

Foreign Affairs, Defence and Trade Legislation Committee

QUESTIONS ON NOTICE—ADDITIONAL BUDGET ESTIMATES, 26 February 2014

Defence Portfolio/Department of Veterans' Affairs

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
1	General DVA	McEWEN	DVA phone system	<p>Senator McEWEN: For how long were the services out of action for those people who were affected? Did you say?</p> <p>Ms Dotta: I think it was in the order of 24 hours. It happened on one day. We thought we had fixed it overnight. We did not fix it until later the next day.</p> <p>Senator McEWEN: Did it create a backlog of people, or did you not know because they could not get through?</p> <p>Ms Dotta: It is my understanding that they were getting a disconnected signal.</p> <p>Senator McEWEN: So how did they contact you? Or they could not?</p> <p>Ms Dotta: I am not able to answer that; I am sorry. I do not know.</p> <p>Senator McEWEN: Since the services came back on for those people, have they raised with DVA that the phone was out and asked why it happened?</p> <p>Ms Dotta: I am not aware of any feedback in relation to that, but I would suspect that we would get some complaints. But I have not had any come through.</p> <p>Senator McEWEN: Perhaps you could take on notice whether or not—</p> <p>Mr Lewis: If you want to look at the detail on that, we could take that on notice. We will get a response through the Deputy Commissioner Queensland.</p> <p>Senator McEWEN: Do you have any way other than your Facebook page of letting veterans know that a phone system is down? I know we all love Facebook, but not everybody is on Facebook.</p> <p>Ms Dotta: It was on the website as well as on Facebook. That is my understanding. This was a first for us to experience them not being able to get to us. Normally, if we have issues with telephones in one state, we can automatically re-divert calls to other states. This was a special, unique situation we had not encountered before.</p> <p>Senator McEWEN: Presumably you did not—</p> <p><i>Senator Farrell interjecting—</i></p> <p>Ms Dotta: Because the calls were not getting to us. They were getting a 'call disconnected'. We are still working through the issues. This is the initial analysis I have been given of what the cause was. It was a first for us.</p> <p>Senator McEWEN: You are rolling out this change throughout the department. Is it likely to happen again? What are you going to do to make sure that it does not happen again?</p> <p>Ms Dotta: There was no change that was requested in the department to cause this problem.</p> <p>Senator McEWEN: You are sure it is not going to happen again?</p> <p>Ms Dotta: I cannot say that it will not happen again. It was not inside our control.</p> <p>Mr Lewis: We do not give guarantees. Given the interest you have in it, why don't we take on notice that we will come back to you with, first of all, any feedback the department got from clients in relation to affected service and, second, some more of the detail about what we understand the nature of the failure to be, once we have got access to that report, which I do not think should take too long? In that way, I think we can better explain to you the circumstances of what happened a week ago in Brisbane.</p> <p>Senator McEWEN: All right. Perhaps you can also take on notice whether the department is</p>	97-98 (26/02/14)	9/5/2014	15/5/2014

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				<p>thinking about any other ways of contacting veterans when these sorts of failures of communication occur, other than a Facebook or a web page, because, as all senators know, when veterans want to ring the DVA they usually need to get an answer.</p> <p>Mr Lewis: Sure.</p> <p>Senator Ronaldson: I think that, because this was a once-off, the difficulty, as you would understand, is that the department did not know who was trying to ring them; therefore, it was not possible to ring them back and see what their issue was. I think your point is well made. We want to make sure that this does not happen again. We have taken it on notice, and I am sure there is an appropriate explanation for what occurred on this occasion.</p>			
2	3	PRATT	Albany National Anzac Centre	<p>Senator PRATT: Is there currently a funding shortfall?</p> <p>Ms Mack: No.</p> <p>Senator PRATT: If required, there would be more funds? Clearly it is important to finish it.</p> <p>Mr Lewis: We are delighted that the project is on time and inside budget.</p> <p>Senator PRATT: Can you outline the differences between the original design and location of the centre and the current design and location.</p> <p>Ms Mack: I would have to take that on notice.</p> <p>Senator PRATT: You don't have any understanding of that?</p> <p>Major Gen. Chalmers: The interpretive centre, as currently located, is smaller. Clearly it does not have the same position that was originally envisaged. I have seen photos of the progress to date on construction and it is possible to see the viewing platform. It looks out across King George Sound and the area where the first convoy was anchored. So it achieves all that was originally envisaged for the original interpretive centre.</p> <p>Senator PRATT: I have been to the site. It is not a complete view. The views are substantially different in terms of the overall vista that you get.</p> <p>Mr Lewis: My sense is that the view will be panoramic.</p> <p>Senator PRATT: How much cheaper was Premier Barnett's new plan for the centre, the one that has been implemented? What are the budget costings?</p> <p>Mr Lewis: I need to get my timing clear here. My recollection is that the value management exercise, which I was talking about earlier, was actually initiated before the change of government. In fact, I would be pretty confident that the design that had the shortfall was actually prior to the election.</p> <p>Senator Ronaldson: And the saving. All of this—the siting, the whole thing—predated the federal election.</p> <p>Senator PRATT: My beef is not with the Commonwealth on this; it is with our accountability to the state government of Western Australia.</p> <p>Mr Lewis: I am sure we can help you. I am just trying to get clarity as to what you are asking. You are keen to understand the original design when it was going to be on the headland and the indicative cost—I am not sure of the degree of fidelity that would be available on those costs; obviously that was work done by the Western Australia government, to which we were a contributor—the design and associated cost attached to the location and the design that was ultimately implemented.</p> <p>Senator PRATT: Yes. Clearly there is a long history to this. Do we know the difference between</p>	107-108 (26/02/14)	9/5/2014	15/5/2014

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				<p>the costings for what was proposed for the original site and what is being implemented at the current site?</p> <p>Major Gen. Chalmers: We can provide that information on notice.</p> <p>Mr Lewis: We definitely have it. It was several million dollars. I cannot give you the precise figure.</p> <p>Senator PRATT: It was a substantial saving.</p> <p>Mr Lewis: It was a substantial difference.</p> <p>Major Gen. Chalmers: The original project was simply not able to be delivered within the funding envelope that was available.</p>			
3	3	WRIGHT	Australian Peacekeeping Memorial Project - DGR	<p>Senator WRIGHT: Regarding the term of the extension, from having spoken to people involved I know that having to lurch from year to year is somewhat difficult as there is some uncertainty there. While I understand that we do not necessarily know how long it is going to take to raise the funds, if the project's DGR status was extended for, say, five years, that would alleviate the need for frequent reviews and extensions. I would be interested to know what the department's view about that would be and what would be the optimal process for securing that five-year extension? Would that be a request to the Treasurer, supported hopefully by other people? How would that work?</p> <p>Major Gen. Chalmers: I would have to take on notice whether or not that would be possible—whether or not DGR status could be extended for that period of time—bearing in mind that there is a financial impact of DGR status in forgone tax, which has to be funded.</p> <p>Senator WRIGHT: I understand that, but my understanding is that in relation to other charities it is ongoing. Obviously this is for a purpose that would be finite, when it is built, so I guess that would be taken into account. I would be stressing what a realistic timeline is. Please take it on notice.</p> <p>Major Gen. Chalmers: I am simply not aware, so I will take it on notice.</p>	113 (26/02/14)	9/5/2014	15/5/2014

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4	3	WRIGHT	Indigenous representation at Gallipoli	<p>Senator WRIGHT: I have a question in 3.2 in relation to Gallipoli related activities. It is about Indigenous representation at Gallipoli. I understand that the office of the South Australian Minister for Veterans' Affairs made representations to Minister Ronaldson about Indigenous representation at the Anzac centenary commemorations in 2015 at Gallipoli. I understand that Minister Ronaldson advised that, although it was too late to make provisions for Indigenous representation in the ballot, he would write to the Minister for Defence to request appropriate Indigenous representation in the ADF contingent which will be chosen to travel to Gallipoli next year. Has this request been made of the defence minister?</p> <p>Major Gen. Chalmers: Yes, it has.</p> <p>Senator WRIGHT: Thank you. Has the defence minister provided a response to the request?</p> <p>Major Gen. Chalmers: I believe the CDF has responded and said that they will make every effort to ensure that Indigenous representation exists within the ADF contingent.</p> <p>Senator WRIGHT: Can you give me any idea about at what point that decision will be made so that it will be publicly known?</p> <p>Major Gen. Chalmers: I think the selection process for the ADF contingent is really a matter for Defence, so I could not tell you exactly when that would occur.</p> <p>Mr Lewis: The easier way might be to take it on notice.</p> <p>Senator WRIGHT: I have missed my opportunity to ask the other witnesses. If you could take it on notice and find out, that would be helpful.</p> <p>Major Gen. Chalmers: I would say that they will not be selecting the individuals who will go to Gallipoli in 2015 for some time yet.</p> <p>Senator WRIGHT: It is more the process that I would be interested in. Thank you.</p>	113 (26/02/14)	9/5/2014	15/5/2014
5	3	FARRELL	Korean Armistice and MIA	<p>Senator FARRELL: I understand that. That completes my questions on that topic. I have one other question for the minister before we get onto the War Memorial. It is the 60th anniversary this year of the Korean armistice, Minister, and there are still 42 Australian soldiers listed as missing in action. Has there been any contact with the family members who registered their DNA on the family reference database?</p> <p>Senator Ronaldson: I will ask someone from the department. It is a longstanding issue, as you know.</p> <p>Major Gen. Chalmers: It was the 60th anniversary last year. The thrust of your question—which is: has there been contact with families?—I would have to take on notice. I am not aware of any such contact.</p> <p>Mr Lewis: We ran a mission to Korea last year.</p> <p>Major Gen. Chalmers: As part of the armistice we took commemorative missions—</p> <p>Senator FARRELL: Has there been any further contact with the Koreans since then?</p> <p>Mr Lewis: Since the mission?</p> <p>Senator FARRELL: Yes.</p> <p>Mr Lewis: I might need to take that on notice. In relation to what in particular?</p> <p>Senator FARRELL: Trying to locate the—</p> <p>Major Gen. Chalmers: Location of missing service people is primarily a responsibility of Defence, not of this department. So, whilst obviously we have an interest and work closely with Defence, in the first instance that would be a question for Defence.</p>	116 (26/02/14)	9/5/2014	15/5/2014

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6	Program 1.6	XENOPHON	Military Compensation	<p>In the November 2013, Senate Supplementary Budget Estimates, I asked and was given a reply about the Department's Key Performance Indicator (KPI) and details of the time it has taken for Military Compensation claims to be resolved.</p> <p>In reply to that question, DVA provided details on the time taken to process claims for the period 1 July 2013 to 30 October 2013.</p> <p>1. Could the Department provide information with the details of the time it has taken for claims to be resolved – within 120 days, 150 days, 180 days, 12 months, 18 months and 24 months and over – for the whole of 2013 and for the whole of 2012?</p>	Written Q	9/5/2014	15/5/2014
7	Outcome 1, 2: Program 1.4, 1.6 and 2.6	XENOPHON	Cultural Issues delaying Compensation Claims	<p>In the November 2013 Senate Supplementary Budget Estimates, I asked and was given a reply about how the Department deals with cultural issues where serving men and women in the Defence Force are reluctant to put in claims, due to fears that their career may be adversely impacted if they put in a claim while they are still serving.</p> <p>The Department advised me the introduction of the DVA On Base Advisory Service (OBAS) was a key strategy to address cultural issues deterring current serving men and women to lodge claims.</p> <p>1. What outcomes and targets are set for OBAS? How are these outcomes monitored?</p> <p>2. How many visits to bases have been made by staff members since establishment? How many times per week/month do OBAS attend bases?</p> <p>3. What support does OBAS offer for current ADF serving members on deployment?</p> <p>4. How many compensation claims from current serving ADF members had been made in the year prior to establishment? How many compensation claims from current serving ADF members have been made since establishment? How many compensation claims are made from former ADF members in these time periods?</p>	Written Q	9/5/2014	15/5/2014
8	General DVA	EGGLESTON	Former Minister Snowdon's expenses	What were former VA Minister Snowdon's expenses on hospitality for each of the relevant financial years from 2007/08 to 2012/13?	Written Q	9/5/2014	15/5/2014
9	General DVA	FARRELL	Corporate and general matters	<p>1. A report published in the Canberra Times on the 25/2/2014 states that counselling has been offered by the Department to DVA employees regarding reports about a pay freeze for Government Employees.</p> <p>2. Have employees been approaching management showing signs of anxiety or stress?</p>	Written Q	9/5/2014	15/5/2014

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10	General DVA	FARRELL	Claims processing within the Department	<p>1. What is the average age of claims on hand and the average time to resolve claims between the 1st July 2013 to the 31st January 2014.</p> <p>2. How efficient is the DVA hotline?</p> <p>3. What is the average waiting time people can expect before speaking to a person with their enquiry?</p> <p>4. Since the phone service was temporarily unavailable at the Brisbane office, have those affected raised with DVA that the phone was out and asked why it happened?</p> <p>5. Is it likely that the temporary phone outage as seen in the Brisbane office will happen again?</p>	Written Q	9/5/2014	15/5/2014
11	DEFENCE	FARRELL	Soldiers missing in Korea	<p>It is the 60th anniversary this year of the Korean armistice and there are still 42 Australian soldiers listed as missing in action.</p> <p>1. Has there been any contact with the family members who registered their DNA on the family reference database?</p> <p>2. Has there been any further contact with the Koreans since the commemorative missions last year?</p>	Written Q	9/5/2014	15/5/2014
12	DEFENCE	FARRELL	DFRB and DFRDB	<p>The Minister has stated that Government will maintain entitlements and meet in full all election commitments, including to deliver fair indexation from July 1 2014 for DFRB and DFRDB military superannuants and their families aged 55 and over. This financial situation will impact on the Governments ability to extend current entitlements or address unmet expectations.</p> <p>1. Can you tell me which current entitlements will not be extended and which expectations will remain unmet?</p> <p>2. What is the time frame for the introduction of this legislation?</p> <p>3. How will the Government finance the upgrade?</p> <p>4. How will it impact on the unfunded liability and future fund down the track?</p>	Written Q	9/5/2014	15/5/2014
13	2	FARRELL	Health of returned soldiers	<p>1. Can I please have the latest figures on the number of Australian troops who have returned now from Afghanistan?</p> <p>2. How many have left the defence services?</p> <p>3. How many so far have reported physical problems? Can you outline these injuries/problems?</p> <p>4. Of these, how many have reported psychological problems? Can you outline these problems?</p>	Written Q	9/5/2014	15/5/2014

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14	2	FARRELL	Health of returned soldiers	<p>In the November Supplementary Budget Estimates, we were told that during 2012-2013, the Veterans and Veterans Families Counselling Service (VVCS) provided free and confidential counselling to over 13,000 clients, about half of whom were veterans' partners or other family members.</p> <p>1. What is the current rate of counselling services provided? i.e. how many clients and have you figures on what proportion are veterans and ex-service personnel and how many are family members?</p> <p>2. If there is an increase, is this substantially the result of defence members returning from Afghanistan?</p> <p>3. Are patterns emerging as to the most common problems encountered by veterans upon returning home?</p> <p>4. Are patterns emerging as to the most common problems encountered by their families?</p>	Written Q	9/5/2014	15/5/2014
15	2	FARRELL	Health of returned soldiers	<p>What programs are in place that help returned soldiers who may be suffering from PTSD that may help a returned soldier to decompress and treat their PTSD.</p>	Written Q	9/5/2014	15/5/2014
16	2	FARRELL	Health of returned soldiers	<p>What are the plans for the Government going forward on how the problem of PTSD will be identified, treated and to make sure not a single returned soldier is found to be suffering from PTSD without support from the Government.</p>	Written Q	9/5/2014	15/5/2014
17	3	FARRELL	Gallipoli Ballot	<p>1. How have the school children 200 double passes been allocated?</p> <p>2. Are these school children paying their own way to Gallipoli?</p> <p>3. If not, how much will this cost the Federal Government?</p>	Written Q	9/5/2014	15/5/2014

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18	3	FARRELL	ANZAC Centenary Local Grants Program	1. Can you update me on how many ANZAC Centenary Local Grants Program applications have now been received from MP's? 2. How many have been approved? 3. How many are currently under assessment? 4. Which Electorates have received grants? 5. How many have been rejected? 6. How many have been returned for further work/information?	Written Q	9/5/2014	15/5/2014
19	3	FARRELL	ANZAC Centenary Fund	Is there concern that there has been \$150 million worth of projects identified for this fund, but only \$16 000 has so far been raised?	Written Q	9/5/2014	15/5/2014
20	3	FARRELL	ANZAC Centenary Fund	In relation to all the state and territory projects, does the Minister have the final say on who gets funding?	Written Q	9/5/2014	15/5/2014
21	3	FARRELL	ANZAC Centenary Fund	1. What advice has the ANZAC Centenary Advisory Board provided to Government for the disbursement of donated funds collected in the Centenary Fund? 2. What will the Minister and Prime Minister base their decisions on?	Written Q	9/5/2014	15/5/2014
22	3	FARRELL	ANZAC Centenary Fund	If the fund is not substantial enough to finance all these projects, what projects may miss out and what states are likely to miss out?	Written Q	9/5/2014	15/5/2014
23	3	FARRELL	ANZAC Centenary Fund	Has the Minister written to the States and Territories with an update on the allocation of the ANZAC Centenary Public Fund?	Written Q	9/5/2014	15/5/2014
24	3	FARRELL	Albany National Anzac Centre	Can you outline the differences between the original design and location of the interpretive centre in Albany and the current design and location?	Written Q	9/5/2014	15/5/2014
25	3	FARRELL	Albany National Anzac Centre	Do we know the difference between the costings for what was proposed for the original site at Albany and what is being implemented at the current site?	Written Q	9/5/2014	15/5/2014

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26	3	FARRELL	Albany National Anzac Centre	Can you please provide details regarding how much money was spent on the project before the location of the building was changed?	Written Q	9/5/2014	15/5/2014
27	3	FARRELL	Albany National Anzac Centre	Are there any plans to build anything at the top of the hill such as a lookout which overlooks the harbour?	Written Q	9/5/2014	15/5/2014
28	3	FARRELL	The Wreck of Submarine HMAS AE2	1. When will the Internal Maritime Archaeological Assessment begin? 2. How much will the project cost? 3. Where is the money coming from? 4. When will the project be complete?	Written Q	9/5/2014	15/5/2014
29	General DVA	LUDWIG	Reviews	Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ul style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 	Written Q	9/5/2014	15/5/2014

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30	General DVA	LUDWIG	Reviews	<p>For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ol style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur 	Written Q	9/5/2014	15/5/2014
31	General DVA	LUDWIG	Reviews	<ol style="list-style-type: none"> 1) Since the Supplementary Budget Estimates in November 2013, what reviews are on-going? <ol style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? 2) Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 3) Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 4) Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 5) When will the Government be responding to the respective reviews that have been completed? 	Written Q	9/5/2014	15/5/2014
32	General DVA	LUDWIG	Reviews	<p>What reviews are planned?</p> <ol style="list-style-type: none"> a. When will each planned review be commenced? b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? <ol style="list-style-type: none"> i. If so, when? ii. If not, why not? 	Written Q	9/5/2014	15/5/2014

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33	General DVA	LUDWIG	Commissioned reports	<p>a) Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>b) How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?</p> <p>c) What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written Q	9/5/2014	15/5/2014
34	General DVA	LUDWIG	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?</p>	Written Q	9/5/2014	15/5/2014
35	General DVA	LUDWIG	Appointments	<ol style="list-style-type: none"> Please detail any board appointments made from the Supplementary Budget Estimates in November 2013 to date. What is the gender ratio on each board and across the portfolio? 	Written Q	9/5/2014	15/5/2014
36	General DVA	LUDWIG	Stationery requirements	<ol style="list-style-type: none"> How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from the Supplementary Budget Estimates in November 2013 to date? <ol style="list-style-type: none"> Detail the items provided to the minister's office How much was spent on departmental stationery requirements from the Supplementary Budget Estimates in November 2013 to date. 	Written Q	9/5/2014	15/5/2014
37	General DVA	LUDWIG	Electronic equipment	<p>Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office since 7 September 2013.</p> <ol style="list-style-type: none"> List the items List the items location or normal location List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level List the total cost of the items List an itemised cost breakdown of these items List the date they were provided to the office Note if the items were requested by the office or proactively provided by the department 	Written Q	9/5/2014	15/5/2014

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38	General DVA	LUDWIG	Media subscriptions	What pay TV subscriptions does your department/agency have? a) Please provide a list of what channels and the reason for each channel. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?	Written Q	9/5/2014	15/5/2014
39	General DVA	LUDWIG	Media subscriptions	What newspaper subscriptions does your department/agency have? a) Please provide a list of newspaper subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?	Written Q	9/5/2014	15/5/2014
40	General DVA	LUDWIG	Media subscriptions	What magazine subscriptions does your department/agency have? a) Please provide a list of magazine subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?	Written Q	9/5/2014	15/5/2014
41	General DVA	LUDWIG	Media subscriptions	What publications does your department/agency purchase? a) Please provide a list of publications purchased by the department and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?	Written Q	9/5/2014	15/5/2014
42	General DVA	LUDWIG	Media monitoring	What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses.	Written Q	9/5/2014	15/5/2014
43	General DVA	LUDWIG	Media monitoring	What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses	Written Q	9/5/2014	15/5/2014
44	General DVA	LUDWIG	Media training	In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: a) Total spending on these services b) an itemised cost breakdown of these services c) The number of employees offered these services and their employment classification d) The number of employees who have utilised these services and their employment classification e) The names of all service providers engaged f) the location that this training was provided	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
45	General DVA	LUDWIG	Media training	For each service purchased-from a provider listed under (1), please provide: a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package)	Written Q	9/5/2014	15/5/2014
46	General DVA	LUDWIG	Media training	Where a service was provided at any location other than the department or agency's own premises, please provide: a) The location used b) The number of employees who took part on each occasion c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d) Any costs the department or agency's incurred to use the location	Written Q	9/5/2014	15/5/2014
47	General DVA	LUDWIG	Communications staff	For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: a) How many ongoing staff, the classification, the type of work they undertake and their location. b) How many non-ongoing staff, their classification, type of work they undertake and their location c) How many contractors, their classification, type of work they undertake and their location d) How many are graphic designers? e) How many are media managers? f) How many organise events?	Written Q	9/5/2014	15/5/2014
48	General DVA	LUDWIG	Provision of equipment - ministerial	For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs? a. Itemise equipment and cost broken down by staff or minister classification	Written Q	9/5/2014	15/5/2014
49	General DVA	LUDWIG	Provision of equipment - ministerial	Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.	Written Q	9/5/2014 (revised response received 28 /7/2014)	15/5/2014 (revised response tabled 4/9/2014)
50	General DVA	LUDWIG	Provision of equipment - departmental	Other than desktop computers, list all electronic equipment provided to department/agency staff. a. List the items b. List the purchase cost c. List the ongoing cost d. List the staff and staff classification that receive the equipment.	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
51	General DVA	LUDWIG	Computers	<p>a) List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used</p> <p>b) List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location</p> <p>c) Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs</p>	Written Q	9/5/2014	15/5/2014
52	General DVA	LUDWIG	Travel costs - department	<p>a) From 7 September 2013, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b) From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>c) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written Q	9/5/2014	15/5/2014
53	General DVA	LUDWIG	Travel costs - ministerial	<p>a) From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary</p> <ol style="list-style-type: none"> List each location, method of travel, itinerary and purpose of trip; List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. <p>b) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written Q	9/5/2014	15/5/2014
54	General DVA	LUDWIG	Grants	<p>a) Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.</p> <p>b) Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
55	General DVA	LUDWIG	Government payments of accounts	<ul style="list-style-type: none"> a) From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? b) How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? c) How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? d) How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? e) How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? g) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013? h) Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written Q	9/5/2014	15/5/2014
56	General DVA	LUDWIG	Consultancies	How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.	Written Q	9/5/2014	15/5/2014
57	General DVA	LUDWIG	Consultancies	How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.	Written Q	9/5/2014	15/5/2014
58	General DVA	LUDWIG	Consultancies	Have any consultancies not gone out for tender? i. If so, which ones and why?	Written Q	9/5/2014	15/5/2014
59	General DVA	LUDWIG	Meeting costs	What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014
60	General DVA	LUDWIG	Meeting costs	For each Minister and Parliamentary Secretary office, please detail total meeting spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014
61	General DVA	LUDWIG	Meeting costs	What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014
62	General DVA	LUDWIG	Meeting costs	For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
63	General DVA	LUDWIG	Hospitality and entertainment	<p>a) What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written Q	9/5/2014	15/5/2014
64	General DVA	LUDWIG	Hospitality and entertainment	<p>a) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>e) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>	Written Q	9/5/2014	15/5/2014
65	General DVA	LUDWIG	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged. <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
66	General DVA	LUDWIG	Executive coaching and leadership training	Where a service was provided at any location other than the department or agency's own premises, please provide: a) The location used b) The number of employees who took part on each occasion (provide a breakdown for each employment classification) c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d) Any costs the department or agency's incurred to use the location	Written Q	9/5/2014	15/5/2014
67	General DVA	LUDWIG	Executive coaching and leadership training	In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?	Written Q	9/5/2014	15/5/2014
68	General DVA	LUDWIG	Executive coaching and leadership training	For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.	Written Q	9/5/2014	15/5/2014
69	General DVA	LUDWIG	Staffing profile	1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state)	Written Q	9/5/2014	15/5/2014
70	General DVA	LUDWIG	Staffing reductions	a) How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? b) Were any of these reductions involuntary redundancies? If yes, provide details. c) Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. d) If there are plans for staff reductions, please give the reason why these are happening. e) Are there any plans for involuntary redundancies? If yes, provide details. f) How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? g) How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?	Written Q	9/5/2014	15/5/2014
71	General DVA	LUDWIG	Staffing recruitment	a) How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? b) How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? c) From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
72	General DVA	LUDWIG	Coffee machines	<p>Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written Q	9/5/2014	15/5/2014
73	General DVA	LUDWIG	Coffee machines	<p>Does the department/agency rent coffee machines for staff usage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written Q	9/5/2014	15/5/2014
74	General DVA	LUDWIG	Printing	<p>1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online?</p> <p>2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?</p> <p>a. If so, what companies were used?</p> <p>b. How were they selected?</p> <p>c. What was the total cost of this printing?</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
75	General DVA	LUDWIG	Corporate cars	a) How many cars are owned by each department/agency? b) Where is the car/s located? c) What is the car/s used for? d) What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? e) How far did each car travel from Supplementary Budget Estimates in November 2013 to date? f) How many cars are leased by each department/agency? g) Where are the cars located? h) What are the cars used for? i) What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? j) How far did each car travel from Supplementary Budget Estimates in November 2013 to date?	Written Q	9/5/2014	15/5/2014
76	General DVA	LUDWIG	Taxi costs	a) How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. b) What are the reasons for taxi costs?	Written Q	9/5/2014	15/5/2014
77	General DVA	LUDWIG	Hire cars	a) How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. b) What are the reasons for hire car costs?	Written Q	9/5/2014	15/5/2014
78	General DVA	LUDWIG	Credit cards	Provide a breakdown for each employment classification that has a corporate credit card.	Written Q	9/5/2014	15/5/2014
79	General DVA	LUDWIG	Credit cards	Please update details of the following? a) What action is taken if the corporate credit card is misused? b) How is corporate credit card use monitored? c) What happens if misuse of a corporate credit card is discovered? d) Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse?	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
80	General DVA	LUDWIG	Senate estimates briefing	<ol style="list-style-type: none"> 1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 	Written Q	9/5/2014	15/5/2014
81	General DVA	LUDWIG	Question time	<ol style="list-style-type: none"> 1) How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2) How many officer hours are spent each sitting day on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3) Are drafts shown to the Minister or their office before Question Time? <ol style="list-style-type: none"> a. If so, when does this occur? b. How many versions of this information are shown to the minister or their office? 4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when does this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5) Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014. 	Written Q	9/5/2014	15/5/2014
82	General DVA	LUDWIG	Freedom of Information	<ol style="list-style-type: none"> 1) Can the department please outline the process it under goes to access Freedom of Information requests? 	Written Q	9/5/2014	15/5/2014
83	General DVA	LUDWIG	Freedom of Information	<ol style="list-style-type: none"> 1) Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 2) Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<ul style="list-style-type: none"> b. If so, when? c. If so, how does this occur? 3) Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 4) Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 			
84	General DVA	LUDWIG	Freedom of Information	1) What resources does the department commit to its Freedom of Information team? 2) List the staffing resources by APS level assigned solely to Freedom of Information requests 3) List the staffing resources by APS level assigned indirectly to Freedom of Information requests 4) Does the department ever second addition resources to processing Freedom of Information requests? <ul style="list-style-type: none"> a. If so, please detail those resources by APS level 	Written Q	9/5/2014	15/5/2014
85	General DVA	LUDWIG	Freedom of Information	1) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department? <ul style="list-style-type: none"> a. How does this differ to the number of officers designated as at 6 September 2013? 2) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office? <ul style="list-style-type: none"> a. How does this differ to the number of officers designated as at 6 September 2013? 3) Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department? 4) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department? <ul style="list-style-type: none"> a. Of the officers designated as decision makers within the department, how many have received formal training? b. Of the officers designated as decision makers within the department, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
86	General DVA	LUDWIG	Freedom of Information	<p>What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <ol style="list-style-type: none"> Of the officers designated as decision makers, how many have received formal training? Of the officers designated as decision makers, how many have received informal training? How long after each officers appointment as a designated decision maker did they receive formal training? What did the training involve? How long was the training? By whom was the training conducted? 	Written Q	9/5/2014	15/5/2014
87	General DVA	LUDWIG	Freedom of Information	<p>Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ol style="list-style-type: none"> List those notified request How many instances were each of this requests brought to the office or the Minister's attention? How many of these items resulted in a separate formal brief being provided to the Minister? How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? How many requests have resulted in multiple formal briefs being provided to the Minister or their office? How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
88	General DVA	LUDWIG	Freedom of Information	<ol style="list-style-type: none"> 1) Does the department provide FOI PDFs for download on their website? 2) If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents? 3) How does the department test it is complying with accessibility standards for its websites? 4) Does the department comply with accessibility standards for all its websites? 5) What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites? 6) What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents? 7) Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites? 8) How does the department facilitate anonymous access to the FOI disclosure files? 9) How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent? 10) How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months? 11) What was the content of communications with other departments about the website accessibility standards and FOI PDFs? 12) Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice? 13) Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links? 14) What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities? 	Written Q	9/5/2014	15/5/2014
89	General DVA	LUDWIG	Freedom of Information	<ol style="list-style-type: none"> 1) Has advice from the information commissioner been sought regarding providing FOI requests available by email request only? 2) Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities? 3) Is this compatible with the information commissioners guidelines- specifically that "published information should be accessible — in particular, it should comply with an agency's obligation to meet the Web Content Accessibility Guidelines (Version 2)" 4) How does email PDF provision meet the information commissioner's requirement that "13.124 Information that forms part of the IPS must be published 'to members of the public generally'"? 5) Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines? 	Written Q	9/5/2014	15/5/2014
90	General DVA	LUDWIG	Freedom of Information	<p>Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <ol style="list-style-type: none"> a. If so, list each email account b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
91	General DVA	LUDWIG	Freedom of Information	Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account? a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task? b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?	Written Q	9/5/2014	15/5/2014
92	General DVA	LUDWIG	Functions	1) Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include: a) The guest list of each function b) The party or individual who initiated the request for the function c) The menu, program or list of proceedings of the function d) A list of drinks consumed at the function 2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office.	Written Q	9/5/2014	15/5/2014
93	General DVA	LUDWIG	Red tape reduction	1) Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? a. What is the progress of that red tape reduction target 2) How many officers have been placed in those units and at what level? 3) How have they been recruited? 4) What process was used for their appointment? 5) What is the total cost of this unit? 6) Do members of the unit have access to cabinet documents? 7) Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 8) What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?	Written Q	9/5/2014	15/5/2014
94	General DVA	LUDWIG	Official residences	1) Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include: a. The guest list of each function, including if any ministerial staff attended b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences.	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
95	General DVA	LUDWIG	Land costs	<ol style="list-style-type: none"> 1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? <i>(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)</i> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> a. What is the current occupancy level and occupant of the items identified in (3)? b. What is the value of the items identified in (3)? c. What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? <i>(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).</i> 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used? 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
96	General DVA	LUDWIG	Ministerial staff code	<ol style="list-style-type: none"> 1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? <ul style="list-style-type: none"> ▪ If so, list the breaches identified, broken by staffing classification level ▪ If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? ▪ If so, when was the breach identified? By whom? When was the Minister made aware? 2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? <ul style="list-style-type: none"> ▪ If not, how many staff don't comply, broken down by classification level? ▪ How long have they worked for the Minister? 3. Can you confirm they all complied with the code on the date of their employment? <ul style="list-style-type: none"> ▪ If not, on what date did they comply? 4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? <ul style="list-style-type: none"> ▪ If so, on what date were those disclosure made? 5. By position title list the date each staff member was approved by government staff committee 6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment 7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level 	Written Q	9/5/2014	15/5/2014
97	General DVA	LUDWIG	Boards (for Departments or agencies with boards)	<p>Since September 7th 2013;</p> <ol style="list-style-type: none"> a. how often has each board met, break down by board name; b. what travel expenses are provided; c. what is the average attendance at board meetings; d. how does the board deal with conflict of interest; e. what conflicts of interest have been registered; f. what remuneration is provided to board members; g. how does the board dismiss board members who do not meet attendance standards? h. Have any requests been made to ministers to dismiss board members since September 7, 2013? i. Please list board members who have attended less than 51% of meetings j. what have catering costs been for the board meetings held this year; is alcohol served; 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
98	General DVA	LUDWIG	Shared resources following MOG changes	<ol style="list-style-type: none"> 1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements? 	Written Q	9/5/2014	15/5/2014
99	General DVA	LUDWIG	Ministerial Leave	<p>Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so:</p> <ol style="list-style-type: none"> a. Please table a schedule of the ministers leave. Please include: <ol style="list-style-type: none"> i. The dates the minister was on leave. ii. The dates the minister was out of the country (if applicable). b. Who was acting in the minister's place? <ol style="list-style-type: none"> i. What date was it decided to have this person act in the minister's place? ii. What was the process for selecting this person? iii. Who was involved in making this decision? c. Were there any matters with which the department needed to make contact with the minister during this time? If so: <ol style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the minister? iv. Were there any times that the department tried to contact the minister but were unable? d. Were there any matters with which the department needed to make contact with the acting minister during this time? If so: <ol style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the acting minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the acting minister? iv. Were there any times that the department tried to contact the acting minister but were unable? v. but were unable? e. Did the department contact the Minister or acting minister during this time? If so: <ol style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time. 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
100	General DVA	LUDWIG	Departmental Rebranding	<p>Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ol style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 	Written Q	9/5/2014	15/5/2014
101	General DVA	LUDWIG	Ministerial Motor vehicle	<p>Has the minister been provided with a motor vehicle? If so:</p> <ol style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
102	General DVA	LUDWIG	Ministerial Staff vehicles (non- MoPS)	<p>Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <ol style="list-style-type: none"> What is the make and model? How much did it cost? When was it provided? Was the entire cost met by the department? If not, how was the cost met? What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. Are these costs met by the department? If not, how are these costs met? Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. Have these guidelines changed since September 7, 2013? If so, please detail. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written Q	9/5/2014	15/5/2014
103	General DVA	LUDWIG	Ministerial Staff vehicles	<p>Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <ol style="list-style-type: none"> What is the make and model? How much did it cost? When was it provided? Was the entire cost met by the department? If not, how was the cost met? What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. Are these costs met by the department? If not, how are these costs met? Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. Have these guidelines changed since September 7, 2013? If so, please detail. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written Q	9/5/2014	15/5/2014
104	General DVA	LUDWIG	Building Lease Costs	<p>What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <ol style="list-style-type: none"> Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> Date the lease agreement is active from. Date the lease agreement ends. Is the lease expected to be renewed? If not, why not? Location of the building (City and state). 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<ul style="list-style-type: none"> v. Cost of the lease. vi. Why the building is necessary for the operations of the agency / department. b. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by: <ul style="list-style-type: none"> i. Date from which the lease agreement was active. ii. Date the lease agreement ended. iii. Why was the lease not renewed? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building was necessary for the operations of the agency / department. c. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ul style="list-style-type: none"> i. Date the lease agreement is expected to become active. ii. Date the lease agreement is expected to end. iii. Expected location of the building (City and state). iv. Expected cost of the lease. <ul style="list-style-type: none"> 1. Has this cost been allocated into the budget? v. Why the building is necessary for the operations of the agency / department. d. For each building owned or leased by the department: <ul style="list-style-type: none"> i. What is the current occupancy rate for the building? ii. If the rate is less than 100%, detail what the remaining being used for. 			
105	General DVA	LUDWIG	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 5. Have any credit cards been issued to ministers or ministers staff? 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
106	General DVA	LUDWIG	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written Q	9/5/2014	15/5/2014
107	General DVA	LUDWIG	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? <ol style="list-style-type: none"> a. If so, list each item of expenditure and cost related to those changes 	Written Q	9/5/2014	15/5/2014
108	General DVA	LUDWIG	Ministerial website	<ol style="list-style-type: none"> 1. How much has been spent on the Minister's website since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Who is responsible for uploading information to the Minister's website? <ol style="list-style-type: none"> a. Are any departmental staff required to work outside regular hours to maintain the Minister's website? 	Written Q	9/5/2014	15/5/2014
109	General DVA	LUDWIG	Ministerial pay outs	<p>How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013?</p> <ol style="list-style-type: none"> a. List each item of expenditure, staffing level, employing member and cost 	Written Q	9/5/2014	15/5/2014
110	General DVA	LUDWIG	Ministerial staff turnover	<ol style="list-style-type: none"> 1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment 	Written Q	9/5/2014	15/5/2014
111	General DVA	LUDWIG	Christmas party costs	<p>List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013</p> <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
112	General DVA	LUDWIG	Multiple tenders	List any tenders that were re-issued or issued multiple times since 7 September 2013 <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written Q	9/5/2014	15/5/2014
113	General DVA	LUDWIG	Market research	List any market research conducted by the department/agency since 7 September 2013. <ol style="list-style-type: none"> 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 	Written Q	9/5/2014	15/5/2014
114	General DVA	LUDWIG	Departmental upgrades	Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written Q	9/5/2014	15/5/2014
115	General DVA	LUDWIG	Wine Coolers/Fridges	Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 	Written Q	9/5/2014	15/5/2014
116	General DVA	LUDWIG	Office plants	Since 7 September 2013 has the department/agency purchased or leased any new office plants? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
117	General DVA	LUDWIG	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written Q	9/5/2014	15/5/2014
118	General DVA	LUDWIG	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written Q	9/5/2014	15/5/2014
119	General DVA	LUDWIG	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice 	Written Q	9/5/2014	15/5/2014
120	General DVA	LUDWIG	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 	Written Q	9/5/2014	15/5/2014
121	General AWM	FARRELL	Visitors	How many people visit the Australian War Memorial annually?	Written Q	9/5/2014	15/5/2014
122	General AWM	FARRELL	Budget	What is the budget for refurbishment and where has the money come from?	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				How much has been spent up to date? How much more needs to be done and what is the financial cost?			
123	General AWM	FARRELL	Travelling exhibition and redevelopment of AWM	Have plans for the travelling exhibition been modified or cut back in any way from the original proposal? Of the \$32 million budget for this redevelopment, how much has been spent?	Written Q	9/5/2014	15/5/2014
124	General AWM	LUDWIG	Reviews	Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ul style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 	Written Q	9/5/2014	15/5/2014
125	General AWM	LUDWIG	Reviews	For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review? <ul style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each is the cost associated with their involvement, including a break down for each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ul style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur 	Written Q	9/5/2014	15/5/2014

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				iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur			
126	General AWM	LUDWIG	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going? <ol style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? 2. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them. 3. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them. 4. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided. 5. When will the Government be responding to the respective reviews that have been completed? 	Written Q	9/5/2014	15/5/2014
127	General AWM	LUDWIG	Reviews	<p>What reviews are planned?</p> <ol style="list-style-type: none"> a. When will each planned review be commenced? b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? <ol style="list-style-type: none"> i. If so, when? ii. If not, why not? 	Written Q	9/5/2014	15/5/2014
128	General AWM	LUDWIG	Commissioned reports	<ol style="list-style-type: none"> a) Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members. b) How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level? c) What is the current status of each report? When is the Government intending to respond to these reports? 	Written Q	9/5/2014	15/5/2014
129	General AWM	LUDWIG	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <ol style="list-style-type: none"> a) How are briefings requests commissioned? b) What briefings have been undertaken? Provide details and a copy of each briefing. c) Provide details of what information has been provided and a copy of the information. d) Have any briefings request been unable to proceed? If yes, provide details of what the requests 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				were and why it could not proceed. e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f) Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?			
130	General AWM	LUDWIG	Appointments	1. Please detail any board appointments made from the Supplementary Budget Estimates in November 2013 to date. 2. What is the gender ratio on each board and across the portfolio?	Written Q	9/5/2014	15/5/2014
131	General AWM	LUDWIG	Stationery requirements	1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from the Supplementary Budget Estimates in November 2013 to date? a. Detail the items provided to the minister's office 2. How much was spent on departmental stationery requirements from the Supplementary Budget Estimates in November 2013 to date.	Written Q	9/5/2014	15/5/2014
132	General AWM	LUDWIG	Electronic equipment	Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office since 7 September 2013. a. List the items b. List the items location or normal location c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level d. List the total cost of the items e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department	Written Q	9/5/2014	15/5/2014
133	General AWM	LUDWIG	Media subscriptions	What pay TV subscriptions does your department/agency have? a) Please provide a list of what channels and the reason for each channel. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?	Written Q	9/5/2014	15/5/2014
134	General AWM	LUDWIG	Media subscriptions	What newspaper subscriptions does your department/agency have? a) Please provide a list of newspaper subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office?	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				d) What is the cost for this from 7 September 2013 to date?			
135	General AWM	LUDWIG	Media subscriptions	What magazine subscriptions does your department/agency have? a) Please provide a list of magazine subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?	Written Q	9/5/2014	15/5/2014
136	General AWM	LUDWIG	Media subscriptions	What publications does your department/agency purchase? a) Please provide a list of publications purchased by the department and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date?	Written Q	9/5/2014	15/5/2014
137	General AWM	LUDWIG	Media monitoring	What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses.	Written Q	9/5/2014	15/5/2014
138	General AWM	LUDWIG	Media monitoring	What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date? a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses	Written Q	9/5/2014	15/5/2014
139	General AWM	LUDWIG	Media training	In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: a) Total spending on these services b) an itemised cost breakdown of these services c) The number of employees offered these services and their employment classification d) The number of employees who have utilised these services and their employment classification e) The names of all service providers engaged	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date <i>or</i> Written Q	Date rec'd	Date tabled
				f) the location that this training was provided			
140	General AWM	LUDWIG	Media training	For each service purchased from a provider listed under (1), please provide: a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package)	Written Q	9/5/2014	15/5/2014
141	General AWM	LUDWIG	Media training	Where a service was provided at any location other than the department or agency's own premises, please provide: a) The location used b) The number of employees who took part on each occasion c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d) Any costs the department or agency's incurred to use the location	Written Q	9/5/2014	15/5/2014
142	General AWM	LUDWIG	Communications staff	For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: a) How many ongoing staff, the classification, the type of work they undertake and their location. b) How many non-ongoing staff, their classification, type of work they undertake and their location c) How many contractors, their classification, type of work they undertake and their location d) How many are graphic designers? e) How many are media managers? f) How many organise events?	Written Q	9/5/2014	15/5/2014
143	General AWM	LUDWIG	Provision of equipment - ministerial	For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				a. Itemise equipment and cost broken down by staff or minister classification			
144	General AWM	LUDWIG	Provision of equipment - ministerial	Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.	Written Q	9/5/2014	15/5/2014
145	General AWM	LUDWIG	Provision of equipment - departmental	Other than desktop computers, list all electronic equipment provided to department/agency staff. a. List the items b. List the purchase cost c. List the ongoing cost d. List the staff and staff classification that receive the equipment.	Written Q	9/5/2014	15/5/2014
146	General AWM	LUDWIG	Computers	a) List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used b) List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location c) Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs	Written Q	9/5/2014	15/5/2014
147	General AWM	LUDWIG	Travel costs - department	a) From 7 September 2013, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). b) From 7 September 2013, detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel. c) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written Q	9/5/2014	15/5/2014
148	General AWM	LUDWIG	Travel costs - ministerial	a) From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary a. List each location, method of travel, itinerary and purpose of trip; b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; c. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. b) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.	Written Q	9/5/2014	15/5/2014
149	General AWM	LUDWIG	Grants	a) Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 to date. Provide the recipients, amount, intended use of	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>the grants, what locations have benefited from the grants and the electorate and state of those locations.</p> <p>b) Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.</p>			
150	General AWM	LUDWIG	Government payments of accounts	<p>a) From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</p> <p>b) How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</p> <p>c) How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</p> <p>d) How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>e) How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?</p> <p>f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>g) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since 7 September 2013?</p> <p>h) Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written Q	9/5/2014	15/5/2014
151	General AWM	LUDWIG	Consultancies	How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.	Written Q	9/5/2014	15/5/2014
152	General AWM	LUDWIG	Consultancies	How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.	Written Q	9/5/2014	15/5/2014
153	General AWM	LUDWIG	Consultancies	<p>Have any consultancies not gone out for tender?</p> <p>i. If so, which ones and why?</p>	Written Q	9/5/2014	15/5/2014
154	General AWM	LUDWIG	Meeting costs	What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
155	General AWM	LUDWIG	Meeting costs	For each Minister and Parliamentary Secretary office, please detail total meeting spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014
156	General AWM	LUDWIG	Meeting costs	What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014
157	General AWM	LUDWIG	Meeting costs	For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.	Written Q	9/5/2014	15/5/2014
158	General AWM	LUDWIG	Hospitality and entertainment - spend	<p>a) What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p>	Written Q	9/5/2014	15/5/2014
159	General AWM	LUDWIG	Hospitality and entertainment - spend	<p>a) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				and drinks costs. e) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?			
160	General AWM	LUDWIG	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged. <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) 	Written Q	9/5/2014	15/5/2014
161	General AWM	LUDWIG	Executive coaching and leadership training	<p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> a) The location used b) The number of employees who took part on each occasion (provide a breakdown for each employment classification) c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				d) Any costs the department or agency's incurred to use the location			
162	General AWM	LUDWIG	Executive coaching and leadership training	In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?	Written Q	9/5/2014	15/5/2014
163	General AWM	LUDWIG	Executive coaching and leadership training	For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.	Written Q	9/5/2014	15/5/2014
164	General AWM	LUDWIG	Staffing profile	1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state)	Written Q	9/5/2014	15/5/2014
165	General AWM	LUDWIG	Staffing reductions	a) How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions? b) Were any of these reductions involuntary redundancies? If yes, provide details. c) Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut. d) If there are plans for staff reductions, please give the reason why these are happening. e) Are there any plans for involuntary redundancies? If yes, provide details. f) How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff? g) How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?	Written Q	9/5/2014	15/5/2014
166	General AWM	LUDWIG	Staffing recruitment	a) How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? b) How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff? c) From Supplementary Budget Estimates in November 2013 to date, how many employees have	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				been employed on contract and what is the average length of their employment period?			
167	General AWM	LUDWIG	Coffee machines	<p>Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased?</p> <p>Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written Q	9/5/2014	15/5/2014
168	General AWM	LUDWIG	Coffee machines	<p>Does the department/agency rent coffee machines for staff usage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented?</p> <p>Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written Q	9/5/2014	15/5/2014
169	General AWM	LUDWIG	Printing	<p>1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? a. If so, what companies were used? b. How were they selected? c. What was the total cost of this printing?			
170	General AWM	LUDWIG	Corporate cars	a) How many cars are owned by each department/agency? b) Where is the car/s located? c) What is the car/s used for? d) What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? e) How far did each car travel from Supplementary Budget Estimates in November 2013 to date? f) How many cars are leased by each department/agency? g) Where are the cars located? h) What are the cars used for? i) What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? j) How far did each car travel from Supplementary Budget Estimates in November 2013 to date?	Written Q	9/5/2014	15/5/2014
171	General AWM	LUDWIG	Taxi costs	a) How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. b) What are the reasons for taxi costs?	Written Q	9/5/2014	15/5/2014
172	General AWM	LUDWIG	Hire cars	a) How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. b) What are the reasons for hire car costs?	Written Q	9/5/2014	15/5/2014
173	General AWM	LUDWIG	Credit cards	Provide a breakdown for each employment classification that has a corporate credit card.	Written Q	9/5/2014	15/5/2014
174	General AWM	LUDWIG	Credit cards	Please update details of the following? a) What action is taken if the corporate credit card is misused? b) How is corporate credit card use monitored? c) What happens if misuse of a corporate credit card is discovered? d) Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				action taken. e) What action is taken to prevent corporate credit card misuse?			
175	General AWM	LUDWIG	Senate estimates briefing	<ol style="list-style-type: none"> 1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 	Written Q	9/5/2014	15/5/2014
176	General AWM	LUDWIG	Question time	<ol style="list-style-type: none"> 1) How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2) How many officer hours are spent each sitting day on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3) Are drafts shown to the Minister or their office before Question Time? <ol style="list-style-type: none"> a. If so, when does this occur? b. How many versions of this information are shown to the minister or their office? 4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when does this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5) Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014. 	Written Q	9/5/2014	15/5/2014
177	General AWM	LUDWIG	Freedom of Information	Can the department please outline the process it under goes to access Freedom of Information requests?	Written Q	9/5/2014	15/5/2014
178	General AWM	LUDWIG	Freedom of Information	<ol style="list-style-type: none"> 1) Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 2) Does the department consult or inform other departments or agencies when it receives 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>Freedom of Information requests?</p> <p>a. If so, which departments or agencies?</p> <p>b. If so, when?</p> <p>c. If so, how does this occur?</p> <p>3) Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request?</p> <p>a. If so, when?</p> <p>b. If so, how does this occur?</p> <p>4) Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?</p> <p>a. If so, which departments or agencies?</p> <p>b. If so, when?</p> <p>c. If so, how does this occur?</p>			
179	General AWM	LUDWIG	Freedom of Information	<p>1) What resources does the department commit to its Freedom of Information team?</p> <p>2) List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>3) List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>4) Does the department ever second additional resources to processing Freedom of Information requests?</p> <p>a. If so, please detail those resources by APS level</p>	Written Q	9/5/2014	15/5/2014
180	General AWM	LUDWIG	Freedom of Information	<p>1) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>2) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>3) Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Minister's office, how many are seconded officers from the department?</p> <p>4) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b. Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c. How long after each officer's appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p>	Written Q	9/5/2014	15/5/2014
181	General AWM	LUDWIG	Freedom of Information	<p>What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				a. Of the officers designated as decision makers, how many have received formal training? b. Of the officers designated as decision makers, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted?			
182	General AWM	LUDWIG	Freedom of Information	Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office? a. List those notified request b. How many instances were each of this requests brought to the office or the Minister's attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office? f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office?	Written Q	9/5/2014	15/5/2014
183	General AWM	LUDWIG	Freedom of Information	1) Does the department provide FOI PDFs for download on their website? 2) If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents? 3) How does the department test it is complying with accessibility standards for its websites? 4) Does the department comply with accessibility standards for all its websites? 5) What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites? 6) What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents? 7) Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites? 8) How does the department facilitate anonymous access to the FOI disclosure files? 9) How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent? 10) How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months? 11) What was the content of communications with other departments about the website accessibility standards and FOI PDFs?	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>12) Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>13) Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>14) What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p>			
184	General AWM	LUDWIG	Freedom of Information	<p>1) Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>2) Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>3) Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)”</p> <p>4) How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”?</p> <p>5) Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p>	Written Q	9/5/2014	15/5/2014
185	General AWM	LUDWIG	Freedom of Information	<p>Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p>a. If so, list each email account</p> <p>b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p>	Written Q	9/5/2014	15/5/2014
186	General AWM	LUDWIG	Freedom of Information	<p>Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p>a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task?</p> <p>b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>	Written Q	9/5/2014	15/5/2014
187	General AWM	LUDWIG	Functions	<p>1) Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:</p> <p>a) The guest list of each function</p> <p>b) The party or individual who initiated the request for the function</p> <p>c) The menu, program or list of proceedings of the function</p> <p>d) A list of drinks consumed at the function</p> <p>2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister’s office.</p>	Written Q	9/5/2014	15/5/2014
188	General AWM	LUDWIG	Red tape reduction	<p>1) Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government’s red tape reduction targets?</p> <p>a. What is the progress of that red tape reduction target</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				2) How many officers have been placed in those units and at what level? 3) How have they been recruited? 4) What process was used for their appointment? 5) What is the total cost of this unit? 6) Do members of the unit have access to cabinet documents? 7) Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body. 8) What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?			
189	General AWM	LUDWIG	Official residences	1) Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include: <ol style="list-style-type: none"> The guest list of each function, including if any ministerial staff attended The party or individual who initiated the request for the function The menu, program or list of proceedings of the function A list of drinks consumed at the function 2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences.	Written Q	9/5/2014	15/5/2014
190	General AWM	LUDWIG	Land costs	1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included) 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> What is the current occupancy level and occupant of the items identified in (3)? What is the value of the items identified in (3)? What contractual or other arrangements are in place for the items identified in (3)? 4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease? 5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included). 6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?	Written Q	9/5/2014	15/5/2014
191	General AWM	LUDWIG	Ministerial staff code	1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<ul style="list-style-type: none"> ▪ If so, list the breaches identified, broken by staffing classification level ▪ If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? ▪ If so, when was the breach identified? By whom? When was the Minister made aware? <p>2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?</p> <ul style="list-style-type: none"> ▪ If not, how many staff don't comply, broken down by classification level? ▪ How long have they worked for the Minister? <p>3. Can you confirm they all complied with the code on the date of their employment?</p> <ul style="list-style-type: none"> ▪ If not, on what date did they comply? <p>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?</p> <ul style="list-style-type: none"> ▪ If so, on what date were those disclosure made? <p>5. By position title list the date each staff member was approved by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p> <p>7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level</p>			
192	General AWM	LUDWIG	Boards (for Departments or agencies with boards)	<p>Since September 7th 2013;</p> <ul style="list-style-type: none"> a. how often has each board met, break down by board name; b. what travel expenses are provided; c. what is the average attendance at board meetings; d. how does the board deal with conflict of interest; e. what conflicts of interest have been registered; f. what remuneration is provided to board members; g. how does the board dismiss board members who do not meet attendance standards? h. Have any requests been made to ministers to dismiss board members since September 7, 2013? i. Please list board members who have attended less than 51% of meetings j. what have catering costs been for the board meetings held this year; is alcohol served; 	Written Q	9/5/2014	15/5/2014
193	General AWM	LUDWIG	Shared resources following MOG changes	<ol style="list-style-type: none"> 1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements? 	Written Q	9/5/2014	15/5/2014
194	General AWM	LUDWIG	Ministerial Leave	<ol style="list-style-type: none"> 1. Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so: 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>a. Please table a schedule of the ministers leave. Please include:</p> <ul style="list-style-type: none"> i. The dates the minister was on leave. ii. The dates the minister was out of the country (if applicable). <p>b. Who was acting in the minister's place?</p> <ul style="list-style-type: none"> i. What date was it decided to have this person act in the minister's place? ii. What was the process for selecting this person? iii. Who was involved in making this decision? <p>c. Were there any matters with which the department needed to make contact with the minister during this time? If so:</p> <ul style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the minister? iv. Were there any times that the department tried to contact the minister but were unable? <p>d. Were there any matters with which the department needed to make contact with the acting minister during this time? If so:</p> <ul style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the acting minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the acting minister? iv. Were there any times that the department tried to contact the acting minister but were unable? v. but were unable? <p>e. Did the department contact the Minister or acting minister during this time? If so:</p> <ul style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time. 			
195	General AWM	LUDWIG	Departmental Rebranding	<p>1. Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ul style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ul style="list-style-type: none"> i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ul style="list-style-type: none"> i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<ul style="list-style-type: none"> iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. <p>c. How was the decision reached to rename and/or rebrand the department?</p> <ul style="list-style-type: none"> i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 			
196	General AWM	LUDWIG	Ministerial Motor vehicle	<p>Has the minister been provided with a motor vehicle? If so:</p> <ul style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written Q	9/5/2014	15/5/2014
197	General AWM	LUDWIG	Ministerial Staff vehicles (non- MoPS)	<p>Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <ul style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written Q	9/5/2014	15/5/2014
198	General AWM	LUDWIG	Ministerial Staff vehicles	<p>Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<ul style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since September 7, 2013? If so, please detail. i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses. j. Have these guidelines changed since September 7, 2013? If so, please detail. 			
199	General AWM	LUDWIG	Building Lease Costs	<p>What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <ul style="list-style-type: none"> a. Please provide a detailed list of each building that is currently leased. Please detail by: <ul style="list-style-type: none"> i. Date the lease agreement is active from. ii. Date the lease agreement ends. iii. Is the lease expected to be renewed? If not, why not? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building is necessary for the operations of the agency / department. b. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by: <ul style="list-style-type: none"> i. Date from which the lease agreement was active. ii. Date the lease agreement ended. iii. Why was the lease not renewed? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building was necessary for the operations of the agency / department. c. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ul style="list-style-type: none"> i. Date the lease agreement is expected to become active. ii. Date the lease agreement is expected to end. iii. Expected location of the building (City and state). iv. Expected cost of the lease. 	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<p>1. Has this cost been allocated into the budget?</p> <p>v. Why the building is necessary for the operations of the agency / department.</p> <p>d. For each building owned or leased by the department:</p> <p>i. What is the current occupancy rate for the building?</p> <p>ii. If the rate is less than 100%, detail what the remaining being used for.</p>			
200	General AWM	LUDWIG	Diner's Club cards	<p>1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements?</p> <p>2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges?</p> <p>3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre approval for certain classes of expenses?</p> <p>4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers;</p> <p>5. Have any credit cards been issued to ministers or ministers staff?</p>	Written Q	9/5/2014	15/5/2014
201	General AWM	LUDWIG	Government advertising	<p>1. How much has been spent on government advertising (including job ads) since 7 September 2013?</p> <p>a. List each item of expenditure and cost</p> <p>b. List the approving officer for each item</p> <p>c. Detail the outlets that were paid for the advertising</p> <p>2. What government advertising is planned for the rest of the financial year?</p> <p>a. List the total expected cost</p> <p>b. List each item of expenditure and cost</p> <p>c. List the approving officer for each item</p> <p>d. Detail the outlets that have been or will be paid for the advertising</p>	Written Q	9/5/2014	15/5/2014
202	General AWM	LUDWIG	Workplace assessments	<p>1. How much has been spent on workplace ergonomic assessments since 7 September 2013?</p> <p>a. List each item of expenditure and cost</p> <p>2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?</p> <p>a. If so, list each item of expenditure and cost related to those changes</p>	Written Q	9/5/2014	15/5/2014
203	General AWM	LUDWIG	Ministerial website	<p>1. How much has been spent on the Minister's website since 7 September 2013?</p> <p>a. List each item of expenditure and cost</p> <p>2. Who is responsible for uploading information to the Minister's website?</p> <p>a. Are any departmental staff required to work outside regular hours to maintain the Minister's website?</p>	Written Q	9/5/2014	15/5/2014
204	General AWM	LUDWIG	Ministerial pay outs	<p>How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013?</p> <p>a. List each item of expenditure, staffing level, employing member and cost</p>	Written Q	9/5/2014	15/5/2014
205	General	LUDWIG	Ministerial staff	<p>1. List the current staffing allocation for each Minister and Parliamentary Secretary</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
	AWM		turnover	<ol style="list-style-type: none"> 2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification 3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification 4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification 5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment 			
206	General AWM	LUDWIG	Christmas party costs	<p>List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013</p> <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written Q	9/5/2014	15/5/2014
207	General AWM	LUDWIG	Multiple tenders	<p>List any tenders that were re-issued or issued multiple times since 7 September 2013</p> <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written Q	9/5/2014	15/5/2014
208	General AWM	LUDWIG	Market research	<p>List any market research conducted by the department/agency since 7 September 2013.</p> <ol style="list-style-type: none"> 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 	Written Q	9/5/2014	15/5/2014
209	General AWM	LUDWIG	Departmental upgrades	<p>Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written Q	9/5/2014	15/5/2014
210	General AWM	LUDWIG	Wine Coolers/ Fridges	<p>Since 7 September 2013 has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?</p>	Written Q	9/5/2014	15/5/2014

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
				<ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 			
211	General AWM	LUDWIG	Office plants	<p>Since 7 September 2013 has the department/agency purchased or leased any new office plants?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written Q	9/5/2014	15/5/2014
212	General AWM	LUDWIG	Office recreation facilities	<p>Since 7 September 2013 has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written Q	9/5/2014	15/5/2014
213	General AWM	LUDWIG	Vending machines	<p>Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?</p> <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written Q	9/5/2014	15/5/2014
214	General AWM	LUDWIG	Legal costs	<p>List all legal costs incurred by the department or agency since 7 September 2013</p> <ol style="list-style-type: none"> 1. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was 	Written Q	9/5/2014	15/5/2014

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				<p>engaged (departmental, ministerial)</p> <p>3. How was each piece of advice procured? Detail the method of identifying legal advice</p>			
215	General AWM	LUDWIG	Australian Public Affairs	<p>1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p> <p>2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</p>	Written Q	9/5/2014	15/5/2014