars are stacked, but I understand there may be some security implications in that. But, certainly, shade from trees would reduce power bills from running cars with air-conditioners for hours on end. Perhaps I could ask you to consider that as well, Mr President? <b>The President:</b> I'll add it to my list, Senator Whish-Wilson	Hansard Proof, 23 October 2017, F&PA Committee, page 33	8/12/17
30	31	Department of Parliamentary Services	<b>Senator KITCHING</b>	Temporary staff and labour hire - <ul style="list-style-type: none"> <li>• strategy</li> <li>• expenditure</li> <li>• engagement of recruitment agencies</li> </ul>	<b>Senator KITCHING:</b> Mr Stefanic, I take it that you have responded to some questions on notice that relate to the dollar value of temporary personnel services. I can give you the QONs, if that helps—50, 104, 54 and 69. I've done you the good service of adding that up over an 11-month period. You've spent \$7,928,697 on temporary staffing. I was a little surprised that it was so high—on a monthly basis that is \$720,790. Can I ask what your strategy is to allow the department to spend just under \$8 million in an 11-month period on temporary staff, labour hire and recruitment services? I notice Mr Creagh is here, I want to ask you questions about breaking down those figures. I'm happy for you to take this on notice: could I have a break down of taxpayer dollars spent on temporary staff and labour hire for each division, branch and subbranch for the entire department for the past two financial years and for what positions? A break down of taxpayer dollars spent on the engagement of recruitment agencies for each division, branch and subbranch for the entire department for the past two financial years? And the purpose of the engagement?	Hansard Proof, 23 October 2017, F&PA Committee, page 33	8/12/17
31	32	Department of Parliamentary Services	<b>Senator KITCHING</b>	Temporary staff and labour hire - <ul style="list-style-type: none"> <li>• advertised positions</li> <li>• engagement of successful applicants</li> <li>• recruitment through external third party</li> </ul>	<b>Senator KITCHING:</b> ..... And details for every position advertised, positions filled and the term of each position broken down for each division, branch and subbranch? I would also like to know about the advertising. Were those positions advertised on the DPS website? Otherwise, how were they advertised? How was a successful applicant engaged—was that person selected from the application submitted on the DPS website or was the successful applicant hired via a recruiter? I would like to know which positions were recruited only through the services of an engaged external recruiter?	Hansard Proof, 23 October 2017, F&PA Committee, page 33	8/12/17
32	33	Department of Parliamentary Services	<b>Senator KITCHING</b>	Temporary staff and labour hire - management of recruitment activities	<b>Senator KITCHING:</b> ..... Mr Stefanic, I would like to understand how recruitment activities are managed? Is a comprehensive report furnished? <b>Mr Stefanic:</b> Could you repeat the question again? <b>Senator KITCHING:</b> I would like to understand how recruitment activities are managed, because \$8 million is quite a lot. I would like to know how temporary staffing is managed. Is there a report? I am happy for you to take this on notice because we are well over time. Is there a comprehensive report and where is it? Is it public? How do I locate that? I note that the Parliamentary Service Amendment (Managing Recruitment Activity and Other Measures) Determination 2017 was tabled a couple of weeks ago. Can the department tell me how the tabling of this determination affects internal processes and procedures? Chair, I do have another question that relates to the entitlements audit. <b>Mr Stefanic:</b> Just before you hop to the next line of questions, we will get that information for you. The thing that is important to put on record is the bulk of that expenditure relates to labour hire for catering. All the staff costs are parked against revenue generated by catering. <b>Senator KITCHING:</b> So you are saying the majority of \$720,000 per month is for catering staff? Is that correct? <b>Mr Stefanic:</b> To give you— <b>Senator KITCHING:</b> Why are you hiring? That is what I am really asking. <b>Mr Stefanic:</b> It is the fluctuation and the loads within the building. For example, on a sitting week where there are lots of functions at Parliament House, we need to ramp up our staffing levels considerably to meet not only the dining needs but also the number of events at Parliament House. On a non-sitting week, when there is not a lot of activity, we don't need that amount of core staff. The idea of the temporary employment arrangements allows us to ramp up at very short notice to meet the needs of the parliament. <b>Senator KITCHING:</b> Thank you for that, but if you could give me some further detail on notice that would be appreciated. Thank you.	Hansard Proof, 23 October 2017, F&PA Committee, page 33	8/12/17

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33	34	Department of Parliamentary Services	<b>Senator ABETZ</b>	Staff messages for holiday periods	Please provide the messages (if any) sent to staff (on the most recent occasions) of Christmas/New Year, Easter and Ramadan by the Secretary of the Department at the relevant time.	Written	8/12/17
34	35	Department of Parliamentary Services	<b>Senator ABETZ</b>	Enterprise Agreement negotiations	In the most recent Enterprise Agreement negotiations, was/were any side-agreement/s, protocol/s, arrangement/s, agreement/s entered into? If so, please provide a copy.	Written	8/12/17
35	36	Department of Parliamentary Services	<b>Senator McALLISTER</b>	Staff numbers	Please provide as at 30 June 2017: 1. ASL by state 2. Headcount of people employed as a. Labour Hire, b. Contractors, or c. outsourced staff, d. and the value of each of these contracts for the 2016-2017 financial year. 3. The total number of people who have a log in to the departmental IT system, and the breakdown by category of these log-ins (permanent, non-ongoing, casual, labour hire, outsourced, contractors, and any other category that has access to the system). 4. The total number of people who have a security/access pass into your departmental buildings, and the breakdown by category of these pass holders (permanent, non-ongoing, casual, labour hire, outsourced, contractors, and any other relevant category). 5. A list of organisations/companies that have staff who can log into your departmental IT system.	Written	8/12/17
36	37	Department of Parliamentary Services	<b>Senator McALLISTER</b>	Public Interactions	Does any part of your agency/department have a service delivery function, or which has face to face interactions with the public? If yes: 1. Do you provide staff with training on how to deal with client aggression or customers experiencing mental illness? 2. Please provide the dates and locations that training has been run over the last 5 years. 3. How many of your staff have received this training? How many in the last 2 years? 4. Who provides this training?	Written	8/12/17
37	38	Department of Parliamentary Services	<b>Senator McALLISTER</b>	Digital Transformation Agency projects	As at 31 October 2017: 1. What projects are you undertaking in conjunction with the Digital Transformation Agency? 2. For each project: a. What criteria are you using for assessing success? b. What is the role of the DTA in the project? c. What is the timeframe for completion?	Written	8/12/17
38	39	Department of Parliamentary Services	<b>Senator WONG</b>	Strategic Accommodation Review – Final Report	With reference to the strategic accommodation review, and the answer provided to 2017-18 Budget estimates question on notice 125: a. Has the final report been presented to the presiding officers? b. If so, when? c. If not, why not and when is it expected to be presented? d. Has an executive summary been presented to the presiding officers? e. Can a copy of the final report or an executive summary be provided?	Written	8/12/17
39	40	Department of Parliamentary Services	<b>Senator WONG</b>	Strategic Accommodation Review - Considerations	With reference to the strategic accommodation review, in order to better accommodate functions that currently occur within the building, has any consideration been given to relocating the bulk of staff based in ministerial offices to departments, as is the case in the South Australian State Government, where a minister's primary office is not located in Parliament House?	Written	8/12/17

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40	41	Department of Parliamentary Services	<b>Senator WONG</b>	Coffee Cart	With reference to the Information Circulars of 21 September and 24 October, relating to the Coffee Cart being out of service: a. On how many occasions since 1 January 2017 has the Coffee Cart been out of service. b. On each occasion, what has been the cause of the interruption to service. c. Have causes of the interruptions to service posed any safety concerns for operators of the Coffee Cart. d. On each occasion, what was the cost of maintenance to repair the Coffee Cart. e. Given the frequency of interruptions to service, what action has the Department of Parliamentary Services taken to rectify issues with the Coffee Cart.	Written	8/12/17
41	42	Department of Parliamentary Services	<b>Senator KITCHING</b>	Meeting of four department heads	1. Can the Department of Parliamentary Services explain why the 2015-16 Annual Report of the Department specified on page 4 that the four department heads meet monthly, but the answer provided by the Department to written question on notice number 44 from the 2017-18 Budget Estimates indicates meetings have taken place on a quarterly basis? 2. When did the monthly meetings become quarterly meetings? 3. Whose decision was it to alter the frequency of the meetings? 4. Were the President and the Speaker informed and if so, when?	Written	8/12/17
42	43	Department of Parliamentary Services	<b>Senator KITCHING</b>	Meeting of four department heads	For the period 1 July 2017 to date, please advise the dates the four heads of the parliamentary departments met including those present at each meeting.	Written	8/12/17
43	44	Department of Parliamentary Services	<b>Senator KITCHING</b>	Interaction between the President, the Speaker and the Secretary	For each occasion since 1 July 2016, please advise: 1. When the Secretary of the Department of Parliamentary Services has met with the President of the Senate and the Speaker of the House of Representatives; 2. Which meetings were called by Mr Stefanic and which were called by either or both of the President and the Speaker.	Written	8/12/17
44	45	Department of Parliamentary Services	<b>Senator KITCHING</b>	Interaction between the President, the Speaker and the Secretary	For each occasion since 1 July 2016, please advise the number of briefs Mr Stefanic has furnished to the President and the Speaker for consideration and/or approval, including when were they furnished, when were they returned completed to the Secretary and how many are outstanding?	Written	8/12/17
45	46	Department of Parliamentary Services	<b>Senator KITCHING</b>	Acting Secretary	For each occasion since 1 July 2016, please advise: 1. The dates on which an acting secretary was in place; 2. Who held the position of acting secretary; and 3. The date the President and the Speaker were advised the Secretary would be absent.	Written	8/12/17
46	47	Department of Parliamentary Services	<b>Senator KITCHING</b>	Performance management	For each position in the senior executive structure, please advise the date on which the most recent performance review took place.	Written	8/12/17
47	48	Department of Parliamentary Services	<b>Senator KITCHING</b>	Ian McKenzie – Acting Chief Information Officer	1. How long has Ian McKenzie been acting in the position of Chief Information Officer? 2. When can a permanent appointment to this position be expected? 3. When was a permanent appointee last in place in this position?	Written	8/12/17
48	49	Department of Parliamentary Services	<b>Senator KITCHING</b>	Campbell Chittenden – Acting Chief Technology Officer, Planning & Applications Branch	1. How long has Mr Chittenden been acting in the position of Chief Technology Officer and prior to that Assistant Secretary of the Planning & Applications Branch? 2. When is a permanent appointment to the position of Chief Technology Officer of the Planning & Applications Branch likely to be made?	Written	8/12/17

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49	50	Department of Parliamentary Services	<b>Senator KITCHING</b>	Con Sfyris – Acting Chief of Staff, ICT Infrastructure Services Branch	1. How long has Mr Sfyris been acting in the position of Chief of Staff of the Infrastructure Services Branch, and prior to that Assistant Secretary? 2. When is a permanent appointment to the Chief of Staff position likely to be made?	Written	8/12/17
50	51	Department of Parliamentary Services	<b>Senator KITCHING</b>	Graeme Anderson – Acting Assistant Secretary, Security Branch	1. How long has Mr Anderson been acting in the position of Assistant Secretary of the Security Branch? 2. How many applications have been received for the role of Assistant Secretary, Security Branch since it was advertised on 23 October 2017? 3. How will the applications be assessed? 4. Who will comprise the panel to select the successful applicant? 5. Please provide a position description and KPIs for the position.	Written	8/12/17
51	52	Department of Parliamentary Services	<b>Senator KITCHING</b>	Paul Cooper – First Assistant Secretary, Building & Security Division	1. How long was Mr Cooper acting in the position of First Assistant Secretary of the Building & Security Division before being permanently appointed in June 2017? 2. How was the position advertised publicly and can a copy of all such advertisements Be provided? 3. How many applications were received before Mr Cooper was appointed? 4. Who selected Mr Cooper as the successful applicant? 5. How many applicants were interviewed?	Written	8/12/17
52	53	Department of Parliamentary Services	<b>Senator KITCHING</b>	Myra Croke, Chief Operating Officer	1. How many applications have been received for the role of Chief Operating Officer? 2. How will the applications be assessed? 3. Who has comprised the panel to select the successful applicant? 4. How many applicants have been interviewed to date? 5. Please provide a position description and KPIs for the position.	Written	8/12/17
53	54	Department of Parliamentary Services	<b>Senator KITCHING</b>	Mandatory training	With reference to the answer provided to Question on Notice 67 from the 2017-18 Budget Estimates: 1. Of the 14 officers who required first aid training, when did each complete such training? 2. When did the 7 officers complete their patrol training and reassessment? 3. As at 20 October 2017, how many employees were deemed non-compliant with respect to mandatory and routine training?	Written	8/12/17
54	55	Department of Parliamentary Services	<b>Senator KITCHING</b>	Insect control	With reference to the Department's email sent to building occupants regarding control spraying of moths issued on 14 August 2017: 1. How did the Department initially become aware of moth infestation? 2. When was that? 3. Has the Department been forced to deal with a moth infestation problem in the past, or was this spraying a precautionary measure?	Written	8/12/17
55	56	Department of Parliamentary Services	<b>Senator KITCHING</b>	Department-wide mandatory training	Please provide a comprehensive list of all mandatory training courses across the entire Department, including the following detail: 1. the theme of the training; 2. whether each training course is conducted internally (by an employee or employees of the Department) or externally (where an external provider is engaged); 3. of the training courses conducted internally, the qualifications and experience of each trainer having regard to the Australian Qualifications Framework; 4. employees across which divisions are required to undertake each training; and 5. statistics as to non-compliance as at 20 October 2017 (in a number of employees who are required to undertake the training versus the number who have not completed the training format).	Written	8/12/17

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56	57	Department of Parliamentary Services	<b>Senator KITCHING</b>	Catering feedback	With reference to the Department's answer to question on notice 71 from the 2017-18 Budget Estimates: 1. Of the 448 emails of feedback received between 1 January 2017 and 31 May 2017, how many were formally answered within 10 working days, in accordance with the DPS Feedback Policy? 2. What were the top 5 common themes of positive feedback? 3. What were the top 5 common themes of constructive feedback? 4. What were the top 5 common themes of negative feedback?	Written	8/12/17
57	58	Department of Parliamentary Services	<b>Senator KITCHING</b>	Catering feedback	Please describe in detail the format of the Department's responses to building occupants and guests who have taken the time to provide feedback.	Written	8/12/17
58	59	Department of Parliamentary Services	<b>Senator KITCHING</b>	Catering feedback	An example of a response from the Department to catering feedback states "I have passed this onto the Executive Chef." 1. Is this typical of responses provided to feedback? 2. What happens after that the feedback is passed on? 3. Is there a standard or template responses that is being used to respond to written catering feedback?	Written	8/12/17
59	60	Department of Parliamentary Services	<b>Senator KITCHING</b>	Catering feedback	With reference to the Department's answer to question on notice 71 from the 2017-18 Budget Estimates, please populate the same table for the period 1 June 2017 to 20 October 2017.	Written	8/12/17
60	61	Department of Parliamentary Services	<b>Senator KITCHING</b>	Establishment of Central Rosters Unit	Further to the Department's answer to question on notice 74 from the 2017-18 Budget Estimates, relating to staffing in the Central Rosters Unit: 1. Which of the six positions have been filled? 2. Were the positions filled at the level advertised? 3. How many applications were received for each role? 4. How many internal applicants were there for each role? 5. Of the positions that have been filled, were any of the successful applicants known to any Department employee before their appointment? 6. How many of the successful applicants have used Kronos in the past? 7. Please advise the dates each successful applicant began with the Department. 8. Advise the date that each new employee completed their induction. 9. What date did each new employee complete the mandatory fraud awareness training?	Written	8/12/17
61	62	Department of Parliamentary Services	<b>Senator KITCHING</b>	Establishment of Central Rosters Unit	1. What activities were undertaken and completed to support the decision to establish a Central Rosters Unit? 2. Who approved the establishment of the Central Rosters Unit? 3. How many staff across the entire Department will be supported by the Central Rosters Unit? 4. Please provide a copy of the position description and KPIs for the Rosters Unit Manager.	Written	8/12/17
62	63	Department of Parliamentary Services	<b>Senator KITCHING</b>	Parliament House Shop products	1. Can the Department explain the process taken when identifying potential items to be stocked for sale at the Parliament House Shop? 2. If an item is discontinued or unavailable from the supplier, how is an alternative assessed as a suitable replacement? 3. Have existing Australian suppliers been approached to manufacture and/or supply alternative products when existing product lines were unable to continue to be procured? 4. How many Australian businesses have been approached to provide information about its products and manufacturing capabilities with a view to sourcing products for sale in the Parliament House Shop?	Written	8/12/17
63	64	Department of Parliamentary Services	<b>Senator KITCHING</b>	Parliament House Shop products	The 15/16 Annual Report stated that approximately 94 per cent of the products in the Parliament Shop were Australian made. The Department's answer to written question on notice number 91 stated that approximately 80 per cent of the products are Australian made or designed.  Can the Department explain what has contributed to the percentage of Australia made products stocked being reduced from 94 per cent to 80 per cent?	Written	8/12/17

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64	65	Department of Parliamentary Services	<b>Senator KITCHING</b>	Cleaning contract expiry	<ol style="list-style-type: none"> <li>1. Please provide an update on the status of the contract renewal process for internal cleaning services?</li> <li>2. Will there be a consultation process with MPs and Senators regarding the cleaning contract?</li> <li>3. Has a timeline been set for the tender process?</li> <li>4. With respect to the standard contract terms and conditions for procurement, have any of the standard provisions been altered? If they have, please describe each alteration from the standard contract provisions.</li> </ol>	Written	8/12/17								
65	66	Department of Parliamentary Services	<b>Senator KITCHING</b>	Building occupant satisfaction survey	<ol style="list-style-type: none"> <li>1. With reference to the Department's answer to question on notice number 82 from the 2017-18 Budget Estimates, given the very low return rate of responses, what reasons can the Department offer as to why steps aren't being taken to encourage a greater response return?</li> <li>2. With reference to the Department's answer to question on notice number 51 from the 2017-18 Budget Estimates, the Department indicated that following on from the April 2016 survey, 29 recommendations were identified. Fourteen had been completed, with 15 in progress. Please provide a status update for the 29 recommendations, those completed and those which remain on foot.</li> <li>3. Following on from the March 2017 survey, how many recommendations did the Department identify, and of the recommendations, please provide a status update of all recommendations.</li> </ol>	Written	8/12/17								
66	67	Department of Parliamentary Services	<b>Senator KITCHING</b>	Credit card accounting reconciliation codes	<p>With reference to question on notice number 95 from the 2017-18 Budget Estimates, the Department was requested to provide credit card reconciliation accounting codes and totals for each code for the past three financial years. Please provide this information by populating a table, an example of which is set out below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Financial year</th> <th>Accounting code</th> <th>Descriptor</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>20</td> <td>International travel</td> <td>\$10,000</td> </tr> </tbody> </table>	Financial year	Accounting code	Descriptor	Total	2016/17	20	International travel	\$10,000	Written	8/12/17
Financial year	Accounting code	Descriptor	Total												
2016/17	20	International travel	\$10,000												
67	68	Department of Parliamentary Services	<b>Senator KITCHING</b>	Credit card accounting reconciliation codes	<ol style="list-style-type: none"> <li>1. Has there ever been a credit card charge that could not be properly coded or accounted for? If so, how was it dealt with?</li> <li>2. Has there ever been an occasion where a cardholder has been requested to repay an expense charged to a credit card? If so, what were the details?</li> <li>3. Has an employee card holder ever been requested to return their card or cards because of unauthorised use? If yes, please details for each event.</li> </ol>	Written	8/12/17								
68	69	Department of Parliamentary Services	<b>Senator KITCHING</b>	Department interstate and overseas travel	<p>Please provide a detailed breakdown of all travel for 2014/15, 2015/16 and 2016/17 including:</p> <ol style="list-style-type: none"> <li>1. who travelled where;</li> <li>2. their position and to which division they belong;</li> <li>3. the purpose of the travel;</li> <li>4. who authorised the travel; and</li> <li>5. the sum per trip, broken down into: <ol style="list-style-type: none"> <li>a. airfares,</li> <li>b. land transport,</li> <li>c. accommodation, and</li> <li>d. entertainment spend.</li> </ol> </li> </ol>	Written	8/12/17								
69	70	Department of Parliamentary Services	<b>Senator KITCHING</b>	Enterprise agreement negotiation	<ol style="list-style-type: none"> <li>1. During the bargaining process, what types of issues or concerns did employees raise with respect to the draft enterprise agreement?</li> <li>2. How were each of those issues and concerns addressed and resolved?</li> </ol>	Written	8/12/17								



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70	71	Department of Parliamentary Services	<b>Senator KITCHING</b>	Enterprise agreement negotiation	<p>1. Can you please detail precisely how the enterprise agreement changed from the previous enterprise agreement which expired in 2014?</p> <p>2. What length of time did employees have to review the agreement before proceeding to the vote?</p> <p>3. How many all staff briefings or Q&amp;A sessions were conducted with respect to the enterprise agreement? When and where did they occur and how many employees were in attendance at each session?</p> <p>4. Considering that a portion of Department employees work a 24 hour 7 day a week roster, what steps did the Department take to ensure that all staff had adequate opportunity to attend a Q&amp;A session or staff meeting or seek alternative advice or consultation with respect to the agreement before proceeding to a vote?</p>	Written	8/12/17								
71	72	Department of Parliamentary Services	<b>Senator KITCHING</b>	Mobile phone security	<p>With reference to the security concerns published in the media in early September 2017 regarding the Telstra Tough T55 mobile phone handsets, please advise:</p> <p>1. How this issue was first raised with the Department?</p> <p>2. By who and when?</p> <p>3. What date was the matter reported to the AFP and ASIO and other external security agencies?</p> <p>4. What did the Department's investigation include?</p> <p>5. How can the Department assure its employees, MPs, Senators and their staff that use of the Telstra Tough T55 mobile phone poses no security risks?</p>	Written	8/12/17								
72	73	Department of Parliamentary Services	<b>Senator KITCHING</b>	Temporary staff and recruitment expenditure	<p>The Department's answers to questions on notice numbers 50, 54, 69 and 104 from the 2017-18 Budget Estimates indicated that for the period 1 July 2016 to 31 May 2017, the Department expended a total of \$7,928,697 on temporary personnel and recruitment activities. A summary is set out below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Library</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Chief Operating Officer Division</td> <td style="text-align: right;">\$2,544,352</td> </tr> <tr> <td>Information Services Division</td> <td style="text-align: right;">\$4,024,274</td> </tr> <tr> <td>Building &amp; Security Division</td> <td style="text-align: right;">\$1,360,071</td> </tr> </table> <p>Please provide:</p> <p>1. a breakdown of spend on temporary staff and labour hire for each division, branch and sub-branch for the entire Department for past three financial years and for which positions and salary levels;</p> <p>2. a breakdown of spend on the engagement of recruitment agencies for each division, branch and sub-branch for the entire Department for the past three financial years and the purpose of engagement; and</p> <p>3. details for every position advertised, positions filled and the term of each position broken down for each division, branch and sub-branch.</p>	Library	\$0	Chief Operating Officer Division	\$2,544,352	Information Services Division	\$4,024,274	Building & Security Division	\$1,360,071	Written	8/12/17
Library	\$0														
Chief Operating Officer Division	\$2,544,352														
Information Services Division	\$4,024,274														
Building & Security Division	\$1,360,071														
73	74	Department of Parliamentary Services	<b>Senator KITCHING</b>	Temporary staff and recruitment expenditure	<p>At the Supplementary Budget Estimates hearing on 23 October 2017, Mr Stefanic said:</p> <p>“... The thing that is important to put on record is the bulk of that expenditure relates to labour hire for catering. ...”</p> <p>With reference to the Department's answers to questions on notice numbers 50, 54, 69 and 104 from the 2017-18 Budget Estimates, is this an accurate statement?</p>	Written	8/12/17								
74	75	Department of Parliamentary Services	<b>Senator KITCHING</b>	Methods of recruitment	<p>Please advise the number of positions filled in the past three financial years that were:</p> <p>1. only advertised on the DPS website;</p> <p>2. advertised on the DPS website and through other means, such as websites or recruiters and of these, how the successful applicant was engaged (was that person selected from the application submitted via the DPS website or was the successful applicant hired via a recruiter); and</p> <p>3. recruited only through the services of an engaged external means.</p>	Written	8/12/17								
75	76	Department of Parliamentary Services	<b>Senator KITCHING</b>	Methods of recruitment	<p>For all positions not advertised on the DPS website, please provide comprehensive detail of the position and salary level, the division, branch and sub-branch and an explanation as to why the positions were not advertised on the DPS website.</p>	Written	8/12/17								

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76	77	Department of Parliamentary Services	<b>Senator KITCHING</b>	Parliamentary Service Amendment (Managing Recruitment Activity and Other Measures) Determination 2017	With regard to the Parliamentary Service Amendment (Managing Recruitment Activity and Other Measures) Determination 2017 which was tabled recently, explain how the tabling of this Determination affected internal processes and procedure.	Written	8/12/17								
77	78	Department of Parliamentary Services	<b>Senator KITCHING</b>	Entitlements audit	Please complete the following table: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Year ended</th> <th>Leave liability (\$)</th> </tr> </thead> <tbody> <tr> <td>30 June 2015</td> <td>\$</td> </tr> <tr> <td>30 June 2016</td> <td>\$</td> </tr> <tr> <td>30 June 2017</td> <td>\$</td> </tr> </tbody> </table>	Year ended	Leave liability (\$)	30 June 2015	\$	30 June 2016	\$	30 June 2017	\$	Written	8/12/17
Year ended	Leave liability (\$)														
30 June 2015	\$														
30 June 2016	\$														
30 June 2017	\$														
78	79	Department of Parliamentary Services	<b>Senator KITCHING</b>	Entitlements audit	1. It is accurate that the Department engaged KPMG to undertake an audit of employee entitlements? 2. What exactly was KPMG engaged to audit? 3. Please provide a full copy of KPMG's audit report as provided to the Department. 4. How many employees did the audit indicate are affected by an error with respect to their leave entitlements? 5. What was the total of KPMG's professional fees of the audit? 6. Have any other audits been undertaken with respect to this issue, internally or externally? 7. If yes to question above, please provide comprehensive details, including: a. Who was engaged to undertake the audit? b. Who approved the audit? c. The cost of the audit to the Department? d. When the audit commenced? e. The status of the audit. f. If the audit has been concluded, provide a copy of the results.	Written	8/12/17								
79	80	Department of Parliamentary Services	<b>Senator KITCHING</b>	Entitlements audit	1. When were concerns about entitlement inconsistencies first raised with the Department and by whom? 2. After the issue was raised with the Department, what action was taken and on what dates? 3. What date was the Secretary informed? 4. What date was the President and the Speaker informed?	Written	8/12/17								
80	81	Department of Parliamentary Services	<b>Senator KITCHING</b>	Entitlements audit	1. Is it accurate that letters and emails were issued to a number of employees in September 2017 informing employees that leave entitlements have been over-used and stating that overpayments would be recovered without any further consultation with employees? 2. On how many occasions in the past has the Department withheld funds from salary payments without a prior agreement to hand? 3. Has any employee's leave balances been manually altered in either HR system – both with or without consultation with the employee? If yes, provide comprehensive details. 4. What concerns have been raised by employees with respect to the calculation of superannuation contributions? 5. When will affected employees be provided with a comprehensive explanation and reconciliation of entitlements for their review? 6. After reviewing the reconciliation, if an employee still believes their balances to be inaccurate, what steps should they take to raise the matter? With whom should they raise the matter? 7. What is being done with respect to entitlements of affected employees who have since left the Department's employ?	Written	8/12/17								

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					8. What assertions can the Department provide to ensure that all employees' leave balances will be properly reviewed, reinstated or adjusted to reflect accurate balances? 9. Can the Department ensure that no affected employee will be subject to a request for repayment or recovery of any leave entitlement that they took in good faith?		
81	82	Department of Parliamentary Services	<b>Senator KITCHING</b>	Entitlements audit	For each of the 2014/15, 2015/16 and 2016/17 financial years and this financial year to date, please provide us with statistics of the number of leave applications submitted, and of those submitted, how many were approved and denied, together with the reason for each denial.	Written	8/12/17
82	83	Department of Parliamentary Services	<b>Senator KITCHING</b>	Missing security manual	Please provide a full copy of all correspondence and communications, including, but not limited to, emails, letters, text messages, file notes of conversations and phone calls and files between the Department and BAE Systems Australia (including the correspondence referred to by Mr Cooper in his evidence given on 23 October 2017) relating to the missing manual.	Written	8/12/17
83	84	Department of Parliamentary Services	<b>Senator KITCHING</b>	Missing security manual	Please provide a full copy of all correspondence and communications, including, but not limited to, emails, letters, text messages, file notes of conversations and phone calls and files between the Department's employees relating to the missing manual.	Written	8/12/17
84	85	Department of Parliamentary Services	<b>Senator KITCHING</b>	Missing security manual	1. What date did BAE Systems Australia first inform the Department of the missing manual? 2. By what method did BAE Systems Australia inform the Department? Please provide a copy of all correspondence and file notes. 3. Who in the Department received this first advice from BAE Systems Australia? 4. What date did Mr Cooper learn of the missing manual? 5. By what method was Mr Cooper informed? Please provide a copy of all correspondence and file notes. 6. What date did Mr Anderson learn of the missing manual? 7. By what method was Mr Anderson informed? Please provide a copy of all correspondence and file notes. 8. What date did Mr Stefanic learn of the missing manual? 9. By what method was Mr Stefanic informed? Please provide a copy of all correspondence and file notes. 10. What date did the President and the Speaker learn of the missing manual? 11. By what method was the President and the Speaker informed? Please provide a copy of all correspondence and file notes.	Written	8/12/17
85	86	Department of Parliamentary Services	<b>Senator KITCHING</b>	Missing security manual	1. What date did the AFP learn of the missing manual? 2. By what method was the AFP informed? Please provide a copy of all correspondence and file notes. 3. Mr Anderson gave evidence on 23 October 2017 and informed the committee that he verbally informed the AFP. Is this in line with standard protocol?	Written	8/12/17
86	87	Department of Parliamentary Services	<b>Senator KITCHING</b>	Missing security manual	1. When did the Department inform the Attorney-General of the missing manual? 2. How did the Department inform the Attorney-General of the missing manual? Provide a copy of all correspondence and file notes. 3. When did the Department inform the Minister for Justice of the missing manual? 4. How did the Department inform the Minister for Justice of the missing manual? Provide a copy of all correspondence and file notes. 5. When did the Department inform the Prime Minister's office of the missing manual? 6. How did the Department inform the Prime Minister's office of the missing manual? Provide a copy of all correspondence and file notes.	Written	8/12/17

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87	88	Department of Parliamentary Services	<b>Senator KITCHING</b>	Missing security manual	<ol style="list-style-type: none"> <li>1. Which other security agencies did the Department seek advice from before engaging Mr Turner to undertake an investigation?</li> <li>2. Mr Cooper and Mr Anderson gave evidence in committee on 23 October 2017 that neither of them had met Mr Turner previously. Was Mr Turner personally known to any employee of the Department prior to his engagement?</li> <li>3. What date was Mr Turner engaged?</li> <li>4. What date did Mr Turner return his completed audit report?</li> <li>5. Can the Department provide a detailed account of what Mr Turner's audit results revealed and his recommendations.</li> <li>6. How did BAE Systems Australia participate in or assist with Mr Turner's investigation?</li> <li>7. Who in the Department participated in or assisted Mr Turner with his investigation?</li> </ol>	Written	8/12/17
88	89	Department of Parliamentary Services	<b>Senator KITCHING</b>	Missing security manual	<ol style="list-style-type: none"> <li>1. How has contract documentation between the Department and BAE Systems Australia for the security upgrade works been altered following on from the loss of the security manual?</li> <li>1. Has the Department expended, or plans to expend, funds to pay BAE Systems Australia's bills with respect to alterations required to be made to security upgrade plans following on from the loss of the security manual? If so, please provide comprehensive detail and dollar figures.</li> </ol>	Written	8/12/17
89	90	Department of Parliamentary Services	<b>Senator KITCHING</b>	Workforce planning	How does the Department oversee and protect its employees from unreasonable deadlines, particularly around Budget time?	Written	8/12/17
90	91	Department of Parliamentary Services	<b>Senator KITCHING</b>	Codes of conduct applications	<ol style="list-style-type: none"> <li>1. For the past three financial years, and this financial year to 1 November 2017, how many Codes of Conduct applications have been submitted?</li> <li>2. For every Code of Conduct application, please provide the circumstances around each application, the status of each application, in which division the employee is or was employed and who in the Department assessed and made a determination about every application that has been concluded.</li> </ol>	Written	8/12/17
91	92	Department of Parliamentary Services	<b>Senator KITCHING</b>	Comcare claims	<ol style="list-style-type: none"> <li>1. In each of financial years 2014/15, 2015/16 and 2016/17 and this financial year to 1 November 2017, how many matters have been referred to Comcare?</li> <li>2. Of those claims referred to Comcare, redacting confidential information, advise in which division the claimant works or worked and the circumstances surrounding the claim.</li> <li>3. What has the Department learned from past Comcare claims?</li> <li>4. Of those employees who submitted a Comcare claim, how many returned to work after a period of absence?</li> </ol>	Written	8/12/17
92	93	Department of Parliamentary Services	<b>Senator KITCHING</b>	Matters referred to the Fair Work Commission and the Fair Work Ombudsman	<ol style="list-style-type: none"> <li>1. In each of financial years 2014/15, 2015/16 and 2016/17 and this financial year to 1 November 2017, how many matters have been referred to the Fair Work Commission?</li> <li>2. Of those matters referred to either, please provide a comprehensive account of the circumstances, redacting confidential information, including in which division the employee is or was employed, the nature of the complaint and the nature of the determination of the Fair Work Commission, Fair Work Ombudsman and/or conciliator.</li> </ol>	Written	8/12/17

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93	94	Department of Parliamentary Services	<b>Senator KITCHING</b>	Bullying and harassment claims	<p>The Department is requested to provide further and better particulars regarding bullying and harassment claim figures provided by it in answer to written questions on notice 49, 52, 59 and 75 from the 2017-18 Budget Estimates. The Department was asked to provide details of actions taken by the Department and details of the result of each claim. This information was not provided.</p> <p>1. Please provide details of how each claim arose, actions taken by the Department on receipt of the claim and the result of each claim.            2. Where the engagement of an external legal provider and/ or external workplace investigation consultant was made, please ensure that reasons for engagement of these parties is included</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>2014/15</th> <th>2015/16</th> <th>2016/17</th> </tr> </thead> <tbody> <tr> <td>Library Division</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Building &amp; Security Division</td> <td>2</td> <td>5</td> <td>3</td> </tr> <tr> <td>Information Services Division</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Chief Operating Officer Division</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2014/15	2015/16	2016/17	Library Division	0	0	0	Building & Security Division	2	5	3	Information Services Division	0	0	0	Chief Operating Officer Division	0	0	0	Written	8/12/17															
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94	95	Department of Parliamentary Services	<b>Senator KITCHING</b>	Employee departures	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Headcount as at 1 June 2017</th> <th>Total departures over 3 years</th> <th>Resignation</th> <th>Voluntary retrenchment</th> <th>Incentive to retire</th> <th>Termination</th> </tr> </thead> <tbody> <tr> <td>Library division</td> <td>151</td> <td>38</td> <td>9</td> <td>3</td> <td>0</td> <td>0</td> </tr> <tr> <td>Building &amp; Security Division</td> <td>343</td> <td>95</td> <td>34</td> <td>17</td> <td>1</td> <td>2</td> </tr> <tr> <td>Information Services Division</td> <td>250</td> <td>75</td> <td>27</td> <td>8</td> <td>1</td> <td>1</td> </tr> <tr> <td>Chief Operating Officer Division</td> <td>221</td> <td>70</td> <td>15</td> <td>16</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>1. Can the Department explain how a voluntary retrenchment arises?            2. What is the criteria?            3. Ultimately, whose decision is the acceptance of voluntary retrenchment proposal?            4. How many employees who were voluntarily retrenched in any of the 14/15, 15/16 and 16/17 financial years and are now currently employed in the Department.</p>		Headcount as at 1 June 2017	Total departures over 3 years	Resignation	Voluntary retrenchment	Incentive to retire	Termination	Library division	151	38	9	3	0	0	Building & Security Division	343	95	34	17	1	2	Information Services Division	250	75	27	8	1	1	Chief Operating Officer Division	221	70	15	16	1	2	Written	8/12/17
	Headcount as at 1 June 2017	Total departures over 3 years	Resignation	Voluntary retrenchment	Incentive to retire	Termination																																				
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Chief Operating Officer Division	221	70	15	16	1	2																																				
95	96	Department of Parliamentary Services	<b>Senator KITCHING</b>	Employee departures	In relation to the number of terminations over the past three financial years, can the Department confirm that proper workplace performance management processes were followed and undertaken? Was external legal advice received prior to effecting every termination?	Written	8/12/17																																			

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96	97	Department of Parliamentary Services	<b>Senator KITCHING</b>	Legal advice from external legal providers	<table border="1"> <thead> <tr> <th>Service provider</th> <th>Description</th> <th>Work order dates</th> </tr> </thead> <tbody> <tr> <td>Ashurst Australia</td> <td>External code of conduct investigation</td> <td>19 January 2017 – 30 June 2017</td> </tr> <tr> <td>Ashurst Australia</td> <td>Proposed sanction</td> <td>28 February 2017 – 30 June 2017</td> </tr> <tr> <td>Ashurst Australia</td> <td>Industrial dispute</td> <td>21 March 2017 – 31 December 2017</td> </tr> </tbody> </table> <p>1. In the past 3 years, has legal advice been provided to the Department with respect to any workplace employment matter which has prompted the Department to alter its procedures from a risk management perspective?  2. Please provide comprehensive details which lead to the engagement of Ashurst to provide “external code of conduct investigation” advice, “proposed sanction” advice and “industrial dispute” advice.  3. Redacting confidential information, please provide a copy of Ashurst’s advice and recommendations relating to these engagements.  4. What action or actions did the Department take following receipt of advice(s) from Ashurst?</p>	Service provider	Description	Work order dates	Ashurst Australia	External code of conduct investigation	19 January 2017 – 30 June 2017	Ashurst Australia	Proposed sanction	28 February 2017 – 30 June 2017	Ashurst Australia	Industrial dispute	21 March 2017 – 31 December 2017	Written	8/12/17
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97	98	Department of Parliamentary Services	<b>Senator KITCHING</b>	Worklogic Pty Ltd	<p>With reference to question on notice 103 from the 2017-18 Budget Estimates:</p> <p>1. How many investigations has Worklogic been engaged to conduct since 1 July 2016?  2. What were the relevant factors which influenced the Department to engage an external investigator rather than conduct an internal investigation?  3. What was the nature of each investigation?  4. When did each incident occur?  5. Which division and branch did the investigations relate?  6. Who authorised the engagement of Worklogic?  7. Redacting confidential information, provide a copy of Worklogic’s reports and recommendations for every investigation.  8. What action did the Department take following receipt of Worklogic’s reports?</p>	Written	8/12/17												
98	99	Department of Parliamentary Services	<b>Senator STERLE</b>	Drone airspace regulation	<p><b>Senator STERLE:</b> I'm glad you've mentioned that, Minister, because that was the confusion. As I was asking questions, CASA quite rightly said—we were going through some written questions—that CASA has no say over the security or the aerial stuff over here and I was pointed to the Department of Parliamentary Services. I think it's probably an opportune time as Ms Thomson has just put this in front of me: today we've got a response from when we wrote off to the Department of Parliamentary Services. I will just share this in <i>Hansard</i> before I hand over to Senator Xenophon. I'd asked if DPS was approached for approval to fly the drone we were talking about—Mr Ashby's case—if there were any application to fly over. This is where this has led to: DPS was not approached for approval to fly a drone for the specific case identified in June 2017 this year. It says, 'A request was received from the National Rugby League on 21 June 2017 to use the parliamentary sports oval, but there was no associated request to fly a drone in the vicinity of Parliament House.'  So can I ask, Minister, because you raised this just then: if someone was wanting to fly a drone over Parliament House to film a rugby game or something, they should go through the President of the Senate and the Speaker? Or would they go through the Department of Parliamentary Services? You can take that on notice if it's easier.  <b>Senator Ruston:</b> I might, because there could be a technical difference in terms of the approval process. But obviously, one or other of those two bodies would be the appropriate place to go, not CASA, as has been—</p>	Written	8/12/17												
99	100	President of the Senate	<b>Senator WONG</b>	Strategic Accommodation Review	When will senators and members have the opportunity to view the report of the strategic accommodation review?	Written	8/12/17												