

Senate Standing Committee on Foreign Affairs, Defence and Trade
Additional Budget Estimates 2013 - 14; 26 February 2014
Answers to questions on notice from Department of Veterans' Affairs

Question 1

Outcome All: Program: General DVA

Topic: DVA phone system

(FADT Hansard Proof 26 February 2014, p 97-98)

Senator McEWAN asked:

Senator McEWEN: For how long were the services out of action for those people who were affected? Did you say?

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.

Senator McEWEN: Did it create a backlog of people, or did you not know because they could not get through?

Ms Dotta: It is my understanding that they were getting a disconnected signal.

Senator McEWEN: So how did they contact you? Or they could not?

Ms Dotta: I am not able to answer that; I am sorry. I do not know.

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?

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.

Senator McEWEN: Perhaps you could take on notice whether or not—

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.

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.

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.

Senator McEWEN: Presumably you did not—

Senator Farrell interjecting—

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.

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?

Ms Dotta: There was no change that was requested in the department to cause this problem.

Senator McEWEN: You are sure it is not going to happen again?

Ms Dotta: I cannot say that it will not happen again. It was not inside our control.

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.

Senator McEWEN: All right. Perhaps you can also take on notice whether the department is thinking about any other ways of contacting veterans when these sorts of failures of

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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.

Mr Lewis: Sure.

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.

Answer

1. The Department of Veterans' Affairs (DVA) has a dedicated Feedback Management Team which manages all feedback received into the Department. Feedback can be provided in writing, by phone or via online. All feedback is recorded in the Client Feedback Management System (CFMS). A search of the CFMS from 18 February to 24 February has no records relating to complaints about this issue.

2. The Queensland DVA office phone outage was reported at 0830 hours AEST on 18 February 2014 and services were fully restored by 1500 hours AEST on 19 February 2014. During the outage, calls made to the DVA General Enquiry number from clients in Queensland with a Telstra service, were not connected. Calls made by clients with other telecommunications provider services connected successfully. The cause of the outage resided with DVA's telecommunication provider.

3. The Department has a number of means for communicating with veterans when required, such as:

- the nationally distributed contact centre;
- email (if we hold their email address);
- a message on our website (www.dva.gov.au) and Facebook page (DVAAus);
- via *My Account* for registered users; or
- clients can contact the DVA national office switchboard or general enquiries email.

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Question 2

Outcome 3: Program 3.1

Topic: Albany National Anzac Centre

(FADT Hansard Proof 26 February 2014, p 107-108)

Senator PRATT asked:

Senator PRATT: Is there currently a funding shortfall?

Ms Mack: No.

Senator PRATT: If required, there would be more funds? Clearly it is important to finish it.

Mr Lewis: We are delighted that the project is on time and inside budget.

Senator PRATT: Can you outline the differences between the original design and location of the centre and the current design and location.

Ms Mack: I would have to take that on notice.

Senator PRATT: You don't have any understanding of that?

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.

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.

Mr Lewis: My sense is that the view will be panoramic.

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?

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.

Senator Ronaldson: And the saving. All of this—the siting, the whole thing—predated the federal election.

Senator PRATT: My beef is not with the Commonwealth on this; it is with our accountability to the state government of Western Australia.

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.

Senator PRATT: Yes. Clearly there is a long history to this. Do we know the difference between the costings for what was proposed for the original site and what is being implemented at the current site?

Major Gen. Chalmers: We can provide that information on notice.

Mr Lewis: We definitely have it. It was several million dollars. I cannot give you the precise figure.

Senator PRATT: It was a substantial saving.

Mr Lewis: It was a substantial difference.

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Major Gen. Chalmers: The original project was simply not able to be delivered within the funding envelope that was available.

Answer

A comparison of costs is not possible because there was no final cost for the earlier design.

The centres differ in the location, size, amenities, access and material treatment of the buildings. The original design/site had environmental, cultural and heritage issues – including:

- impacting on a number of significant Aboriginal sites;
- requiring extensive clearing (up to 1ha) of previously undisturbed vegetation; and
- as it was not integrated within the existing Princess Royal Fortress precinct, significantly more supporting infrastructure such as a new car park, access roads, major extension of power and water supply provisions was required.

The earlier design also included the development of a café and function centre, which are facilities already available within the new site.

The current site lies approximately 350 metres from the original site, and the elevation of the centre floor is 102 metres above sea level. The view is seen through extensive windows located on the eastern and southern side of building. Much of the panorama of King George Sound is visible, as are views of Ataturk Channel and Princess Royal Harbour.

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Question 3

Outcome 3: Program 3.1

Topic: Australian Peacekeeping Memorial Project - DGR

(FADT Hansard Proof 26 February 2014, p 113)

Senator WRIGHT asked:

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?

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.

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.

Major Gen. Chalmers: I am simply not aware, so I will take it on notice.

Answer

The Department of Veterans' Affairs is not able to direct policy or decisions relating to Deductible Gift Recipient (DGR) status. This matter falls within the responsibility of the Australian Taxation Office.

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Question 4

Outcome 3: Program All

Topic: Indigenous representation at Gallipoli

(FADT Hansard Proof 26 February 2014, p 113)

Senator WRIGHT asked:

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?

Major Gen. Chalmers: Yes, it has.

Senator WRIGHT: Thank you. Has the defence minister provided a response to the request?

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.

Senator WRIGHT: Can you give me any idea about at what point that decision will be made so that it will be publicly known?

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.

Mr Lewis: The easier way might be to take it on notice.

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.

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.

Senator WRIGHT: It is more the process that I would be interested in. Thank you.

Answer

This is a matter for the Department of Defence.

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Question 5

Outcome 3: Program (Not applicable)

Topic: Korean Armistice and MIA

(FADT Hansard Proof 26 February 2014, p 116)

Senator FARRELL asked:

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?

Senator Ronaldson: I will ask someone from the department. It is a longstanding issue, as you know.

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.

Mr Lewis: We ran a mission to Korea last year.

Major Gen. Chalmers: As part of the armistice we took commemorative missions—

Senator FARRELL: Has there been any further contact with the Koreans since then?

Mr Lewis: Since the mission?

Senator FARRELL: Yes.

Mr Lewis: I might need to take that on notice. In relation to what in particular?

Senator FARRELL: Trying to locate the—

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.

Answer

This question does not require a response as it was clarified on Senate Estimates night that location of missing service people is primarily a responsibility of the Department of Defence, not the Department of Veterans' Affairs.

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Question 6

Outcome 1: Program 1.6

Topic: Military Compensation

(Written Question on Notice)

Senator XENOPHON asked:

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.

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.

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?

Answer

The table below reflects the processing times for liability claims under the *Military Rehabilitation and Compensation Act 2004* (MRCA):

| Processing times | 2012 | 2013 |
|-------------------------|--------------|--------------|
| within 120 days | 1,940 | 2,354 |
| 121 to 150 days | 468 | 555 |
| 151 to 180 days | 435 | 473 |
| 181 to 365 days | 1,400 | 1,635 |
| 12 to 18 months | 225 | 196 |
| 18 to 24 months | 16 | 7 |
| over 24 months | 6 | 0 |
| TOTAL | 4,490 | 5,220 |

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Question 7

Outcome 1 and 2: Program 1.4, 1.6 and 2.6

Topic: Cultural Issues delaying Compensation Claims

(Written Question on Notice)

Senator XENOPHON asked:

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.

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.

1. What outcomes and targets are set for OBAS? How are these outcomes monitored?
2. How many visits to bases have been made by staff members since establishment? How many times per week/month do OBAS attend bases?
3. What support does OBAS offer for current ADF serving members on deployment?
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?

Answer

1. The aim of the Department of Veterans' Affairs (DVA) On Base Advisory Service (OBAS) is to establish early engagement with the ADF member so that consistent support can be provided during their service and their transition out of the ADF. The OBAS provides ADF members with access to advice and information about the support and entitlements they may be entitled to receive through DVA. The benefits for ADF members of lodging their claims early include easy access to documentation of the injury/illness so that services can be provided early, leading to better outcomes for the ADF member.

The principal outcome or measure for the OBAS program is demand. This is a demand driven program and demand has increased steadily since the introduction of OBAS. Individual locations may go through stages of high volume, for example, returning deployments usually generate a spike in services. The actual visiting schedule is an agreement between DVA and the ADF base and is dependent on local demand. The overall performance of the program is monitored nationally and feedback from Defence personnel has been positive.

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2. DVA staff visit ADF bases regularly and routinely. As this service is provided on an as-needs basis, the visiting schedule has remained flexible to respond to changing demands, for example when OBAS was first established, 34 ADF bases had a DVA presence nationally with 52 days per month allocated across these bases. As the service has become more visible to ADF members, the visiting schedule has been altered to accommodate the needs of ADF members. As a result, DVA now has a presence on 38 bases and there are approximately 95 days allocated nationally per month for scheduled visits to these bases. In addition to the visiting schedule, DVA staff visit other bases as requested.

Since establishment, Enoggera and Lavarack have had a full-time presence and all other bases have a part-time OBAS arrangement.

3. On Base Advisors provide various avenues of support for ADF serving members deployed and their families through:

- pre and post-deployment seminars;
- briefs to the Units being deployed;
- information to Command and Executive Officers;
- presentations at various family information sessions;
- meetings with the Member Support Coordinators; and
- ADF members and their families being provided with the On Base Advisor's direct contact details.

4. The number of liability claims lodged by ADF members before and after the establishment of OBAS cannot be readily identified because the data is not stored on the basis of ADF status. This is because ADF status only affects eligibility for specific benefits and clients are only required to inform the Department of changes to their ADF status when it will affect their benefits.

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Question 8

Outcome All: Program All

Topic: Former Minister Snowden's expenses

(Written Question on Notice).

Senator EGGLESTON asked:

What were former VA Minister Snowden's (Snowdon's) expenses for hospitality for each of the financial years from 2007/08 to 2012/13?

Answer

The Hon Warren Snowdon MP was sworn in as Minister for Veterans' Affairs on 14 September 2010, so figures prior to this date are not applicable.

Minister Snowdon's expenses for hospitality whilst Minister for Veterans' Affairs have been answered in previous Questions on Notice referenced as follows:

Question on Notice number 15, Supplementary Budget Estimates, 19 October 2011;

Question on Notice number 41, Additional Budget Estimates, 15 February 2012;

Question on Notice number 23, Budget Estimates, 29 May 2012;

Question on Notice number 12, Supplementary Budget Estimates, 17 October 2012;

Question on Notice number 13, Supplementary Budget Estimates, 17 October 2012;

Question on Notice number 9, Additional Budget Estimates, 13 February 2013;

Question on Notice number 10, Additional Budget Estimates, 13 February 2013;

Question on Notice number 9, Budget Estimates, 4 June 2013; and

Question on Notice number 10, Budget Estimates, 4 June 2013.

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Question 9

Outcome All: Program All

Topic: Corporate and general matters

(Written Question on Notice)

Senator FARRELL asked:

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.
2. Have employees been approaching management showing signs of anxiety or stress?

Answer

1. A report published in the Canberra Times on 25 February 2014, referred to an internal email communication, within the Department of Veterans' Affairs (DVA), in relation to media reports. The purpose of the email was to provide factual information on the status of Enterprise Agreement bargaining.

In that email (copy of wording attached), staff were encouraged to talk to their manager or contact the Employee Assistance Program (EAP) if they felt anxious as a result of the media reports. This is a standard statement about the availability of access to counselling for staff during periods of change/uncertainty that the department includes.

2. Davidson Trahaire Corpsych, DVA's EAP provider, has reported that the utilisation rate did not increase post 25 February 2014,.

Colleagues,

You may have seen in the local media recent reports related to the forthcoming APS-wide enterprise bargaining process. These reports speculate on the content of the Government's Commonwealth Employment Bargaining Framework, which has not yet been released.

Until the Framework is made public, the details remain unknown. Once we have the Framework and have had time to analyse the detail, we will be in a position to share information with you.

The next steps from here is that we await the release of the bargaining Framework, and then the Enterprise Agreement team will develop our position. Once we have our proposed position it will be submitted to the APSC and the Department of Finance for ratification before we can commence formal bargaining.

I will continue to communicate with you as we progress through the process. You can also communicate with us through providing your feedback through the [EA website](#) or via the mailbox [DVA EA 2014 Feedback](#).

If you are feeling anxious as a result of the media reports, I encourage you to talk to your manager or utilise the services of our EAP provider, Davidson Trahaire Corpsych, on **1300 360 364**.

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Question 10

Outcome All: Program All

Topic: Claims processing within the Department

(Written Question on Notice)

Senator FARRELL asked:

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.
2. How efficient is the DVA hotline?
3. What is the average waiting time people can expect before speaking to a person with their enquiry?
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?
5. Is it likely that the temporary phone outage as seen in the Brisbane office will happen again?

Answer

1. The Department of Veterans' Affairs (DVA) processes claims under the *Veterans' Entitlements Act 1986* (VEA), the *Safety, Rehabilitation and Compensation Act 1988* (SRCA), and the *Military Rehabilitation and Compensation Act 2004* (MRCA).

The average age of compensation claims on hand as at 31 January 2014 was:

- VEA claims¹ – 83 days;
- SRCA liability claims – 118 days; and
- MRCA liability claims – 117 days.

The average age of Income Support claims² on hand as at 31 January 2014 was 43 days.

The average time taken to finalise compensation claims between 1 July 2013 to 31 January 2014 was:

- VEA claims¹ – 81 days;
- SRCA liability claims – 160 days; and
- MRCA liability claims – 150 days.

The average time taken to resolve Income Support claims² between 1 July 2013 to 31 January 2014 was 32 days.

¹ VEA claims include: Applications for Disability Pension and increases in Disability Pension, assessments and reviews and War Widow/er Pension claims.

² Income Support claims are made only under the VEA.

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2. The DVA contact centre is structured with one call queue for the General Enquiry phone numbers which allows these calls to be answered by any of the capital city Veterans' Access Network (VAN) offices or by staff in 17 of the regional VAN offices. If there is an issue at any of the VAN sites which prevents staff from answering calls from the General Enquiry phone numbers, calls continue to be answered by the other sites which are not impacted.
3. A DVA key performance indicator for answering calls, is that 80% of calls will be answered within 60 seconds.

The average wait time (AWT) is recorded as:

2009/10 – 25 seconds
2010/11 – 26 seconds
2011/12 – 27 seconds
2012/13 – 22 seconds

DVA currently has an AWT of 18 seconds as at 18 March 2014 as sourced from Voice Management, Department of Human Services.

4. There were no complaints received by DVA relating to this issue.
5. No.

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Question 11

Outcome 3: Program 3.1

Topic: Soldiers missing in Korea

(Written Question on Notice)

Senator FARRELL asked:

It is the 60th anniversary this year of the Korean armistice and there are still 42 Australian soldiers listed as missing in action.

1. Has there been any contact with the family members who registered their DNA on the family reference database?
2. Has there been any further contact with the Koreans since the commemorative missions last year?

Answer

The Department of Defence is providing the response for this question.

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Question 12

Outcome N/A: Program N/A

Topic: DFRB and DFRDB

(Written Question on Notice)

Senator FARRELL asked:

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.

1. Can you tell me which current entitlements will not be extended and which expectations will remain unmet?
2. What is the time frame for the introduction of this legislation?
3. How will the Government finance the upgrade?
4. How will it impact on the unfunded liability and future fund down the track?

Answer

The Department of Defence is providing the response for this question.

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Question 13

Outcome 1: Program 1.6

Topic: Health of returned soldiers

(Written Question on Notice)

Senator FARRELL asked:

1. Can I please have the latest figures on the number of Australian troops who have returned now from Afghanistan?
2. How many have left the defence services?
3. How many so far have reported physical problems? Can you outline these injuries/problems?
4. Of these, how many have reported psychological problems? Can you outline these problems?

Answer

1. This is a matter for the Department of Defence.
2. This is a matter for the Department of Defence.
3. The Department of Veterans' Affairs (DVA) is only able to report on the number of veterans who have lodged a claim for an injury or disease as a result of their service in Afghanistan. DVA provides a six monthly update of the top 20 accepted conditions for selected conflicts (including Afghanistan) on its website - www.dva.gov.au/statistics.htm.

As at 27 September 2013, there were 2,111 veterans with an accepted condition wholly or partially attributed to their service in Afghanistan. Of these 1,655 have an accepted physical condition as coded by the Statement of Principles (SOP).

Please see the attached table for details of the accepted physical conditions.

4. Of the 2,111 veterans with service in Afghanistan with an accepted condition as at 27 September 2013, 704 have an accepted mental health condition as coded by the SOP.

Please see the attached table for details of the accepted mental health conditions.

Veterans with a Condition Attributed to Afghanistan Service

September 2013

| | |
|---|--------------|
| Veterans with one or more conditions attributed to Afghanistan service | 2,111 |
| Veterans with one or more physical conditions attributed to Afghanistan service | 1,655 |
| Veterans with one or more mental health conditions attributed to Afghanistan service | 704 |

Most commonly accepted physical conditions

| SOP Code | SOP Title | Total |
|-----------------|--|--------------|
| F034 | Tinnitus | 483 |
| F001 | Sensori-Neural Hearing Loss | 403 |
| S004 | Acute Sprain and Acute Strain | 330 |
| N004 | Lumbar Spondylosis | 305 |
| N002 | Osteoarthritis | 200 |
| S005 | Physical Injury due to Munitions Discharge, Cut, Stab, Abrasion and Laceration | 164 |
| N001 | Fracture | 150 |
| N043 | Intervertebral Disc Prolapse | 141 |
| N027 | Rotator Cuff Syndrome | 141 |
| N011 | Chondromalacia Patella | 72 |
| N046 | Internal Derangement of the Knee | 65 |
| N003 | Cervical Spondylosis | 64 |
| N030 | Thoracic Spondylosis | 53 |
| N035 | Dislocation | 52 |
| M011 | Solar Keratosis | 51 |

Most commonly accepted mental health conditions

| SOP Code | SOP Title | Total |
|-----------------|-------------------------------------|--------------|
| E003 | Posttraumatic Stress Disorder | 562 |
| E001 | Depressive Disorders | 260 |
| E025 | Alcohol Dependence or Alcohol Abuse | 122 |
| E016 | Adjustment Disorder | 64 |
| E027 | Anxiety Disorder | 30 |
| E026 | Drug Dependence or Drug Abuse | 14 |
| E013 | Panic Disorder | 12 |
| E018 | Bipolar Disorder | Under 10 |
| E017 | Sleep Apnoea | Under 10 |
| E008 | Acute Stress Disorder | Under 10 |
| E010 | Tension-Type Headache | Under 10 |
| E028 | Eating Disorder | Under 10 |
| E005 | Personality Disorder | Under 10 |

Notes:

- This report is a count of veterans with an accepted SOP condition, not a count of claims.
- Veterans with multiple accepted conditions are counted under each relevant condition.
- These conditions may be partially attributed to a conflict other than Afghanistan.

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Question 14

Outcome 2: Program 2.5

Topic: Health of returned soldiers

(Written Question on Notice)

Senator FARRELL asked:

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.

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?
2. If there is an increase, is this substantially the result of defence members returning from Afghanistan?
3. Are patterns emerging as to the most common problems encountered by veterans upon returning home?
4. Are patterns emerging as to the most common problems encountered by their families?

Answer

1. In 2012 - 2013, the breakdown of counselling services was as follows:
 - 49 percent of VVCS counselling clients were veterans or current serving members (including those referred from the Australian Defence Force);
 - 25 percent were partners;
 - 21 percent were children; and
 - 5 percent were other eligible clients (i.e. F-111 fuel tank maintenance workers and other members of the ex-service community).
2. The number of clients who received VVCS counselling has increased over the past few years, as per the following table:

VVCS counselling* 2010-2013

| | 2010-11 | 2011-12 | 2012-13 |
|----------------------|----------------|----------------|----------------|
| Counselling clients | 9,456 | 10,314 | 11,687 |
| Counselling sessions | 57,369 | 63,651 | 73,063 |

*Note that this excludes other VVCS services such as group programs.

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This increase is primarily due to an increase in clients from contemporary conflicts including Afghanistan, Iraq and East Timor. The percentage of veterans compared to family members who access VVCS has remained relatively stable over the past few years.

3. Contemporary veterans seek support from VVCS on a range of issues including anxiety, depression, PTSD, anger, relationship and family difficulties on return to country and adjustment to civilian life following discharge. VVCS continues to monitor presenting issues to ensure its services meet demand.
4. Common issues for family members who seek support from VVCS include relationship and family difficulties (both while the member is on deployment and on return to country), anxiety, depression and stress.

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Question 15

Outcome 2: Program 2.5

Topic: Health of Returned Soldiers

(Written Question on Notice)

Senator FARRELL asked:

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?

Answer

The Department of Defence provides post-operational debriefing and treatment services for personnel on return from deployment, while they are still serving.

The Department of Veterans' Affairs (DVA) will pay for mental health treatment for eligible ex-serving personnel (including those with operational service) with diagnosed posttraumatic stress disorder (PTSD), anxiety and depression without the need to establish that the condition is service-related.

Once their claim has been accepted, DVA clients can access a variety of treatment services for PTSD, including access to treatment by general practitioners, psychologists and psychiatrists, pharmaceuticals, hospital services, and specialised hospital-based PTSD programmes.

The Veterans and Veterans Families Counselling Service (VVCS) provides counselling and group programmes to veterans, peacekeepers and eligible family members. It is a specialised, free and confidential Australia-wide service, available 24 hours a day.

DVA's At Ease online mental health portal helps serving and ex-serving personnel and their family members to recognise the symptoms of poor mental health, locate self-help tools, mobile applications and advice, and helps them access providers and treatment.

The PTSD Coach Australia mobile application (app), developed by DVA, is designed to help serving and ex-serving personnel understand and manage the symptoms that may occur following exposure to trauma. The app provides education about PTSD, a self assessment, information about professional care, and tools to manage the stresses of daily life with PTSD. The app is available from the App Store (iOS) and Google Play (Android) free of charge.

In total, DVA spends approximately \$166 million each year on veteran mental health services, programmes, and research for veterans. These services are in addition to those provided to serving personnel by the Australian Defence Force.

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Question 16

Outcome 2: Program 2.5

Topic: Health of returned soldiers

(Written Question on Notice)

Senator FARRELL asked:

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.

Answer

The *Veteran Mental Health Strategy 2013-2023* sets out a ten year framework to help support the mental health and wellbeing of the veteran and ex-service community and the Government is implementing a range of initiatives to support returned soldiers with PTSD and other mental health concerns.

The Government has announced the establishment of a new Prime Ministerial Advisory Council (PMAC) to advise the Prime Minister, the Minister for Veterans' Affairs and the Government on high level strategic and complex matters relating to the mental health of veterans and their families.

The following new initiatives, which start from July 2014, are part of *Veteran Mental Health Services – Expansion 2013-14* budget package:

- the Department of Veterans' Affairs will pay for treatment for eligible ex-service personnel with diagnosed PTSD, anxiety and depression without the need to establish that their condition is related to service. This helps access to early intervention which can potentially lessen the impact of the condition. These arrangements will be expanded to include treatment for alcohol and substance use disorders.
- a post-discharge GP health assessment will be introduced. This assessment is designed to strengthen early detection and promote intervention for potential mental health related concerns prior to the development of acute and/or chronic longer term conditions. This is available to all former serving members, including reservists.

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Question 17

Outcome 3: Program 3.1 and 3.2

Topic: Gallipoli Ballot

(Written Question on Notice)

Senator FARRELL asked:

1. How have the school children 200 double passes been allocated?
2. Are these school children paying their own way to Gallipoli?
3. If not, how much will this cost the Federal Government?

Answer

1. On 3 December 2013, the Minister for Veterans' Affairs wrote to all Premiers and Chief Ministers seeking their agreement to the allocation of 400 individual passes outside the ballot process to students and accompanying chaperones. As at 28 April 2014, a response is yet to be received from the Premier of South Australia. Tasmania did not take up the full allocation of 11 passes offered and accepted 9 passes (7 students and 2 chaperones). On 15 April 2014 the Minister for Veterans' Affairs wrote to the Premier of Tasmania to offer the Premier the opportunity to reconsider accepting the original allocation of student passes, to ensure Tasmanians are fairly and equitably represented at the Gallipoli 2015 commemorations. The allocation is as follows noting final allocations for South Australia and Tasmania are yet to be confirmed:

| State/Territory | Students | Chaperones | Total |
|------------------------|-----------------|-------------------|--------------|
| NSW | 100 | 28 | 128 |
| Victoria | 79 | 19 | 98 |
| QLD | 70 | 10 | 80 |
| WA | 32 | 8 | 40 |
| SA | 22 | 7 | 29 |
| Tasmania | 11 | 2 | 13 |
| NT | 4 | 2 | 6 |
| ACT | 4 | 2 | 6 |
| TOTAL | 322 | 78 | 400 |

2. When the Minister for Veterans' Affairs wrote to Premiers and Chief Ministers on 3 December 2013, the Minister reminded them that the Commonwealth was not meeting costs of student and chaperone attendance at the commemorations. States and territories must fund their agreed allocation of students and chaperones.
3. There is no appropriation for the Australian Government to provide financial assistance for the attendance of secondary students and their chaperones at Gallipoli in 2015.

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Question 18

Outcome 3: Program 3.1

Topic: ANZAC Centenary Local Grants Program

(Written Question on Notice)

Senator FARRELL asked:

1. Can you update me on how many ANZAC Centenary Local Grants Program applications have now been received from MPs?
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?

Answer

As at 24 March 2014:

1. 374 applications for the ANZAC Centenary Local Grants Program have been received from MPs (54 electorates).
2. 44 grants have been approved under the ANZAC Centenary Local Grants Program. A further 30 applications have been recommended for approval (decision pending).
3. 204 applications under the ANZAC Centenary Local Grants Program are currently being assessed by the Department of Veterans' Affairs.
4. The following 20 electorates have received grants under the ANZAC Centenary Local Grants Program:

AUSTRALIAN CAPITAL TERRITORY

- Fraser

NEW SOUTH WALES

- Cunningham
- Lindsay
- Mitchell
- New England
- Sydney
- Throsby

QUEENSLAND

- Dickson
- Fairfax
- Leichhardt
- Longman

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TASMANIA

- Franklin

VICTORIA

- Aston
- Ballarat
- Casey
- Mallee
- Melbourne
- Murray
- Wannon

WESTERN AUSTRALIA

- Moore

5. No applications have been rejected under the ANZAC Centenary Local Grants Program however 12 applications have been withdrawn.
6. Since the ANZAC Centenary Local Grants Program commenced, 165 applications have been returned to either the applicant or the MP for further work/information. The Department of Veterans' Affairs is currently waiting to receive further details on 84 of these applications.

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Question 19

Outcome 3: Program 3.1

Topic: ANZAC Centenary Fund

(Written Question on Notice)

Senator FARRELL asked:

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?

Answer

No.

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Question 20

Outcome 3: Program 3.1

Topic: ANZAC Centenary Fund

(Written Question on Notice)

Senator FARRELL asked:

In relation to all the state and territory projects, does the Minister have the final say on who gets funding?

Answer

The Minister Assisting the Prime Minister on the Centenary of Anzac, in consultation with the Prime Minister, will make the final decision on funding allocation from the Anzac Centenary Public Fund.

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Question 21

Outcome 3: Program 3.1

Topic: ANZAC Centenary Fund

(Written Question on Notice)

Senator FARRELL asked:

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?

Answer

1. The Anzac Centenary Advisory Board's (Board) report for March 2013 to the Government proposes that projects including a travelling exhibition and state and territory government proposals should receive corporate funding. The Board's suggested approach is that an equitable share of donated funding to the Centenary, collected in the Anzac Centenary Public Fund, be earmarked as a funding contribution for state and territory government proposals. The report states that a consistent and fair approach to sharing this pool between states and territories should be determined.
2. The Government will determine distribution of funds in accordance with the requirements of the Special Determination established in June 2013.

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Question 22

Outcome 3: Program 3.1

Topic: ANZAC Centenary Fund

(Written Question on Notice)

Senator FARRELL asked:

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?

Answer

The Government will determine funding priorities consistent with the rules of the Special Determination.

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Question 23

Outcome 3: Program 3.1

Topic: ANZAC Centenary Fund

(Written Question on Notice)

Senator FARRELL asked:

Has the Minister written to the States and Territories with an update on the allocation of the ANZAC Centenary Public Fund?

Answer

There was no change to the arrangements established by the former Government.

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Question 24

Outcome 3: Program 3.1

Topic: Albany National Anzac Centre

(Written Question on Notice)

Senator FARRELL asked:

Can you outline the differences between the original design and location of the interpretive centre in Albany and the current design and location?

Answer

The centres differ in the location, size, amenities, access and material treatment of the buildings. The original design/site had environmental, cultural and heritage issues – including:

- impacting on a number of significant Aboriginal sites;
- requiring extensive clearing (up to 1ha) of previously undisturbed vegetation; and
- as it was not integrated within the existing Princess Royal Fortress precinct, significantly more supporting infrastructure such as a new car park, access roads, major extension of power and water supply provisions was required.

The earlier design also included the development of a café and function centre, which are facilities already available within the new site.

The current site lies approximately 350 metres from the original site, and the elevation on the centre floor is 102 metres above sea level. The view is seen through extensive windows located on the eastern and southern side of building. Much of the panorama of King George Sound is visible, as are views of Ataturk Channel and Princess Royal Harbour.

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Question 25

Outcome 3: Program 3.1

Topic: Albany National Anzac Centre

(Written Question on Notice)

Senator FARRELL asked:

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?

Answer

The earlier design did not have a final cost, therefore it is not possible to provide a comparison.

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Question 26

Outcome 3: Program 3.1

Topic: Albany National Anzac Centre

(Written Question on Notice)

Senator FARRELL asked:

Can you please provide details regarding how much money was spent on the project before the location of the building was changed?

Answer

\$1,109,549.32 (GST excl) was spent on the project before the location of the building was changed by the Western Australian government. This included heritage, fauna and environmental surveys, consultants' fees, architectural design plans, costs associated with a scoping study and elementary site clearing for environmental impact assessments.

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Question 27

Outcome 3: Program 3.1

Topic: Albany National Anzac Centre

(Written Question on Notice)

Senator FARRELL asked:

Are there any plans to build anything at the top of the hill such as a lookout which overlooks the harbour?

Answer

The interpretive lookout currently being built will provide a complete panoramic view of King George Sound.

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Question 28

Outcome 3: Program 3.1

Topic: The Wreck of Submarine HMAS *AE2*

(Written Question on Notice)

Senator FARRELL asked:

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?

Answer

1. The Maritime Archaeological Assessment will begin in June 2014 and will include an internal component.
2. The budget for the project is \$2.55 million.
3. The Commonwealth provided funding in the 2013-14 Budget.
4. The project will be completed in April 2015.

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Question 29

Outcome 1: Program All

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

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:

- 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

Answer

a to l. The Reviews commenced since the Supplementary Budget Estimates in November 2013 are:

- Business Process Improvement Review;
- Review of Veterans' Advocacy Training; and
- DVA In-person Services Project.

For details on these reviews, please refer to the attached Tables.

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Review: Business Process Improvement Review

| Question | Answer |
|--|--|
| a. date ordered | The Secretary of the Department of Veterans' Affairs approved the review on 5 October 2013. |
| b. date commenced | 2 January 2014. |
| c. the Minister responsible | Minister for Veterans' Affairs. |
| d. the department responsible | Department of Veterans' Affairs. |
| e. nature of the review | Business process improvement review. |
| f. Terms of Reference | To: <ul style="list-style-type: none"> • consult with departmental officers to document "As is" compensation business processes; • identify "waste" as defined by the Lean 6 Sigma methodology and areas for improvements and opportunities to improve; • with reference to the "As is" process maps and the associated opportunities for improvement, consult with departmental officers to document "To be" business processes; and • identify a business transformation plan to allow the business to transition from the "As is" to the "To be" state. |
| g. scope of the review | Compensation business processes. |
| h. whom is conducting the review | Beca Pty Ltd, project managed by Cordelta Pty Ltd, with business analysis support from Peoplebank Ltd. |
| i. number of officers, and their classification level, involved in conducting the review | The review is being managed at the SES Band 1 level. |
| j. the expected report date | 7 May 2014. |
| k. the budgeted, projected or expected costs | A budget of \$600,000 including \$185,590 for Beca consulting fees. |
| l. if the report will be tabled in Parliament or made public | No. |

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Review: Review of Veterans' Advocacy Training

| Question | Answer |
|--|--|
| a. date ordered | 5 March 2014 |
| b. date commenced | 5 March 2014 |
| c. the Minister responsible | Minister for Veterans' Affairs |
| d. the department responsible | Department of Veterans' Affairs |
| e. nature of the review | Review of Veterans' Advocacy Training |
| f. Terms of Reference | Refer to the attached Terms of Reference document (Attachment 1) |
| g. scope of the review | <p>The three core activities of the Review are to:</p> <ul style="list-style-type: none"> ▪ review the current state of the advocacy training system and associated issues; ▪ identify options for the future development and improvement of advocacy training, and recommend a preferred approach; and ▪ develop an implementation plan to transition to the preferred approach. |
| h. whom is conducting the review | Brigadier William Rolfe AO (Ret'd) |
| i. number of officers, and their classification level, involved in conducting the review | 1 x APS3 (80%) and 1 x EL1 (20%) |
| j. the expected report date | Draft report to be available to the Department by end of 2013-14 financial year. |
| k. the budgeted, projected or expected costs | Estimated \$52,000 |
| l. if the report will be tabled in Parliament or made public | This is a matter for the Minister to determine. |

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Project: DVA In-Person Services Project

| Question | Answer |
|--|--|
| a. date ordered | 23 December 2013 |
| b. date commenced | 20 January 2014 |
| c. the Minister responsible | Minister for Veterans' Affairs |
| d. the department responsible | Department of Veterans' Affairs |
| e. nature of the review | The DVA In-Person Services Project is seeking community and client feedback as to the most appropriate way to deliver in-person client contact services to regional areas of Australia. The purpose of this review is to determine how services are best delivered given the changing client demographic. |
| f. Terms of Reference | <p>The objectives of this project are to consult with staff and clients regarding the viability of:</p> <ol style="list-style-type: none"> 1. specified Veterans' Access Network (VAN) office operations; 2. delivering responsive, efficient and sustainable services to clients; and 3. developing a national approach towards outreach, to be followed by all VAN services, not just in relation to the offices mentioned above. |
| g. scope of the review | <p>Services provided from the following Veterans' Access Network offices:</p> <ul style="list-style-type: none"> ▪ Bairnsdale, VIC ▪ Ballarat, VIC ▪ Frankston, VIC ▪ Morwell, VIC ▪ Gosford, NSW ▪ Wollongong, NSW ▪ VAN –like services at Bendigo, Mildura & Warrnambool. |
| h. whom is conducting the review | Assistant Secretary Client Strategy & Defence Relations |
| i. number of officers, and their classification level, involved in | 1 x EL2 (50%), 1 x EL1 (100%), 1 x APS3 (100%) |

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| | |
|--|--|
| conducting the review | |
| j. the expected report date | Draft report to be available to the Department in April 2014 |
| k. the budgeted, projected or expected costs | Estimated \$130,250 |
| l. if the report will be tabled in Parliament or made public | This is a matter for the Minister to determine. |

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Question 30

Outcome All: Program All

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

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?

- 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,
 - 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

Answer

Business Process Improvement Review. This review has been conducted using a consultancy with two external contractors assisting.

- a. See response to Question on Notice 29
- b. Not known
- c. to h. Not applicable

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Question 31

Outcome All: Program All

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

- 1) Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?
 - 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?

Answer

1) On-going reviews

- APSC Capability Review
Expenditure to date: \$373,203 (GST excluded)
- Private Hospitals Purchasing Review
Expenditure to date: \$38,916.94
- Review of Mental Health Arrangements in Private Hospitals
Expenditure to date: \$130,000 (Excl. GST), with another \$20,000 payable by June 2014.
- Cross Agency Working Party on Incapacity Payments
This review is examining incapacity payment provisions under the *Military Rehabilitation and Compensation Act 2004*. This review originated from the 2012 Government response to the Military Rehabilitation and Compensation Arrangements Review of 2011.
- Cross Agency Working Group on Compensation/Superannuation
This review is examining the scope for streamlining administration between military compensation and military superannuation. This review originated from the 2012 Government response to the Military Rehabilitation and Compensation Arrangements Review of 2011.
- Review of the DVA rehabilitation business model
This internal review is expected to continue until the later part of 2014. The review is being conducted by the Military Rehabilitation and Compensation Commission.

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- Review of statutory timeframes
This review is exploring the options for the introduction of statutory timeframes under the *Military Rehabilitation and Compensation Act 2004* and is being conducted by the Military Rehabilitation and Compensation Commission. A report will be tabled in the Senate by 1 July 2014.

2) Reviews that have been stopped, paused or ceased

Nil.

3) Reviews that have been concluded

- Review of Mental Health Data Business Rules
Expenditure: \$66,880 inc. GST
Status: concluded
- Review of NSW Rural Psychiatric Scheme
Current cost to date \$34,012 inc. GST
Status: concluded
- Review of the Community Nursing Programme's classification system and associated schedule of fees, conducted by Health Outcomes International
Current cost to date: \$407,000
Status: concluded

4) Reviews provided to Government

Nil.

5) Government Response

The reviews listed as completed above were internal reviews undertaken by the Department of Veterans' Affairs. A Government response is not required.

More specific information requested concerning reviews is not readily available and would be an unreasonable diversion of resources to provide.

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Question 32

Outcome All: Program All

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

What reviews are planned?

- 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?
 - i. If so, when?
 - ii. If not, why not?

Answer

None.

a to d. Not applicable

Question 33

Outcome All: Program All
Topic: Commissioned Reports
 (Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

| a) Reports commissioned by the Minister, Department or agency | Date commissioned | Date report handed to Govt | Date of public release | Terms of reference | Committee members | b) How much did each report cost/or estimated to cost | How many departmental staff were involved and at what level | c) Current status of each report | When is Govt intending to respond to these reports |
|--|-------------------|--|------------------------|---|---|---|--|----------------------------------|--|
| Case file review of up to 75 Royal Australian Air Force (RAAF) Firefighter personnel | 9-Sep-13 | Final report received by the Department of Veterans' Affairs (DVA) on 11 February 2014. Not provided to Government as yet. Report is to be considered first by the Military Rehabilitation and Compensation Commission (MRCC). | Pending | Undertake a file examination of up to 75 cases of RAAF Firefighter Personnel who have previously submitted claims to DVA and which were rejected, may now have health conditions which, in the past, were not recognised. DVA can provide a full copy of the Terms of Reference at request. | The report was considered in February 2014 by a Doctors Advisory Committee comprising: Dr Graeme Killer, Mr Neil Bayles, Dr Warren Harrex, and Dr Jon Kelley - all from DVA; and Dr Ian Gardner - Department of Defence. | \$27,354 | Part-time involvement of 1 x Assistant Secretary, 2 x Principal Medical Advisor SES Band 2, 1x Senior Medical Advisor, 1 x Director EL2, 1 x Assistant Director EL1, 1 x APS 6 | Complete | No date available |
| Literature review of Occupational Exposures of RAAF Firefighters | 9-Sep-13 | Final report provided to DVA 24 January 2014. Not provided yet to Government, as report to be considered first by the MRCC. | Pending | Provide an up to date Literature Review of the contemporary medical/scientific literature on the occupational exposures and possible health effects on firefighters, both civilian and military, with specific consideration of the occupational exposures and chemical contaminants included in the list provided by the Chief of Air Force in relation to RAAF firefighters. DVA can provide a full copy of the Terms of Reference at request. | The report was considered in February 2014 by a Doctors Advisory Committee comprising: Dr Graeme Killer, Mr Neil Bayles, Dr Warren Harrex, and Dr Jon Kelley - all from DVA; and Dr Ian Gardner - Department of Defence. | \$38,500 | Part-time involvement of 1 x Assistant Secretary, 2 x Principal Medical Advisor SES Band 2, 2x Senior Medical Advisors, 1 x Director, 1 x Assistant Director, 1 x APS 6 | Complete | No date available |

| | | | | | | | | | |
|--|-----------|------------------|---|---|---|------------------|--|------------|--|
| Business Process Improvement Review - Compensation Claims Processing | 2-Jan-14 | Not yet complete | No public release is intended. This report will be for internal use only. | Document "As is" compensation business processes, develop "To be" business processes, and identify a business transformation plan to allow the business to transition from the "As is" to "To be" state. DVA can provide a full copy of the Terms of Reference at request. | No Committee formed. This report is being prepared by Beca Pty Ltd which is under contract to DVA. DVA has internal governance arrangements overseeing this project. | \$185,590 | Part-time involvement of 1 x Assistant Secretary, Full-time involvement of 2 x contractors - 1 x Project Manager and 1 x Business Analyst | Continuing | A Government response is not required. |
| Functional Review of the Veterans and Veterans Families Counselling Service (VVCS) | 7-Apr-14 | Not yet complete | No public release is intended. This report will be for internal use only. | Independently review VVCS staff roles, responsibilities and organisational structures to identify opportunities to strengthen administrative and clinical efficacy in order to position VVCS to meet future service delivery requirements and ensure clients achieve high quality outcomes that are consistently delivered across the country. DVA can provide a full copy of the Terms of Reference at request. | The Review is overseen by a Project Board, accountable to the Deputy President of the Repatriation Commission that comprises the VVCS National Manager, Assistant Secretary, People Services Branch, Assistant Secretary, Mental and Social Health Branch and a representative from the VVCS National Advisory Committee. | \$188,612 | Part time involvement of: 1 x Assistant Secretary; 1 x Project Manager EL2; 2 x APS 6; and minor involvement of a project team of six drawn from across VVCS centres | Continuing | A Government response is not required. |
| DVA In-Person Services Project consultation strategy | 18-Feb-14 | Not yet complete | No public release is intended. This strategy and resources will be for internal use only. | The objectives of this project are to consult with staff and clients regarding the viability of: 1. specified Veterans' Access Network (VAN) office operations; 2. delivering responsive, efficient and sustainable services to clients; and 3. developing a national approach towards outreach to be followed by all VAN services. | The Review is overseen by a Project Board, accountable to the Deputy President of the Repatriation Commission that comprises the Assistant Secretary Client Strategy and Defence Relations, Assistant Secretary People Services Branch, Chief Financial Officer, Deputy Commissioner NSW/ACT, Deputy Commissioner VIC and Deputy Commissioner QLD | \$35,000 | Part time involvement of 1 x Assistant Secretary and 1 x Project Manager EL2; full-time involvement of 1 x APS6 and 1 x APS3 | Continuing | A Government response is not required. |

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Question 34

Outcome All: Program All

Topic: Briefings for other parties

(Written Question on Notice)

Senator LUDWIG asked:

Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:

- 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 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?

Answer

Nil.

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Question 35

Outcome All: Program All

Topic: Appointments

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

1. Rear Admiral Robyn Walker AM, RAN was appointed as a part-time member of the Military Rehabilitation and Compensation Commission on 17 February 2014.

Air Vice-Marshal Anthony Needham was appointed as a part-time member of the Military Rehabilitation and Compensation Commission on 13 March 2014.

2. The gender composition of boards, including ex-officio members, across the portfolio from 1 July 2013 to 31 January 2014 is provided in the table below:

| Board | Female | | Male | |
|--|---------------|------------|-------------|------------|
| Anzac Centenary Advisory Board | 5 | 25% | 15 | 75% |
| Military Rehabilitation and Compensation Commission | 2 | 33% | 4 | 67% |
| Prime Ministerial Advisory Council | 3 | 50% | 3 | 50% |
| Repatriation Commission | 0 | 0% | 3 | 100% |
| Repatriation Medical Authority | 1 | 20% | 4 | 80% |
| Specialist Medical Review Council | 7 | 18% | 31 | 82% |
| VVCS - National Advisory Committee | 3 | 21% | 11 | 79% |
| Total for boards reported in the Gender Balance Report | 21 | 23% | 71 | 77% |
| The Veterans' Children Education Boards/Military Rehabilitation and Compensation Act Education and Training Boards | 22 | 43% | 29 | 57% |
| Veterans' Review Board | 13 | 32% | 27 | 68% |
| Total for boards within the portfolio | 35 | 38% | 56 | 62% |
| Gender ratio across the portfolio | 56 | 31% | 127 | 69% |

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Question 36

Outcome All: Program All

Topic: Stationery requirements

(Written Question on Notice).

Senator LUDWIG asked:

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 stationary requirements from the Supplementary Budget Estimates in November 2013 to date.

Answer

1. Expenditure on stationery is recorded for the whole Department under a single account code and it would be too resource intensive to identify what proportion was attributed to the Office of the Minister for Veterans' Affairs.
2. From 1 July 2013 to 31 January 2014, the Department spent \$132,800 on stationery and office requisites. The Department's chart of accounts does not provide for a breakdown between stationery and office requisites.

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Question 37

Outcome All: Program General DVA

Topic: Electronic Equipment

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

- a. One LG TV (model 32LN5400).
- b. Suite M149 Parliament House, Canberra, ACT 2600.
- c. The TV is in the Minister's Office.
- d. The total cost of the TV was \$476.
- e. see answer d.
- f. The TV was purchased on 14 November 2013 and was provided to the Minister's Office around that time.
- g. The TV was requested by the Minister's Office as a result of existing equipment not being compatible with the Australian Parliament House systems.

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Question 38

Outcome All: Program All

Topic: Media subscriptions

(Written Question on Notice).

Senator LUDWIG asked:

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?

Answer

The Department of Veterans' Affairs (DVA) has a Foxtel subscription which provides nine channel services to 11 outlets (connections) within the Department.

- a) Foxtel provides the following package of channels to DVA to enable relevant staff in DVA to access and monitor the media channels throughout the day to provide advice and support to the Minister's Office on portfolio issues relevant to the Department.
 - Sky News
 - BBC World
 - Fox News
 - CNN
 - Sky News Business

History and Foxsports 1, 2 and 3 channels have been provided at no additional cost. DVA requested a price reduction if these channels were removed but Foxtel advised that the price was for a package.

- b) For the financial year to 31 January 2014, the cost was \$1,679.58 (excl GST).
- c) The Department is not currently providing a TV subscription service to the Minister.
- d) Not applicable.

The figures listed above, for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 39

Outcome All: Program All

Topic: Media Subscriptions

(Written Question on Notice)

Senator LUDWIG asked:

1. 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?

Answer

1. a) The Department of Veterans' Affairs purchases various newspaper and magazine subscriptions and publications for the use of the Department's professional staff (e.g. counsellors, medical staff, historians, pharmacists etc) to research, monitor and maintain their awareness of latest developments in their fields of speciality. To provide a full list of newspaper and magazine subscriptions and publications would be too resource intensive.
- b) Expenditure on newspapers, magazines and publications are recorded against four account codes – one code for Newspapers, Subscriptions, Journals and Magazines, one for online publications and the other two codes for library funding (includes books and subscriptions for Manuals, Magazines and Journals). To apportion what was attributed to just magazines, newspapers and other publications would be too resource intensive. The total expenditure against these account codes from 1 July 2013 to 31 January 2014 was \$57,178.
- c) The following newspapers are provided to the Minister's Office:
 - The Australian
 - Australian Financial Review
 - Herald Sun
 - The Age
 - The Economist
- d) The portion of the cost of newspapers, magazines and publications attributed to the Minister's Office from 1 July 2013 to 31 January 2014 was \$2,901.

The figures listed above, for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 40

Outcome All: Program All

Topic: Media Subscriptions

(Written Question on Notice)

Senator LUDWIG asked:

1. 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?

Answer

- a) Please refer to answer provided in the Question on Notice 39 part a.
- b) Please refer to answer provided in the Question on Notice 39 part b.
- c) Please refer to answer provided in the Question on Notice 39 part c.
- d) Please refer to answer provided in the Question on Notice 39 part d.

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Question 41

Outcome All: Program All

Topic: Media Subscriptions

(Written Question on Notice)

Senator LUDWIG asked:

1. What publications does your department/agency have?
 - 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?

Answer

- a) Please refer to answer provided in the Question on Notice 39 part a.
- b) Please refer to answer provided in the Question on Notice 39 part b.
- c) Please refer to answer provided in the Question on Notice 39 part c.
- d) Please refer to answer provided in the Question on Notice 39 part d.

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Question 42

Outcome All: Program All

Topic: Media monitoring

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

The Department of Veterans' Affairs has provided a figure from 1 July 2013. During this period, the same press clippings, electronic media transcripts, etc, are provided to the Minister's office and to the Department. There is one media monitoring service and one cost that covers both the Minister's Office and the Department.

- a) iSentia (formerly Media Monitors) provided these services.
- b) The total expenditure for the period 1 July 2013 to 31 January 2014 was \$74,626.59 (GST excl).
- c) Of the amount specified above:
 - \$38,669.78 related to media monitoring
 - \$32,393.78 related to media distribution; and
 - the remaining \$3,563.03 related to broadcast and downstream clips services.

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Question 43

Outcome All: Program All

Topic: Media monitoring

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

Please see response to Question on Notice 42.

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Question 44

Outcome All: Program All

Topic: Media training

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

The Department of Veterans' Affairs has not purchased any media training services for the period 7 September 2013 to 31 January 2014.

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Question 45

Outcome All: Program All

Topic: Media training

(Written Question on Notice)

Senator LUDWIG asked:

For each service purchased ~~from~~ (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)

Answer

The Department of Veterans' Affairs has not purchased any media training services for the period 7 September 2013 to 31 January 2014.

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Question 46

Outcome All: Program All

Topic: Media training

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

The Department of Veterans' Affairs has not purchased any media training services for the period 7 September 2013 to 31 January 2014.

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Question 47

Outcome All: Program: All
Topic: Communications staff
(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

The following details are provided for all public relations, communications and media staff in the Department of Veterans' Affairs as at 31 January 2014:

(a)

(i)

| Ongoing Staff by Classification | |
|--|-----------|
| Public Affairs Officer Grade 1 | 2 |
| Public Affairs Officer Grade 2 | 4 |
| Public Affairs Officer Grade 3 | 10 |
| Senior Public Affairs Officer | 2 |
| TOTAL ongoing Public Affairs Officers | 18 |

- (ii) Public Affairs Officers provide wide-ranging public affairs support to the Minister and the Department. This includes issues management and media liaison, developing and implementing strategic communication initiatives, pursuing proactive publicity opportunities, website design and maintenance and publication production.

(iii)

| Ongoing Staff by Location | |
|--|-----------|
| Canberra | 16 |
| Sydney | 1 |
| Brisbane | 1 |
| TOTAL ongoing Public Affairs Officers | 18 |

- (b) There is one non-ongoing staff member who is a Public Affairs Officer Grade 3 located in Canberra. See (a) (ii) above for the work undertaken by Public Affairs Officers.

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- (c) There are no contracted Public Affairs Officers.
- (d) Of the 18 Public Affairs Officers, three perform the role of a graphic designer.
- (e) There are no media managers.
- (f) There are no event organisers.

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Question 48

Outcome All: Program General DVA
Topic: Provision of equipment - Ministerial
(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

Six Blackberry phones are provided at a cost of \$4,611 (\$768.50 each).

- a. Ongoing costs for phone and data plans and usage associated with Blackberries are in addition to these costs and are set in accordance with Whole of Government panel pricing arrangements.

These costs are:

| Device | Usage Cost |
|---------------|---|
| Blackberry | \$34.95 per month, plus \$5.00 per month for voice, plus call and SMS costs that are in excess of \$5.00, plus excess data charges. |

The telephones are provided to the staff members listed below. These staff are engaged under the *Members of Parliament (Staff) Act 1984* and the Department of Veterans' Affairs does not have information regarding classifications.

| Role |
|-------------------|
| Minister |
| EA/Office Manager |
| Adviser |
| Assistant Adviser |
| Media Adviser |
| Aide de Camp |

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Question 49

Outcome All: Program General DVA

Topic: Provision of equipment - ministerial

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

Electronic equipment is provided to department/agency staff, based on their business requirements.

Ongoing costs for phone and data plans and usage associated with mobile phones, blackberries and wireless broadband services for iPads and Laptops are set in accordance with Whole of Government panel pricing arrangements. The current cost for each device type across the whole of the agency, including the Minister and his office, is as follows:

| Device | Total Number | Total Purchase Cost (excl GST) | Item Ongoing Costs | Total Ongoing Cost (2013-14 to end Feb 2014) (excl GST) |
|---|---------------------|---|--|--|
| Mobile Phone | 382 | \$86,121.90 (ie \$225.45 per device) | \$5.00 per month, plus call & SMS costs | \$40,195 |
| Blackberry | 83 | \$47,158.94 (ie \$568.18 per device) | \$34.95 per month, plus call & SMS costs and excess data charges | \$43,983 |
| iPads | 194 | \$159,274.00 (ie \$821.00 per device) | \$35.00 per month, plus excess data charges | iPad services included as part of the Wireless Broadband costs |
| Wireless Broadband (includes iPad services) | 102 | There was no cost for the Wireless Broadband 4G cards | \$35.00 per month, plus excess data charges | \$61,101 |

To provide a more detailed breakdown of these costs for each individual device and previous years running costs would involve considerable time and effort and be too resource intensive.

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Question 50

Outcome All: Program General DVA

Topic: Provision of equipment - departmental

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

Refer to Question on Notice 49.

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Question 51

Outcome All: Program: General DVA

Topic: Computers

(Written Question on Notice)

Senator LUDWIG asked:

- 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.

Answer

- a) The computers provided by the Department to Minister's offices are:

| Type | # Computers | Cost per computer | Location |
|--------------|-------------|-------------------|------------------|
| PCs | 8 | \$ 960.19 | Parliament House |
| Laptops | 2 | \$ 1,858.17 | Parliament House |
| PCs | 3 | \$ 960.19 | Melbourne |
| Total | 13 | \$14,278.43 | |

- b) The Department currently owns the following computers:

| Type | # Computers | Cost per computer | Total |
|---------|-------------|-------------------|----------------|
| PCs | 2,760 | \$960.19 | \$2,650,124.40 |
| Laptops | 160 | \$1,858.17 | \$ 297,307.20 |

As of February 2014, this equipment was located nationally across the States/Territories in 52 sites and includes equipment provided to the Minister's offices (both at Parliament House and in Melbourne). See attachment A for equipment location list.

- c) The Department has Windows XP as its operating system and is in the process of upgrading to Windows 7. The Department entered into an ICT Shared Services arrangement with Department of Human Services (DHS) in November 2010 for five years at a cost of up to \$85m. This covers all ICT infrastructure and telecommunication services.

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ATTACHMENT A

Australian Capital Territory

1. Lovett Tower, 13 Keltie Street, Woden
2. 28-30 Corinna Street, Woden (VAN)
3. 6-8 Campion Street, Deakin (VVCS)

New South Wales

4. 280 Elizabeth Street, Surry Hills (VAN & VRB)
5. Shop 45, Tweed Shopping Centre, Tweed Heads (VAN)
6. 250 Mann Street, Gosford (VAN)
7. 17 Conway Street, Lismore (VAN & VVCS)
8. 8 Auckland Street, Newcastle (VAN & VVCS)
9. 43 Burelli Street, Wollongong (VAN)
10. 88 Phillip Street, Parramatta (VVCS)
11. 99 Phillip Street, Parramatta (VAN)
12. Memorial Avenue, Rookwood Necropolis, Rookwood (OAWG)
13. 120 Miller Road, Villawood (Repository/File Store)

Northern Territory

14. 14 Winnellie Road, Winnellie (VAN & VVCS)
15. Memorial Drive, Adelaide River (OAWG)

Queensland

16. 259 Queen Street, Brisbane (VAN & VRB)
17. 12 Short Street, Southport (VAN & VVCS)
18. 129 Horton Parade, Maroochydore (VAN & VVCS)
19. 99 Russell Street, Toowoomba (VAN)
20. 15 Astor Terrace, Spring Hill (VVCS)
21. Graham Road, Bridgeman Downs (OAWG)
22. 520 Flinders Street, Townsville (VAN)
23. Evans Street, Belgian Gardens, Townsville (OAWG)
24. Ross River Road, Cranbrook, Townsville (VVCS)
25. 996 Wynnum Road, Cannon Hill (Repository/File Store)
26. Gallipoli Barracks, Enoggera (supply DVA staff located here with laptops)
27. Laverack Barracks, Townsville (supply DVA staff located here with laptops)

South Australia

28. 199 Grenfell Street, Adelaide
29. 99 Frome Street, Adelaide (VVCS)
30. 760 Goodwood Road, Pasadena (OAWG)

Tasmania

31. 254 - 286 Liverpool Street, Hobart (VVCS & VAN)
32. 105/287 Charles Street, Launceston (VAN)
33. 7/45 Cameron Street Launceston (VVCS)
34. 13/8 Wenvoe Street, Devonport (VVCS)
35. Queens Walk, Hobart (OAWG)
36. Quarantine Road, Kings Meadow, Launceston (OAWG)

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Victoria

37. 300 Latrobe Street, Melbourne (VAN & VRB)
38. 68 Macleod Street, Bairnsdale (VAN)
39. 12 Dawson Street, South Ballarat (VAN)
40. 54-58 Wells Street, Frankston (VAN)
41. 200 Malop Street, Geelong (VAN)
42. 10 George Street, Morwell (VAN)
43. 715 Raglan Parade, Warrnambool (VAN)
44. 81 Hume Street, Wodonga (VAN & VVCS)
45. 440 Elizabeth Street, Melbourne (VVCS)
46. North Drive, Springvale Necropolis, Springvale (OAWG)
47. 620 Lorimer Street, Port Melbourne (Repository/File Store)

Western Australia

48. 140 St George's Terrace, Perth (VAN & VRB)
49. 7 Kintail Road, Applecross (VVCS)
50. Smyth Road, Nedlands (OAWG)

Minister's Offices

51. Level 14, Collins Street, Melbourne
52. Suite M1 49, Parliament House, Canberra

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Question 52

Outcome All: Program All

Topic: Travel costs - departmental

(Written Question on Notice).

Senator LUDWIG asked:

- 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.

Answer

- a) There have been no changes since the answer was provided to Question on Notice 119 (part a) from the Supplementary Estimates, 20 November 2013.
- b) From 1 July 2013 to 31 January 2014, the Department spent \$2,651,232 on employee travel, both domestic and international, as outlined in the table below. The reasons for travel by Departmental officers include: attending Departmental meetings (once the cost effectiveness of the travel has been established); maintaining war graves in remote areas; arranging and attending commemorative events overseas; and meeting with stakeholders such as ex-service organisations.

| Travel type | Cost |
|--|--------------------|
| Fares and booking fees | \$1,389,060 |
| Travel Allowances (meals and incidentals) / Accommodation / Parking / Tolls | \$1,226,149 |
| Car hire | \$36,023 |
| Total | \$2,651,232 |

Note: Figures are GST exclusive.

Data on the breakdown of airfares, including domestic and international travel, by type is provided in the following table.

| Business class | Fully Flexible | Mid Range | Lowest Restricted |
|-----------------------|-----------------------|------------------|--------------------------|
| 380 | 107 | 1,477 | 638 |

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- c) Travel is carried out on a needs basis in direct response to business requirements. Forecasting of future travel is not realistic as emerging needs can arise at short notice. Therefore, we are not able to predict the future expenditure in this area.

The figures listed above, for parts b) and c) are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 53

Outcome All: Program All

Topic: Travel costs - ministerial

(Written Question on Notice)

Senator LUDWIG asked:

- 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.

Answer

- a) a) to c) Expenses for travel undertaken by the Minister for Veterans' Affairs and his staff are paid for by the Department of Finance.
- b) The Minister's travel itinerary for 2014 has not been finalised.

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Question 54

Outcomes 1, 2 and 3: Programs 1.4, 2.4 and 3.1

Topic: Grants

(Written Question on Notice)

Senator LUDWIG asked:

- 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.
- 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.

Answer

- a) All approved grants are published on the Department of Veterans' Affairs (DVA) website. The information recorded is in accordance with Commonwealth Grant Guidelines (5.2 web-based reporting). Lists of all approved grants can be found at:
http://www.dva.gov.au/ex-service_organisations/grants/Pages/ApprovedGrantsList.aspx
http://www.dva.gov.au/ex-service_organisations/grants/Pages/OPCMR.aspx
- b) The table below shows the updated status of each grant approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013.

| Recipient | Project | Grant amount (GST inc) | Grant Funding Location | Advised of grant | Current status – date grant paid |
|--|---|-------------------------------|-------------------------------|-------------------------|---|
| Centenary of Anzac Hills Community Committee, Baulkham Hills | Six projects to commemorate the Centenary of Anzac. Hold a launch of the Anzac centenary program prior to Anzac Day 2015, publish a program, produce two stage shows and hold a ceremony. | \$100,000 | Baulkham Hills, NSW | Yes | 25 February 2014 |
| Caboolture-Morayfield District RSL Sub-branch | Relocate and upgrade the Caboolture War Memorial and erect a memorial wall and First World War Honour Roll. | \$20,000 | Caboolture, QLD | Yes | 4 October 2013 |

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| Recipient | Project | Grant amount (GST inc) | Grant Funding Location | Advised of grant | Current status – date grant paid |
|--|---|--------------------------------------|-------------------------------|-------------------------|---|
| Wycheproof and District Historical Society Inc | Restore an Autograph Flag and five Honour Rolls to be displayed in the community museum to commemorate the Anzac centenary. | \$13,224 | Wycheproof, VIC | Yes | 14 February 2014 |
| Yarriambiack Shire Council | Publish a register of servicemen and one servicewoman from the Warracknabeal district who served during the First World War. | \$3,560 | Yarriambiack, VIC | Yes | 1 October 2013 |
| Horsham Rural City Council | Hold an exhibition between August and October 2014 at the Horsham Regional Art Gallery to commemorate the First World War servicemen who enlisted in Horsham and to explore the impact it had on the local community. | \$7,400 | Horsham, VIC | Yes | (Contract with applicant for signature) |
| Friends of the Skipton RSL Sub-branch | Assist with printing 'Skipton's servicemen and women', which chronicles the local men and women who served in conflicts from the First World War to the Gulf War. | \$600 for First World War component. | Skipton, VIC | Yes | 16 September 2013 |
| Swan Hill RSL Sub-branch | Install a bronze plaque in each of 15 schools in the Swan Hill district to commemorate those who served in the First World War. | \$11,550 | Swan Hill, VIC | Yes | 3 January 2014 |
| Rupanyup RSL Sub-branch | Erect a monument, interpretive signage and plant a Lone Pine on the First World War Avenue of Honour, Rupanyup. | \$13,000 | Rupanyup, VIC | Yes | 25 February 2014 |

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| Recipient | Project | Grant amount (GST inc) | Grant Funding Location | Advised of grant | Current status |
|--|---|-------------------------------|-------------------------------|-------------------------|-----------------------|
| Legacy Ararat | Restore the memorial to Sir Cyril Bingham Brudenell at the Buangor Cemetery. Memorial is the focus of community commemorations. | \$6,000 | Ararat, VIC | Yes | 1 October 2013 |
| Woolsthorpe Progress Association Woolsthorpe | Refurbish the Woolsthorpe First World War Memorial. | \$2,713 | Woolsthorpe, VIC | Yes | 4 October 2013 |
| Anglesea RSL Sub-branch | To enable a kitchen and toilet upgrade. | \$3,234 | Anglesea, VIC | Yes | 11 September 2013 |
| Tweed River War Widows Association | To purchase computer equipment for a newsletter project. | \$1,175 | Tweed Heads West, NSW | Yes | 20 September 2013 |
| Tweed River War Widows Association | To undertake a series of Bus Trips. | \$2,590 | Tweed Heads West, NSW | Yes | 20 September 2013 |
| Wauchope RSL Sub-branch | To establish a website and purchase video equipment to support a Day Club. | \$4,801 | Wauchope, NSW | Yes | 23 September 2013 |
| Maitland Vietnam Veterans and Legion Inc | To purchase a marquee to support social activities. | \$5,500 | Maitland, NSW | Yes | 9 December 2013 |
| RSL Far North Coast District (QLD Branch) | BEST funding – Admin expenses. | \$5,459 | Ravenshoe, QLD | Yes | 13 September 2013 |

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| Recipient | Project | Grant amount (GST inc) | Grant Funding Location | Advised of grant | Current status |
|---|---|---|-------------------------------|-------------------------|--|
| Toowoomba RSL Sub-branch | BEST funding - Admin expenses. | \$3,270 | Toowoomba, QLD | Yes | 13 September 2013 |
| VVAA Hunter Central Sub-branch | BEST funding - Admin expenses. | \$2,275 | Doyalson, NSW | Yes | 16 September 2013 |
| New South Wales RSL State Branch | BEST Funding - Salary and Admin expenses for the NSW State Branch and certain Sub-branches. | \$187,854 | Sydney, NSW | Yes | All NSW RSL Sub-branch grant payments finalised on 13 January 2014 |
| Legacy Club of Brisbane | BEST Funding - Salary and Admin expenses. | \$67,893 | South Brisbane, QLD | Yes | 30 September 2013 |
| Veterans Centre Mid North Coast | BEST funding - Admin expenses. | \$7,551 | North Coast, NSW | Yes | 1 October 2013 |
| Australian Army Aviation Association Inc | BEST funding - Admin expenses. | \$1,599 (the amount provided in November 2013 did not include GST) | Brookfield, QLD | Yes | 6 November 2013 |
| Illawarra Veteran's Entitlement Service Inc | BEST Funding - Salary and Admin expenses. | \$36,863 | Jambaroo, NSW | Yes | 3 February 2014 |

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Question 55

Outcome All: Program All

Topic: Government Payment of Accounts

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- a) For the period 1 July 2013 to 31 January 2014, the average time taken to pay accounts under the Government's 30 day payment policy has been 23.13 days.
- b) 4215 payments representing 96.14 per cent were paid in under 30 days.
- c) 126 payments representing 2.88 per cent were paid between 30 and 60 days.
- d) 20 payments representing 0.46 per cent were paid between 60 and 90 days.
- e) 12 payments representing 0.27 per cent were paid between 90 and 120 days.
- f) 11 payments representing 0.25 per cent were paid in over 120 days.
- g) No interest has been paid on overdue amounts in the current financial year.
- h) Not applicable.

The figures listed above, for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 56

Outcome General: Program All

Topic: Consultancies

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

The details requested are available under the **Reports** tab on AusTender (www.tenders.gov.au).

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Question 57

Outcome General: Program All

Topic: Consultancies

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

Consultancies already planned for this calendar year are listed on the Department of Veterans' Affairs Annual Procurement Plan, amended from time to time. The Plan is available under the **Procurement Plans** tab on AusTender (www.tenders.gov.au).

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Question 58

Outcome General: Program All

Topic: Consultancies

(Written Question on Notice)

Senator LUDWIG asked:

Have any consultancies not gone out for tender?

i. If so, which ones and why?

Answer

The Department of Veterans' Affairs entered into 34 consultancies in the period 1 July 2013 to 31 January 2014 which it did not advertise on Austender. The services were procured through the following methods:

- Limited tender for three consultancies valued below the threshold;
- Limited tender for two overseas consultancies (CPR exemption 8);
- Limited tender for seven research consultancies (CPR exemption 6); and
- Use of panels established through an open tender process for the remaining 22 consultancies.

The details of these consultancies are available under the **Reports** tab on AusTender (www.tenders.gov.au).

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Question 59

Outcome All: Program All

Topic: Meeting Costs

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

From 1 July 2013 to 31 January 2014, the Department of Veterans' Affairs spent \$29,793 on provisioning for meetings. This amount is exclusive of GST and is predominantly for small purchases of refreshments for meetings and forums such as board and committee meetings and meetings with visitors. Information relating to date and location of all events is not readily available. The time and effort to accurately provide this information would be too resource intensive.

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Question 60

Outcome All: Program All

Topic: Meeting costs

(Written Question on Notice).

Senator LUDWIG asked:

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.

Answer

Refer to answer provided in Question on Notice 63, parts b and d.

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Question 61

Outcome All: Program All

Topic: Meeting Costs

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

The Department of Veterans' Affairs expects to spend approximately the same amount during 2013-14 on provisioning for meetings as it spent during the 2012-13 financial year which was \$62,677. Information relating to date and location of all planned events is not readily available. The time and effort to accurately provide this information would be too resource intensive.

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Question 62

Outcome All: Program All

Topic: Meeting costs

(Written Question on Notice).

Senator LUDWIG asked:

For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs

Answer

Please refer to the answer provided in Question on Notice 64, parts b and d.

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Question 63

Outcome All: Program All

Topic: Hospitality and entertainment

(Written Question on Notice).

Senator LUDWIG asked:

- a) What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.
- 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.
- 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.
- 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.

Answer

a) and c)

From 1 July 2013 to 31 January 2014, the Department of Veterans' Affairs spent \$7,314 on hospitality and entertainment. This amount is exclusive of GST and is predominantly for small purchases of refreshments for meetings and forums involving external parties, in particular ex-service organisations. Information relating to date, location, purpose and cost for all events is not readily available. The time and effort to accurately provide this information would be too resource intensive.

b) and d)

There have been no changes since the answer was provided to Question on Notice 124 from Supplementary Estimates, 20 November 2013.

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Question 64

Outcome All: Program All

Topic: Hospitality and entertainment

(Written Question on Notice).

Senator LUDWIG asked:

- 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.
- 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.
- 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.
- 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.
- e) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer

a) and c)

In 2013-14, the Department of Veterans' Affairs expects to spend approximately the same amount as it spent in the 2012-13 financial year which was \$25,268. A similar number of events and meetings, where hospitality and entertainment is provided, are expected to occur. To provide a more detailed breakdown of these costs for each individual event would involve considerable time and effort and be too resource intensive.

b) and d)

There is currently no hospitality or entertainment spend being planned.

e) No.

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Table 1 – Executive Coaching and/or leadership training services purchased by DVA for the period 1 July 2013 to 31 January 2014 for SES, APS and EL staff

| Question 65 | Service Provider – Yellow Edge | Service Provider – ODS Management Consulting | Service Provider – APSC | Service Provider – APSC | Totals |
|---|---|---|---------------------------------|---------------------------------------|---------------|
| 4. a) The name and nature of the service purchased | Provision of Leadership Training - Executive Leadership Program (ELP) | Provision of Leadership Training - Looking Forwards Program (LFP) | SES Orientation Programs - 2013 | SES Band 1 Leadership Programs - 2013 | |
| 4. b) Whether the service is one-on-one or group based | Group based | Group based | Group based | Group based | |
| 4. c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) | <p>#28 Workshop: 20 attendees (12 X EL1) (8 X EL2)</p> <p>#27 Recall: 13 attendees (13 X EL1)</p> <p>#28 Recall 15 attendees (5 x EL2) (10 x EL1)</p> <p>Total: 48 attendees</p> | <p>#Recall Melbourne: 12 attendees (2 X APS3) (1 X APS4) (3 X APS5) (6 X APS6)</p> <p>#LFP – Townsville: 13 attendees (1 X APS2) (1 X APS3) (4 X APS5) (7 X APS6)</p> <p>#LFP Brisbane: 19 attendees (3 x APS3) (7 x APS4) (4 x APS5) (5 x APS6)</p> <p>#LFP Canberra: 12 attendees (6 x APS5)</p> | 1 SES Band 1 Officer | 1 SES Band 1 Officer | |

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| Question 65 | Service Provider – Yellow Edge | Service Provider – ODS Management Consulting | Service Provider – APSC | Service Provider – APSC | Totals |
|--|--|---|---------------------------------|---------------------------------|--|
| | | <p style="text-align: center;">(6 x APS6)</p> <p>#Recall Townsville: 11 attendees (1 x APS3) (1 x APS3) (4 x APS5) (5 x APS6)</p> <p>#Recall Brisbane: 18 attendees (3 x APS6) (5 x APS5) (7 x APS4) (3 x APS3)</p> <p>Total: 85 attendees</p> | <p>Total: 1 attendee</p> | <p>Total: 1 attendee</p> | <p>Grand total: 135 attendees (This represents 95 staff – same cohort attends workshops and recalls)</p> |
| <p>4. d) The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> | <p>ELP Workshop hours:</p> <ul style="list-style-type: none"> ○ 12 EL1 x 22.5 hours = 270 hours ○ 8 EL2 x 22.5 hours = 180 hours <p>Total = 450 hours</p> <p>ELP Recall hours:</p> | <p>LFP Workshop hours</p> <ul style="list-style-type: none"> ○ 1 APS2 x 13 hours = 13 hours ○ 3 APS3 x 13 hours = 39 hours ○ 7 APS4 x 13 hours = 91 hours ○ 14 APS5 x 13 hours = 182 hours | <p>34 hours</p> | <p>Approximately 50 hours</p> | |

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| Question 65 | Service Provider – Yellow Edge | Service Provider – ODS Management Consulting | Service Provider – APSC | Service Provider – APSC | Totals |
|---|---|---|--|--|---------------------------------------|
| | <ul style="list-style-type: none"> ○ 23 EL1 x 5 hours = 115 hours ○ 5 EL2 x 5 hours = 25 hours <p>Total = 140 hours</p> <p>Total = 590 hours</p> | <ul style="list-style-type: none"> ○ 18 APS6 x 13 hours = 234 hours <p>Total = 559 hours</p> <p>LFP Recall hours</p> <ul style="list-style-type: none"> ○ 1 APS2 x 4 hours = 4 hours ○ 6 APS3 x 4 hours = 24 hours ○ 8 APS4 x 4 hours = 32 hours ○ 12 APS5 x 4 hours = 48 hours ○ 14 APS6 x 4 hours = 56 hours <p>Total = 164 hours</p> <p>Total = 723 hours</p> | | <p>Total = 84 hours</p> | <p>Grand total: 1397 hours</p> |
| 4. e) The total amount spent on the service | Total expenditure: Executive Leadership Program = \$68,802 | Total expenditure: Looking Forwards Program = \$52,000 | Total expenditure = \$3,500 | Total expenditure = \$10,000 | Total expenditure: \$134,302 |
| 4. f) A description of the fees charged (i.e. per hour, complete package) | The cost noted above includes facilitation, course material and travel costs for facilitators. There is a | The cost noted above includes facilitation, course material and travel costs for facilitators. There is a standard cost for the | The cost noted above is the standard course cost, as set by the APSC and | The cost noted above is the standard course cost, as set by the APSC and includes the costs of administration, | |

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| Question 65 | Service Provider – Yellow Edge | Service Provider – ODS Management Consulting | Service Provider – APSC | Service Provider – APSC | Totals |
|-------------|--|--|--|--|--------|
| | standard cost for the facilitation, however, the total cost of each program varies depending on the number of participants, course materials required and location of the program. | facilitation, however, the total cost of each program varies depending on the number of participants, course materials required and location of the program. | includes the costs of administration, facilitation and all course materials. | facilitation and all course materials. | |

The above information is provided in relation to leadership training which is either corporately administered or recorded within DVA. It should be noted that within the Department, individual business areas may arrange coaching and leadership training which is specific only to staff in their business area. This training is not centrally recorded and the time and effort to provide this information would be too resource intensive.

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Question 65

Outcome All: Program All

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

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:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged.

For each service purchased from (from) a provider listed under (4), 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
- 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)

Answer

1. A total of \$134,302 was spent on executive coaching and/or other leadership training services from 1 July 2013 to 31 January 2014. This includes \$120,802 for the Department's Executive Leadership Program (ELP) and the Looking Forwards Program (LFP) plus \$13,500 for Senior Executive Service (SES) Development Programs.
2. The ELP and LFP are offered to all DVA employees at the relevant classifications, that is, Executive Level and APS 3 to APS 6 level staff. Australian Public Service Commission SES Leadership Development Programs are offered to SES.
3. A total of 95 staff attended. See Table 1 for breakdown of classification. Staff on training are considered on duty and therefore study leave is not required.
4. See Table 1.

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Question 66

Outcome All: Program All

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

- a) The Executive Leadership Program (ELP) workshop is held at the Yellow Edge premises in Barton, ACT. A recall is held in the Department of Veterans' Affairs (DVA) Canberra Office.
- b) During the period 1 July 2013 to 31 January 2014, 20 staff (EL1 x 12 and EL2 x 8) attended one ELP workshop.
- c) The total number of hours was 450 (22.5 hours x 20 staff). This does not include approximately five hours per participant for recall and associated preparation and debriefing which occurs at DVA's premises.
- d) There is no separate cost to use the location. This is covered in the total contract cost for Yellow Edge's services.

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Question 67

Outcome All: Program All

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

The Department of Veterans' Affairs does not mandate or suggest any form of agreement relating to continuing employment after training has been completed.

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Question 68

Outcome All: Program All

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer

The Department of Veterans' Affairs' human resource management information system does not record full details of staff in receipt of education benefits (i.e. study assistance) nor a breakdown of the type of study assistance received. As these study activities are not centrally recorded, the time and effort to provide the information requested would be too resource intensive.

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Question 69

Outcome All: Program All

Topic: Staffing profile

(Written Question on Notice)

Senator LUDWIG asked:

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)

Answer

1. Table 69.1 below shows the staff head count for each Division of the Department of Veterans' Affairs and other statutory bodies as at 31 January 2014. This table includes both Ongoing and Non-ongoing staff.

Table 69.1: Ongoing and Non-ongoing Headcount by Division as at 31 January 2014.

| Division | Departmental Funds (Headcount) | Administered Funds (Headcount) |
|---|---------------------------------------|---------------------------------------|
| Secretary & Repatriation Commission * | 34 | |
| Repatriation Medical Authority | 11 | |
| Veterans' Review Board | 25 | |
| Deputy President, Deputy Commissioners and VVCS** | 592 | 69 |
| Client & Commemorations Division | 167 | |
| Corporate Division | 359 | |
| Health & Community Services Division | 457 | |
| Rehabilitation & Support Division | 349 | |
| Total | 1994 | 69 |

* Secretary & Repatriation Commission includes Legal Services, Assurance & Deregulation.

** Deputy President, Deputy Commissioners and the Veterans & Veterans Family Counselling Service (VVCS).

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2. Tables 69.2 to 69.11 below provide details of staffing numbers, broken down by classification level, division, home base location (including town/city and state) as at 31 January 2014.

Table 69.2: Ongoing and Non-ongoing Headcount by Classification.

| Classification | Departmental Funds (Headcount) | Administered Funds (Headcount) |
|-------------------------------|---|---|
| APS1 | 17 | |
| APS2 | 67 | |
| APS3 | 272 | |
| APS4 | 236 | |
| APS5 | 458 | |
| APS6 | 437 | |
| EL1 | 300 | |
| EL2 | 112 | |
| Advocate | 6 | |
| Legal Officer 1 | 12 | |
| Legal Officer 2 | 3 | |
| Medical Officer 3 | 2 | |
| Medical Officer 4 | 1 | |
| Public Affairs Officer 1 | 2 | |
| Public Affairs Officer 2 | 4 | |
| Public Affairs Officer 3 | 11 | |
| Senior Public Affairs Officer | 2 | |
| VVCS Professional APS6 | 1 | 69 |
| VVCS Professional EL1 | 9 | |
| VVCS Professional EL2 | 9 | |
| SES Band 1 | 20 | |
| SES Band 2 | 8 | |
| Statutory Officer (full time) | 5 | |
| Total | 1994 | 69 |

Note: All staff are paid from Departmental Funds except for 69 VVCS Professional APS6 staff members who are paid from Administered Funds.

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Table 69.3: Ongoing and Non-ongoing Headcount by Location.

| Location | Departmental Funds (Headcount) | Administered Funds (Headcount) |
|-----------------|---------------------------------------|---------------------------------------|
| ACT | | |
| Canberra | 646 * | 4 |
| NSW | | |
| Sydney | 299 | 6 |
| Newcastle | 6 | 3 |
| Wollongong | 3 | |
| Gosford | 3 | |
| Lismore | 5 | 2 |
| Tweed Heads | 3 | |
| QLD | | |
| Brisbane | 365 | 8 |
| Townsville | 30 | 6 |
| Toowoomba | 3 | |
| Maroochydore | 4 | 3 |
| Southport | 4 | 2 |
| VIC | | |
| Melbourne | 267 | 12 |
| Wodonga | 3 | 1 |
| Ballarat | 2 | |
| Geelong | 2 | |
| Frankston | 2 | |
| Morwell | 2 | |
| Bairnsdale | 1 | |
| SA | | |
| Adelaide | 151 | 4 |
| NT | | |
| Darwin | 12 | 4 |
| TAS | | |
| Hobart | 63 | 4 |
| Launceston | 4 | 2 |
| WA | | |
| Perth | 114 | 8 |
| Total | 1994 | 69 |

* This figure includes three staff members who are on overseas postings: an APS5 in Papua New Guinea, an EL1 in France and an EL2 in Turkey.

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Table 69.4: Secretary & Repatriation Commission Division Headcount by Classification and Location.

| Location | APS3 | APS4 | APS5 | APS6 | EL1 | EL2 | Legal Officer 1 | Legal Officer 2 | SES Band 1 | Statutory Officer | Total |
|--------------|----------|----------|----------|----------|----------|----------|-----------------|-----------------|------------|-------------------|-----------|
| Canberra | 1 | 2 | 3 | 3 | 4 | 4 | 7 | 3 | 1 | 3 | 31 |
| Melbourne | | | | | | | 3 | | | | 3 |
| Total | 1 | 2 | 3 | 3 | 4 | 4 | 10 | 3 | 1 | 3 | 34 |

Table 69.5: Repatriation Medical Authority Division Headcount by Classification and Location.

| Location | APS3 | APS6 | EL1 | EL2 | Medical Officer 3 | Medical Officer 4 | Total |
|--------------|----------|----------|----------|----------|-------------------|-------------------|-----------|
| Brisbane | 3 | 1 | 3 | 1 | 2 | 1 | 11 |
| Total | 3 | 1 | 3 | 1 | 2 | 1 | 11 |

Table 69.6: Veterans' Review Board Division Headcount by Classification and Location.

| Location | APS4 | APS5 | APS6 | EL1 | EL2 | Legal Officer 1 | Statutory Officer | Total |
|--------------|-----------|----------|----------|----------|----------|-----------------|-------------------|-----------|
| Brisbane | 6 | | 1 | 1 | | | | 8 |
| Melbourne | 2 | | | | | | | 2 |
| Perth | | | 1 | | | | | 1 |
| Sydney | 4 | 1 | 2 | 3 | 1 | 2 | 1 | 14 |
| Total | 12 | 1 | 4 | 4 | 1 | 2 | 1 | 25 |

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Table 69.7: Deputy Commissioners, Deputy President and Veterans & Veterans Family Counselling Service (VVCS) Headcount by Classification and Location.

| Location | APS1 | APS2 | APS3 | APS4 | APS5 | APS6 | EL1 | EL2 | VVCS Prof* APS6 | VVCS Prof* EL1 | VVCS Prof* EL2 | SES Band 1 | SES Band 2 | Total |
|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|------------|------------------------|-----------------------|-----------------------|-------------------|-------------------|--------------|
| Adelaide | | 1 | 13 | 5 | 16 | 6 | 3 | | 5 | 1 | 1 | 1 | | 52 |
| Bairnsdale | | | | | | 1 | | | | | | | | 1 |
| Ballarat | | | | 1 | | 1 | | | | | | | | 2 |
| Brisbane | | 5 | 18 | 9 | 66 | 19 | 6 | 2 | 8 | 1 | 1 | | 1 | 136 |
| Canberra | | 1 | 1 | 3 | 3 | 2 | 2 | 1 | 4 | 1 | 1 | 1 | | 20 |
| Darwin | | | 2 | 2 | 2 | 3 | | 1 | 4 | | 1 | | | 15 |
| Frankston | | | | 1 | | 1 | | | | | | | | 2 |
| Geelong | | | | 1 | | 1 | | | | | | | | 2 |
| Gosford | | | | 3 | | | | | | | | | | 3 |
| Hobart | | 1 | 18 | 1 | 6 | 4 | | 1 | 4 | 1 | 1 | | | 37 |
| Launceston | | | 1 | 2 | | | | | 2 | | | | | 5 |
| Lismore | | | 1 | 2 | 1 | 1 | | | 2 | | | | | 7 |
| Maroochydore | | | 3 | | 1 | | | | 3 | | | | | 7 |
| Melbourne | | | 26 | 10 | 32 | 24 | 6 | 3 | 12 | 1 | 1 | | 1 | 116 |
| Morwell | | | | 1 | | 1 | | | | | | | | 2 |
| Newcastle | | | 1 | 3 | 1 | 1 | | | 3 | | | | | 9 |
| Perth | 2 | 2 | 18 | 13 | 24 | 8 | 4 | 1 | 8 | 1 | 1 | 1 | | 83 |
| Southport | | | 2 | 1 | 1 | | | | 2 | | | | | 6 |
| Sydney | 1 | 12 | 14 | 12 | 46 | 13 | 3 | 2 | 6 | 2 | 1 | | 1 | 113 |
| Toowoomba | | | 1 | 1 | 1 | | | | | | | | | 3 |
| Townsville | | 2 | 2 | 1 | 13 | 2 | 1 | 1 | 6 | 1 | 1 | | | 30 |
| Tweed Heads | | | 1 | 1 | 1 | | | | | | | | | 3 |
| Wodonga | | | 1 | 1 | | 1 | | | 1 | | | | | 4 |
| Wollongong | | | | 2 | 1 | | | | | | | | | 3 |
| Total | 3 | 24 | 123 | 76 | 215 | 89 | 25 | 12 | 70 | 9 | 9 | 3 | 3 | 661 |

*Professional employee at either the APS6, EL1 or EL2 level

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Table 69.8: Client & Commemorations Division Headcount by Classification and Location.

| Location | APS 2 | APS 3 | APS 4 | APS 5 | APS 6 | EL1 | EL2 | Public Affairs Officer 1 | Public Affairs Officer 2 | Public Affairs Officer 3 | Senior Public Affairs Officer | SES Band 1 | SES Band 2 | Statutory Officer | Total |
|-----------------|--------------|--------------|--------------|--------------|--------------|------------|------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------------|-------------------|-------------------|--------------------------|--------------|
| Adelaide | 4 | | 1 | | 1 | | | | | | | | | | 6 |
| Brisbane | 2 | | | 2 | 4 | 1 | | | | | | | | | 9 |
| Canberra | | 1 | 18 | 13 * | 27 | 21 * | 14 * | 2 | 4 | 9 | 2 | 3 | 1 | 1 | 116 |
| Darwin | | | 1 | | | | | | | | | | | | 1 |
| Hobart | | | 1 | | | | | | | | | | | | 1 |
| Launceston | | | 1 | | | | | | | | | | | | 1 |
| Melbourne | 3 | 1 | 1 | 2 | 3 | 2 | 1 | | | | | | | | 13 |
| Perth | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | 5 |
| Sydney | 4 | 1 | 1 | 2 | 2 | 1 | | | | 1 | | | | | 12 |
| Townsville | 2 | | | 1 | | | | | | | | | | | 3 |
| Total | 16 | 4 | 25 | 21 | 38 | 25 | 15 | 2 | 4 | 10 | 2 | 3 | 1 | 1 | 167 |

* These figures include three staff members who are on overseas postings: an APS5 in Papua New Guinea, an EL1 in France and an EL2 in Turkey.

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Table 69.9: Corporate Division Headcount by Classification and Location.

| Location | APS1 | APS2 | APS3 | APS4 | APS5 | APS6 | EL1 | EL2 | SES Band 1 | SES Band 2 | Total |
|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|------------|-------------------|-------------------|--------------|
| Adelaide | | | | 1 | 2 | 5 | 2 | | | | 10 |
| Brisbane | 4 | 7 | 5 | 5 | 4 | 5 | 5 | 1 | | | 36 |
| Canberra | 6 | 4 | 7 | 33 | 21 | 72 | 81 | 23 | 4 | 1 | 252 |
| Hobart | | | | 2 | 3 | 2 | 1 | | | | 8 |
| Melbourne | 1 | | 1 | 2 | 6 | 10 | 9 | | | | 29 |
| Perth | | | | 1 | 2 | 1 | 3 | | | | 7 |
| Sydney | | 4 | | | 4 | 5 | 1 | 1 | | | 15 |
| Townsville | 2 | | | | | | | | | | 2 |
| Total | 13 | 15 | 13 | 44 | 42 | 100 | 102 | 25 | 4 | 1 | 359 |

Table 69.10: Health & Community Services Division Headcount by Classification and Location.

| Location | APS2 | APS3 | APS4 | APS5 | APS6 | EL1 | EL2 | Public Affairs Officer 3 | SES Band 1 | SES Band 2 | Total |
|-----------------|-------------|-------------|-------------|-------------|-------------|------------|------------|---------------------------------|-------------------|-------------------|--------------|
| Adelaide | | 14 | 2 | 8 | 6 | 6 | 1 | | | | 37 |
| Brisbane | | 26 | 20 | 18 | 16 | 12 | 8 | 1 | | | 101 |
| Canberra | | 3 | 8 | 18 | 49 | 45 | 18 | | 4 | 2 | 147 |
| Hobart | | 5 | 1 | 4 | 6 | 1 | | | | | 17 |
| Melbourne | 2 | 8 | 18 | 16 | 19 | 12 | 2 | | 1 | | 78 |
| Perth | | 4 | 1 | 6 | 4 | 1 | | | | | 16 |
| Sydney | 4 | 20 | 2 | 16 | 11 | 6 | 2 | | | | 61 |
| Total | 6 | 80 | 52 | 86 | 111 | 83 | 31 | 1 | 5 | 2 | 457 |

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Table 69.11: Rehabilitation & Support Division Headcount by Classification and Location.

| Location | APS1 | APS2 | APS3 | APS4 | APS5 | APS6 | EL1 | EL2 | Advocate | SES Band 1 | SES Band 2 | Total |
|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|------------|-----------------|-------------------|-------------------|--------------|
| Adelaide | | | 9 | 2 | 21 | 9 | 6 | 2 | 1 | | | 50 |
| Brisbane | | 1 | 10 | 6 | 16 | 23 | 12 | 3 | 1 | | | 72 |
| Canberra | | 1 | 6 | 7 | 8 | 20 | 24 | 14 | | 3 | 1 | 84 |
| Hobart | | | 2 | | 2 | | | | | | | 4 |
| Melbourne | | | 6 | 2 | 12 | 13 | 3 | 1 | 1 | | | 38 |
| Perth | | 1 | 2 | | 3 | 3 | | | 1 | | | 10 |
| Sydney | 1 | 3 | 13 | 8 | 28 | 22 | 9 | 3 | 2 | 1 | | 90 |
| Townsville | | | | | | 1 | | | | | | 1 |
| Total | 1 | 6 | 48 | 25 | 90 | 91 | 54 | 23 | 6 | 4 | 1 | 349 |

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Question 70

Outcome All: Program All

Topic: Staffing reductions

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

a) Table 70.1 below shows all terminations for the period 20 November 2013 to 31 January 2014 split by type of cessation.

Table 70.1 – Terminations by cessation type for 20 November 2013 to 31 January 2014.

| Non-ongoing End of Contract | Resignation / Retirement | Voluntary Redundancy | Dismissal | Transfer / Promotion within APS | Total |
|--|-------------------------------------|---------------------------------|------------------|--|--------------|
| 23 | 12 | 1 | 1 | 3 | 40 |

Note: During the period 20 November 2013 to 31 January 2014, there was one non-ongoing staff member who ceased in order to be engaged on an ongoing basis. This is not included in the table.

- b) No.
- c) No.
- d) N/A.
- e) No.

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f) Table 70.2 below shows all ongoing staff terminations for the period 20 November 2013 to 31 January 2014 split by classification.

Table 70.2 – numbers of ongoing terminations by classification.

| | |
|--------------|-----------|
| APS3 | 2 |
| APS4 | 2 |
| APS5 | 3 |
| APS6 | 4 |
| EL1 | 4 |
| EL2 | 1 |
| PAO2 | 1 |
| Total | 17 |

g) Table 70.3 below shows all Non-ongoing staff terminations for the period 20 November 2013 to 31 January 2014 split by classification.

Table 70.3 – numbers of non-ongoing terminations by classification.

| | |
|--------------|-----------|
| APS2 | 5 |
| APS3 | 9 |
| APS4 | 3 |
| APS6 | 5 |
| EL2 | 1 |
| Total | 23 |

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Question 71

Outcome All: Program All

Topic: Staffing recruitment

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- a) Table 71.1 below has the number of ongoing staff recruited during the period 20 November 2013 to 31 January 2014 by classification.

Table 71.1 Numbers of Ongoing recruitments by classification.

| | |
|--------------|-----------|
| APS1 | 3 |
| APS5 | 2 |
| APS6 | 1 |
| EL1 | 5 |
| Graduate | 3 |
| Total | 14 |

- b) Table 71.2 below has the number of non-ongoing positions existing at 31 January 2014 and the number of non-ongoing staff hired from 20 November 2013 to 31 January 2014.

Table 71.2 Number of Non-ongoing positions and hires at 31 January 2014 by classification.

| | Non-ongoing positions existing at 31/1/14 | Non-ongoing hires 20/11/13 – 31/1/14 |
|--------------------------|---|--------------------------------------|
| APS1 | 2 | 0 |
| APS2 | 9 | 0 |
| APS3 | 49 | 2 |
| APS4 | 10 | 0 |
| APS5 | 11 | 0 |
| APS6 | 8 | 0 |
| EL1 | 1 | 0 |
| Legal Officer 1 | 1 | 0 |
| Public Affairs Officer 3 | 1 | 0 |
| SES Band 1 | 1 | 0 |
| Total | 93 | 2 |

- c) Two non-ongoing staff have been employed on contract during the period 20 November 2013 to 31 January 2014. The average length of employment is nine weeks.

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Question 72

Outcome General DVA: Program All

Topic: Coffee Machines

(Written Question on Notice)

Senator LUDWIG asked:

Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?

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?

b) Why were coffee machines purchased?

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?

d) Where did the funding for the coffee machines come from?

e) Who has access?

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?

g) What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer

No, the Department has not purchased coffee machines for staff usage for the reporting period of 1 July 2013 to 31 January 2014.

a) to g) N/A

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Question 73

Outcome General DVA: Program All

Topic: Coffee Machines

(Written Question on Notice)

Senator LUDWIG asked:

Does the department/agency rent coffee machines for staff usage?

- 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.
- b) Why are coffee machines rented?
- 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?
- d) Where does the funding for the coffee machines come from?
- e) Who has access?
- 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?
- g) What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer

No, the Department has not rented coffee machines for staff usage for the reporting period of 1 July 2013 to 31 January 2014.

a) to g) N/A

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Question 74

Outcome All: Program All

Topic: Printing

(Written Question on Notice)

Senator LUDWIG asked:

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?
2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?
 - a. If so, what companies were ~~sued~~ (used)?
 - b. How were they selected?
 - c. What was the total cost of this printing?

Answer

1. It would not be practical to provide all relevant documents under this question. Accordingly, the Department of Veterans' Affairs has provided a summary of key documents. The responses below covers the period from 1 July 2013 to 31 January 2014. It is not possible to provide figures from 7 September 2013 as this would be too resource intensive.

| Name of document printed | Number printed | Published online: Yes/No |
|---|----------------|-----------------------------|
| i. Annual Reports 2012-13 Repatriation Commission; Military Rehabilitation and Compensation Commission; Department of Veterans' Affairs | 692 | Yes |
| ii. Veterans' Review Board Annual Report 2012-13 | 500 | Yes |
| iii. You and Your Pension | 24,000 | Yes |
| iv. Mailout to veterans eligible for the Veterans' Supplement in residential care and home care packages | 2500 | No |
| v. July and November 2013 editions of Men's Health Peer Education Magazine | 40,449 | Yes |

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2. The Department used the following external printing services:

| a) Companies used | b) How selected | c) Total cost |
|--|--|------------------------|
| i. New Millennium Printing Pty Ltd | Competitive select request for quote from multi-use list established by full RFT | \$12,207 (excl GST) |
| ii. Canprint Communications Pty Ltd | Competitive select request for quote from multi-use list established by full RFT | \$2,590 (excl GST) |
| iii. PMP Print Pty Limited | Open Tender | \$26,918 (excl GST) |
| iv. Computershare Communication Services Limited | Selected from a Department of Human Services panel of providers | \$2,526.59 (excl GST) |
| v. Canprint Communications Pty Ltd and Focus Press Pty Ltd | Selected from a Department of Human Services panel of providers | \$42,368.70 (incl GST) |

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Question 75

Outcome All: Program All

Topic: Corporate Cars

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- a. The Department of Veterans' Affairs (DVA) currently owns four cars which includes two commercial vehicles.
- b. One car is located in Ankara, Turkey; one in Paris, France; one commercial vehicle is located at Port Moresby (Bomana) War Cemetery, Papua New Guinea; and one commercial vehicle is located at Rabaul (Bitu Paka) War Cemetery, Papua New Guinea.
- c. The car located in Ankara, Turkey, is used for official purposes by the DVA Section at the Australian Embassy and private use by the DVA Counsellor.

The car located in Paris, France, is used for official purposes by the DVA Section at the Australian Embassy and private use by the First Secretary.

The commercial vehicles located in Papua New Guinea are used for the care and maintenance of Port Moresby (Bomana) and Rabaul (Bitu Paka) War Cemeteries and memorials.
- d. For the period 1 July 2013 to 31 January 2014:
 - The running cost of the car in Ankara, Turkey, was approximately \$2,684.
 - The running cost of the car in Paris, France, was approximately EURO 3,488 (AUD \$5,294).
 - The running cost of the commercial vehicle located at Port Moresby (Bomana) War Cemetery, Papua New Guinea, was approximately \$2,341.
 - The running cost of the commercial vehicle located at Rabaul (Bitu Paka) War Cemetery, Papua New Guinea, was approximately \$4,475.

The costs detailed above exclude depreciation and employee contributions for private use.

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e. For the period 1 July 2013 to 31 January 2014:

- The car located in Ankara, Turkey, travelled approximately 18,088km.
- The car in Paris, France, travelled approximately 19,773km.
- The commercial vehicle located at Port Moresby (Bomana) War Cemetery, Papua New Guinea, travelled approximately 8,796km.
- The commercial vehicle located at Rabaul (Bita Paka) War Cemetery, Papua New Guinea travelled approximately 5,456km.

f. The Department of Veterans' Affairs (DVA) currently leases 51 vehicles. These have been provided as at 26 February 2014.

g. The leased vehicles are located throughout Australia, as below:

DVA

| Site | Cost 1/7/13 - 26/2/14 | Odometer Readings @ 26/2/14 |
|--------------------------|--------------------------------------|--|
| Canberra National Office | \$5,360.52 | 13,188 |
| Canberra VAN | \$6,022.24 | 8,254 |
| Wollongong VAN | \$4,241.28 | 11,010 |
| Parramatta VAN | \$7,380.00 | 8,254 |
| Newcastle VAN | \$6,275.76 | 11,010 |
| Sydney State Office | \$3,494.40 | 5,586 |
| Sydney State Office | \$864.64 | 14,979 |
| Sydney State Office | \$1,544.54 | 1,209 |
| Sydney State Office | \$4,857.00 | 37,546 |
| Lismore VAN | \$5,850.68 | 24,382 |
| Sydney State Office | \$4,510.16 | 46,695 |
| Darwin State Office | \$5,536.80 | 17,786 |
| Townsville VAN | \$4,300.56 | 14,459 |
| Toowoomba VAN | \$3,769.76 | 13,685 |
| Brisbane State Office | \$5,350.64 | 29,393 |
| Brisbane State Office | \$7,231.28 | 25,550 |
| Maroochydore VAN | \$5,196.96 | 18,035 |
| Brisbane State Office | \$5,407.36 | 25,279 |
| Tweed Heads VAN | \$4,171.20 | 7,041 |
| Southport VAN | \$6,820.08 | 15,403 |
| Adelaide State Office | \$5,795.52 | 6,589 |
| Adelaide State Office | \$4,586.16 | 7,054 |
| Adelaide State Office | \$4,649.92 | 7,090 |

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| | | |
|------------------------|---------------------|--------|
| Hobart State Office | \$4,733.60 | 12,460 |
| Morwell VAN | \$9,002.16 | 29,170 |
| Melbourne State Office | \$5,420.08 | 37,546 |
| Wodonga VAN | \$2,240.40 | 22,316 |
| Melbourne State Office | \$11,404.32 | 4,695 |
| Bairnsdale VAN | \$5,542.00 | 49,554 |
| Ballarat VAN | \$4,945.00 | 57,112 |
| Melbourne State Office | \$4,637.20 | 6,166 |
| Melbourne State Office | \$8,983.12 | 14,797 |
| Perth State Office | \$4,951.20 | 13,396 |
| Perth State Office | \$5,079.92 | 18,970 |
| Perth State Office | \$4,181.28 | 43,172 |
| TOTAL | \$184,337.74 | |

OAWG

| Site | Cost 1/7/13 - 26/2/14 | Odometer Readings @ 26/2/14 |
|-----------------|-----------------------------|-----------------------------------|
| OAWG NSW | \$8,597.44 | 23,958 |
| OAWG NT | \$6,042.16 | 22,146 |
| OAWG SA | \$6,810.16 | 10,309 |
| OAWG VIC | \$11,448.96 | 21,973 |
| OAWG VIC | \$8,878.48 | 25,052 |
| OAWG WA | \$7,465.60 | 9,963 |
| OAWG NSW | \$12,461.04 | 26,026 |
| OAWG NSW | \$9,656.60 | 13,979 |
| OAWG QLD | \$8,194.77 | 9,292 |
| OAWG QLD | \$5,974.88 | 23,461 |
| OAWG Townsville | \$5,757.08 | 24,144 |
| OAWG Townsville | \$9,170.28 | 9,070 |
| OAWG SA | \$12,135.92 | 9,402 |
| OAWG Hobart | \$1,995.22 | 19,720 |
| OAWG Launceston | \$9,085.12 | 13,100 |
| OAWG WA | \$818.20 | 29,498 |
| OAWG WA | \$6,596.68 | 6,343 |
| TOTAL | \$131,088.59 | |

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- h. The leased vehicles are used for official purposes by various Departmental sections for official meetings and commemorative events. For example:
- Veterans Access Network (VAN) for regional visits to veterans;
 - On Base Advisory Service (OBAS) who are key liaison points with current serving Defence personnel; and
 - Office of Australian War Graves (OAWG) who maintain official individual commemorations of the war dead and eligible post-war dead.
- i. to j. Refer to g.

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Question 76

Outcome All: Program All

Topic: Taxi Costs

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

a) The spend on taxis from 1 July 2013 to 31 January 2014 was \$358,406. The figures provided are exclusive of GST and do not include expenditure on taxis for veterans under the repatriation transport program, or for health services for veterans.

The breakdown by business group is:

| Business Group | Amount (\$) |
|--|--------------------|
| Secretary, Commissioner and Deputy President | 6,393 |
| State Deputy Commissioners | 46,706 |
| Veterans and Veterans Families Counselling Service | 28,809 |
| Corporate Division and Legal Services | 96,943 |
| Client and Commemorations Division | 39,914 |
| Rehabilitation and Support Division | 55,074 |
| Health and Community Services Division | 65,146 |
| Repatriation Medical Authority | 2,658 |
| Veterans' Review Board | 16,763 |
| TOTAL | 358,406 |

b) Taxis are used by DVA staff in conjunction with official travel. For example, travelling from airport to office. Taxis are also used by staff to travel to external meetings, by staff members accompanying veterans attending commemorative activities and by veterans attending DVA related activities.

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Question 77

Outcome All: Program All

Topic: Hire Cars

(Written Question on Notice)

Senator LUDWIG asked:

- a) How much did each department/agency spend on hire cars 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 hire car costs?

Answer

- a) The expenditure on hire cars from 1 July 2013 to 31 January 2014 was \$36,023. Consistent with responses provided to previous Questions on Notice, the expenditure is provided for the financial year.

The breakdown by business group was:

| Business Group | Amount (\$) (GST excl) |
|--|-------------------------------|
| Secretary, Commissioner and Deputy President | 3,006 |
| State Deputy Commissioners | 6,298 |
| Veterans and Veterans Families Counselling Service | 11,335 |
| Corporate Division and Legal Services | 4,557 |
| Client and Commemorations Division | 4,084 |
| Rehabilitation and Support Division | 1,261 |
| Health and Community Services Division | 4,499 |
| Repatriation Medical Authority | 427 |
| Veterans' Review Board | 556 |
| TOTAL | 36,023 |

- b) Hire cars are used in conjunction with official travel. They are used in lieu of taxis when it is cost efficient to do so. They are also used for regional travel in Australia and overseas, and when there is a need to carry equipment such as for training events or by grave maintenance field staff.

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Question 78

Outcome All: Program All

Topic: Credit Cards

(Written Question on Notice)

Senator LUDWIG asked:

Provide a breakdown for each employment classification that has a corporate credit card.

Answer

The total number of cards issued to Department of Veterans' Affairs employees, as at 17 March 2014, was 252. The breakdown by employment classification was:

| Classification | No. of Cardholders |
|--------------------------------------|---------------------------|
| APS2 | 9 |
| APS3 | 16 |
| APS4 | 33 |
| APS5 | 31 |
| APS6 | 63 |
| EL1 | 35 |
| EL2 | 35 |
| SES | 24 |
| Statutory Position Holders | 4 |
| Chair ANZAC Centenary Advisory Board | 1 |
| Principal Member VRB | 1 |
| Total | 252 |

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Question 79

Outcome All: Program All

Topic: Credit Cards

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

a) and c) If misuse of a corporate credit card is accidental, then the card holder is asked to repay the funds and the incident is reported on the Certificate of Compliance. If fraud is suspected, then the matter is referred to the Department of Veterans' Affairs Business Compliance Section to undertake a compliance investigation. If there is sufficient material to disclose suspected fraudulent activity, the matter would be referred to the Commonwealth Director of Public Prosecutions for its consideration and possible charging of the individual.

b) Chief Executive Instruction (CEI) 5 outlines the process for issue and usage of corporate credit cards and the responsibilities of the cardholder and manager. The corporate credit card is monitored in a number of ways.

- i. Cardholders are required to reconcile monthly card statements which are signed off by their manager. This process ensures the manager has direct responsibility to monitor appropriate use of the cards;
- ii. The acquitted monthly statements and supporting documentation are forwarded to the area responsible for issuing and monitoring corporate credit cards. This area undertakes random quality assurance checks of the acquittals to ensure compliance with the CEI. Internal audit also undertakes periodic reviews of any potential risks in credit card usage and monitoring, and compliance with the CEI.
- iii. DVA's card provider has a process for monitoring transactions and alerts the Department to any unusual spending patterns.

d) Since the Supplementary Budget Estimates in November 2013, one incident of corporate credit card misuse was reported in the Certificate of Compliance. In this case:

An EL1 staff member used their card to replace a damaged suitcase while travelling overseas. It was subsequently determined that the purchase should not have been made using official funds. The staff member reimbursed the Department.

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e) Cards are only issued following successful completion of the financial management e-learning module, together with an identified business need and approval by a SES or equivalent level officer. On receipt of a corporate credit card, cardholders are required to sign an agreement which outlines their responsibilities and which specifies that the corporate credit card is to be used only for official purposes. Cardholders are also subject to the Australian Public Service Code of Conduct. In addition, usage restrictions are placed on corporate credit cards by the provider based on cardholder needs (i.e. spending and individual transaction limits).

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Question 80

Outcome All: Program All

Topic: Senate Estimates briefing

(Written Question on Notice)

Senator LUDWIG asked:

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?
 - a) Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates?
 - a) If so, when did this occur?
 - b) How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - 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.

Answer

1. The Department develops a departmental briefing pack, a copy of which is provided to the Minister. All business areas of the Department contribute to its development.
2. It would be too resource intensive to respond to this question.
3. The briefings were discussed with the Minister's Office prior to Senate Estimates.
4. Changes to briefs were minor.
5. Information on briefings provided to Ministers is not normally made publicly available in order to maintain agency's ability to properly and effectively brief Ministers.

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Question 81

Outcome All: Program All

Topic: Question time

(Written Question on Notice).

Senator LUDWIG asked:

- 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?
 - a. Please break down the hours by officer APS classification
- 3) Are drafts shown to the Minister or their office before Question Time?
 - 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?
 - 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.

Answer

1. The Department of Veterans' Affairs develops a briefing pack, a copy of which is provided to the Minister and the representing Minister, and all business areas of the Department contribute to its development.
2. to 4. It would be too resource intensive to respond to these questions.
5. Information on briefings provided to Ministers is not normally made publicly available in order to maintain agency's ability to properly and effectively brief Ministers.

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Question 82

Outcome All: Program General DVA

Topic: Freedom of Information

Written Question on Notice

Senator LUDWIG asked:

Can the department please outline the process it undergoes to access Freedom of Information requests?

Answer

The Department of Veterans' Affairs has regard to Guidelines issued by the Office of the Australian Information Commissioner (OAIC) under section 93A of the *Freedom of Information Act 1982*. The Guidelines are periodically updated by the OAIC.

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Question 83

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 1) Does the department consult or inform the Minister when it receives Freedom of Information requests?
 - 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?
 - a. If so, which departments or agencies?
 - 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?
 - 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?
 - a. If so, which departments or agencies?
 - b. If so, when?
 - c. If so, how does this occur?

Answer

- 1) The Department of Veterans' Affairs (DVA) briefs the Minister on matters as required.
- 2) Yes, when necessary and required.
- 3) DVA provides advice to the Minister as may be required.
- 4) Yes, as appropriate under the FOI Act.

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Question 84

Outcome All: Program General DVA

Topic: Freedom of Information

Written Question on Notice

Senator LUDWIG asked:

- 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 additional resources to processing Freedom of Information requests?
 - a. If so, please detail those resources by APS level

Answer

- 1) The Department of Veterans' Affairs has two sections which process Freedom of Information (FOI) requests:
 - Veterans' Access Network (VAN) Management & Community Support section in Sydney - process FOI requests nationally; and
 - Information Law section in Canberra - process complex and high-profile FOI requests.

The resourcing is as follows:

| Information Law, Canberra | |
|----------------------------------|----------------------------|
| EL2 | Acting Director |
| EL1 | Assistant Director |
| APS5 | Legal Adviser |
| APS4 | Information Access Officer |

| VAN Management & Community Support, Sydney | |
|---|--|
| EL2 | Client Contact and Access – Director |
| EL1 | Client Contact and Access – Assistant Director |
| APS6 | Manager |
| APS5 | FOI Supervisor |
| APS5 | Senior Client Contact – Charges and Comsuper |
| APS4 | Processing of FOI |
| APS3 | Processing Section 59/331 |
| APS2 | Administration Assistant |

These two sections also undertake other functions.

- 2) Staffing resources assigned to FOI requests are listed by APS level in the below tables. The proportion of time spent on FOI requests by each staff member is estimated by Full Time Equivalents (FTE), where 1 unit indicates 1 FTE assigned to FOI requests.

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| Information Law, Canberra | |
|----------------------------------|-------|
| EL2 | 0.30 |
| EL1 | 0.75 |
| APS5 | 0.75 |
| APS4 | 0.20 |
| Total | 2 FTE |

| VAN Management & Community Support, Sydney | |
|---|---------|
| EL2 | 0.05 |
| EL1 | 0.15 |
| APS6 | 0.20 |
| APS5 | 2.0 |
| APS4 | 3.8 |
| APS3 | 2.0 |
| APS2 | 1.0 |
| Total | 9.2 FTE |

- 3) In Sydney, photocopying assistance is provided periodically to the VAN Management & Community Support section by staff at the APS3 level.

In Canberra, the Information Law section focuses on both FOI and matters involving the *Privacy Act 1988*.

Other business areas assist with the location and provision of information to satisfy the FOI request. It is not possible to quantify this resource as it depends on the nature and complexity of the request and the business area involved.

- 4) No.

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Question 85

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 1) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?
 - 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?
 - 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?
 - 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?

Answer

- 1) The Secretary of Department of Veterans' Affairs (DVA) has delegated his powers, under subsection 23 of the *Freedom of Information Act 1982* (FOI Act), to any person performing duties at the APS 5 level and upwards to make decisions for the purposes of the FOI Act. APS 4 and APS 3 level staff may also make decisions under sections 15, 22, 23 and 29 of the FOI Act.

While all officers delegated to make Freedom of Information (FOI) decisions may do so, the centralised structure for FOI work means almost all decisions are made by staff with the Veterans' Access Network (VAN) Management & Community Support section and the Information Law section.

In accordance with sections 15AC and 54D of the FOI Act, if a decision becomes deemed refused or deemed affirmed, these decisions are considered to be made by the principal officer of the agency.

- a. The number of officers designated has not changed as it is linked to levels.

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- 2) Nil.
 - a. This position is the same as that at 6 September 2013.
- 3) Not applicable.
- 4) The Department does not provide standardised formal training to staff ('relevant staff') designated to make decisions under the *Freedom of Information Act 1982*.

Relevant staff periodically attend external training sessions, seminars and conferences conducted by Office of the Australian Information Commissioner, Australian Government Solicitor and other stakeholders.

In addition, relevant staff receive 'on the job' training. For example, a mentor is assigned to new staff within the VAN Management & Community Support section for a minimum six week period.

- a. No relevant staff have received formal training provided by the Department.
- b. All relevant staff have received informal 'on the job' training.
- c. to f. See above answer to question 4)a.

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Question 86

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

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?

- 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?

Answer

The Department of Veterans' Affairs does not provide Freedom of Information training to staff at the Minister's Office.

a - f) Not applicable.

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Question 87

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

a to f. The Department of Veterans' Affairs examines each FOI request received and determines, on a case-by-case basis, the need to brief the Minister on the outcome of its FOI decision. It is an adhoc arrangement which depends on the nature and sensitivity of the material being released. For further details, see response to Supplementary Estimates.

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Question 88

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- 1) No.
- 2) 0.2 per cent APS5 FTE.
- 3) The Department of Veterans' Affairs (DVA) engaged Vision Australia in 2012 to undertake WCAG 2.0 testing of 27 external websites including the main DVA website. The main DVA website is also checked using automated testing software called Total Validator, along with manual testing using a checklist provided by the Worldwide Web Consortium (W3C).

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- 4) Not at this time. DVA is currently undertaking a redesign of its main website and a review of content, including content on the Department's Information Publication Scheme. It is planned that the website will be compliant at the end of this redesign.
- 5) There would be no change to the accessibility rating of the Department's website if FOI PDFs were provided on the site.
- 6) DVA used the WCAG 2.0 checklist to test for accessibility compliance prior to the introduction of the Information Publication Scheme and Disclosure Log requirements. DVA engaged Vision Australia in 2012 to undertake WCAG 2.0 testing of 27 external websites including the main DVA website. Automated testing software (Total Validator) was also used. No specific points of failure were identified prior to the introduction of the Information Publication Scheme and Disclosure Log requirements.
- 7) No. The Department's approach allows for simple monitoring for feedback purposes.
- 8) Requests for access to documents recorded on the Disclosure Log are able to be made anonymously.
- 9) The Department does not routinely publish documents released under FOI on its Disclosure Log in PDF format. In every case where documents listed on the Disclosure Log have been requested by email, they have been provided to the requestor.
- 10) No longer than two weeks. The Department has received no requests for disclosed documents during the last three months.
- 11) Discussions occurred at various inter-agency forums prior to the commencement of the Disclosure Log requirements on 1 May 2011.
- 12) Guidelines issued by the Office of the Australian Information Commissioner.
- 13) DVA's approach to providing access to documents listed on its Disclosure Log is compliant with the Information Publication Scheme requirements. All individuals, including individuals with disabilities, may access documents listed on the Disclosure Log by request. Some individuals may have difficulty accessing PDFs due to a disability or for technical reasons.
- 14) Access may be provided to all members of the public in PDF format on request.

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Question 89

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- 1) No.
- 2) No.
- 3) Information published on the Department's Information Publication Scheme web pages is not currently completely WCAG 2.0 compliant. DVA is currently undertaking a redesign of its main web site and a review of content, including content on the Department's Information Publication Scheme (IPS). It is planned that the website will be compliant at the end of this redevelopment.
- 4) Information regarding the document is published on the Disclosure Log, which is a requirement of the IPS. Access to documents listed on the Disclosure Log is provided to members of the public on request.
- 5) No.

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Question 90

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

Does the department have a separate email address or inbox for receiving and responding to FOI requests?

- 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

Answer

Yes.

- a. There is a single email address: foi@dva.gov.au
- b. Refer to response 1 in Question 84.

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Question 91

Outcome All: Program General DVA

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

Yes, FOI decision makers occasionally receive direct email contact from applicants and may respond personally, where appropriate, to facilitate efficient and constructive consultation.

- a. FOI decision making is centralised in the ACT and NSW so that decisions are made by specific FOI staff.
- b. Staff distinguish FOI related emails from non-FOI related emails based on the content of the email in each instance.

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Question 92

Outcome All: Program All

Topic: Functions

(Written Question on Notice).

Senator LUDWIG asked:

- 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.

Answer

- 1) Please refer to the answer provided in Question on Notice 63, parts b and d.

- 2) As at 31 January 2014, there were no alcoholic beverages in stock or on order for the Minister's Office.

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Question 93

Outcome All: Program General DVA

Topic: Red Tape Reduction

(Written Question on Notice)

Senator LUDWIG asked:

- 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) ~~Lease~~ **(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?

Answer

- 1) Please refer to the answer provided to Question on Notice 168 (i) from Supplementary Estimates 20 November 2013. There have been no changes since the answer was provided to Question on Notice 168 (i) from Supplementary Estimates 20 November 2013.
 - a. The Department of Veterans' Affairs (DVA) has been allocated a joint red tape reduction target with the Department of Defence. To date, DVA's Deregulation Unit has been focussed on setting up the required administrative arrangements to implement the deregulation initiative within the Department.
- 2) Please refer to the answer provided to Question on Notice 168 (ii) from Supplementary Estimates 20 November 2013.

There have been no changes since the answer was provided to Question on Notice 168 (ii) from Supplementary Estimates 20 November 2013.
- 3) Please refer to the answer provided to Question on Notice 168 (iii) from Supplementary Estimates 20 November 2013.

There have been no changes since the answer was provided to Question on Notice 168 (iii) from Supplementary Estimates 20 November 2013.

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- 4) Please refer to the answer provided to Question on Notice 168 (iv) from Supplementary Estimates 20 November 2013.

There have been no changes since the answer was provided to Question on Notice 168 (iv) from Supplementary Estimates 20 November 2013.

- 5) The total cost of the Deregulation Unit has been absorbed within the existing departmental costs.

While the officers involved have other functions, the proportion of their salary assigned to the deregulation function equates to an approximate total cost of \$ 164,000 for the 2013-14 Financial Year.

- 6) The SES1, EL2, EL1 and APS6 all have access to deregulation related cabinet documents.

- 7) Please refer to the answer provided to Question on Notice 168 (vii) from Supplementary Estimates 20 November 2013.

There have been no changes since the answer was provided to Question on Notice 168 (vii) from Supplementary Estimates 20 November 2013.

- 8) The unit's formal name is the Deregulation & Risk Management Unit.

The responses for all questions, are from 1 July 2013 to 31 January 2014.

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Question 94

Outcome All: Program All

Topic: Official residences

(Written Question on Notice).

Senator LUDWIG asked:

- 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.

Answer

1) Nil.

2) Nil.

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Question 95

Outcome All: Program All

Topic: Land Costs

(Written Question on Notice)

Senator LUDWIG asked:

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? *(In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)*
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
 - a. What is the current occupancy level and occupant of the items identified in (3)?
 - b. What is the value of the items identified in (3)?
 - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? *(In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).*
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

Answer

1. The Repatriation Commission is the legal titleholder of the Greenslopes land, Queensland, comprising Lots 123, 124 and 125 of Registered Plan 46047 with a total size of 1932 square metres.

The Australian Housing Commission, Defence Service Homes Corporation, Director of Defence Service Homes, Director of War Service Homes, and the War Service Home Commissioner were responsible for the development and disposal of land under War Service Homes projects from 1918 to 1977. These entities own 175 small and insignificant parcels of land described as splay corners, roads, reserves and footpaths. These will be referred to collectively as 'splay corners'.

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2. Table 1 – Listing of Land Holdings

| Holding | Size | Location | Valuation (\$m) |
|--|--------------------|-----------------------------|------------------------|
| Greenslopes - Lots 123, 124 and 125 of Registered Plan 46047 | 1932 square metres | Greenslopes, Queensland | 1.352 |
| Splay corners – see table 2 below | Small parcels | Various - see table 2 below | Nil |

Table 2 – Listing of Land Holdings – Splay Corners

| Title holder | NSW | QLD | TAS | VIC | WA | TOTAL |
|------------------------------------|------------|------------|------------|------------|-----------|--------------|
| Australian Housing Corporation | | | 5 | 3 | | 8 |
| Defence Services Homes Corporation | 16 | | 20 | 27 | | 63 |
| Director of Defence Service Homes | | | | 4 | | 4 |
| Director of War Service Homes | 19 | 5 | 2 | 49 | 2 | 77 |
| War Services Home Commissioner | 4 | | | 12 | 7 | 23 |
| TOTAL | 39 | 5 | 27 | 95 | 9 | 175 |

3. Table 3 – List of Current Assets on Land Holdings

| Holding | Current Assets | Occupancy Level and Occupant | Value (\$m) | Contractual Arrangements in Place |
|--|--|-------------------------------------|-------------------------|--|
| Greenslopes - Lots 123, 124 and 125 of Registered Plan 46047 | Nil, buildings constructed and owned by Australian Red Cross, as lessee, in mid 1940s. Nil value as buildings need full remediation. | Nil, Australian Red Cross | 1.352 (land value only) | Nil |
| Splay corners – various locations | Nil | Nil | Nil | Nil |

4. The Department does not own any buildings on its land holdings.
5. The Department does not own any buildings on its land holdings.
6. The Department does not own any buildings on its land holdings.

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Question 96

Outcome All: Program All

Topic: Ministerial staff code

(Written Question on Notice).

Senator LUDWIG asked:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
 - 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?
 - 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?
 - 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?
 - If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level.

Answer

The Department of Veterans' Affairs has no involvement with these matters.

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Question 97

Outcome All: Program All

Topic: Boards

(Written Question on Notice)

Senator LUDWIG asked:

Since September 7th 2013;

- 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?

Answer

Please refer to the attached spreadsheet for the responses. The responses are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide the responses from 7 September 2013.

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| Board | 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? |
|--|--|---|--|---|---|--|---|---|--|---|
| Anzac Centenary Advisory Board | One Meeting | Not applicable | 19 Members | Potential conflicts of interest are declared at the start of each meeting. If the matter is a conflict of interest, the member concerned would take leave from the meeting while the matter was discussed. | Nil | See Remuneration Tribunal Determination 2013/11 (this determination took effect from 1 July 2013). Refer to part 3, payments for members - Page 2. http://www.comlaw.gov.au/Details/F2013L01086/Explanatory%20Statement/Text | Not applicable | No | Nil | The Board hosted Ambassadors and High Commissioners at a working lunch for this meeting. Alcohol was available. Cost of the luncheon was \$1767.60 (GST exclusive) (28 pax) |
| Military Rehabilitation and Compensation Commission (MRCC)* | Seven meetings | See Remuneration Tribunal Determination 2013/16 - http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf refer to Part 3 - Travel Expenses on page 4 | 5.2 members | See <i>Military Rehabilitation and Compensation Act 2004 - Chapter 9, The Military Rehabilitation and Compensation Commission - Part 6, Meetings and Resolutions - Section 379 - Commission member to disclose any interest in claims etc.</i> | Nil | See Remuneration Tribunal Determination 2014/03 - http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf - refer to page 14 | See <i>Military Rehabilitation and Compensation Act 2004 - Chapter 9, The Military Rehabilitation and Compensation Commission - Part 5, Membership - Section 372 - Termination of appointment of appointed Commission members</i> | No | Nil | Not applicable |
| Prime Ministerial Advisory Council on Ex-Service Matters | Nil meetings | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable |
| Repatriation Commission | 13 meetings | See Remuneration Tribunal Determination 2013/16 - http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf refer to Part 2 - Travel on Official Business on page 4 | Three members | See <i>Veterans' Entitlements Act 1986 (VEA) - Volume 3 - Part XI, The Repatriation Commission - Division 2, Constitution and Meetings of the Commission - Section 165 - Disclosure of interests / Section 189 Commissioner to disclose any interest in claims for pensions etc. / Section 190 Commissioner to disclose other interests</i> | Nil | See Remuneration Tribunal 2013/09 - http://remtribunal.gov.au/media/documents/2013/determinations/2013-09*-determination-principal-executive-office-classification-structure-and-terms-and-conditions/2013-09-Determination.1.7.2013.pdf - refer to page 7 | See <i>VEA - Volume 3 - Part XI, The Repatriation Commission - Division 2, Constitution and Meetings of the Commission - Section 188 Termination of appointment</i> | No | Nil | Not applicable |
| Repatriation Medical Authority (RMA) | Three meetings | See Remuneration Tribunal Determination 2013/16 - http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf refer to Part 3 - Travel Expenses on page 4 | 100% | Declarations of interest are completed annually. The RMA Chairperson seeks advice from each Member at the commencement of each meeting as to whether the agenda necessitates any additional declaration or discussion | Nil | See Remuneration Tribunal Determination 2014/03 - http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf - refer to page 11 | Not applicable | No | Nil | \$568.61 for three two-day meetings. Alcohol is not served. |

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| | | | | | | | | | | |
|--|---|--|---|---|------------|---|-----------------------|-----------|------------|---|
| <p>Specialist Medical Review Council (SMRC)</p> | <p>12 Meetings across six review councils</p> <p>The SMRC often has several separate review councils operating concurrently. During the period in question the Council had six active reviews. Four are now finalised and the members no longer active. Most formal meetings are by phone, with at least one face-to-face meeting per review. Each council manages the number, type and duration of meetings.</p> | <p>See Remuneration Tribunal Determination 2013/16 - http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf refer to Part 3 - Travel Expenses on page 4</p> | <p>100%</p> | <p>The SMRC asks all members to complete a conflict of interest statement when they are appointed</p> | <p>Nil</p> | <p>See Remuneration Tribunal Determination 2014/03 - http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf - refer to page 11</p> <p>(this only took effect on 14 March 2014)</p> <p>from 1 July 2013 to 13 March 2014 the relevant determination was Remuneration Tribunal Determination 2013/11</p> | <p>Not applicable</p> | <p>No</p> | <p>Nil</p> | <p>\$807.40 for two face to face meetings. Alcohol is not served at meetings.</p> |
| <p>VVCS - National Advisory Committee</p> | <p>Two meetings</p> | <p>See Remuneration Tribunal Determination 2013/16 - http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf refer to Part 3 - Travel Expenses on page 4</p> | <p>An average of 13 out of 14 members attended the meetings held in the period.</p> | <p>Potential conflicts of interest are declared at the start of each meeting. If the matter is a conflict of interest, the member concerned would take leave from the meeting while the matter was discussed.</p> | <p>Nil</p> | <p>See Remuneration Tribunal Determination 2014/03 - http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf - refer to Category 2 payments, page 3</p> | <p>Not applicable</p> | <p>No</p> | <p>Nil</p> | <p>Catering costs were \$3,148 for two face to face meetings and consultative meetings with stakeholders at which 48 attended in Darwin and 51 attended in Townsville. Alcohol is not served at meetings.</p> |

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| | | | | | | | | | | |
|---|--|---|---|--|-----|--|--|----|---|--|
| Veterans' Review Board (VRB) | The VRB does not hold "meetings" as such, but rather hearings of applications for review. The Board has held 1,273 hearings from 1 July 2013 - 31 January 2014 | See Remuneration Tribunal Determination 2013/16 - http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf refer to Part 3 - Travel Expenses on page 4 | The VEA sets out the constitution of panels required for hearings. This is usually three members, including a Senior Member, Services Member and Member. In some limited cases there will be a quorum of 2 members. | The VRB has made available a guideline on its website titled, "when is it appropriate to raise the issue of bias of a Board member?" This guides applicants and members when dealing with a conflict of interest issue. In addition, members must comply with the Standards of Conduct for Tribunal Members. Further, Section 165 of the VEA also deals with "disclosure of interests" by VRB members. | Nil | See Remuneration Tribunal Determination 2014/03 - http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf - refer to page 13 | The VRB has in place a member competency framework and members are assessed against the framework, twice yearly. In addition, section 164 of the VEA sets out how a member can be removed from office. This requires action by the Governor General or Minister. | No | Nil | Not applicable. The VRB does not provide any catering or refreshments at hearings. |
| Veterans' Children Education Board (VRB) | There are 6 education Boards - one each in Qld, NSW, VIC, TAS, WA and SA/NT (combined). All boards met twice in the period. | Under Section 6.2.2 of the Veterans' Children Education Scheme instrument Board members serve in an honorary capacity but may be reimbursed for travel expenses. | WA - 100% SA/NT - 100% NSW 90% TAS - 80% VIC - 83% QLD - 70% | Conflicts of interest are declared. | Nil | Not applicable | See section 6.4 of the Veterans' Children Education Scheme instrument. | No | TAS - Judy Travers QLD - Sam Seymour and Cyril Gilbert | \$600.40 - no alcohol at Board meetings |

* On 12 November 2013 the MRCC membership increased from five to six members. (See *Military Rehabilitation and Compensation Act 2004 - Chapter 9, The Military Rehabilitation and Compensation Commission - Part 5, Membership - Section 364(1)(b)(iii)*)

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Question 98

Outcome All: Program General DVA

Topic: Shared resources following MOG changes

(Written Question on Notice)

Senator LUDWIG asked:

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

Answer

1. The Department of Prime Minister and Cabinet entered into a Memorandum of Understanding with the Department of Veterans' Affairs (DVA) to sublease Levels four to six of Lovett Tower, Keltie Street, Woden, ACT, on 1 January 2014.

The Department of the Environment has continued subleasing Mezzanine – Level 3 of Lovett Tower, Keltie Street, Woden, ACT, plus two basement car parks until 31 March 2014.

2. DVA shares ICT services with the Department of Human Services. These have not changed since Machinery of Government (MOG) changes and there are no plans to change the arrangement.
3. There have been no changes to the pricing schedules for ICT shared services. The cost of subleases to the other Departments in Lovett Tower is unchanged at \$436.97 p/m².

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Question 99

Outcome All: Program All

Topic: Ministerial Leave

(Written Question on Notice).

Senator LUDWIG asked:

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:

- a. Please table a schedule of the ministers leave. Please include:
 - 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?
 - 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:
 - 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:
 - 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:
 - 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.

Answer

a) The Department was advised on 17 December 2013 that the Minister for Veterans' Affairs would be on leave for the period 30 December 2013 until 12 January 2014 (inclusive).

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b) The acting arrangements were advised as follows:

| | |
|------------------------------------|---|
| 30 December 2013 to 5 January 2014 | The Hon. Stuart Robert MP, Assistant Defence Minister |
| 6 January to 9 January 2014 | Senator the Hon. David Johnston, Minister for Defence |
| 10 January to 12 January 2014 | The Hon. Julie Bishop MP, Minister for Foreign Affairs. |

c) No.

d and e) When a Minister is on leave, contact is made with the acting Minister as appropriate.

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Question 100

Outcome All: Program All

Topic: Departmental Branding

(Written Question on Notice)

Senator LUDWIG asked:

Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:

- a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
 - i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
- b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
 - i. Signage.
 - ii. Stationery (please include details of existing stationery and how it was disposed of).
 - iii. Logos
 - iv. Consultancy
 - v. Any relevant IT changes.
 - vi. Office reconfiguration.
- c. How was the decision reached to rename and/or rebrand the department?
 - i. Who was involved in reaching this decision?
 - 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.

Answer

No.

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Question 101

Outcome All: Program All

Topic: Ministerial Motor Vehicle

(Written Question on Notice)

Senator LUDWIG asked:

Has the minister been provided with a motor vehicle? If so:

- 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.

Answer

The Department of Veterans' Affairs provided a Private Plated Vehicle (PPV) to then Minister, the Hon Warren Snowdon. Since 13 September 2013, no vehicle has been provided to the Minister.

- a. A Holden Captiva – 3.2 LX Auto.
- b. The motor vehicle was leased – costs are outlined in answer e.
- c. The vehicle was provided from 9 June 2009.
- d. The lease cost was met by the Department of Veterans' Affairs, in line with Part 4.4.4 *Long-term self drive vehicle in Canberra* in the *Ministers of State Entitlements Handbook*.
- e. The Minister's monthly budget included maintenance, fuel, insurance and management costs. For the period 1 July 2013 to 13 September 2013, the lease costs were approximately \$1,465.35.
- f. Refer to answer d.
- g. Guidelines are outlined in the *Ministers of State Entitlements Handbook* which can be viewed at http://www.maps.finance.gov.au/entitlements_handbooks/ministers-of-state/Part_Four_Travel_-_4.4_Car_Transport.asp.
- h. No.
- i. Refer to answer g.
- j. No.

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Question 102

Outcome All: Program All

Topic: Ministerial Staff Vehicles (non MoPs)

(Written Question on Notice)

Senator LUDWIG asked:

Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:

- 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.

Answer

No vehicles are provided to Ministerial (non MoPs) staff by the Department of Veterans' Affairs.

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Question 103

Outcome All: Program All

Topic: Ministerial Staff Vehicles

(Written Question on Notice)

Senator LUDWIG asked:

Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:

- 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.

Answer

No vehicles are provided to Ministerial staff by the Department of Veterans' Affairs.

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Question 104

Outcome All: Program All

Topic: Building Lease Costs

(Written Question on Notice)

Senator LUDWIG asked:

What has been the total cost of building leases for the agency / department since September 7, 2013?

- a) Please provide a detailed list of each building that is currently leased. Please detail by:
 - 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:
 - 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:
 - i. Date the lease agreement is expected to end.
 - ii. Expected location of the building (City and state).
 - iii. Expected cost of the lease.
 1. Has this cost been allocated into the budget?
 - iv. Why the building is necessary for the operations of the agency / department.

- d) For each building owned or leased by the department:
 - 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.

Answer

The total cost of building leases for the Department of Veterans' Affairs from 1 July 2013 to 31 January 2014 was \$17,258,527.

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a) Table 1 provides a detailed list of each building that is currently leased.

Table 1 – Currently Leased Buildings

| Building Address | Lease Start date | Lease End Date | Lease renewed Y/N | Lease Cost Per Annum | Why Building Necessary? / Reason for not Renewing |
|--|-------------------------|-----------------------|--------------------------|-----------------------------|---|
| ACT - 6-8 Champion St, Deakin | 7/06/2011 | 6/06/2016 | Y | \$134,132 | The property provides client contact and administrative services to the department. |
| ACT - Levels Mezzanine to 6 Lovett Tower, 13 Keltie St Woden | 1/05/2007 | 30/06/2016 | Y | \$9,514,740 | The property provides client contact and administrative services to the department. |
| ACT – Levels 7-22 Lovett Tower, 13 Keltie St Woden | 1/07/2006 | 30/06/2016 | Y | Incl above | The property provides client contact and administrative services to the department. |
| ACT - Car Parks Only - Centra Plaza, Woden | 1/06/2012 | Month to month | Y | \$44,716 | The property provides client contact and administrative services to the department. |
| ACT – 30 Corinna Street, Woden | 4/10/2010 | 3/10/2017 | Y | \$185,056 | The property provides client contact and administrative services to the department. |
| NSW - Suite 6 & 8, Conway Court, 17 Conway St, Lismore | 1/07/2012 | 30/06/2017 | Y | \$195,313 | The property provides client contact and administrative services to the department. |
| NSW - Corporate Square, 43 Burelli Street, Wollongong | 1/07/2011 | 30/06/2014 | N | \$72,175 | This property is currently under consideration as part of the wider consultation process associated with the provision of shopfront services. |
| NSW - Ground Floor, 250 Mann Street, Gosford | 9/09/2011 | 8/09/2014 | N | \$72,717 | This property is currently under consideration as part of the wider consultation process associated with the provision of shopfront services |
| NSW - 120 Miller Road, Villawood | 1/07/2013 | 30/06/2016 | Y | \$18,034 | The property provides client contact and administrative services to the department. |
| NSW - Suite 1 & 2 Ground Floor 6 Auckland Street, Newcastle | 9/03/2014 | 8/03/2017 | Y | \$224,874 | The property provides client contact and administrative services to the department. |

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| Building Address | Lease Start date | Lease end date | Lease renewed Y/N | Lease cost Per Annum | Why building necessary? / Reason for not Renewing |
|---|-------------------------|-----------------------|--------------------------|-----------------------------|---|
| NSW - 110 George St, Parramatta | 1/01/2011 | 31/12/2014 | Y | \$78,717 | The property provides client contact and administrative services to the department. |
| NSW - Suite 1 & 2 88 Phillip St, Parramatta | 16/04/2011 | 15/04/2015 | Y | \$297,122 | The property provides client contact and administrative services to the department. |
| NSW - Central Plaza B, Levels G - 5 280 Elizabeth St, Surry Hills | 1/11/2009 | 31/10/2017 | Y | \$4,012,490 | The property provides client contact and administrative services to the department. |
| NSW - Shop 45 Tweed Mall, Tweed Heads 2485 | 1/05/2013 | 30/04/2014 | Y | \$145,172 | The property provides client contact and administrative services to the department. |
| NT - Unit 1 Winnellie Central, 14 Winnellie Road, Winnellie | 1/03/2012 | 28/02/2022 | Y | \$241,241 | The property provides client contact and administrative services to the department. |
| QLD - Suite G2/340 Ross River Rd Aitkenvale | 1/12/2012 | 30/11/2015 | Y | \$238,004 | The property provides client contact and administrative services to the department. |
| QLD - 15 Astor Terrace Spring Hill | 1/12/2012 | 30/11/2015 | Y | \$292,211 | The property provides client contact and administrative services to the department. |
| QLD - 99 Russell Street, Toowoomba | 1/04/2014 | 31/03/2016 | Y | \$64,683 | The property provides client contact and administrative services to the department. |
| QLD - Level 5, 12 Short Street, Southport | 13/06/2011 | 12/06/2014 | N | \$188,239 | This property will close in September 2014 and be replaced with the new premises in Broadbeach. |
| QLD - Shop 2/129 Horton Parade Maroochydore | 1/07/2010 | 30/06/2015 | Y | \$209,257 | The property provides client contact and administrative services to the department. |
| QLD - Level 1, 520 Flinders St, Townsville | 1/09/2010 | 31/08/2015 | Y | \$372,829 | The property provides client contact and administrative services to the department. |
| QLD - Levels 4-8, 259 Queen Street, Brisbane | 27/01/2011 | 26/01/2019 | Y | \$5,419,027 | The property provides client contact and administrative services to the department. |

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| Building Address | Lease start date | Lease end date | Lease renewed Y/N | Lease cost Per Annum | Why Building Necessary? Reason for not Renewing |
|---|-------------------------|-----------------------|--------------------------|-----------------------------|--|
| QLD - 996 Wynnum Road Cannon Hill | 1/12/2011 | 30/11/2014 | Y | \$253,446 | The property provides client contact and administrative services to the department. |
| SA - 199 Grenfell Street Adelaide Levels G to 2 | 1/11/2011 | 31/10/2019 | Y | \$1,518,068 | The property provides client contact and administrative services to the department. |
| SA - 199 Grenfell Street Adelaide Level 3N | 1/07/2012 | 31/10/2019 | Y | Incl above | The property provides client contact and administrative services to the department. |
| SA - Ground Floor, 99 Frome Street, Adelaide | 1/02/2012 | 30/06/2015 | Y | \$193,077 | The property provides client contact and administrative services to the department. |
| TAS - 29 Elphin Road, Launceston | 11/03/2011 | 10/03/2014 | N | \$68,154 | The property provided client contact and administrative services to the department. The service delivery model has changed. Elphin Road has ceased and new centres are now open in Launceston and Devonport. |
| TAS - Loyd Lane, Glenorchy | 1/01/2011 | 31/12/2015 | Y | \$5,621 | The property provides client contact and administrative services to the department. |
| TAS - Barrack Place 254-256 Liverpool St Hobart | 1/05/2009 | 30/04/2019 | Y | \$896,761 | The property provides client contact and administrative services to the department. |
| TAS - 105/287 Charles Street Launceston | 1/05/2013 | 30/04/2018 | Y | \$41,444 | The property provides client contact and administrative services to the department. |
| TAS - Suite 8 - 45 Cameron St Launceston | 14/02/2014 | 13/02/2015 | Y | \$19,800 | The property provides client contact and administrative services to the department. |
| TAS - Suite 13 - 8 Wenvoe St Devonport | 14/02/2014 | 13/02/2015 | Y | \$17,160 | The property provides client contact and administrative services to the department. |

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| Building Address | Lease start date | Lease end date | Lease renewed Y/N | Lease cost Per Annum | Why Building Necessary? / Reason for not Renewing |
|--|-------------------------|-----------------------|--------------------------|-----------------------------|--|
| VIC - 620 to 622 Lorimer Street, Port Melbourne | 1/03/2013 | 28/02/2016 | Y | \$396,202 | The property provides client contact and administrative services to the department. |
| VIC - Levels 11-13, 300 La Trobe Street, Melbourne | 1/07/2011 | 30/09/2019 | Y | \$2,250,619 | The property provides client contact and administrative services to the department. |
| VIC - 68a McLeod Street, Bairnsdale | 1/07/2012 | 30/06/2013 | N | \$10,945 | This property is currently under consideration as part of the wider consultation process associated with the provision of shopfront services |
| VIC - Level 4 / 440 Elizabeth Street, Melbourne | 1/06/2012 | 31/05/2015 | Y | \$294,425 | The property provides client contact and administrative services to the department. |
| VIC - 12 Dawson Street South, Ballarat | 1/07/2012 | 30/06/2014 | N | \$58,552 | This property is currently under consideration as part of the wider consultation process associated with the provision of shopfront services |
| VIC - U3 200 Malop Street, Geelong | 1/07/2012 | 30/06/2014 | Y | \$102,180 | The property provides client contact and administrative services to the department. |
| VIC - 10 George Street, Morwell | 1/07/2012 | 30/06/2014 | N | \$22,306 | This property is currently under consideration as part of the wider consultation process associated with the provision of shopfront services |
| VIC - 81 Hume Street, Wodonga | 1/07/2013 | 30/06/2016 | Y | \$97,047 | The property provides client contact and administrative services to the department. |
| VIC - Shop 6 54-58 Wells Street, Frankston | 1/11/2010 | 31/10/2014 | N | \$49,831 | This property is currently under consideration as part of the wider consultation process associated with the provision of shopfront services |
| VIC - 715 Raglan Parade, Warrambool | 1/04/2007 | Month to month | Y | \$8,112 | The property provides client contact and administrative services to the department. |
| WA - 7 Kintail Road Applecross | 1/02/2014 | 31/01/2017 | Y | \$313,366 | The property provides client contact and administrative services to the department. |

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| Building Address | Lease start date | Lease end date | Lease renewed Y/N | Lease cost per annum | Why Building Necessary? / Reason for not Renewing |
|-----------------------------------|-------------------------|-----------------------|--------------------------|-----------------------------|---|
| WA - 140 St Georges Terrace Perth | 5/10/2011 | 4/10/2019 | Y | \$1,930,572 | The property provides client contact and administrative services to the department. |

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- b) No building leases were relinquished in this reporting period.
- c) Table 2 lists the buildings that are expected to be leased in the next 12 months.

Table 2 – Expected Building Leases

| Building Address | Lease End Date | Lease Cost Per Annum | Why building necessary? |
|---|-----------------------|-----------------------------|--|
| Level 11 and part Level 3 Niecon Tower 22 Albert Avenue Broadbeach Queensland | 31 May 2021 | \$150,255.76 | This office will continue to support the veteran community through the continuation of client contact services, outreach services and administrative support for the Department. |

- d) Table 3 lists the occupancy rate for workpoints for buildings owned or leased by the Department that are reportable to Department of Finance and Deregulation (Australian Government properties within Australia that contain 500 m2 or more of office space). The time and effort to accurately provide this information for properties that contain less than 500m2 of office space would be too resource intensive.

Table 3 – Occupancy Rates

| Building | Total No. Workpoints | Occupied Workpoints | Workpoint Occupancy Rate | Use where less than 100% occupancy |
|--|-----------------------------|----------------------------|---------------------------------|---|
| ACT - Keltie Street, Woden (Levels 7 to 22) | 709 | 652 | 92.0% | Vacant work-points currently being considered for IT services. |
| NSW – Elizabeth Street, Surry Hills | 388 | 330 | 85.1% | Planning for churn to consolidate vacant space. |
| QLD – Queen Street, Brisbane | 470 | 393 | 83.6% | Small numbers of vacant work-points on each of the five floors. |
| SA – Grenfell Street, Adelaide | 182 | 149 | 81.9% | Floor reduction will reduce the vacant work-points. |
| TAS – Liverpool Street, Hobart | 79 | 71 | 89.9% | Insignificant number of vacant work-points. |
| VIC – La Trobe Street, Melbourne | 341 | 266 | 78.0% | Planning for churn to consolidate vacant space. |
| WA – St Georges Terrace, Perth | 129 | 110 | 85.3% | Small number of vacant work-points on the two floors |
| NT – Winnellie Road, Winnellie | 21 | 18 | 85.7% | Too small a vacancy to consider options. |

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Question 105

Outcome All: Program All

Topic: Diner's Club Cards

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

1. The Department of Finance coordinates the Whole of Government Travel arrangements. Please refer to that Department for an overview of the arrangements with Diner's Club.
2. There are no fees and charges passed on to the Department of Veterans' Affairs (DVA) directly from Diner's Club.
- 3 and 4. DVA staff are not issued with Diner's Club cards. DVA uses a single virtual card to charge travel expenses.
5. No.

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Question 106

Outcome All: Program All
Topic: Government advertising
(Written Question on Notice)

Senator LUDWIG asked:

1. How much has been spent on government advertising (including job ads) since 7 September 2013?
 - 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?
 - 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

Answer

1. (a – c) The total cost for all advertising for the period 1 July 2013 to 31 January 2014 was \$712,280.30 (GST excl) broken down as follows. It is too resource intensive to provide figures since 7 September 2013. In each of the instances, the approving officer was the relevant SES.

| Purpose | Amount (GST excl) | Outlets paid | Advertising type |
|---|------------------------------|---------------------|-----------------------------|
| Tender, public notices and recruitment advertising | \$69,789.76 | Adcorp | non-campaign |
| Gallipoli 2015 - to promote the Ballot | \$511,945.03 | Universal McCann | campaign |
| Mental Health - to inform eligible people about the availability DVA Mental Health Services via the At Ease website. | \$69,528.70 | Universal McCann | campaign |
| Defence Service Home Insurance Scheme - to inform eligible people (veteran, a serving Defence Force member, war widow or a peacekeeper) about the availability of insurance products. | \$61,016.81 | Universal McCann | campaign |
| TOTAL | \$712,280.30 | | |

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2. The Department will continue to advertise the Defence Service Home Insurance Scheme this financial year and tender, public notices and recruitment advertising will be conducted as required. Mental Health advertising is also planned, however, exact details of this campaign are yet to be confirmed.
 - a. The total expected cost is unable to be determined at this stage.
 - b. Each item of expenditure and cost is unable to be determined at this stage.
 - c. The approving officer will be the relevant SES.
 - d. All non-campaign advertising will be arranged through Adcorp, and all campaign advertising will be arranged through Universal McCann.

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Question 107

Outcome All: Program All

Topic: Workplace assessments

(Written Question on Notice)

Senator LUDWIG asked:

1. How much has been spent on workplace ergonomic assessments since 7 September 2013?
 - 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?
 - a. If so, list each item of expenditure and cost related to those changes

Answer

1. The total expenditure on workplace ergonomic assessments in the period 1 July 2013 to 31 January 2014 was: \$40,367.04. Of this total, \$23,218.54 was for workplace ergonomic assessments, and \$17,148.50 was for equipment.
 - a. The Department of Veterans' Affairs' (DVA) financial system does not record full detail breakdown of each ergonomic item and cost. Providing a detailed breakdown of each individual item, its cost and for the period requested would involve significant time and effort and be too resource intensive.
2. DVA conducts workplace ergonomic assessments as part of its duty of care under the *Work Health and Safety Act 2011 (Cth)* to provide a safe and healthy workplace for workers. These assessments also assist in minimising the cost and impact of work related injury or aggravation.

Assessments are conducted for new starters as part of their induction; for existing employees who experience pain or discomfort in the workplace, and for those who have a medical condition that requires adjustment to their workstation.

With the exception of the assessments for new starters, all assessments undertaken are as a result of a change to an individual's circumstances. Most assessments result in changes to the workstation, ranging from the simple adjustment through to the provision of ergonomic equipment to support a safe workplace.

- a. Please refer to the answer to 1. a.

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Question 108

Outcome All: Program All

Topic: Ministerial Website

(Written Question on Notice)

Senator LUDWIG asked:

1. How much has been spent on the Minister's website since 7 September 2013?
 - a. List each item of expenditure and cost
2. Who is responsible for uploading information to the Minister's website?
 - a. Are any departmental staff required to work outside regular hours to maintain the Minister's website?

Answer

1. The Minister's website utilises a standard template and the site varies only marginally in appearance from the previous Minister's website. Upon assuming office, the Department of Veterans' Affairs redeveloped the Minister's website. A Departmental officer was responsible for updating content and no additional costs were incurred as a result of the updates upon the change of Government.
2. The Department's Anzac Centenary and Communication Branch is responsible for uploading information to the Minister's website.

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Question 109

Outcome All: Program All

Topic: Ministerial pay outs

(Written Question on Notice).

Senator LUDWIG asked:

How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013?

- a) List each item of expenditure, staffing level, employing member and cost.

Answer

The Department of Veterans' Affairs has no involvement with these matters.

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Question 110

Outcome All: Program All

Topic: Ministerial staff turnover

(Written Question on Notice)

Senator LUDWIG asked:

1. List the current staffing allocation for each Minister and Parliamentary Secretary
2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification
3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification
4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification
5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment.

Answer

1. to 5. The Department of Veterans' Affairs has no involvement in these matters.

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Question 111

Outcome All: Program All
Topic: Christmas Party Costs
 (Written Question on Notice)

Senator LUDWIG asked:

List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013.

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.

Answer

1. See the table below for the costs of each function.
2. The money was funded from the Department of Veterans' Affairs Contributions Account. This account was established to receive donations. It is principally used to provide immediate assistance to veterans in need, contributions to additional amenities in facilities organised by and run for the ex-service community, direct costs of functions to acknowledge or thank individuals or organisations that assist veterans and/or war widows, and payments to facilitate veteran attendance at commemorative events. All functions were funded from the Contributions Account except for \$967.62 which was funded from Departmental resources.
3. See the table below for the location of each function.
4. See the table below for the cost of food and beverages purchased for each function.

| Function | Location | Food/Beverage Costs |
|-------------------------------------|------------------------|----------------------------|
| NT ESO/ADF Christmas | DVA Office, Darwin | \$691.00 |
| QLD Far Northern Region End of Year | Cairns RSL | \$708.00 |
| QLD Northern Region End of Year | DVA Office, Townsville | \$801.00 |
| SA ESO Christmas | DVA Office, Adelaide | \$1,026.32 |
| ACT ESO Christmas | DVA Office, Canberra | \$1,428.00 |
| TAS ESO Christmas | DVA Office, Hobart | \$2,250.08 |
| WA ESO Christmas | DVA Office, Perth | \$3,776.62 |
| VIC ESO End of Year | DVA Office, Melbourne | \$4,807.01 |
| NSW ESO Christmas | DVA Office, Sydney | \$6,311.82 |
| Brisbane ESO End of Year | DVA Office, Brisbane | \$6,453.00 |

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Question 112

Outcome General: Program All

Topic: Multiple tenders

(Written Question on Notice)

Senator LUDWIG asked:

List any tenders that were re-issued or issued multiple times since 7 September 2013

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?

Answer

Nil.

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Question 113

Outcome All: Program All

Topic: Market Research

(Written Question on Notice)

Senator LUDWIG asked:

List any market research conducted by the department/agency since 7 September 2013.

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?

Answer

1. Anzac Day Gallipoli 2015 Ballot at a cost of \$30,000 (GST excl) put in place by the Department of Veterans' Affairs on 10 September 2013 in accordance with the conventions of the caretaker period.
2. Flat rate for market research service, Client and Commemorations Division, Outcome 3, Program 3.1.
3. TNS Australia.
4. Department of Finance panel – select tender.
5. Sydney, Melbourne, and Orange, NSW.
6. Tested messages for Anzac Day Gallipoli 2015 ballot information campaign and draft advertising.
7. Four small focus groups of 6-8 participants + online survey for 500 participants.
8. Recruited by market research company.

The reporting above covers the period 1 July 2013 to 31 January 2014.

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Question 114

Outcome All: Program All

Topic: Departmental Upgrades

(Written Question on Notice)

Senator LUDWIG asked:

Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

1. If so, list these
2. If so, list the total cost for these changes
3. If so, list the itemised cost for each item of expenditure
4. If so, who conducted the works?
5. If so, list the process for identifying who would conduct these works
6. If so, when are the works expected to be completed?

Answer

Nil.

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Question 115

Outcome All: Program All

Topic: Wine Coolers / Fridges

(Written Question on Notice)

Senator LUDWIG asked:

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?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current stocking level for each of these items?

Answer

The Department of Veterans' Affairs has purchased one device for the purpose of housing beverages. Details are listed below:

1. Beverage fridge purchased on 28 October 2013.
2. Total cost \$1,032.00.
3. Itemised costs - \$904.54 purchase price; \$33.64 delivery; and \$93.82 GST.
4. Purchased from Bar Fridges Australia.
5. Three online quotes received; best cost for requirements accepted; and purchase made using the DVA Corporate Credit Card.
6. Beverage fridge is locked and kept in a separately locked servery which services adjoining function rooms on Level 11, 300 La Trobe Street, Melbourne, Victoria.
7. Used to store beverages (currently 23 mixed red and white wines) for official ex-service organisation functions.

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Question 116

Outcome All: Program All

Topic: Office Plants

(Written Question on Notice)

Senator LUDWIG asked:

Since 7 September 2013 has the department/agency purchased or leased any new office plants?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?

Answer

Nil.

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Question 117

Outcome All: Program All

Topic: Office Recreation Facilities

(Written Question on Notice)

Senator LUDWIG asked:

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)?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current usage for each of these items?

Answer

Nil.

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Question 118

Outcome All: Program All

Topic: Vending Machines

(Written Question on Notice)

Senator LUDWIG asked:

Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current usage for each of these items?

Answer

Nil.

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Question 119

Outcome All: Program General DVA

Topic: Legal Costs

(Written Question on Notice)

Senator LUDWIG asked:

List all legal costs incurred by the department or agency since 7 September 2013

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

Answer

1. The Department of Veterans' Affairs (DVA) does not generally disclose the content of legal advice received. It is important for DVA to be able to make fully informed decisions based on comprehensive and confidential legal advice. As such, only total figures for legal services expenditure are provided, noting that Legal Services expenditure is collected on a quarterly basis and the figures below are for the period 1 July 2013 to 31 December 2013:

- internal legal services - \$1.7 million; and
- external legal services - \$2.26 million.

2. DVA spent \$0.7 million on legal services from other sources (barristers, specialists reports and disbursements). All Counsel were engaged by DVA.

The ratio of male to female counsel per briefing was 19:10.

3. External legal services are procured under the Legal Services Multi-Use List, using the three parcels of firms established to provide external legal services to DVA.

Where counsel are engaged directly by DVA, or through an external legal services provider, they are engaged in accordance with Appendix D of the *Legal Services Directions 2005*.

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Question 120

Outcome All: Program All

Topic: Australian Public Affairs

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

1. Nil.
2. The Department of Veterans' Affairs has no knowledge of the interactions between the Minister/Parliamentary Secretary and/or their offices with Australian Public Affairs.

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Question 121

Outcome 1: Program General Australian War Memorial

Topic: Visitors

(Written Question on Notice)

Senator FARRELL asked:

How many people visit the Australian War Memorial annually?

Answer

See Proof Committee Hansard - Senate (Foreign Affairs, Defence and Trade Legislation Committee Estimates), Wednesday 26 February 2014 - Page 118.

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Question 122

Outcome 1: Program General Australian War Memorial

Topic: Budget

(Written Question on Notice)

Senator FARRELL asked:

What is the budget for refurbishment and where has the money come from?

How much has been spent up to date?

How much more needs to be done and what is the financial cost?

Answer

See Proof Committee Hansard - Senate (Foreign Affairs, Defence and Trade Legislation Committee Estimates), Wednesday 26 February 2014 - Pages 117 and 118.

See Question on Notice 123 Part 2.

The works are being undertaken in accordance with the Memorial's specific delivery strategy of Primary, Secondary and Tertiary works. The Primary works phase of the project is complete and the Secondary and Tertiary works phases of the project are underway and due for completion in accordance with the program. Cash to be expended during 2013-14 and 2014-15 is \$21.4 million (as at 12 February 2014).

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Question 123

Outcome 1: Program General Australian War Memorial

Topic: Travelling exhibition and redevelopment of AWM

(Written Question on Notice)

Senator FARRELL asked:

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?

Answer

The original proposal for the Anzac Centenary Travelling Exhibition envisaged two large digital walls (12 metres in length) as the centrepiece. The current concept is based on an exhibition space within a purpose designed pavilion that will be toured to sites throughout Australia. The budget for the Travelling Exhibition is estimated to be in the order of \$60-70 million.

Total expenditure incurred against the total project budget at 12 February 2014 for the First World War gallery redevelopment is \$10,732,936.

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Question 124

Outcome 1: Program General Australian War Memorial

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

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:

- 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

Answer

Nil.

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Question 125

Outcome 1: Program General Australian War Memorial

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

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?

- 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,
 - 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

Answer

Nil.

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Question 126

Outcome 1: Program General Australian War Memorial

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

- 1) Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?
 - 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?

Answer

Nil.

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Question 127

Outcome 1: Program General Australian War Memorial

Topic: Reviews

(Written Question on Notice)

Senator LUDWIG asked:

What reviews are planned?

- 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?
 - i. If so, when?
 - ii. If not, why not?

Answer

Nil.

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Question 128

Outcome 1: Program General Australian War Memorial

Topic: Commissioned reports

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

Nil.

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Question 129

Outcome 1: Program General Australian War Memorial

Topic: Briefings for other parties

(Written Question on Notice)

Senator LUDWIG asked:

Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:

- 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 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?

Answer

See response on Question on Notice 34.

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Question 130

Outcome 1: Program General Australian War Memorial

Topic: Appointments

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

1. There were no appointments to the Council of the Australian War Memorial during the period 1 July 2013 until 31 January 2014.
2. 10 Male / 3 Female.

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Question 131

Outcome 1: Program General Australian War Memorial

Topic: Stationery requirements

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

1. Nil - the Memorial does not purchase stationery requirements for the Minister's office.
 - a. N/A
2. \$44,700

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 132

Outcome 1: Program General Australian War Memorial

Topic: Electronic equipment

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

Nil - the Memorial does not provide electronic equipment to the Minister's office

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Question 133

Outcome 1: Program General Australian War Memorial

Topic: Media subscriptions

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

The pay TV subscription the Memorial has is Foxtel.

- a) The Business Value Package, this was selected due to its news services.
- b) \$534.
- c) Nil.
- d) Nil.

N.B. the figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 134

Outcome 1: Program General Australian War Memorial

Topic: Media subscriptions

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

The newspaper subscriptions of the Australian War Memorial are:

- a) *The Canberra Times, The Australian* and *The Weekend Telegraph*. All papers are selected for media monitoring and advertising purposes at a local and national level.
- b) \$829.08
- c) Nil.
- d) Nil.

N.B. the figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 135

Outcome 1: Program General Australian War Memorial

Topic: Media subscriptions

(Written Question on Notice)

Senator LUDWIG asked:

What magazine subscriptions does your department/agency have?

- a) Please provide a list of magazines 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?

Answer

- a) See attached table for a list of magazine subscriptions all of which were provided for the purpose of staff knowledge, training and development.
- b) \$13, 118.00
- c) N/A
- d) N/A

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| Title |
|--|
| JOURNAL OF MATERIAL CULTURE - Online Only - Sage Code: L732-EFF01 |
| JOURNAL OF VISUAL CULTURE - Online Only L803-EFF01 |
| MEMORY STUDIES - Online Only L960-EFF01 |
| AMERICAN ARCHIVIST premium subscription - Print and online combined |
| AMERICAN INSTITUTE FOR CONSERVATION OF HISTORIC & ARTISTIC WORKS - Base Membership (Includes: AIC NEWS, JOURNAL and ANNUAL DIRECTORY) |
| ARCHIVES |
| ARCHIVES & RECORDS ASSOCIATION OF NEW ZEALAND - Includes ARCHIFACTS |
| ARCHIVES AND RECORDS: THE JOURNAL OF THE ARCHIVES AND RECORDS ASSOCIATION previously JOURNAL OF THE SOCIETY OF ARCHIVISTS |
| ART MONTHLY AUSTRALIA (AMA) |
| ARTAND Australia previously ART AND AUSTRALIA |
| ARTLINK |
| ARTS LAW: NEWSLETTER OF THE ARTS LAW CENTRE OF AUSTRALIA - subscription rate for Arts/Not for Profit/Law Firms/Commercial/Government(Budgets>1M) |
| AUDIOTECHNOLOGY |
| AUSTRALASIAN REGISTRARS COMMITTEE (ARC) INSTITUTION MEMBERSHIP Includes AUSTRALASIAN REGISTRARS COMMITTEE JOURNAL |
| AUSTRALASIAN SOUND RECORDINGS ASSOCIATION - Membership (Includes AUSTRALASIAN SOUND ARCHIVE and OCCASIONAL PAPER) |
| AUSTRALIAN & NEW ZEALAND MAP SOCIETY MEMBERSHIP Includes THE GLOBE and NEWSLETTER which is now free online at: australianmapcircle.org.au/newsletter/ |
| AUSTRALIAN AND NEW ZEALAND JOURNAL OF ART (ANZJA) & NEWSLETTER (Newsletter Online Only) - Print & Online |
| AUSTRALIAN AND NEW ZEALAND JOURNAL OF ART -Print & Online |
| AUSTRALIAN ART COLLECTOR |
| AUSTRALIAN COPYRIGHT COUNCIL - PRACTICAL GUIDES & DISCUSSION PAPERS |
| AUSTRALIAN CURRICULUM STUDIES ASSOCIATION Membership - Inc CURRICULUM PERSPECTIVES JOURNAL and (CURRICULUM PERSPECTIVES NEWSLETTER E format Only) |
| AUSTRALIAN DIGITAL ALLIANCE - Membership |
| AUSTRALIAN DIRECTORY OF PHILANTHROPY - Online Only |
| AUSTRALIAN INSTITUTE FOR THE CONSERVATION OF CULTURAL MATERIAL (AICCM)Institutional Membership Includes AICCM BULLETIN & NATIONAL NEWSLETTER |
| AUSTRALIAN PERSONAL COMPUTER (APC) |
| AUSTRALIAN SOCIETY OF ARCHIVISTS - Full Institutional Membership (Category A) |
| BRITISH JOURNAL OF PHOTOGRAPHY |
| CAPTURE |

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| |
|--|
| CLASSIC MILITARY VEHICLE |
| CLASSIC WINGS |
| COMPUTER MUSIC |
| CORROSION - Online Only |
| CX MAGAZINE Previously CONNECTIONS -Print only |
| DIRECTORY OF AUSTRALIAN ASSOCIATIONS Print only |
| FUNDRAISING & PHILANTHROPY AUSTRALASIA |
| HISTORICAL JOURNAL OF FILM, RADIO AND TELEVISION |
| HISTORY TEACHERS ASSOCIATION OF NSW Institutional Membership - Includes TEACHING HISTORY, NEWSLETTER |
| HISTORY TEACHERS ASSOCIATION OF VICTORIA Institutional Membership - Includes AGORA & NEWSLETTERS - Online only |
| HISTORY TEACHERS ASSOCIATION OF WA Membership - Includes HISTORY BULLETIN & HINDSIGHT |
| IASA Membership (including IASA JOURNAL and Information Bulletin) - Information Bulletin is now an eBulletin only available online |
| INSTITUTE OF CONSERVATION FULL Organisation Membership - Includes ICON NEWS, CONSERVATOR, PAPER CONSERVATOR and MEMBERSHIP DIRECTORY |
| INTERNATIONAL ASSOCIATION FOR MEDIA & HISTORY - Institutional membership Includes HISTORICAL JOURNAL OF FILM, RADIO & TELEVISION |
| INTERNATIONAL INSTITUTE FOR CONSERVATION OF HISTORIC AND ARTISTIC WORKS Membership - Includes STUDIES IN CONSERVATION and NEWS IN CONSERVATION |
| IQ THE RIM PROFESSIONALS AUSTRALASIA QUARTERLY (IQ) |
| JOURNAL OF FILM PRESERVATION |
| JOURNAL OF MUSEUM EDUCATION -For Museum Organizations Print & Online |
| LITERARY & LINGUISTIC COMPUTING (LLC) - Online Only |
| MEDAL NEWS |
| MILITARY MACHINES INTERNATIONAL |
| MULTIMEDIA INFORMATION & TECHNOLOGY - Online only |
| MUSEUM |
| MUSEUM MANAGEMENT AND CURATORSHIP |
| ORAL HISTORY |
| ORAL HISTORY ASSOCIATION OF AUSTRALIA - Membership -Includes JOURNAL and VOICEPRINT (E-Newsletter) |
| ORAL HISTORY REVIEW - Print & Online |
| PICTURE RESTORER |
| PRINT COUNCIL OF AUSTRALIA - Membership Includes IMPRINT |
| QUEENSLAND HISTORY TEACHERS ASSOCIATION Inst Membership Includes HISTORY TEACHER - Online Only |
| RESTAURATOR |
| SILICON CHIP Print only |
| SOCIAL EDUCATION ASSOCIATION Membership - Includes SOCIAL EDUCATOR |

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| |
|--|
| SOCIAL EDUCATION VICTORIA Secondary School/other Organisation Membership (Includes ETHOS) |
| TRADE-A-PLANE SERVICE |
| UNIFORMS |
| VICTORIA BARRACKS HISTORICAL SOCIETY Membership Includes Mentioned in Despatches |
| WIRED |
| WORLD OF ANTIQUES AND ART |

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Question 136

Outcome 1: Program General Australian War Memorial

Topic: Media subscriptions

(Written Question on Notice)

Senator LUDWIG asked:

What publications does your department/agency purchase?

- a) Please provide a list of the publications purchased 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?

Answer

- a) See attached table for a list of publications provided for the purpose of staff knowledge, training and development.
- b) \$891.70
- c) N/A
- d) N/A

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| Title of publications |
|---|
| Australia and the Vietnam War – Peter Edwards |
| The Encyclopaedia of Australia's Battles – Chris Clark |
| BCOF: Australian Roll of Honour |
| BCOF: Australian Army Locations |
| Disarming the Menace |
| British Military Trucks of WW1 |
| A different kind of web: New connections between archives and users – Kate Theimer |
| HEITAI: Uniforms, Equipment and Personal Items of the Japanese Soldier, 1931-1945 |
| The Special Collections Handbook |
| Exhibit Labels: An Interpretive Approach |
| The M1 Garand (Weapon) |
| British Artillery 1914-19: Field Army Artillery (New Vanguard) |
| Objects and Others: Essays on Museums and Material Culture (History of Anthropology) |
| V2: A combat history of the First Ballistic Missile (Weapon in History) |
| Academic Archives: Managing the next generation of university archives, records and special collections |
| Warriors and Wizards: The Development and Defeat of Radio-Controlled Glide Bombs of the Third Reich |
| British Mark IV Tank |
| What objects mean: an introduction to material culture |
| Facts and fundamentals of Japanese swords |
| New Vanguard 82: V-2 Ballistic Missile 1942-52 |
| Sturmpanzer A7V – First of the Panzers |
| Sturmtruppen (WW1 German Assault Formations) |
| Beute-Tanks British Tanks in German Service Vol 1 |
| Beute-Tanks British Tanks in German Service Vol 2 |
| Grabenkrieg – German Trench Warfare Vol 1 |
| Grabenkrieg – German Trench Warfare Vol 2 |
| Feldluftschiffer |
| British military trucks of World War 2 |
| Kubelwagen on all frontlines |

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Question 137

Outcome 1: Program General Australian War Memorial

Topic: Media monitoring

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

Nil.

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Question 138

Outcome 1: Program General Australian War Memorial

Topic: Media monitoring

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

The total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Memorial was \$15,198.57.

- a) iSentia and Australian Associated Press.
- b) \$15,198.57.
- c) News and digital monitoring service from iSentia, \$13,137.16 and AAP media distribution service, \$2,061.41.

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 139

Outcome 1: Program General Australian War Memorial

Topic: Media training

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

- a) \$2,970.00
- b) Money was spent on a half-day media management workshop for 9 members of staff.
- c) 9 comprised of – 1 x APS4, 6 x APS3-5, 1 x APS6, 1 x APS5
- d) 9 comprised of – 1 x APS4, 6 x APS3-5, 1 x APS6, 1 x APS5
- e) Talk Force
- f) Australian War Memorial

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 140

Outcome 1: Program General Australian War Memorial

Topic: Media training

(Written Question on Notice)

Senator LUDWIG asked:

For each service purchased from (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)

Answer

- a) One half-day media management workshop.
- b) Group-based.
- c) 9 – 1 x APS4, 6 x APS3-5, 1 x APS6, 1 x APS5.
- d) 3.5 hours.
- e) \$2970.00.
- f) The training session provided a workshop for staff on how to respond in media interviews. The workshop was tailored to the work of the Memorial.

N.B. the figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 141

Outcome 1: Program General Australian War Memorial

Topic: Media training

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

Nil.

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Question 142

Outcome 1: Program General Australian War Memorial

Topic: Communications staff

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

- a) EL2 x 1 - Head of Communication and Marketing Section
EL1 x 2 - Marketing Manager and Web Manager
APS6 x 2 - Media Officer and Publications Officer
APS5 x 2 - *Friends of the Memorial* Co-ordinator and Web/Social Media Officer
APS3 x 1 – Media Officer
All staff are located in Canberra at the Australian War Memorial.
- b) EL1 x 1 - Historical Documentary Co-ordinator
APS5 x 3 - 2 x Centenary Communications Officers and 1 x Web/Social Media Content Officer
All staff are located in Canberra at the Australian War Memorial.
- c) Nil.
- d) Nil.
- e) One.
- f) Nil.

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 143

Outcome 1: Program General Australian War Memorial

Topic: Provision of equipment - ministerial

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

Nil - the Australian War Memorial does not provide equipment for the Minister's office.

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Question 144

Outcome 1: Program General Australian War Memorial

Topic: Provision of equipment - ministerial

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

Nil - the Australian War Memorial does not provide equipment for the Minister's office.

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Question 145

Outcome 1: Program General Australian War Memorial

Topic: Provision of equipment - departmental

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

The Memorial has a limited number of notebook computers and mobile phones (some owned and some leased) which are made available to select staff for defined periods, on a needs basis to facilitate efficient business operations. It is estimated that the total cost of this equipment would not exceed \$60,000.

Equipment on permanent/long term provision is listed below.

| a) Item | b) Purchase cost (Est.) | c) Ongoing cost (Est. pa). | d) Staff position | d) Classification |
|-----------------|--------------------------------|-----------------------------------|--|--------------------------|
| Laptop computer | 0 | 500 | Director | SESB3 |
| Mobile phone | 0 | 840 | Director | |
| Laptop computer | 0 | 500 | Branch Head National Collection | SESB1 |
| Mobile phone | 0 | 840 | Branch Head National Collection | |
| Laptop computer | 0 | 500 | Branch Head Corporate Services | SESB1 |
| Mobile phone | 200 | 120 | Branch Head Public Programs | SESB1 |
| Mobile phone | 200 | 120 | Workshop Manager | BB2 |
| Mobile phone | 200 | 120 | Head, Collection Services | EL2 |
| Mobile phone | 200 | 120 | Head, Exhibitions | EL2 |
| Laptop computer | 0 | 500 | Manager, IT Infrastructure | EL2 |
| Mobile phone | 200 | 120 | Events Officer | EL1 |
| Mobile phone | 200 | 120 | Assistant Registrar – Collection Movements | APS6 |
| Mobile phone | 200 | 120 | Preventative Conservation Officer | APS5 |
| Mobile phone | 200 | 120 | Shop Manager | EL1 |
| Mobile phone | 200 | 120 | Travelling Exhibitions | EL1 |
| Mobile phone | 200 | 120 | Chief of Security | APS6 |
| Mobile phone | 200 | 120 | Cultural Liaison Officer | APS5 |

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| a) Item | b) Purchase cost (Est.) | c) Ongoing cost (Est. pa). | d) Staff position | d) Classification |
|----------------|--------------------------------|-----------------------------------|--------------------------------|--------------------------|
| Mobile phone | 200 | 120 | Buildings and Services Officer | APS3 |
| Mobile phone | 200 | 120 | Project Manager | EL2 |
| Mobile phone | 200 | 120 | Manager, Conservation | EL1 |
| Mobile phone | 200 | 120 | Public Relations Officer | EL1 |
| Mobile phone | 200 | 120 | Audio Visual Team | varies |
| Mobile phone | 200 | 120 | Buildings and Services Officer | APS5 |

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Question 146

Outcome 1: Program General Australian War Memorial

Topic: Computers

(Written Question on Notice)

Senator LUDWIG asked:

- 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

Answer

- a) The Memorial has no computers which are owned, leased, stored, or able to be accessed by the Ministers office.
- b) The Memorial leases approximately 450 computers with are made available to staff at all levels from APS2 to SESB3 throughout 10 buildings across the two sites at Campbell and Mitchell ACT. Some computers are used for public access throughout the galleries. All of the equipment is used on a regular basis. Resources do not permit to collation of a more detailed breakdown of this information.
- c) Almost all desktop and laptop computers utilise the Microsoft Windows 7 operating system the licenses for which are provided as part of the overall lease cost for the equipment. The remaining systems use Mac O/S 10 and Microsoft Windows Server 2008. There are no additional ongoing costs apart from the staff effort to maintain configuration of the Standard Operating Environment (SOE) based on this operating system.

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147 b) The table below provides a breakdown and reasons for all travel for Australian War Memorial officers including airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals) for the period 1 July 2013 to 31 January 2014.

| Dep. Date | Trip No. | Destination | Purpose | Accomm. | Taxi | Car Hire | Flights | Flight Class | T/A | Other | Trip Total |
|------------|--------------------|-------------|---|----------|----------|----------|------------|--------------|----------|---------|------------|
| 1/07/2013 | 107108 | Sydney | Meetings in Sydney | \$0.00 | \$320.35 | \$0.00 | \$255.46 | Economy | \$144.00 | \$0.00 | \$719.81 |
| 6/07/2013 | 107100 | Sydney | Editing of Afghanistan Exhibition AV | \$363.37 | \$12.50 | \$0.00 | \$262.91 | Economy | \$342.85 | \$0.00 | \$981.63 |
| 7/07/2013 | 107101 | Launceston | Install Gladwell Exhibition | \$269.50 | \$131.55 | \$0.00 | \$0.00 | N/A | \$263.45 | \$0.00 | \$664.50 |
| 7/07/2013 | 107102 | Sydney | Editing of Afghanistan Exhibition AV | \$363.37 | \$70.70 | \$0.00 | \$262.91 | Economy | \$342.85 | \$0.00 | \$1,039.83 |
| 9/07/2013 | 107095 & 100001321 | Sydney | Interactive technology in Education Conference | \$408.75 | \$80.68 | \$0.00 | \$241.92 | Economy | \$285.45 | \$0.00 | \$1,016.80 |
| 9/07/2013 | 107098 & 100001320 | Sydney | Interactive technology in Education Conference | \$513.75 | \$100.05 | \$0.00 | \$295.84 | Economy | \$265.70 | \$0.00 | \$1,175.34 |
| 10/07/2013 | 107103 | Sydney | Attend DMF in Sydney | \$501.41 | \$147.70 | \$0.00 | \$255.46 | Economy | \$237.70 | \$0.00 | \$1,142.27 |
| 10/07/2013 | 107104 | Sydney | Attend DMF in Sydney | \$501.41 | \$60.15 | \$0.00 | \$244.87 | Economy | \$189.95 | \$0.00 | \$996.38 |
| 14/07/2013 | 107099 | Darwin | Demount Perspectives | \$946.34 | \$152.30 | \$0.00 | \$1,997.11 | Economy | \$289.05 | \$0.00 | \$3,384.80 |
| 16/07/2013 | 107105 | Sydney | Meetings in Sydney | \$0.00 | \$299.55 | \$0.00 | \$223.95 | Economy | \$194.60 | \$0.00 | \$718.10 |
| 17/07/2013 | 107106 | Sydney | Meeting with ABC Open | \$0.00 | \$71.90 | \$0.00 | \$255.46 | Economy | \$0.00 | \$0.00 | \$327.36 |
| 17/07/2013 | 107109 | Sydney | Meeting with ABC Open | \$0.00 | \$99.75 | \$0.00 | \$0.00 | N/A | \$0.00 | \$0.00 | \$99.75 |
| 18/07/2013 | 107107 | Sydney | View Colonial Artworks | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$194.60 | \$72.00 | \$266.60 |
| 23/07/2013 | 107112 | Sydney | Reality in Flames Exhibition Meeting | \$0.00 | \$53.35 | \$244.75 | \$0.00 | N/A | \$0.00 | \$0.00 | \$298.10 |
| 23/07/2013 | 107110 | Sydney | View Gladwell Artwork and meet for Reality in Flames launch | \$0.00 | \$162.35 | \$0.00 | \$216.96 | Economy | \$0.00 | \$0.00 | \$379.31 |
| 23/07/2013 | 107111 | Sydney | View Gladwell Artwork and meet for Reality in Flames launch | \$0.00 | \$59.60 | \$0.00 | \$216.96 | Economy | \$0.00 | \$0.00 | \$276.56 |
| 25/07/2013 | 107116 | Sydney | Meetings in Sydney | \$0.00 | \$32.75 | \$247.80 | \$128.58 | Economy | \$53.00 | \$0.00 | \$462.13 |
| 25/07/2013 | 107118 | Sydney | Film artist in residence- B. Pailthorpe | \$0.00 | \$122.95 | \$0.00 | \$255.68 | Economy | \$0.00 | \$0.00 | \$378.63 |

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|------------|----------|-------------|---|----------|----------|----------|----------|--------------|----------|----------|------------|
| 26/07/2013 | 107117 | Melbourne | Meetings in Melbourne | \$0.00 | \$0.00 | \$130.44 | \$761.10 | Economy | \$128.90 | \$0.00 | \$1,020.44 |
| 30/07/2013 | 107120 | Sydney | Meetings in Sydney | \$0.00 | \$86.00 | \$239.46 | \$318.11 | Economy | \$124.00 | \$0.00 | \$767.57 |
| 31/07/2013 | 107119 | Brisbane | Acquisitions at Jan Murphy Gallery | \$190.50 | \$179.40 | \$0.00 | \$374.54 | Economy | \$194.60 | \$0.00 | \$939.04 |
| 2/08/2013 | 107121 | Melbourne | Visit Melbourne Gift Fair and suppliers | \$199.50 | \$207.65 | \$0.00 | \$413.91 | Economy | \$194.60 | \$0.00 | \$1,015.66 |
| 4/08/2013 | 107128 | Sydney | Meeting with Deloitte | \$0.00 | \$98.30 | \$0.00 | \$0.00 | N/A | \$124.00 | \$460.28 | \$682.58 |
| 4/08/2013 | 107122 | Perth | Install Perspectives Exhibition | \$995.72 | \$0.00 | \$547.90 | \$855.52 | Economy | \$673.38 | \$0.00 | \$3,072.52 |
| 4/08/2013 | 107123 | Sydney | NSW State Library Workshop- WW1 | \$0.00 | \$29.90 | \$0.00 | \$262.91 | Economy | \$166.60 | \$0.00 | \$459.41 |
| 8/08/2013 | 107124 | Sydney | International Camouflage Conference at Sydney College | \$0.00 | \$64.55 | \$401.72 | \$0.00 | N/A | \$356.55 | \$0.00 | \$822.82 |
| 8/08/2013 | 107126 | Sydney | International Camouflage Conference at Sydney College | \$0.00 | \$37.65 | \$0.00 | \$0.00 | N/A | \$356.55 | \$39.00 | \$433.20 |
| 16/08/2013 | 107149 | Sydney | Address ACT Tourism Function in Sydney | \$0.00 | \$45.20 | \$0.00 | \$0.00 | N/A | \$0.00 | \$0.00 | \$45.20 |
| 21/08/2013 | 107130 | Sydney | Meeting- P. Tonkin CBA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$0.00 | \$497.12 | \$497.12 |
| 22/08/2013 | 107129 | Melbourne | Melbourne Art Viewing and Meetings | \$0.00 | \$63.70 | \$0.00 | \$171.59 | Economy | \$118.85 | \$0.00 | \$354.14 |
| 24/08/2013 | 107125 | Evans Head | Evans Head Aerodrome Opening | \$0.00 | \$0.00 | \$0.00 | \$376.50 | Economy | \$251.00 | \$0.00 | \$627.50 |
| 28/08/2013 | 107131 | Sydney | Meeting- Aust. Father of the Year 2013 | \$0.00 | \$45.00 | \$0.00 | \$255.68 | Economy | \$0.00 | \$0.00 | \$300.68 |
| 28/08/2013 | 107141 | Sydney | Meeting with M. Zournazi | \$0.00 | \$136.85 | \$0.00 | \$224.41 | Economy | \$0.00 | \$0.00 | \$361.26 |
| 29/08/2013 | 107132 | Brisbane | Visit Qld Museum- <i>Mephisto</i> & Qld Uni. | \$0.00 | \$0.00 | \$0.00 | \$512.24 | Economy | \$0.00 | \$50.00 | \$562.24 |
| 29/08/2013 | 107143 | Sydney | CoS Indigenous Memorial- CoS reimburse costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$0.00 | \$0.00 | \$0.00 |
| 29/08/2013 | 107134 | Brisbane | Visit Qld Museum- <i>Mephisto</i> & Qld Uni. | \$0.00 | \$110.10 | \$0.00 | \$512.24 | Economy | \$0.00 | \$25.00 | \$647.34 |

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|------------|----------|--------------------|---|------------|----------|----------|------------|--------------|------------|----------|-------------|
| 30/08/2013 | 107133 | Albury | Opening- Chapel of Honour & Tour of Scots School | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$251.00 | \$581.64 | \$832.64 |
| 2/09/2013 | 107147 | Melbourne | Attend Crisis and Risk Communication Seminar in Melbourne | \$318.50 | \$0.00 | \$0.00 | \$337.29 | Economy | \$181.70 | \$0.00 | \$837.49 |
| 3/09/2013 | 107135 | Sydney | National Flag Day Celebration 2013 | \$0.00 | \$113.70 | \$0.00 | \$0.00 | N/A | \$0.00 | \$478.80 | \$592.50 |
| 4/09/2013 | 107146 | Melbourne | Attend Building Services Fundamentals Training Course | \$157.75 | \$75.75 | \$0.00 | \$372.23 | Economy | \$113.70 | \$0.00 | \$719.43 |
| 4/09/2013 | 107145 | Melbourne | Attend Building Services Fundamentals Training Course | \$157.75 | \$196.85 | \$0.00 | \$372.23 | Economy | \$113.70 | \$0.00 | \$840.53 |
| 9/09/2013 | 107152 | Sydney | Training- Attend NSW State Library W/Shop & Seminar | \$235.50 | \$0.00 | \$0.00 | \$0.00 | N/A | \$226.90 | \$154.00 | \$616.40 |
| 10/09/2013 | 107144 | Sydney | Attendance at Symposium for training purposes | \$210.50 | \$161.50 | \$0.00 | \$255.46 | Economy | \$18.20 | \$0.00 | \$645.66 |
| 10/09/2013 | 107150 | Sydney | Attend and Present at History Week in Sydney | \$365.50 | \$69.70 | \$0.00 | \$0.00 | N/A | \$209.70 | \$0.00 | \$644.90 |
| 11/09/2013 | 107153 | Bega | Present family history talks at Bega library | \$0.00 | \$122.90 | \$121.51 | \$0.00 | N/A | \$0.00 | \$0.00 | \$244.41 |
| 14/09/2013 | 1E+08 | Edinburgh & Canada | Present at ICOM Metal & Big Stuff 2013 Conferences | \$3,127.52 | \$0.00 | \$0.00 | \$6,608.08 | Economy | \$2,239.00 | \$343.00 | \$12,317.60 |
| 16/09/2013 | 107155 | Puckapunyal | Military equipment sound recordings at Puckapunyal | \$445.40 | \$81.60 | \$189.63 | \$559.10 | Economy | \$0.00 | \$54.60 | \$1,330.33 |
| 16/09/2013 | 107154 | Puckapunyal | Military equipment sound recordings at Puckapunyal | \$0.00 | \$0.00 | \$0.00 | \$379.10 | Economy | \$54.60 | \$0.00 | \$433.70 |
| 16/09/2013 | 107151 | Launceston | Demount Shaun Gladwell Exhibition | \$175.00 | \$153.00 | \$0.00 | \$289.83 | Economy | \$157.55 | \$0.00 | \$775.38 |
| 17/09/2013 | 107158 | Melbourne | Meetings with Arrow Bronze & BHP in Melbourne | \$0.00 | \$0.00 | \$492.00 | \$761.10 | Economy | \$0.00 | \$0.00 | \$1,253.10 |
| 19/09/2013 | 107160 | Sydney | Attend Sydney Contemporary Art Fair | \$277.50 | \$0.00 | \$0.00 | \$0.00 | N/A | \$235.15 | \$0.00 | \$512.65 |
| 19/09/2013 | 107127 | Adelaide | Oral History Assoc. Conference | \$656.71 | \$99.00 | \$0.00 | \$515.84 | Economy | \$479.70 | \$0.00 | \$1,751.25 |

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|------------|----------|----------------|--|------------|------------|----------|-------------|--------------|------------|------------|-------------|
| 19/09/2013 | 107159 | Sydney | Attend Sydney Contemporary Art Fair | \$440.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$235.15 | \$0.00 | \$675.15 |
| 20/09/2013 | 107161 | Sydney | Attend Sydney Contemporary Art Fair | \$174.50 | \$48.50 | \$0.00 | \$0.00 | N/A | \$194.60 | \$72.00 | \$489.60 |
| 22/09/2013 | 1E+08 | Europe and USA | Meetings and Museums in Europe and USA | \$8,453.60 | \$1,339.16 | \$329.69 | \$16,435.29 | Economy | \$5,694.00 | \$1,321.90 | \$33,573.64 |
| 22/09/2013 | 107167 | Sydney | View Winged Victory memorial | \$144.50 | \$60.25 | \$0.00 | \$141.56 | Economy | \$0.00 | \$0.00 | \$346.31 |
| 22/09/2013 | 107156 | Perth | Demount Perspectives Exhibition | \$498.69 | \$0.00 | \$171.13 | \$768.00 | Economy | \$313.90 | \$0.00 | \$1,751.72 |
| 23/09/2013 | 107169 | Sydney | Assess Winged Victory memorial | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$0.00 | \$161.90 | \$161.90 |
| 23/09/2013 | 107166 | Melbourne | Meet with Indigenous donor and view collection | \$0.00 | \$152.30 | \$0.00 | \$203.74 | Economy | \$0.00 | \$0.00 | \$356.04 |
| 24/09/2013 | 107168 | Sydney | Australian Bus and Coach Show | \$0.00 | \$133.10 | \$0.00 | \$0.00 | N/A | \$313.45 | \$0.00 | \$446.55 |
| 25/09/2013 | 107162 | Melbourne | Meeting of ARC War Crimes project | \$0.00 | \$181.95 | \$0.00 | \$605.09 | Economy | \$0.00 | \$0.00 | \$787.04 |
| 29/09/2013 | 107163 | Gold Coast | Demount Ben Quilty Exhibition | \$306.00 | \$0.00 | \$230.74 | \$698.16 | Economy | \$384.55 | \$0.00 | \$1,619.45 |
| 1/10/2013 | 107173 | Sydney | Meet with ANZAC voices designers | \$0.00 | \$117.60 | \$0.00 | \$262.91 | Economy | \$0.00 | \$0.00 | \$380.51 |
| 1/10/2013 | 107174 | Sydney | Meet with ANZAC voices designers | \$0.00 | \$50.20 | \$0.00 | \$262.91 | Economy | \$0.00 | \$0.00 | \$313.11 |
| 4/10/2013 | 107175 | Melbourne | Meet with potential supplier of mannequins for WW1 gallery | \$0.00 | \$129.55 | \$0.00 | \$278.99 | Economy | \$0.00 | \$0.00 | \$408.54 |
| 4/10/2013 | 107176 | Melbourne | Meet with potential supplier of mannequins for WW1 gallery | \$0.00 | \$119.70 | \$0.00 | \$315.75 | Economy | \$0.00 | \$19.00 | \$454.45 |
| 8/10/2013 | 107178 | Sydney | Collection loan at HMAS Parramatta Freedom of Entry Parade | \$0.00 | \$40.80 | \$197.22 | \$0.00 | N/A | \$0.00 | \$0.00 | \$238.02 |
| 8/10/2013 | 107172 | Katoomba | Install Ben Quilty Exhibition | \$590.50 | \$77.70 | \$478.27 | \$0.00 | N/A | \$464.65 | \$0.00 | \$1,611.12 |
| 15/10/2013 | 107183 | Melbourne | Gladwell Exhibition Install | \$602.50 | \$144.70 | \$0.00 | \$285.86 | Economy | \$382.00 | \$0.00 | \$1,415.06 |

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|------------|----------|------------------------|--|----------|----------|----------|----------|--------------|----------|--------|------------|
| 18/10/2013 | 107179 | Sydney | Attend AFFM & Blackbaud Conferences | \$954.10 | \$262.20 | \$0.00 | \$216.96 | Economy | \$282.90 | \$0.00 | \$1,716.16 |
| 18/10/2013 | 107184 | Melbourne | Curator talk at McClelland Park | \$0.00 | \$275.10 | \$0.00 | \$344.16 | Economy | \$0.00 | \$0.00 | \$619.26 |
| 19/10/2013 | 107186 | Cairns | Represent AWM at J. Stephen 100 birthday | \$169.32 | \$555.30 | \$0.00 | \$847.98 | Economy | \$146.85 | \$0.00 | \$1,719.45 |
| 21/10/2013 | 107185 | Sydney | Attend International Semantic Web Conference | \$690.20 | \$64.60 | \$0.00 | \$141.10 | Economy | \$0.00 | \$0.00 | \$895.90 |
| 22/10/2013 | 107187 | Adelaide | Attend National AICCM Conference | \$640.00 | \$375.95 | \$0.00 | \$632.47 | Economy | \$0.00 | \$0.00 | \$1,648.42 |
| 22/10/2013 | 107190 | Melbourne | First World War Gallery redevelopment meeting with Cunningham Martin Design | \$181.50 | \$0.00 | \$0.00 | \$401.91 | Economy | \$216.95 | \$0.00 | \$800.36 |
| 22/10/2013 | 107188 | Melbourne | First World War Gallery redevelopment meeting with Cunningham Martin Design | \$195.50 | \$184.00 | \$0.00 | \$484.00 | Economy | \$216.95 | \$0.00 | \$1,080.45 |
| 22/10/2013 | 107189 | Melbourne | Attend presentation at Uni. of Melbourne | \$868.00 | \$84.00 | \$0.00 | \$315.75 | Economy | \$285.45 | \$0.00 | \$1,553.20 |
| 22/10/2013 | 107191 | Melbourne | First World War Gallery redevelopment meeting with Cunningham Martin Design | \$198.50 | \$240.00 | \$0.00 | \$324.50 | Economy | \$219.20 | \$0.00 | \$982.20 |
| 23/10/2013 | 107193 | Melbourne | Attend Melbourne Uni. Conservation student thesis dissertation | \$172.38 | \$337.90 | \$0.00 | \$401.91 | Economy | \$219.50 | \$0.00 | \$1,131.69 |
| 24/10/2013 | 107192 | Perth | Speaker at RSL Congress WA, AICD and visit Army Museum Free | \$0.00 | \$348.00 | \$0.00 | \$715.75 | Economy | \$268.00 | \$0.00 | \$1,331.75 |
| 24/10/2013 | 107164 | Melbourne | HTAV Conference Melbourne | \$184.50 | \$110.50 | \$0.00 | \$337.29 | Economy | \$166.60 | \$0.00 | \$798.89 |
| 24/10/2013 | 107194 | Brisbane and Melbourne | Panel discussion at Institute of Modern Art in Brisbane. Travel except Cabcharge provided. | \$0.00 | \$205.90 | \$0.00 | \$0.00 | N/A | \$0.00 | \$0.00 | \$205.90 |

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|------------|----------|------------------------|---|------------|----------|----------|----------|--------------|----------|---------|------------|
| 28/10/2013 | 107204 | Katoomba | Reinstall Quilty Exhibition | \$0.00 | \$34.00 | \$381.90 | \$0.00 | N/A | \$0.00 | \$0.00 | \$415.90 |
| 30/10/2013 | 107202 | Melbourne | First World War Gallery redevelopment meeting with Cunningham Martin Design | \$798.75 | \$0.00 | \$0.00 | \$492.00 | Economy | \$216.95 | \$0.00 | \$1,507.70 |
| 30/10/2013 | 107200 | Melbourne | First World War Gallery redevelopment meeting with Cunningham Martin Design | \$223.50 | \$119.00 | \$0.00 | \$492.00 | Economy | \$216.95 | \$0.00 | \$1,051.45 |
| 30/10/2013 | 107201 | Melbourne | First World War Gallery redevelopment meeting with Cunningham Martin Design | \$438.75 | \$240.00 | \$0.00 | \$353.40 | Economy | \$219.20 | \$0.00 | \$1,251.35 |
| 1/11/2013 | 107212 | Sydney | Meeting with Google Director | \$0.00 | \$160.45 | \$0.00 | \$560.00 | Economy | \$0.00 | \$0.00 | \$720.45 |
| 1/11/2013 | 107219 | Adelaide | Meet officials at St Clair Memorial and give Graeme Shirlly oration. | \$0.00 | \$79.20 | \$0.00 | \$0.00 | N/A | \$236.00 | \$0.00 | \$315.20 |
| 2/11/2013 | 107206 | Sydney | Attend Museums Australia Seminar in Sydney | \$0.00 | \$0.00 | \$316.22 | \$0.00 | N/A | \$0.00 | \$0.00 | \$316.22 |
| 4/11/2013 | 107210 | Sydney | Meeting with City of Sydney regarding Indigenous Memorial. | \$0.00 | \$89.45 | \$0.00 | \$255.46 | Economy | \$0.00 | \$0.00 | \$344.91 |
| 7/11/2013 | 107215 | Sydney | Present to Powerhouse Museum Regional Stakeholder Forum | \$0.00 | \$65.30 | \$0.00 | \$257.46 | Economy | \$0.00 | \$55.00 | \$377.76 |
| 7/11/2013 | 107217 | Melbourne | Attend Editor in Cultural Institutions Workshop | \$179.50 | \$70.15 | \$0.00 | \$546.54 | Economy | \$146.85 | \$0.00 | \$943.04 |
| 9/11/2013 | 107216 | Adelaide | Attend Indigenous War Memorial Adelaide opening | \$175.60 | \$138.95 | \$0.00 | \$636.60 | Economy | \$194.60 | \$0.00 | \$1,145.75 |
| 11/11/2013 | 107214 | Sydney | To give talk at Merrylands RSL. | \$0.00 | \$0.00 | \$0.00 | \$141.10 | Economy | \$0.00 | \$0.00 | \$141.10 |
| 12/11/2013 | 107181 | Melbourne | Training- Statistics | \$1,472.00 | \$166.25 | \$0.00 | \$285.86 | Economy | \$998.55 | \$0.00 | \$2,922.66 |
| 14/11/2013 | 107235 | Murrumbateman/ Yass | Address Rotary Club of Yass | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$0.00 | \$74.00 | \$74.00 |
| 19/11/2013 | 107165 | Adelaide | Attend Narratives of War Symposium at University of South Australia. | \$452.88 | \$51.00 | \$0.00 | \$434.07 | Economy | \$356.55 | \$0.00 | \$1,294.50 |

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| Dep. Date | Trip No. | Destination | Purpose | Accomm. | Taxi | Car Hire | Flights | Flight Class | T/A | Other | Trip Total |
|------------|----------|-------------|--|----------|----------|----------|------------|--------------|----------|------------|------------|
| 19/11/2013 | 107213 | Adelaide | Attend Narratives of War Symposium at University of South Australia. | \$452.88 | \$0.00 | \$0.00 | \$474.33 | Economy | \$356.55 | \$0.00 | \$1,283.76 |
| 19/11/2013 | 107220 | Sydney | Meeting with Marrackville Council regarding Winged Victory Sculpture | \$234.50 | \$56.10 | \$0.00 | \$255.46 | Economy | \$18.20 | \$0.00 | \$564.26 |
| 27/11/2013 | 107221 | Wagga Wagga | Install Perspectives Exhibition | \$255.50 | \$0.00 | \$221.96 | \$0.00 | N/A | \$245.05 | \$0.00 | \$722.51 |
| 28/11/2013 | 107222 | Melbourne | Big West Festival sponsored attendance at Art Exhibition | \$0.00 | \$163.55 | \$0.00 | \$0.00 | N/A | \$0.00 | \$0.00 | \$163.55 |
| 29/11/2013 | 107234 | Sydney | Media Op with NSW Premier and Holsworthy 2IC Visit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | Economy | \$0.00 | \$392.20 | \$392.20 |
| 2/12/2013 | 107225 | Sydney | Judge National Tourism Awards | \$0.00 | \$54.80 | \$0.00 | \$0.00 | N/A | \$18.20 | \$0.00 | \$73.00 |
| 3/12/2013 | 107223 | Darwin | Install Nurses Exhibition | \$659.94 | \$0.00 | \$463.90 | \$852.99 | Economy | \$313.45 | \$0.00 | \$2,290.28 |
| 3/12/2013 | 107224 | Darwin | Install Nurses Exhibition | \$852.72 | \$26.80 | \$0.00 | \$852.99 | Economy | \$313.45 | \$0.00 | \$2,045.96 |
| 6/12/2013 | 107243 | Wagga Wagga | Attend Launch of Perspectives and Kangaroo March re-enactment. | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$554.00 | \$438.08 | \$992.08 |
| 6/12/2013 | 1E+08 | Philippines | ADF Deployment to record footage | \$124.50 | \$0.00 | \$0.00 | \$1,647.28 | Economy | \$419.20 | \$1,649.76 | \$3,840.74 |
| 7/12/2013 | 107227 | Melbourne | Art Association Annual Conference | \$0.00 | \$148.00 | \$0.00 | \$338.30 | Economy | \$300.55 | \$0.00 | \$786.85 |
| 8/12/2013 | 107242 | Sydney | Guest speaker at MS Saints Sydney | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$124.00 | \$345.44 | \$469.44 |
| 11/12/2013 | 107237 | Sydney | Meet with Memorial publishers in Sydney | \$0.00 | \$109.45 | \$0.00 | \$255.68 | Economy | \$0.00 | \$0.00 | \$365.13 |
| 11/12/2013 | 107228 | Melbourne | Assessment of collection items in Melbourne | \$0.00 | \$99.70 | \$0.00 | \$0.00 | N/A | \$0.00 | \$27.50 | \$127.20 |
| 11/12/2013 | 107233 | Sydney | Meet with Memorial publishers in Sydney | \$0.00 | \$144.20 | \$0.00 | \$255.68 | Economy | \$0.00 | \$0.00 | \$399.88 |
| 11/12/2013 | 107230 | Melbourne | Assessment of Memorial collection item | \$0.00 | \$0.00 | \$0.00 | \$244.17 | Economy | \$0.00 | \$0.00 | \$244.17 |

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| Dep. Date | Trip No. | Destination | Purpose | Accomm. | Taxi | Car Hire | Flights | Flight Class | T/A | Other | Trip Total |
|------------|----------|----------------------|---|----------|----------|----------|------------|--------------|----------|----------|------------|
| 11/12/2013 | 107238 | Sydney | Meeting with artist- Ian Wingrove | \$0.00 | \$97.85 | \$0.00 | \$262.87 | Economy | \$0.00 | \$0.00 | \$360.72 |
| 12/12/2013 | 107240 | Brisbane | Identify and secure parts of Bushmaster in Brisbane | \$130.50 | \$0.00 | \$325.08 | \$435.86 | Economy | \$0.00 | \$55.00 | \$946.44 |
| 16/12/2013 | 107244 | Melbourne and Hobart | Meetings with Geoff Handbury Foundation and CEO of ANZ regarding partnership opportunities. | \$0.00 | \$126.80 | \$0.00 | \$356.57 | Economy | \$0.00 | \$27.50 | \$510.87 |
| 16/12/2013 | 107231 | Melbourne | Meeting with Arlo Mountford regarding proposed diorama design. | \$0.00 | \$99.40 | \$0.00 | \$315.75 | Economy | \$0.00 | \$0.00 | \$415.15 |
| 16/12/2013 | 107239 | Melbourne | ANZAC Centenary merchandising meeting with Australia Post. | \$0.00 | \$182.71 | \$0.00 | \$285.87 | Economy | \$144.30 | \$0.00 | \$612.88 |
| 16/12/2013 | 107232 | Melbourne | Meeting with Arlo Mountford regarding proposed diorama design. | \$0.00 | \$167.30 | \$0.00 | \$315.75 | Economy | \$0.00 | \$0.00 | \$483.05 |
| 18/12/2013 | 107246 | Sydney | Reality in Flames and Remember Me exhibition meetings | \$391.75 | \$120.00 | \$0.00 | \$0.00 | Economy | \$146.85 | \$0.00 | \$658.60 |
| 18/12/2013 | 107245 | Sydney | Reality in Flames and Remember Me exhibition meetings | \$201.75 | \$38.60 | \$315.58 | \$0.00 | N/A | \$146.85 | \$0.00 | \$702.78 |
| 14/01/2014 | 107247 | Melbourne | Meetings with Graphic Designer and Gallery designer regarding photo layout for First World War galleries. | \$0.00 | \$187.20 | \$0.00 | \$325.79 | Economy | \$0.00 | \$0.00 | \$512.99 |
| 16/01/2014 | 107248 | Sydney | Meetings with Google and Grumpy Sailor | \$194.50 | \$127.20 | \$0.00 | \$0.00 | N/A | \$116.30 | \$0.00 | \$438.00 |
| 16/01/2014 | 107252 | Sydney | Meetings and interviews for Sydney Festival and Black Diggers. | \$0.00 | \$85.65 | \$0.00 | \$121.90 | Economy | \$0.00 | \$0.00 | \$207.55 |
| 16/01/2014 | 1E+08 | New Zealand | Travel to New Zealand for research for First World War Centenary Print Portfolio | \$627.22 | \$0.00 | \$380.10 | \$1,214.10 | Economy | \$805.90 | \$352.00 | \$3,379.32 |

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| Dep. Date | Trip No. | Destination | Purpose | Accomm. | Taxi | Car Hire | Flights | Flight Class | T/A | Other | Trip Total |
|------------|-----------|-------------|---|----------|----------|----------|----------|--------------|----------|----------|------------|
| 17/01/2014 | 107254 | Sydney | Review Sydney Gallery Space and catalogue for Reality in Flames | \$0.00 | \$90.80 | \$0.00 | \$263.09 | Economy | \$0.00 | \$0.00 | \$353.89 |
| 17/01/2014 | 107253 | Sydney | Review Sydney Gallery Space and catalogue for Reality in Flames | \$0.00 | \$117.65 | \$0.00 | \$263.09 | Economy | \$0.00 | \$0.00 | \$380.74 |
| 18/01/2014 | 107251 | Sydney | Conduct interviews for Portrait Commission | \$500.80 | \$57.85 | \$468.61 | \$141.56 | Economy | \$237.70 | \$0.00 | \$1,406.52 |
| 19/01/2014 | 107256 | Sydney | Portrait Commission Interviews at Randwick Barracks | \$122.40 | \$18.70 | \$0.00 | \$0.00 | Economy | \$166.60 | \$0.00 | \$307.70 |
| 20/01/2014 | 100001368 | USA | Present at USA-Australia conference. | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$382.00 | \$196.00 | \$578.00 |
| 23/01/2014 | 107284 | Sydney | Meeting with Imagination and attend Black Diggers opening | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A | \$116.30 | \$280.29 | \$396.59 |
| 28/01/2014 | 107258 | Brisbane | Portrait Commission Interview at Brisbane and Darwin | \$181.75 | \$0.00 | \$230.78 | \$752.00 | Economy | \$313.45 | \$0.00 | \$1,477.98 |
| 29/01/2014 | 107259 | Dubbo | Install Quilty Exhibition at Western Plains Cultural Centre | \$396.00 | \$40.75 | \$456.05 | \$0.00 | Economy | \$354.85 | \$0.00 | \$1,247.65 |
| 29/01/2014 | 107260 | Dubbo | Install Quilty Exhibition at Western Plains Cultural Centre | \$396.00 | \$26.65 | \$0.00 | \$0.00 | N/A | \$354.85 | \$0.00 | \$777.50 |
| 30/01/2014 | 107257 | Adelaide | Portrait Commission Interviews at Randwick Barracks | \$162.18 | \$179.45 | \$98.93 | \$601.52 | Economy | \$116.30 | \$0.00 | \$1,158.38 |

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147 c) Travel which has occurred since 31 Jan 2014 as provided in Question on Notice 147 b) and planned travel for the Australian War Memorial is provided in the table below.

| Departure Date | Trip | Destination | Reason |
|-----------------------|-------------|--------------------|---|
| 2/02/2014 | 107249 | Melbourne | Demount Shaun Gladwell Exhibition |
| 3/02/2014 | 107282 | Sydney | Highlife interview and guest speaker event at Bradfield NSW |
| 3/02/2014 | 107262 | Sydney | Meeting with publisher of Gallipoli Book in Sydney |
| 3/02/2014 | 107266 | Sydney | Represent Memorial at Australian National Maritime Museum event. |
| 3/02/2014 | 107264 | Sydney | Meeting with publisher of Gallipoli Book in Sydney |
| 3/02/2014 | 107250 | Wagga Wagga | Demount Perspectives Exhibition |
| 3/02/2014 | 107261 | Sydney | Meeting with publisher of Gallipoli Book in Sydney |
| 3/02/2014 | 107263 | Sydney | Meeting with publisher of Gallipoli Book in Sydney |
| 5/02/2014 | 107269 | Sydney | Meetings in Sydney |
| 7/02/2014 | 107273 | Dubbo | Open of Quilty Exhibition at Dubbo |
| 8/02/2014 | 107294 | Sydney | Attend 'Long Way Home' at Sydney Theatre Walsh Bay |
| 9/02/2014 | 107268 | Darwin | Demount Nurses Exhibition |
| 10/02/2014 | 107274 | Melbourne | Partner meetings with Australia Post, Intandem Publishers and Shine of Remembrance |
| 10/02/2014 | 107276 | Sydney | Meeting- Check printing of Reality in Flames catalogue |
| 12/02/2014 | 107275 | Melbourne | Represent Memorial at visitor services conference at Melbourne Museum. |
| 13/02/2014 | 107270 | Brisbane | Attend Uni. Qld School of Tourism Visitor Research Forum |
| 15/02/2014 | 107293 | Sydney | Commemoration of 72nd Anniversary Fall of Singapore Service |
| 17/02/2014 | 107271 | Melbourne | Attend Australasian Incentives and Meetings Expo (AIME) 2014 |
| 17/02/2014 | 107265 | Sydney | Attend Event Management Course at University of Technology Sydney |
| 18/02/2014 | 107286 | Brisbane | Inspect Mephisto Tank and prepare it for travelling exhibition. |
| 18/02/2014 | 107285 | Brisbane | Inspect Mephisto Tank and prepare it for travelling exhibition. |
| 18/02/2014 | 107278 | Sydney | Attend Sydney Trade Fairs- Reed Gift Fair and Home and Giving Fair |
| 18/02/2014 | 107277 | Sydney | Attend Sydney Trade Fairs- Reed Gift Fair and Home and Giving Fair |
| 19/02/2014 | 107288 | Brisbane | View Mephisto and meet with QLD Centenary Advisory Council |
| 19/02/2014 | 107291 | Sydney | Attend Emotional Intelligence training. |
| 20/02/2014 | 107295 | Bandiana | Meeting with Australian Defence Force and Army History Unit. |
| 20/02/2014 | 107287 | Melbourne | Meeting with Lindsay Fox, VIC Department of Premier and Cabinet and Shrine of Remembrance |
| 20/02/2014 | 107292 | Bandiana | Meeting with Australian Defence Force and Army History Unit. |
| 21/02/2014 | 107289 | Sydney | Winged Victory acquisition meeting with Marrackville. |
| 21/02/2014 | 107279 | Sydney | Presentation - ANZAC Connections, AWM Centenary for teachers |

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| Departure Date | Trip | Destination | Reason |
|-----------------------|-------------|--------------------|--|
| 23/02/2014 | 107290 | Perth | Install Nurses Exhibition at Wanneroo |
| 23/02/2014 | 107280 | Perth | Install Nurses Exhibition |
| 26/02/2014 | 107304 | Point Cook | Attend Centenary of Aviation Air Show to sound record military equipment. |
| 26/02/2014 | 107303 | Point Cook | Attend Centenary of Aviation Air Show to sound record military equipment. |
| 27/02/2014 | 107309 | Adelaide | Present speech at Engineers Australia "Sir Eric Neal". |
| 27/02/2014 | 107311 | Melbourne | Assess loan collection material for First World War galleries. |
| 27/02/2014 | 107299 | Perth | Floor talks at Nurses Exhibition |
| 3/03/2014 | 107308 | Sydney | Install Reality in Flames Exhibition at SH Ervin Gallery Sydney |
| 3/03/2014 | 107306 | Sydney | Install Reality in Flames Exhibition at SH Ervin Gallery Sydney |
| 3/03/2014 | 107307 | Sydney | Install Reality in Flames Exhibition at SH Ervin Gallery Sydney |
| 3/03/2014 | 107305 | Sydney | Install and launch Reality in Flames at SH Ervin Gallery |
| 5/03/2014 | 107315 | Sydney | Attend Reality in Flames Exhibition Opening. |
| 5/03/2014 | 107318 | Sydney | Reality in Flames exhibition media launch and opening. |
| 5/03/2014 | 107314 | Sydney | Reality in Flames exhibition opening and meetings. |
| 6/03/2014 | 107316 | Sydney | Attend Reality in Flames Exhibition Opening and meeting |
| 6/03/2014 | 107301 | Sydney | Attend Reality in Flames launch at SH Ervin Gallery |
| 6/03/2014 | 107321 | Sydney | Attend Reality |
| 6/03/2014 | 107313 | Sydney | Attend Reality in Flames Exhibition Opening and new acquisition meeting. |
| 6/03/2014 | 107319 | Sydney | Meetings with Google and Grumpy Sailor |
| 6/03/2014 | 107324 | Sydney | Assist with Reality in Flames installation at SH Ervin Gallery |
| 6/03/2014 | 107322 | Sydney | Reality in Flames exhibition media launch and opening. |
| 6/03/2014 | 107317 | Sydney | Reality in Flames exhibition opening and meetings. |
| 6/03/2014 | 107320 | Sydney | Reality in Flames exhibition media launch and opening. |
| 14/03/2014 | 107327 | Sydney | Meetings- Sydney |
| 16/03/2014 | 107326 | Sydney | Attend Mental Health First Aid Trainor training. |
| 17/03/2014 | 107328 | Melbourne | Attend 2014 Toy Hobby and Nursery Fair. |
| 17/03/2014 | 107323 | Sydney | Meetings with Sandy Holloway, NSW Department of Premier and Cabinet and Imagination. |
| 19/03/2014 | 107332 | Brisbane | Preparation of launch venue of Remember Me exhibition. |
| 19/03/2014 | 107330 | Brisbane | Collect loan material for Hall of Valour |
| 19/03/2014 | 107331 | Brisbane | Preparation for launch venue of Remember Me |
| 20/03/2014 | 107329 | Sydney | Meeting with Kerry Stokes in Sydney |
| 23/03/2014 | 107334 | Sydney | Deliver public |

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| Departure Date | Trip | Destination | Reason |
|-----------------------|-------------|--------------------|--|
| 24/03/2014 | 107336 | Brisbane | View and discuss the Ben Roberts-Smith VC MG portrait commission. |
| 24/03/2014 | 100001384 | Germany | Meet with consultant and view Positioning technology for First World War Galleries |
| 31/03/2014 | 107338 | Brisbane | Speak at Heritage Leaders Workshop at QLD State Library. |
| 31/03/2014 | 107342 | Brisbane | Install Remember Me exhibition |
| 16/05/2014 | 107281 | Launceston | Museums Australia Conference - Attend and deliver papers |

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Question 147

Outcome 1: Program General Australian War Memorial

Topic: Travel costs - department

(Written Question on Notice)

Senator LUDWIG asked:

- 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.

Answer

- a) The Memorial does not provide or arrange travel for staff within the Minister's office.
- b) See attached table.
- c) See attached table.

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Question 148

Outcome 1: Program General Australian War Memorial

Topic: Travel costs - ministerial

(Written Question on Notice)

Senator LUDWIG asked:

- 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.

Answer

The Australian War Memorial does not provide or arrange travel for the Minister.

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Question 149

Outcome 1: Program General Australian War Memorial

Topic: Grants

(Written Question on Notice)

Senator LUDWIG asked:

- 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.
- 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.

Answer

The Australian War Memorial does not provide grants.

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Question 150

Outcome 1: Program General Australian War Memorial

Topic: Government payments of accounts

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- a) 6.78 days after due date.
- b) 4,839 or 93.78%.
- c) 187 or 3.62%.
- d) 77 or 1.49%.
- e) 24 or 0.47%.
- f) 33 or 0.64%.
- g) No interest payments were made on overdue amounts as per Finance Circular 2008/10, which only applies to FMA agencies.
- h) N/A.

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 151

Outcome 1: Program General Australian War Memorial

Topic: Consultancies

(Written Question on Notice)

Senator LUDWIG asked:

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 (i.e. open tender, direct source, etc). Also include total value for all consultancies.

Answer

23 consultancies have been undertaken over the period 1 July 2013 to 31 January 2014. See attached list.

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| Name | Year | Contract Status | Contract Number | Subject Matter | Procurement Method | Duration | Work carried out in the period 01/07/2013 to 31/1/2014 | Contract entered into during the period 01/07/2013 to 31/1/2014 | Value (inc GST) | Addenda | Contract Deliverables |
|--|-----------|------------------|-----------------|--|--------------------|--------------------------|--|---|-----------------|---------|-----------------------|
| 2014-0109 Pelle Architects Pty Ltd | 2013-2014 | Executed | 2014-0109 | Provision of architectural and design services for the Terrace Café upgrade Stage 1 | Limited | 13/01/2014 to 31/12/2014 | Yes | Yes | \$54,670.00 | | Consultancy Services |
| 2014-0107 Trustee for Extelligent Systems ta Extelligent D | 2013-2014 | Executed | 2014-0107 | Provision of ad-hoc system development and technical support services for the SharePoint 2010 document and records management solution. | Limited | 16/01/2014 to 31/12/2014 | Yes | Yes | \$110,000.00 | | Consultancy Services |
| 2014-0106 PreviousNext Pty Ltd | 2013-2014 | Executed | 2014-0106 | Provision of consultancy services for the definition, planning and support for the Memorial to transition to external web hosting services | Limited | 20/01/2014 to 30/05/2014 | Yes | Yes | \$33,374.00 | | Consultancy Services |
| 2014-0104 Ajilon Australia Pty Ltd | 2013-2014 | Executed | 2014-0104 | Provision of web business analyst | Prequalified | 08/01/2014 to 07/06/2014 | Yes | Yes | \$100,716.00 | | Consultancy Services |
| 2014-0103 Imagination Australia Pty Ltd | 2013-2014 | Executed | 2014-0103 | Provision of creative direction for the ANZAC Centenary Travelling Exhibition | Open | 07/02/2014 to 31/12/2015 | No | No | \$3,208,414.00 | | Consultancy Services |
| 2014-0037_Godden_Mackay_Logan_Pty_Ltd | 2013-2014 | Executed | 2014-0037 | Provision of professional advice and services in relation to heritage management consultancy advice and heritage conservation consultancy advice and maintenance services SON 421860 | Open | 15/08/2013 to 30/06/2015 | Yes | Yes | \$11,000.00 | 1 | Consultancy Services |
| 2014-0064 Herron_Todd_White_Pty_Ltd | 2013-2014 | Executed | 2014-0064 | Provision of valuation services for 2013-2014 | Open | 18/10/2013 to 30/12/2013 | Yes | Yes | \$18,500.00 | | Consultancy Services |
| 2013-0024_Defire_ACT_Pty_Limited | 2012-2013 | Executed | 2013-0024 | Fire Engineering Consultancy Services for the First World War Galleries Redevelopment Project. | Limited | 20/07/2012 to 30/12/2014 | Yes | No | \$29,205.00 | 2 | Consultancy Services |
| 2013-0037_The_Trustee_for_the_Martin_Family_Trust_ta | 2012-2013 | Executed | 2013-0037 | Provision of access consulting services for the WW1 Galleries Redevelopment and Commemorative Entry | Open | 20/07/2012 to 30/11/2014 | Yes | No | \$9,487.50 | 2 | Consultancy Services |
| 2013-0039_WSP_Buildings_Pty_Ltd | 2012-2013 | Executed | 2013-0039 | Provision of engineering consultancy advice | Open | 01/07/2011 to 30/06/2015 | Yes | No | \$13,200.00 | | Consultancy Services |
| 2013-0040_The_Trustee_for_Taylor_Thomson_Whitting-N | 2012-2013 | Executed | 2013-0040 | Provision of professional advice to the Memorial in regard to Structural, Civil, Façade and Traffic Engineering | Open | 01/07/2011 to 30/06/2015 | Yes | No | \$9,152.00 | | Consultancy Services |
| 2013-0061_Defire-ACT-Pty_Limited | 2012-2013 | Executed | 2013-0061 | Provision of Fire Engineering Consultancy Services for the Main Building Campbell | Limited | 30/10/2012 to 30/12/2014 | Yes | No | \$52,074.00 | | Consultancy Services |
| 2013-0069_Godden_Mackay_Logan_Pty_Ltd | 2012-2013 | Executed | 2013-0069 | Heritage consultancy services for the World War One Galleries Redevelopment | Limited | 12/11/2012 to 30/12/2013 | Yes | No | \$44,200.83 | | Consultancy Services |
| 2013-0113_Conservation_Works_Pty_Limited | 2012-2013 | Pending Sign-off | 2013-0113 | Provision of professional heritage conservatoin advice and remedial works | Open | 01/07/2011 to 30/06/2015 | Yes | No | \$1,320.00 | 1 | Consultancy Services |
| 2013-0118_Trustee_for_Extelligent_Systems_ta_Extellige | 2012-2013 | Executed | 2013-0118 | Provision of Development and Support Services for the implementation and maintenance of SharePoint 2010 | Open | 02/04/2013 to 30/12/2013 | Yes | No | \$294,360.00 | 1 | Consultancy Services |
| 2013-0154_Barmco_Manana_Partnership | 2012-2013 | Pending Sign-off | 2013-0154 | For the provision of peer review on the design of the mechanical services for the First World War Galleries Refurbishment | Limited | 10/06/2013 to 30/12/2013 | Yes | No | \$4,400.00 | | Consultancy Services |
| 2012-0017_Root_Projects_Australia_Pty_Ltd | 2011-2012 | Executed | 2012-0017 | Provision of Project Management Consultancy Services for the First World War Galleries Redevelopment Project | Open | 14/07/2011 to 30/12/2015 | Yes | No | \$1,916,453.00 | 1 | Consultancy Services |

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Question 152

Outcome 1: Program General Australian War Memorial

Topic: Consultancies

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

Five planned consultancies, two currently awaiting Approach To Market (ATM) and published on the Annual Procurement Plan (APP), two were below the threshold, one was on the APP and advertised on AusTender in an open approach to market and a successful tenderer has been chosen (Mental Media).

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Question 153

Outcome 1: Program General Australian War Memorial

Topic: Consultancies

(Written Question on Notice)

Senator LUDWIG asked:

Have any consultancies not gone out for tender?

- i. If so, which ones and why?

Answer

13 consultancies were not put out for tender as they were either under the Commonwealth Procurement Rules threshold or were engaged under a Panel Standing Offer. See attached list.

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| Name | Year | Contract Status | Contract Number | Subject Matter | Procurement Method | Reason for selection of Procurement Method | Duration | Work carried out in the period 01/07/2013 to 31/1/2014 | Contract entered into during the period 01/07/2013 to 31/1/2014 | Value (inc GST) | Addenda | Contract Deliverables |
|---|-----------|------------------|-----------------|---|--------------------|--|--------------------------|--|---|-----------------------|---------|-----------------------|
| 2014-0109 Pelle Architects Pty Ltd | 2013-2014 | Executed | 2014-0109 | Provision of architectural and design services for the Terrace Café upgrade Stage 1 | Limited | Below threshold | 13/01/2014 to 31/12/2014 | Yes | Yes | \$54,670.00 | | Consultancy Services |
| 2014-0107 Trustee for Extelligent Systems ta Extelligent Design | 2013-2014 | Executed | 2014-0107 | Provision of ad-hoc system development and technical support services for the SharePoint 2010 document and records management solution. | Limited | Below threshold | 16/01/2014 to 31/12/2014 | Yes | Yes | \$110,000.00 | | Consultancy Services |
| 2014-0106 PreviousNext Pty Ltd | 2013-2014 | Executed | 2014-0106 | Provision of consultancy services for the definition, planning and support for the Memorial to transition to external web hosting services | Limited | Below threshold | 20/01/2014 to 30/05/2014 | Yes | Yes | \$33,374.00 | | Consultancy Services |
| 2014-0104 Ajilon Australia Pty Ltd | 2013-2014 | Executed | 2014-0104 | Provision of web business analyst | Prequalified | Panel Standing Offer | 08/01/2014 to 07/06/2014 | Yes | Yes | \$100,716.00 | | Consultancy Services |
| 2013-0024_Defire_ACT_Pty_Limited | 2012-2013 | Executed | 2013-0024 | Fire Engineering Consultancy Services for the First World War Galleries Redevelopment Project. | Limited | Below threshold | 20/07/2012 to 30/12/2014 | Yes | No | \$29,205.00 | 2 | Consultancy Services |
| 2013-0061_Defire-ACT-Pty_Limited | 2012-2013 | Executed | 2013-0061 | Provision of Fire Engineering Consultancy Services for the Main Building Campbell | Limited | Below threshold | 30/10/2012 to 30/12/2014 | Yes | No | \$52,074.00 | | Consultancy Services |
| 2013-0069_Godden_Mackay_Logan_Pty_Ltd | 2012-2013 | Executed | 2013-0069 | Heritage consultancy services for the World War One Galleries Redevelopment | Limited | Below threshold | 12/11/2012 to 30/12/2013 | Yes | No | \$44,200.83 | | Consultancy Services |
| 2013-0154_Barmco_Manana_Partnership | 2012-2013 | Pending Sign-off | 2013-0154 | For the provision of peer review on the design of the mechanical services for the First World War Galleries Refurbishment | Limited | Below threshold | 10/06/2013 to 30/12/2013 | Yes | No | \$4,400.00 | | Consultancy Services |
| 2012-0021_Savills_Project_Management_Pty_Ltd | 2011-2012 | Executed | 2012-0021 | To provide project management services for the purposes of dispute resolution facilitation and defects management finalisation between the parties contracted for the design and construction of the Eastern Precinct Project | Limited | Below threshold | 18/07/2011 to 18/07/2013 | Yes | No | \$35,447.50 | 3 | Consultancy Services |
| 2012-0063_Steensen_Varming_(Aust)_Pty_Ltd | 2011-2012 | Executed | 2012-0063 | Professional consultancy services for the design of mechanical and electrical services in Treloar A | Limited | Below threshold | 11/11/2011 to 31/12/2014 | Yes | No | \$174,062.90 | 1 | Consultancy Services |
| 2012-0082_Steensen_Varming_Pty_Ltd | 2011-2012 | Executed | 2012-0082 | Provision of engineering consultancy services | Prequalified | Panel Standing Offer | 10/02/2012 to 10/02/2016 | Yes | No | \$445,500.00 | 1 | Consultancy Services |
| 2010-0068_Johnson_Pilton_Walker_Pty_Ltd | 2009-2010 | Executed | 2010-0068 | for the provision of Architectural and Exhibition Design Services 2009-2014 | Prequalified | Panel Standing Offer | 31/10/2009 to 31/10/2014 | Yes | No | \$540,760.00 | 2 | Consultancy Services |
| 2010-0072_Johnson_Pilton_Walker | 2009-2010 | Executed | 2010-0072 | Provide professional advice to the Memorial on architectural, landscape architectural and exhibition design matters as and when required by the Memorial. | Limited | Below threshold | 13/01/2010 to 12/01/2015 | Yes | No | \$117,130.64 | 2 | Consultancy Services |
| | | | | | | | | | 13 | \$1,741,540.87 | | |

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Question 154

Outcome 1: Program General Australian War Memorial

Topic: Meeting costs

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

Total meeting spend from 1 July 2013 to 31 January 2014 was \$27,235. This includes quarterly Council meetings held in August 2013 and November 2013, travel of \$16,651 and catering and official hospitality of \$9,804. Minor costs are incurred for a range of committee and project control group meetings, however, researching these costs would be an unreasonable diversion of resources.

N.B. the figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 155

Outcome 1: Program General Australian War Memorial

Topic: Meeting costs

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

The Memorial does not incur meeting costs for the Minister.

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Question 156

Outcome 1: Program General Australian War Memorial

Topic: Meeting costs

(Written Question on Notice)

Senator LUDWIG asked:

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.

Answer

The Australian War Memorial does not compile budgets for meeting costs at the level of detail requested. However, planned meeting spend from 1 February 2014 - 30 June 2014 includes the Memorial Council meetings of 4-5 March 2014 and 20-21 May 2014. The planned budget for this includes an estimated \$23,211 in travel costs for interstate members, and approximately \$2,600 in official hospitality (lunch, morning and afternoon teas) (detailed breakdown not available in timeframe requested). Minor costs are incurred for a range of committee and project control group meetings however researching these costs would be an unreasonable diversion of resources.

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Question 157

Outcome 1: Program General Australian War Memorial

Topic: Meeting costs

(Written Question on Notice)

Senator LUDWIG asked:

For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer

The Australian War Memorial does not incur meeting costs for the Minister.

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Question 158

Outcome 1: Program General Australian War Memorial

Topic: Hospitality and entertainment - spend

(Written Question on Notice)

Senator LUDWIG asked:

- a) What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.
- 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.
- 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.
- 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.

Answer

- a) Total hospitality for the period 1 July 2013 to 31 January 2014 is \$34,500, excluding costs recovered from paid events (e.g. annual history conference catering), as detailed in the following attachment. It would be too resources intensive to provide specific details of catering and drinks as requested.
- b) The Australian War Memorial does not provide hospitality for the Minister or Parliamentary Secretary office.
- c) The Australian War Memorial records hospitality and entertainment costs in a single 'Hospitality' account in the financial management information system, including minor costs of tea and coffee. For the purpose of this question on notice, hospitality expenses are assumed to relate to internal staff, lunches of events and working lunches / light refreshments. More discretionary expenditure to entertain official visitors or similar expenses that are not directly related to day-to-day Australian War Memorial operations have been categorised as entertainment expenses. The spend for the period 1 July 2013 to 31 January 2014 was \$16,195, as detailed in the attachment.
- d) The Australian War Memorial does not provide hospitality for the Minister or Parliamentary Secretary office.

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Hospitality

| Date | Location | Purpose | Amount |
|-------------|-----------------|---|---------------|
| 3-Jul-13 | AWM | Lunch Catering for the final Cunningham Martin Design presentation to Council | \$109.09 |
| 5-Jul-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$43.45 |
| 24-Jul-13 | AWM | Catering for meeting with Communications and Marketing Section stakeholders/clients | \$340.00 |
| 25-Jul-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$29.31 |
| 25-Jul-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$3.55 |
| 1-Aug-13 | AWM | Catering for meeting with Executive Section stakeholders/clients | \$290.91 |
| 6-Aug-13 | AWM | Light lunch during <i>ANZAC Voices</i> exhibition workshop | \$63.86 |
| 9-Aug-13 | AWM | Afternoon tea for a <i>Friends of the Memorial</i> event | \$147.27 |
| 13-Aug-13 | AWM | Catering required for Long Tan Cross Departure event | \$654.54 |
| 16-Aug-13 | AWM | Council Induction Lunch 31 July 2013 | \$114.55 |
| 19-Aug-13 | AWM | Vietnam Conference Catering (costs recovered from participants) | \$14,250.00 |
| 19-Aug-13 | AWM | Vietnam Conference Catering (costs recovered from participants) | \$1,879.09 |
| 21-Aug-13 | AWM | Light working lunch for media talent for Afghanistan launch | \$34.09 |
| 21-Aug-13 | AWM | Council Meeting Lunches 13-14 August 2013 | \$1,030.91 |
| 22-Aug-13 | AWM | Catering required for Afghanistan Gallery Launch function | \$9,480.91 |
| 28-Aug-13 | AWM | Catering for <i>Salute</i> exhibition launch | \$3,861.82 |
| 29-Aug-13 | AWM | Induction Catering 2nd July 2013 | \$272.73 |
| 2-Sep-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$28.34 |
| 2-Sep-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$5.50 |
| 4-Sep-13 | AWM | Council Meeting Morning Tea 14 August 2013 | \$32.00 |
| 6-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$18.32 |
| 6-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$2.15 |
| 6-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$15.95 |
| 6-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$20.25 |
| 6-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$27.64 |
| 6-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$9.15 |
| 6-Sep-13 | AWM | Catering for meeting with Executive Section stakeholders/clients | \$5.23 |
| 6-Sep-13 | AWM | Catering for meeting with Executive Section stakeholders/clients | \$11.70 |
| 12-Sep-13 | AWM | Catering for meeting with Photographs, Sound and Film Section stakeholders/clients | \$25.45 |
| 26-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$17.27 |
| 26-Sep-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$11.00 |
| 1-Oct-13 | AWM | Catering for Operational Service Roll of Honour Morning Tea | \$2,700.00 |
| 14-Oct-13 | AWM | Working lunch for members of First World War Project group meeting | \$92.46 |
| 15-Oct-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$79.27 |

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| Date | Location | Purpose | Amount |
|-------------|-----------------|---|--------------------|
| 15-Oct-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$8.00 |
| 15-Oct-13 | AWM | Working lunch for members of First World War Project group meeting | \$10.27 |
| 25-Oct-13 | AWM | Catering for <i>Friends of the Memorial</i> event, Afghanistan | \$4,250.00 |
| 7-Nov-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$14.85 |
| 7-Nov-13 | AWM | Catering for meeting with Exhibition Section stakeholders/clients | \$6.32 |
| 7-Nov-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$7.20 |
| 7-Nov-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$28.68 |
| 7-Nov-13 | AWM | Catering for meeting with Communications and Marketing Section stakeholders/clients | \$29.00 |
| 7-Nov-13 | AWM | Catering for meeting with Communications and Marketing Section stakeholders/clients | \$26.35 |
| 11-Nov-13 | AWM | Catering for meeting with Military Heraldry and Technology Section stakeholders/clients | \$33.63 |
| 11-Nov-13 | AWM | Catering for meeting with Information Technology Section stakeholders/clients | \$69.54 |
| 11-Nov-13 | AWM | Catering for meeting with Communications and Marketing Section stakeholders/clients | \$7.55 |
| 11-Nov-13 | AWM | Catering for meeting with Executive stakeholders/clients | \$23.27 |
| 11-Nov-13 | AWM | Catering for meeting with Building and Services Section stakeholders/clients | \$16.36 |
| 11-Nov-13 | AWM | Catering for meeting with Communications and Marketing Section stakeholders/clients | \$14.46 |
| 11-Nov-13 | AWM | Catering for Panel Head Research Centre | \$38.00 |
| 25-Nov-13 | Braddon | Roll of Honour family meet and greet | \$212.09 |
| 25-Nov-13 | Braddon | Roll of Honour morning tea | \$563.64 |
| 6-Dec-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$120.86 |
| 6-Dec-13 | AWM | Catering for meeting with Education and Visitor Section stakeholders/clients | \$35.60 |
| 9-Dec-13 | AWM | Catering for <i>Anzac Voices</i> exhibition launch | 4616.36 |
| 10-Dec-13 | AWM | Staff Induction Catering 14/11/2013 | \$272.73 |
| 10-Dec-13 | AWM | Catering for Corporate Management Group | \$67.09 |
| 13-Dec-13 | AWM | Council Meeting Lunches & Annual Dinner Nov 13 | \$3,840.91 |
| 19-Dec-13 | AWM | Catering for meeting with Executive Section stakeholders/clients | \$34.50 |
| 19-Dec-13 | AWM | Catering for meeting with Executive Section stakeholders/clients | \$291.18 |
| 14-Jan-14 | AWM | Catering for meeting with Collection Services Section stakeholders/clients | \$263.55 |
| 22-Jan-14 | AWM | Catering for meeting with Executive Section stakeholders/clients | \$7.54 |
| 22-Jan-14 | AWM | Catering for meeting with Research Centre Section stakeholders/clients | \$11.64 |
| | | Sub-Total | \$50,628.93 |
| | | Less Vietnam Conference cost recovery | \$16,129.09 |
| | | Grand Total | \$34,499.84 |

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Entertainment

| Date | Location | Purpose | Amount |
|--------------|-----------------|---|---------------------|
| 04-Jul-13 | AWM | Research centre Section Head Farewell 04/07/13 | 163.64 |
| 25-Jul-13 | Barton | Research centre Section Head Farewell | 110.00 |
| 08-Aug-13 | AWM | Afghanistan Exhibition Thank you to staff | 280.00 |
| 16-Aug-13 | AWM | Vietnam Conference Dinner Function | 7,496.27 |
| 22-Aug-13 | Barton | AWM Director Farewell Dinner | 2,106.80 |
| 21-Nov-13 | Canberra | Staff attendance at Museums Australia Event | 80.00 |
| 05-Dec-13 | AWM | Annual volunteers awards and end of year function | 5,600.00 |
| 16-Dec-13 | AWM | Communication and Marketing Section Head Farewell | 358.55 |
| Total | | | \$ 16,195.28 |

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Question 159

Outcome 1: Program General Australian War Memorial

Topic: Hospitality and entertainment - spend

(Written Question on Notice)

Senator LUDWIG asked:

- 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.
- 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.
- 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.
- 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.
- e. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer

- a. Other than official hospitality/working lunches for the planned quarterly Council meetings in March 2014 and May 2014 (\$5,000) and an official dinner in April for the C.E.W. Bean Foundation funded from corporate sponsorship, there are no significant events or lunches planned in February 2014 to June 2014. As such, the level of official hospitality is expected to be minimal.
- b. The Australian War Memorial does not provide hospitality for the Minister or Parliamentary Secretary office.
- c. Expenditure to entertain official visitors or similar expenses that are not directly related to day-to-day Australian War Memorial operations are categorised as entertainment expenses. There is no planned entertainment expenditure in the period February 2014 to June 2014.
- d. The Australian War Memorial does not provide hospitality for the Minister or Parliamentary Secretary office.
- e. The Australian War Memorial limits expenditure on official hospitality where appropriate, however, the nature of some events require the provision of a modest level of catering for stakeholders and official representatives.

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Question 159

Outcome 1: Program General Australian War Memorial

Topic: Hospitality and entertainment - spend

(Written Question on Notice)

Senator LUDWIG asked:

- 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.
- 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.
- 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.
- 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.
- e. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer

- a. Other than official hospitality/working lunches for the planned quarterly Council meetings in March 2014 and May 2014 (\$5,000) and an official dinner in April for the C.E.W. Bean Foundation funded from corporate sponsorship, there are no significant events or lunches planned in February 2014 to June 2014. As such, the level of official hospitality is expected to be minimal.
- b. The Australian War Memorial does not provide hospitality for the Minister or Parliamentary Secretary office.
- c. Expenditure to entertain official visitors or similar expenses that are not directly related to day-to-day Australian War Memorial operations are categorised as entertainment expenses. There is no planned entertainment expenditure in the period February 2014 to June 2014.
- d. The Australian War Memorial does not provide hospitality for the Minister or Parliamentary Secretary office.
- e. The Australian War Memorial limits expenditure on official hospitality where appropriate, however, the nature of some events require the provision of a modest level of catering for stakeholders and official representatives.

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Question 160

Outcome 1: Program General Australian War Memorial

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

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:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged.

For each service purchased from (from) a provider listed under (4), 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
- 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)?

Answer

In relation to executive coaching and leadership training:

1. The Memorial spent \$11,400 on executive coaching and leadership training.
2. 43 Memorial staff members were offered executive and leadership training:
 - 1 x APS5
 - 7 x APS6
 - 18 x EL1
 - 14 x EL2
 - 3 x SES1
3. 42 Memorial staff participated in executive coaching and leadership training (1 was unable to participate due to personal reasons). Employment classification of those who undertook the training is as follows:
 - 1 x APS5
 - 7 x APS6
 - 18 x EL1
 - 13 x EL2
 - 3 x SES1No study leave was granted as this work was undertaken during work time.

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4. Corporate Executive Board and the Australian Public Service Commission.
- i. Corporate Executive Board
 - a) Leaders building Leaders, Senior Leader Development program which includes 1 x 360 degree survey for all participating staff and 3 x 2 hours interactive virtual training sessions.
 - b) Group based.
 - c) 41 AWM staff undertook the training provided by the Corporate Executive Board:
 - 1 x APS5
 - 7 x APS6
 - 17 x EL1
 - 13 x EL2
 - 3 x SES1
 - d) The total number of hours involved for all employees on this program was 328 hours, which is broken down as follows:
 - APS5 - 8 hours
 - APS6 - 56 hours
 - EL1 - 136 hours
 - EL2 - 104 hours
 - SES1 - 24 hours
 - e) \$8,500
 - f) Complete package
 - ii. Australian Public Service Commission:
 - a) Leading and Managing Small Teams (5 day residential program)
 - b) Group based
 - c) 1 x EL1
 - d) 40 hours
 - e) \$2,900
 - f) Complete package

The figures listed for all questions, are from 1 July 2013 to 31 January 2014.

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Question 161

Outcome 1: Program General Australian War Memorial

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

- a) Bowral (Leadership Training Program was facilitated by the Australian Public Service Commission and included a five-day residential off-site component) - Refer to Question on Notice 160. 4. ii.
- b) Refer to Question on Notice 160. 4. ii. c.
- c) Refer to Question on Notice 160. 4. ii. d.
- d) As the service was provided by the Australian Public Service Commission, it is unknown how much of the total course fee was to cover location hire fees.

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 162

Outcome 1: Program General Australian War Memorial

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

Nil.

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Question 163

Outcome 1: Program General Australian War Memorial

Topic: Executive coaching and leadership training

(Written Question on Notice)

Senator LUDWIG asked:

For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer

| Name | Study - Semester 2, 2013 | Hours |
|--------------|--|--------------|
| APS3 | Diploma of Library Information | 41.94 |
| APS4 | Certificate IV in Government (Procurement and Contracting) | Nil |
| Broad Band 3 | Masters of Museums and Collections | 36.05 |
| Broad Band 3 | PhD – Research | 76.00 |
| Broad Band 3 | PhD in film Studies | 76.00 |
| APS2 | Bachelor of Arts (History) | 39.00 |
| Acting EL1 | CPA Program (Strategic Management Accounting) | 22.05 |
| APS4 | Masters of Visual Arts | 41.25 |
| APS4 | PhD – in History | 45.00 |
| APS2 | Master of Information Studies | 48.00 |
| Broad Band 3 | Master of Information Studies | 45.00 |
| APS2 | Certificate IV in Recordkeeping | 12.31 |
| Broad Band 3 | Bachelor of Heritage Management and Conservation | 36.66 |

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Question 164

Outcome 1: Program General Australian War Memorial

Topic: Staffing profile

(Written Question on Notice)

Senator LUDWIG asked:

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)

Answer

1. The current staffing profile of the Memorial is as below:

| Row Labels | FTE # |
|-----------------------------|---------------|
| Casual | 28.00 |
| Non Ongoing Full Time | 57.00 |
| Non Ongoing Part Time | 3.89 |
| Ongoing Full Time | 247.00 |
| Ongoing Part Time | 14.64 |
| Principal Executive Officer | 1.00 |
| Grand Total | 351.53 |

2. Memorial staffing numbers, broken down by classification level is as per attached table. All Memorial staff are employed in Canberra.

The figures listed for all questions are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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| Sum of FTE Row Labels | Column Labels | APS2 | APS3 | APS4 | APS5 | APS6 | AWMB1 | AWMB2 | AWMB3 | AWMB4 | BBB* | CASUAL3 | EL1 | EL2 | SEB1 | STOFF** | TEMPHOLD*** | Grand Total |
|----------------------------------|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|----------------|--------------|--------------|-------------|----------------|--------------------|--------------------|
| Casual | | | | | | | | | | | | 25.00 | | | | | 3.00 | 28.00 |
| Non Ongoing Full Time | | 5.00 | 7.00 | 8.00 | 4.00 | 10.00 | 1.00 | | 16.00 | | | | 2.00 | 4.00 | | | | 57.00 |
| Non Ongoing Part Time | | | 0.41 | 1.28 | 0.60 | | | | 1.00 | | | | 0.60 | | | | | 3.89 |
| Ongoing Full Time | | 28.00 | 31.00 | 25.00 | 24.00 | 41.00 | 3.00 | 1.00 | 32.00 | 5.00 | 2.00 | | 34.00 | 17.00 | 4.00 | | | 247.00 |
| Ongoing Part Time | | 0.80 | 2.13 | 0.60 | 1.92 | 2.80 | | | 4.23 | | | | 2.17 | | | | | 14.64 |
| Principal Executive Officer | | | | | | | | | | | | | | | | 1.00 | | 1.00 |
| Grand Total | | 33.80 | 40.53 | 34.88 | 30.52 | 53.80 | 4.00 | 1.00 | 53.23 | 5.00 | 2.00 | 25.00 | 38.77 | 21.00 | 4.00 | 1.00 | 3.00 | 351.53 |

* Base Broadband

** Statutory Officer

*** Temporary hold – identifies non-ongoing staff member with a set end date.

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Question 165

Outcome 1: Program General Australian War Memorial

Topic: Staffing reductions

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- a) There have been no involuntary or voluntary redundancies at the Australian War Memorial (AWM).
- b) No.
- c) Yes, the AWM plans to reduce approximately 19 positions over the next three financial years. In 2014-15, there will be reduced funding for temporary exhibitions and the AWM's Open Day.
- d) The reductions are necessary to stay within the allocated budget.
- e) Consistent with our redeployment process, there are no plans for involuntary redundancies; however, it is a consideration.
- f) APS6 = 2
Broadband 3 = 1
Total = 3
- g) APS2 = 5
APS3 = 5
APS4 = Nil
APS5 = 3
APS6 = 3
Broadband 3 = 1
Casual = 2
Executive Level 1 = 3
Total = 22

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 166

Outcome 1: Program General Australian War Memorial

Topic: Staffing recruitment

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

a) and b) The table below provides a list of classifications and totals of staff at the Australian War Memorial (AWM) broken down by type and classifications.

| Row Labels | APS2 | APS3 | APS4 | APS5 | APS6 | BB3 | CASUAL3 | EL1 | EL2 | Grand Total |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| Casual – Non Ongoing | | | | | | | 6 | | | 6 |
| Non Ongoing Full Time | 3 | 6 | 1 | 1 | 2 | 4 | | 1 | 2 | 20 |
| Non Ongoing Part Time | | | | | | 2 | | 1 | | 3 |
| Ongoing Full Time | 1 | 3 | 1 | 1 | 2 | | | 3 | | 11 |
| Grand Total | 4 | 9 | 2 | 2 | 4 | 6 | 6 | 5 | 2 | 40 |

- c) 29 employees have been employed on contract by the AWM. The average length of their employment period is provided in the table below:

| Row Labels | Average of Months |
|-----------------------------|-------------------|
| Casual – Non Ongoing | 5.12 |
| Non Ongoing Full Time | 9.72 |
| Non Ongoing Part Time | 8.74 |
| Grand Total - Months | 8.67 |

The figures listed for all questions are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 167

Outcome 1: Program General Australian War Memorial

Topic: Coffee machines

(Written Question on Notice)

Senator LUDWIG asked:

Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?

- 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?
- b) Why were coffee machines purchased?
- 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?

- d) Where did the funding for the coffee machines come from?
- e) Who has access?
- 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?
- g) What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer

Nil.

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Question 168

Outcome 1: Program General Australian War Memorial

Topic: Coffee machines

(Written Question on Notice)

Senator LUDWIG asked:

Does the department/agency rent coffee machines for staff usage?

- 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.
- b) Why are coffee machines rented?
- 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?
- d) Where does the funding for the coffee machines come from?
- e) Who has access?
- 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?
- g) What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer

Nil.

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Question 169

Outcome 1: Program General Australian War Memorial

Topic: Printing

(Written Question on Notice)

Senator LUDWIG asked:

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?
2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?
 - a. If so, what companies were ~~sued~~ (used)?
 - b. How were they selected?
 - c. What was the total cost of this printing?

Answer

1. See attached table. Four documents were available online (Memorial Annual Report, Education Poster 2014, Education Resources Poster and *Big Things in Store* Program), and the information in four others was available in a slightly different form online (*Summer at the Memorial* brochure, *Spring at the Memorial* brochure, *Spring at the Memorial* brochure reprint, *Winter at the Memorial* brochure)
2. Yes.
 - a. Copyqik, Union Offset Printers, Paragon Printing, Kwik Copy, Definitive Group, Green and Gold Printing, Bowden Print Group, Digital Press and Trendsetting
 - b. Competitive quoting processes.
 - c. The total cost of this printing was \$67,616.01

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| Quantity | Price (ex GST) | Title | Printer Chosen | Reason Chosen |
|------------------|----------------|--|-----------------------|---|
| 3,000 | \$633.75 | Memorial Guide insert | Copyqik | Competitive quoting process |
| 520 | \$7,810.00 | AWM Annual Report | Union Offset Printers | Competitive quoting process |
| 3,000 | \$1,290.00 | Remembrance Day Program | Union Offset Printers | Competitive quoting process |
| 3000 | \$1,023.00 | Remembrance Day invites | Union Offset Printers | Competitive quoting process |
| 2790 | \$287.00 | Remembrance Day entrée cards | Trendsetting | Competitive quoting process |
| 15,000 | \$3,957.00 | <i>Summer at the Memorial</i> brochure | Paragon Print Group | Competitive quoting process |
| 2,000 | \$584.32 | Memorial Film screenings flyer | kwikcopy | Competitive quoting process |
| 150 | \$105.00 | Donaldson VC – AWM Book Talk tickets and posters | Copyqik | Chosen based on time frame |
| 300 | \$510.00 | <i>Cricket goes to war</i> booklet reprint | Union Offset Printers | Vendor holds artwork |
| 300 | \$590.00 | <i>Football goes to war</i> booklet | Union Offset Printers | Vendor holds artwork |
| 1000 sets of 100 | \$9,119.00 | First World War Trivia cards | Paragon Print Group | Competitive quoting process |
| 15000 | \$6,009.00 | Education Poster 2014 | Paragon Print Group | Competitive quoting process |
| 11000 | \$4,546.00 | Education Resources poster | Paragon Print Group | Competitive quoting process |
| 150 | \$210.53 | <i>Animals in War</i> event poster | kwikcopy | Competitive quoting process |
| 2500 | \$565.44 | <i>Animals in War</i> event flyer | kwikcopy | Competitive quoting process |
| 750 | \$683.97 | <i>Animals in War</i> event program | kwikcopy | Competitive quoting process |
| 500 | \$3,924.00 | <i>ANZAC voices</i> Exhibition invites | Definitive Group | Chosen to ensure consistency with exhibition fitout |
| 200 | \$422.00 | <i>ANZAC voices</i> Exhibition poster | Paragon Print Group | Competitive quoting process |

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| | | | | |
|------|------------|---|-------------------------|-----------------------------|
| 500 | \$1,728.00 | <i>Afghanistan</i> Exhibition invite | Green and Gold Printing | |
| 1000 | \$982.00 | <i>Afghanistan</i> Exhibition poster | Paragon Print Group | Competitive quoting process |
| 1000 | \$487.00 | <i>ANZAC Voices / Afghanistan</i> Exhibition brochure | Paragon Print Group | Competitive quoting process |
| 200 | \$982.00 | <i>Afghanistan</i> Exhibition poster | Union Offset Printers | Competitive quoting process |
| 500 | \$545.00 | <i>Salute</i> Exhibition invites | Bowden Print Group | Competitive quoting process |
| 200 | \$975.00 | <i>Remember Me</i> Exhibition posters | Digital Press | Competitive quoting process |
| 1500 | \$540.00 | <i>Big Things in Store</i> program | Union Offset Printers | Competitive quoting process |
| 200 | \$210.00 | <i>Friends of the Memorial</i> Embassy Florist discount cards | Union Offset Printers | Competitive quoting process |
| 1500 | \$6,750.00 | <i>A Place to Remember</i> – Australian War Memorial souvenir publication | Union Offset Printers | Competitive quoting process |
| 5000 | \$6,180.00 | Memorial Guide Book | Union Offset Printers | vendor holds artwork |
| 5000 | \$1,220.00 | <i>Spring at the Memorial</i> brochure reprint | Union Offset Printers | Competitive quoting process |
| 8000 | \$1,543.00 | <i>Spring at the Memorial</i> brochure | Union Offset Printers | Competitive quoting process |
| 1000 | \$1,924.00 | Centenary of First World War postcards | Paragon Print Group | Competitive quoting process |
| 5000 | \$1,280.00 | <i>Winter at the Memorial</i> brochure | Union Offset Printers | vendor holds artwork |

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Question 170

Outcome 1: Program General Australian War Memorial

Topic: Corporate cars

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

Nil.

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Question 171

Outcome 1: Program General Australian War Memorial

Topic: Taxi costs

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- a) Taxi hire - 1 July 2013 to 31 January 2014.

| Branch | Total |
|---------------------|---------------------|
| National Collection | \$ 3,397.25 |
| Public Programs | \$ 7,371.90 |
| Corporate Services | \$ 3,121.79 |
| Total | \$ 13,890.94 |

- b) Refer to Question on Notice 147 (b). Details of local trips unavailable in the timeframe provided.

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 172

Outcome 1: Program General Australian War Memorial

Topic: Hire cars

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- a) Car Hire - 1 July 2013 to 31 January 2014

| Branch | Total |
|---------------------|--------------------|
| National Collection | \$ 1,852.10 |
| Public Programs | \$ 5,234.94 |
| Corporate Services | \$ 1,081.67 |
| Centenary | \$ 0 |
| Total | \$ 8,168.71 |

- b) Refer to Question on Notice 147 (b). Details of local trips are unavailable in the timeframe provided.

The figures listed for all questions are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 173

Outcome 1: Program General Australian War Memorial

Topic: Credit cards

(Written Question on Notice)

Senator LUDWIG asked:

Provide a breakdown for each employment classification that has a corporate credit card.

Answer

Four staff in the Memorial are issued with a corporate credit card:

- a) Director (Principal Executive Officer)
- b) Assistant Director, Branch Head, Corporate Services (SES 1)
- c) Chief Finance Officer (EL2)
- d) Travel Officer (APS4)

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Question 174

Outcome 1: Program General Australian War Memorial

Topic: Credit cards

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

- a) In accordance with the Memorial's Fraud Control Plan, the Fraud Control Officer (Assistant Director, Corporate Services) is responsible for the investigation of all alleged instances of fraud. They determine whether internal or external resources should be used in such investigations and that those resources are qualified to the standards identified in the Commonwealth Fraud Control Guidelines, 2002. Investigations undertaken will meet the requirements of the Australian Government Investigations Standards released by the Australian Federal Police and complex fraud incidents will be reported to them for investigation.
- b) The Memorial has several monitoring procedures in place to ensure the appropriate use of corporate credit cards. They include:
 - Requirement for card holders to sign an acknowledgement of conditions of use of credit card prior to card issue;
 - Full reconciliation of monthly credit card statements by officers other than card holders;
 - Extensive verification of all credit card purchases;
 - Regular scrutiny of expenditure against budget by relevant delegate;
 - Monthly review of financial results to identify unusual expenditure;
 - A full review of Memorial credit card controls and use is conducted by internal audit every 2 to 3 years.
- c) If an apparent misuse of a corporate credit card is identified, it is reported immediately to the Chief Finance Officer (CFO). The CFO will subsequently investigate and determine if the matter is to be referred to the Assistant Director, Corporate Services, in accordance with the Memorial's Fraud Control Plan and *Director's Instruction (Financial) 8 - Fraud Control*.
- d) Nil.

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- e) The Memorial has several controls in place to ensure that the misuse of corporate credit cards is low. They include:
- A low number of corporate credit cards are issued (four);
 - Proposed general credit card purchases must be approved by the CFO in addition to the expenditure delegate;
 - Corporate credit cards are not used for transactions where alternative payment methods are available;
 - There is no facility to withdraw cash on corporate credit cards;
 - Corporate credit card expenditure is monitored and managed within credit limits;
 - The Memorial's ongoing commitment to fraud prevention awareness-training programmes for all staff; and
 - Credit cards cannot be used for any non-official expenses.

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Question 175

Outcome 1: Program General Australian War Memorial

Topic: Senate estimates briefing

(Written Question on Notice)

Senator LUDWIG asked:

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?
 - a. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates?
 - a. If so, when did this occur?
 - b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - 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.

Answer

1. 16.
2. It would be too resource intensive to respond to this question.
.
3. No.
4. No.
5. Information on briefings provided to Ministers is not normally made publicly available in order to maintain agency's ability to properly and effectively brief Ministers.

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Question 176

Outcome 1: Program General Australian War Memorial

Topic: Question time

(Written Question on Notice)

Senator LUDWIG asked:

- 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?
 - a. Please break down the hours by officer APS classification
- 3) Are drafts shown to the Minister or their office before Question Time?
 - 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?
 - 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.

Answer

- 1) On average, between 1 to 4 Memorial staff facilitate and coordinate the compilation of Question Time Briefs.
- 2) Minimal. From 1 July 2013 to 31 January 2014, the Memorial has only provided six one page Question Time Briefs to the Minister's Office.
 - a. SES2, SES1, EL2 and EL1 – Minimal.
- 3) Question Time Briefs are provided to the Department of Veterans' Affairs on the morning requested for their action as appropriate.
- 4) N/A.
- 5) Nil.

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Question 177

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

Can the department please outline the process it under goes to access Freedom of Information requests?

Answer

All FOI requests are managed in accordance with the *Freedom of Information Act 1982* and the Memorial's draft *FOI Director's Instruction* and draft *FOI Policy*.

All FOI requests received by the Memorial are referred as soon as possible to the Executive Officer, Corporate Services, who is the Memorial's FOI Officer and has responsibility for managing the handling of FOI requests to the Memorial.

If the request is a valid FOI request for the Memorial, it is acknowledged within the legislated timeframe. The scope of the request is determined and a search for all hard copy and electronic documents undertaken. Charges may be calculated and applied in accordance with the legislation. Consultation is undertaken as required and documents considered for release or exemption in accordance with the legislation. The applicant is then notified of the decision and their review rights and access to the documents is provided.

The information is then published in the Disclosure Log on the Memorial's website.

If the matter is large, complex or considered to be sensitive, the Australian Government Solicitors may be asked to handle the matter on behalf of the Memorial.

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Question 178

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 1) Does the department consult or inform the Minister when it receives Freedom of Information requests?
 - 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?
 - a. If so, which departments or agencies?
 - 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?
 - 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?
 - a. If so, which departments or agencies?
 - b. If so, when?
 - c. If so, how does this occur?

Answer

- 1) Not as a general rule. If 3rd party consultation with the Minister/Minister's Office is required, then it is undertaken.
 - a. Only if 3rd party consultation is required.
 - b. Through the Departmental Liaison Officer.
- 2) Not as a general rule - if 3rd party consultation with other departments is required then it is undertaken. If the matter is sensitive or complex then advice from AGS is sought.
 - a. Departments and agencies relevant to satisfy the request.
 - b. Only if 3rd party consultation is required.
 - c. Through the FOI contact officer.
- 3) It is not part of the standard process.
 - a. N/A.
 - b. N/A.
- 4) a. to c. No.

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Question 179

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 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 additional resources to processing Freedom of Information requests?
 - a. If so, please detail those resources by APS level

Answer

- 1) 10% of an EL1 and 1% SES Band 1 is dedicated to the FOI function and support from Australian Government Solicitor if required.
- 2) Nil.
- 3) Nil.
- 4) No.
 - a. N/A

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Question 180

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

1. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?
 - 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?
 - 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?
 - 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?

Answer

- 1) Six.
 - a. It does not differ from the number of officers designated as at 6 September 2013.
- 2) The Memorial does not provide staff to the Minister's office.
- 3) The Memorial does not have any officers seconded to the Minister's office.
- 4) One designated decision-maker has attended several FOI courses run by Australian Government Solicitor (AGS). This officer is then responsible for providing on-the-job training for the other decision makers as required.
 - a. 1 x EL1
 - b. 2 x SES Band 1
 - c. The one designated decision-maker that has attended training did so about 4 months after commencing in the position.

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- d. General description of the FOI Act, FOI in the context of other administrative law, processing FOI requests, fees and charges, and exemptions provisions.
- e. One-day
- f. AGS

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Question 181

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

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?

- 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?

Answer

The Memorial does not provide or arrange training for staff within the Minister's office.

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Question 182

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

Nil.

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Question 183

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 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 turnaround 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?

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Answer

- 1) No.
- 2) Nil to date.
- 3) Compliance is tested by following Web Content Accessibility Guidelines (WCAG) 2.0 and internal use of standard online tools
- 4) The majority of the Memorial's website is compliant with WCAG 2.0. There is one archived website does not comply. It is no longer maintained but remains a live website. The WCAG 2.0 does not require it to be compliant as it is no longer maintained. There is some content that is not compliant. This is being addressed as resources allow.
- 5) There would be no change to the accessibility rating of the Memorial's web site if FOI PDFs were provided on the site.
- 6) The Memorial does not undertake external testing of compliance with accessibility standards. Compliance is tested by following web accessibility guidelines and internal use of standard online tools. No specific points of failure were identified in relation to the Information Publication Scheme and Disclosure Log requirements
- 7) No.
- 8) The Memorial manages requests on a case-by-case basis. Response to an anonymous email or letter would be the same as to an identifiable person, as long as the Memorial has somewhere to send the information to, it doesn't matter who is requesting it.
- 9) Nil.
- 10) There have been no requests made for information disclosed under FOI.
- 11) There have been no communications with other departments about website accessibility standards and FOI PDFs.
- 12) No advice has been requested or received.
- 13) The Memorial does not provide PDFs for download or links to documents for access to information disclosed under FOI on our website. If access is desired, it can provided in whatever format is most suitable for the person requesting the information (i.e. hard copy, emailed PDF, disk etc.). The request can be made by mail, email, phone or in person.
- 14) This has not been an issue to date for the Memorial. However, should a member of the public with a disability require access to any information, the Memorial would work with them to provide it in a suitable format.

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Question 184

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

- 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 commissioner's 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?

Answer

- 1) No.
- 2) No.
- 3) N/A.
- 4) Information regarding the document is published on the Disclosure Log, which is a requirement of the Information Publication Scheme. Access to documents listed on the Disclosure Log is provided to members of the public on request.
- 5) No.

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Question 185

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

Does the department have a separate email address or inbox for receiving and responding to FOI requests?

- 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

Answer

Yes.

- a. FOI@awm.gov.au
- b. 1 x EL1

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Question 186

Outcome 1: Program General Australian War Memorial

Topic: Freedom of Information

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

Yes.

- a. Sound and proven judgment.
- b. Sound and proven judgment.

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Question 187

Outcome 1: Program General Australian War Memorial

Topic: Functions

(Written Question on Notice)

Senator LUDWIG asked:

- 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.

Answer

- 1) a) to d) There were no formal functions or forms of hospitality conducted for the Minister during the reporting period of 1 July 2013 to 31 January 2014.

- 2) The Australian War Memorial does not stock or order wine, beer or alcoholic beverages for the Minister's Office.

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Question 188

Outcome 1: Program General Australian War Memorial

Topic: Red tape reduction

(Written Question on Notice)

Senator LUDWIG asked:

- 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?

Answer

- 1) The Australian War Memorial's Assistant Director, Corporate Services, is the Australian War Memorial's contact for this initiative. There is no formal structure or officials assigned.
 - a. Nil at this stage.
- 2) N/A
- 3) N/A
- 4) N/A
- 5) N/A
- 6) N/A
- 7) N/A
- 8) N/A

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Question 189

Outcome 1: Program General Australian War Memorial

Topic: Official residences

(Written Question on Notice)

Senator LUDWIG asked:

- 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.

Answer

1 a) – d) The Australian War Memorial has not conducted any formal function at any of the Official Residences.

2) N/A.

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Question 190

Outcome 1: Program General Australian War Memorial

Topic: Land costs

(Written Question on Notice)

Senator LUDWIG asked:

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
 - a. What is the current occupancy level and occupant of the items identified in (3)?
 - b. What is the value of the items identified in (3)?
 - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

Answer

1. The Australian War Memorial currently occupies approximately 147,839 square metres of land.
2. Canberra-Campbell:
Block 3 Section 39 Division of Campbell: 120,719 square metres. Fair value as of 31 December 2013 is \$8,450,000. The land at this location has been vested to Australian War Memorial through Gazettal and is owned by the Commonwealth of Australia.

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Canberra-Mitchell:

Block 12 Section 20 Division of Mitchell 6,909 square metres: Fair value as of 31 December 2013 is estimated at \$1,760,000

Block 16 Section 21 Division of Mitchell 15,410 square metres: Fair value as of 31 December 2013 is \$3,080,000

Block 9 Section 21 Division of Mitchell 4,801 square metres: Fair value as of 31 December 2013 is \$1,250,000

The land at this location is held under lease in the name of Australian War Memorial.
Block 17 Section 21 Division of Mitchell 6,893 square metres.

3. See attached table.
4. As of 31 January 2014, the Australian War Memorial owns nine buildings. As of 31 January 2014, the Australian War Memorial is leasing one building.
5. See attached table.
6. See attached table.

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| Building Name | Address | Building Area/m2 | Description of Asset | 190 (3a) | Fair Value of Asset 190 (3b) as of 31st December 2013 | 190 (3c) | 190 (6) |
|--------------------------|---|------------------------|---|---|---|----------|--|
| Main Building | Cnr Limestone & Fairbairn Avenues, Campbell, 2612 | Area of some 17,660 m2 | | Currently 100% occupied by Australian War Memorial | \$60,702,000 | N/A | 100% Occupied 70% Gallery Display 20% National Collection storage 10% Staff accommodation |
| | | | Floors: Reinforced concrete, suspended reinforced concrete and timber | | | | |
| | | | Walls: Sandstone | | | | |
| | | | Roof: Metal deck and copper dome | | | | |
| | | | Comments: Heritage listed building with National iconic status. | | | | |
| Anzac Hall | Cnr Limestone & Fairbairn Avenues, Campbell, 2612 | Area of some 3,500 m2 | | Currently 100% occupied by Australian War Memorial | \$10,362,000 | N/A | 100% Occupied 90% Gallery Display 10% Hospitality space |
| | | | Floors: Reinforced concrete and suspended reinforced concrete to mezzanine | | | | |
| | | | Walls: Reinforced concrete and reinforced concrete panels | | | | |
| | | | Roof: Metal deck | | | | |
| | | | Comments: Connected to Main Building by suspended glazed enclosed bridge | | | | |
| CEW Bean Building | Cnr Limestone & Fairbairn Avenues, Campbell, 2612 | Area of some 3,115 m2 | | Currently 100% occupied by Australian War Memorial | \$9,755,000 | N/A | 100% Occupied 80% Staff accommodation 20% National Collection storage |
| | | | Floors: Reinforced concrete and suspended reinforced concrete | | | | |
| | | | Walls: Reinforced concrete and reinforced concrete panels | | | | |
| | | | Roof: Metal deck | | | | |
| | | | Comments: Two level office/laboratory building with third lower ground level leading to tunnel to Main building | | | | |

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| | | | | | | | |
|--------------------------------|---|----------------------|---|---|--------------|-----|---|
| Administration Building | Cnr Limestone & Fairbairn Avenues, Campbell, 2612 | Area of some 5,995m2 | | Currently 100% occupied by Australian War Memorial | \$9,893,000 | N/A | 100% Occupied 90% Staff accommodation 10% National Collection storage |
| | | | Floors: Reinforced concrete and suspended reinforced concrete | | | | |
| | | | Walls: Steel frame sandstone and glazed | | | | |
| | | | Roof: Metal deck | | | | |
| | | | Comments: Two level building with basement | | | | |
| The Terrace Café | Cnr Limestone & Fairbairn Avenues, Campbell, 2612 | Area of some 473m2 | | Currently 100% occupied by Australian War Memorial | \$15,941,000 | N/A | 100% Occupied |
| | | | Floors: Reinforced concrete | | | | |
| | | | Walls: Aluminium framed glazing in concrete frame and timber finishes | | | | |
| | | | Roof: Prefinished sheet metal with film/metal laminate, perforated edge panels, skylight and daylight diffuser screen | | | | |
| | | | Comments: Single level building | | | | |
| Underground Car Park | Cnr Limestone & Fairbairn Avenues, Campbell, 2612 | Area of some 6,030m2 | | Currently 100% occupied by Australian War Memorial | | N/A | |
| | | | Floors: Reinforced concrete | | | | |
| | | | Walls: Concrete tilt-up and concrete block | | | | |
| | | | Roof: Suspended reinforced concrete | | | | |
| | | | Comments: Car park provides 190 parking spaces | | | | |

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| | | | | | | | |
|---------------------------|---------------------------------|-----------------------|---|---|-------------|-----|---|
| Treloar A Building | 4 Callan Street, Mitchell, 2911 | Area of some 1,860 m2 | | Currently 100% occupied by Australian War Memorial | \$4,318,000 | N/A | 100% Occupied 50% Staff accommodation 50% National Collection storage |
| | | | Floors: Reinforced concrete, suspended reinforced concrete | | | | |
| | | | Walls: Brick and glazed | | | | |
| | | | Roof: Metal deck, south lights to warehouse, tiled to courtyard verandas | | | | |
| | | | Comments: Office, laboratory, warehouse building with various mezzanine areas. Additional buildings include radiation store and hazardous chemicals building. Site improvements include concrete fencing and car parks. | | | | |
| Treloar B Building | 8 Callan Street, Mitchell, 2911 | Area of some 1,249 m2 | | Currently 100% occupied by Australian War Memorial | \$1,127,000 | N/A | 100% Storage space for National Collection |
| | | | Floors: Reinforced concrete, suspended reinforced concrete | | | | |
| | | | Walls: Brick and metal deck | | | | |
| | | | Roof: Metal deck | | | | |
| | | | Comments: Warehouse building with mezzanine areas with additional building of a hot works shed. Site improvements include car park areas and boundary fencing | | | | |
| Treloar C Building | 8 Callan Street, Mitchell, 2911 | Area of some 2,505 m2 | | Currently 100% occupied by Australian War Memorial | \$6,172,000 | N/A | 100% Occupied 90% National Collection storage 10% Staff accommodation |
| | | | Floors: Reinforced concrete, suspended reinforced concrete | | | | |
| | | | Walls: Sandwich panel metal deck | | | | |
| | | | Roof Sandwich panel metal deck | | | | |
| | | | Comments: Large temperature controlled warehouse building with visitors' centre and workshop | | | | |

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| | | | | | | | |
|---------------------------|----------------------------------|-----------------------|---|---|-------------|--|--|
| Treloar D Building | 11 Callan Street, Mitchell, 2911 | Area of some 1,482 m2 | | Currently 100% occupied by Australian War Memorial | \$920,000 | N/A | 100% Storage space for National Collection |
| | | | Floors: Reinforced Concrete | | | | |
| | | | Walls: Fibreboard or similar, prefinished corrugated steel, brick | | | | |
| | | | Roof: Metal deck or similar | | | | |
| | | | Comments: Warehouse/Workshop building with mezzanine offices and storage. | | | | |
| Treloar E Building | 12 Callan Street, Mitchell, 2911 | Area of some 5,900 m2 | | Currently 70% occupied by Australian War Memorial. | \$2,075,000 | Lease for three years with option to buy on 1 July 2014 (Memorial will purchase on this date). | 70% leased by the Australian War Memorial, 30% owned and occupied by Rallymax Pty Ltd. |
| | | | Floors: Reinforced concrete, suspended reinforced concrete | | | | |
| | | | Walls: Brick and metal deck | | | | |
| | | | Roof: Metal deck | | | | |
| | | | Comments: Open compound with warehouse storage and mechanical workshop. | | | | |

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Question 191

Outcome 1: Program General Australian War Memorial

Topic: Ministerial staff code

(Written Question on Notice)

Senator LUDWIG asked:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
 - 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?
 - 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?
 - 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?
 - If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level

Answer

N/A.

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Question 192

Outcome 1: Program General Australian War Memorial
Topic: Boards (for Departments or agencies with boards)
(Written Question on Notice)

Senator LUDWIG asked:

Since September 7th 2013;

- 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

Answer

- a. Between 1 July 2013 and 31 January 2014, the Council of the Australian War Memorial and its Committees met on 13-14 August 2013 and 11-12 November 2013.
- b. Travel expenses are provided to interstate Council members in accordance with Remuneration Tribunal Determination 2013/16 - Official Travel by Office Holders <http://remtribunal.gov.au/media/documents/2013/compilations/travel-allowance-compilations/2013-16-determination-official-travel-by-office-holders/2013-16-Determination-26.9.2013.pdf> - refer to Part 3 - Travel Expenses on page 4.
- c. Between 1 July 2013 and 31 January 2014 two Council of the Australian War Memorial meetings were held. The first on 14 August 2013 (attendance 9 from 13 members) and the other on 12 November 2013 (attendance 12 from 13 members).
- d. As part of the preparation of the Australian War Memorial's financial statements, members are required to sign an annual declaration of material interest form in relation to companies with whom the Australian War Memorial has contracts. During the course of Council meetings, as per Section 16 of the *Australian War Memorial Act 1980*, members should disclose the nature of any direct or indirect pecuniary interest in a matter being considered by Council, and as a result not take part in the deliberation.
- e. Nil.
- f. Council members are remunerated in accordance with Remuneration Tribunal Determination 2014-03: Remuneration and Allowances for Holders of Part-Time Public Office. See <http://www.remtribunal.gov.au/media/documents/2015/2014-determinations/2014-03-principal-determination-remuneration-and-allowances-for-holders-of-part-time-public-office/2014-03-PTOH-Principal-Determination-1.03.2014.pdf> - refer to page 6.
- g. In accordance with Section 14(2)(b) of the *Australian War Memorial Act 1980*.
- h. No.

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- i. Between 1 July 2013 and 31 January 2014 only two Council of the Australian War Memorial meetings were held. Absent from the 14 August 2013 meeting were Mr Kerry Stokes AC, Ms Jane McAloon, The Hon. Graham Edwards AM and Ms Gabrielle Trainor, and absent from the 12 November 2013 meeting was Ms Jane McAloon.
- j. The cost for catering for Council of the Australian War Memorial meetings for the period between 1 July 2013 and 31 January 2014 is \$2,347 (\$1,134 (13-14 August 2013 meetings) and \$1,213 (11-12 November 2013 meetings)); yes, alcohol was offered at the lunches and consisted of 2 x bottles of wine (1 x Red, 1 x White)

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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Question 193

Outcome 1: Program General Australian War Memorial

Topic: Shared resources following MOG changes

(Written Question on Notice)

Senator LUDWIG asked:

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

Answer

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

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Question 194

Outcome 1: Program General Australian War Memorial

Topic: Ministerial Leave

(Written Question on Notice)

Senator LUDWIG asked:

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:
 - a. Please table a schedule of the ministers leave. Please include:
 - 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?
 - 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:
 - 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:
 - 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:
 - 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.

Answer

1. a) – e) N/A.

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Question 195

Outcome 1: Program General Australian War Memorial

Topic: Departmental Rebranding

(Written Question on Notice)

Senator LUDWIG asked:

1. Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:
 - a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
 - i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
 - b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
 - i. Signage.
 - ii. Stationery (please include details of existing stationery and how it was disposed of).
 - iii. Logos
 - iv. Consultancy
 - v. Any relevant IT changes.
 - vi. Office reconfiguration.
 - c. How was the decision reached to rename and/or rebrand the department?
 - i. Who was involved in reaching this decision?
 - 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.

Answer

1. a) - c) No.

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Answers to questions on notice from Department of Veterans' Affairs

Question 196

Outcome 1: Program General Australian War Memorial

Topic: Ministerial Motor vehicle

(Written Question on Notice)

Senator LUDWIG asked:

Has the minister been provided with a motor vehicle? If so:

- 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.

Answer

N/A.

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Question 197

Outcome 1: Program General Australian War Memorial

Topic: Ministerial Staff vehicle (non-MoPS)

(Written Question on Notice)

Senator LUDWIG asked:

Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:

- 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.

Answer

N/A

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Question 198

Outcome 1: Program General Australian War Memorial

Topic: Ministerial Staff vehicle

(Written Question on Notice)

Senator LUDWIG asked:

Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:

- 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.

Answer

N/A

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Question 199

Outcome 1: Program General Australian War Memorial

Topic: Building Lease Costs

(Written Question on Notice)

Senator LUDWIG asked:

What has been the total cost of building leases for the agency / department since September 7, 2013?

- a. Please provide a detailed list of each building that is currently leased. Please detail by:
 - 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:
 - 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:
 - 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.
 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:
 - 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.

Answer

The total cost of the building lease to 31 January 2014 was \$102,778.

- a.
 - i. 01 July 2011
 - ii. 30 June 2014
 - iii. No. The Memorial has Ministerial approval to purchase the property to meet Collection storage needs.
 - iv. 12 Callan Street Mitchell ACT 2911.

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- v. \$510,000 (\$170,000 for 3 years + CPI)
 - vi. Collection storage facility.
-
- b. N/A
 - c. N/A
 - d. N/A

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Question 200

Outcome 1: Program General Australian War Memorial

Topic: Diners Club cards

(Written Question on Notice)

Senator LUDWIG asked:

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?

Answer

1. N/A. The Australian War Memorial has not issued Diners Club cards as phase 2 of the WOG Travel arrangements has not been implemented.
2. N/A
3. N/A
4. N/A
5. N/A

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Question 201

Outcome 1: Program General Australian War Memorial

Topic: Government advertising

(Written Question on Notice)

Senator LUDWIG asked:

1. How much has been spent on government advertising (including job ads) since 7 September 2013?
 - 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?
 - 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

Answer

1. \$297,119.
 - a. Recruitment advertising = \$43,466; and Corporate advertising = \$253,653
 - b. to c. Provision of further information other than the breakdown provided would be an unreasonable diversion of critical resources.

2. Recruitment and Corporate advertising.
 - a. Recruitment advertising: \$15,851 and Corporate advertising \$313,064.
 - b to d. Provision of further information other than the breakdown provided would be an unreasonable diversion of critical resources.

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Question 202

Outcome 1: Program General Australian War Memorial

Topic: Workplace assessments

(Written Question on Notice)

Senator LUDWIG asked:

1. How much has been spent on workplace ergonomic assessments since 7 September 2013?
 - 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?
 - a. If so, list each item of expenditure and cost related to those changes

Answer

1. \$2,641.40
 - a. 1 x Workstation Assessment and task analysis at \$ 538.90
1 x Workstation Assessment at \$302.50
4 x Workstation Assessment and task assessment at \$450 each
2. Yes.
 - a. Ergonomic equipment: keyboard, mouse (4), document holder (4) and footrest (2): \$1,378.63 and Ergonomic Chairs x 20 at \$446.10 total \$8,922.

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Question 203

Outcome 1: Program General Australian War Memorial

Topic: Ministerial website

(Written Question on Notice)

Senator LUDWIG asked:

1. How much has been spent on the Minister's website since 7 September 2013?
 - a. List each item of expenditure and cost

2. Who is responsible for uploading information to the Minister's website?
 - a. Are any departmental staff required to work outside regular hours to maintain the Minister's website?

Answer

1. N/A

2. N/A

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Question 204

Outcome 1: Program General Australian War Memorial

Topic: Ministerial pay outs

(Written Question on Notice)

Senator LUDWIG asked:

How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013?

- a. List each item of expenditure, staffing level, employing member and cost

Answer

N/A.

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Question 205

Outcome 1: Program General Australian War Memorial

Topic: Ministerial staff turnover

(Written Question on Notice)

Senator LUDWIG asked:

1. List the current staffing allocation for each Minister and Parliamentary Secretary
2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification
3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification
4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification
5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment

Answer

1. to 5. N/A.

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Question 206

Outcome 1: Program General Australian War Memorial

Topic: Christmas party costs

(Written Question on Notice)

Senator LUDWIG asked:

List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013

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

Answer

1. No official Memorial-funded social activities have been held.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

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Question 207

Outcome 1: Program General Australian War Memorial

Topic: Multiple tenders

(Written Question on Notice)

Senator LUDWIG asked:

List any tenders that were re-issued or issued multiple times since 7 September 2013

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?

Answer

No Tenders have been reissued.

1. to 3. N/A.

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Question 208

Outcome 1: Program General Australian War Memorial

Topic: Market research

(Written Question on Notice)

Senator LUDWIG asked:

List any market research conducted by the department/agency since 7 September 2013.

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?

Answer

1. \$20,500, for audience research focus groups for exhibition development (*Reality in Flames*)
2. See response to 1. above.
3. Colmar Brunton.
4. Following a competitive quote process which was offered to companies based in SA, Victoria and the ACT.
5. Colmar Brunton Office - Canberra
6. Focus group.
7. Yes. See answer to 6. above.
8. Participants were identified and recruited via Colmar Brunton.

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Question 209

Outcome 1: Program General Australian War Memorial

Topic: Departmental upgrades

(Written Question on Notice)

Senator LUDWIG asked:

Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

1. If so, list these
2. If so, list the total cost for these changes
3. If so, list the itemised cost for each item of expenditure
4. If so, who conducted the works?
5. If so, list the process for identifying who would conduct these works
6. If so, when are the works expected to be completed?

Answer

1 through 6. See attached table.

The figures listed for all questions, are from 1 July 2013 to 31 January 2014 as it would have been too resource intensive to provide them from the requested start date of 7 September 2013.

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| <u>Main Building:</u> | | | | | |
|------------------------------|--|------------------------------|------------------------|--|---------------------------------|
| | Relates to QoN 209 (1) | Relates to QoN 209 (2 and 3) | Relates to QoN 209 (4) | Relates to QoN 209 (5) | Relates to QoN 209 (6) |
| Date | Description | Amount | Vendor Name | Procurement Process | Expected Completion Date |
| 20/03/2014 | Removal & Recarpeting in Main Building | \$3,190.00 | Hoods Carpet Court | Comparative quotes | Completed |
| 27/09/2013 | Removal & Recarpeting in Main Building | \$16,890.91 | Morgan's Group | Comparative quotes | Completed |
| 27/09/2013 | Removal & Recarpeting in Main Building | \$2,878.00 | Morgan's Group | Comparative quotes | Completed |
| 30/07/2013 | Asbestos removal from behind bronze Roll of Honour panels | \$9,882.00 | Empire Contracting | Comparative quotes | Completed |
| 8/08/2013 | Relocation of Post 1945 conflicts Roll of Honour panels | \$24,000.00 | Tim Hodge Stonemason | Quoted, specialist works, direct appointment | Completed |
| 2/10/2013 | Installation of three operational plaques & six current conflicts bronze Roll of Honour panels | \$7,352.50 | Tim Hodge Stonemason | Quoted, specialist works, direct appointment | Completed |

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| <u>Admin Building:</u> | | | | | |
|-------------------------------|---|--------------------------|--------------------------|-------------------------------|---------------------------------|
| | Relates to QoN 209 (1) | Relates to QoN 209 (2&3) | Relates to QoN 209 (4) | Relates to QoN 209 (5) | Relates to QoN 209 (6) |
| Date | Description | Amount | Vendor Name | Procurement Process | Expected Completion Date |
| 16/01/2014 | Supply and install of supplementary air conditioning unit | \$29,300.00 | Spotless P&F Pty Ltd | Tendered maintenance contract | Completed |
| 16/01/2014 | Electrical upgrades | \$2,930.00 | Spotless P&F Pty Ltd | Tendered maintenance contract | Completed |
| 26/09/2013 | Security upgrades | \$8,770.00 | Secom Technical Services | Tendered maintenance contract | Completed |
| 30/07/2013 | Supply and install of Residual Current Devices | \$7,630.04 | Spotless P&F Pty Ltd | Tendered maintenance contract | Completed |
| 3/09/2013 | Upgrade to Uninterrupted Power Supply | \$43,023.00 | Spotless P&F Pty Ltd | Tendered maintenance contract | Completed |
| 3/09/2013 | Upgrade to Uninterrupted Power Supply | \$52,377.00 | Spotless P&F Pty Ltd | Tendered maintenance contract | Completed |
| | | | | | |
| <u>ANZAC Hall</u> | | | | | |
| | Relates to QoN 209 (1) | Relates to QoN 209 (2&3) | Relates to QoN 209 (4) | Relates to QoN 209 (5) | Relates to QoN |
| Date | Description | Amount | Vendor Name | Procurement Process | Expected Completion Date |
| 27/09/2013 | Removal & re-carpeting in ANZAC Hall | \$37,736.36 | Morgan's Group | Comparative quotes | Completed |
| 27/09/2013 | Removal & re-carpeting in ANZAC Hall | \$6,223.00 | Morgan's Group | Comparative quotes | Completed |

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| <u>Terrace Café</u> | | | | | |
|----------------------------|---|--------------------------|---------------------------|-------------------------------|---------------------------------|
| | Relates to QoN 209 (1) | Relates to QoN 209 (2&3) | Relates to QoN 209 (4) | Relates to QoN 209 (5) | Relates to QoN 209 (6) |
| Date | Description | Amount | Vendor Name | Procurement Process | Expected Completion Date |
| 30/10/2013 | Re-concreting in Eastern Precinct | \$14,300.00 | Pyramid Corporation | Comparative quotes | Completed |
| | | | | | |
| <u>Treloar A</u> | | | | | |
| | Relates to QoN 209 (1) | Relates to QoN 209 (2&3) | Relates to QoN 209 (4) | Relates to QoN 209 (5) | Relates to QoN 209 (6) |
| Date | Description | Amount | Vendor Name | Procurement Process | Expected Completion Date |
| 20/02/2014 | Treloar A: Install New Lighting | \$4,067.00 | Spotless P&F Pty Ltd | Tendered maintenance contract | Completed |
| 14/11/2013 | Supply & Install of new carpet | \$1,940.00 | Hood's Carpet Court | Comparative quotes | Completed |
| 9/01/2014 | Supply & Install of new carpet | \$2,120.00 | Hood's Carpet Court | Comparative quotes | Completed |
| 9/01/2014 | Patch and paint walls in storage areas. | \$5,185.00 | Anasson Painting | Comparative quotes | Completed |
| 11/02/2014 | Patch and painting to block walls | \$2,200.00 | Besselink Master Painters | Comparative quotes | Completed |

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| <u>Campbell Grounds</u> | | | | | |
|--------------------------------|--|--------------------------|--------------------------|--|---|
| | Relates to QoN 209 (1) | Relates to QoN 209 (2&3) | Relates to QoN 209 (4) | Relates to QoN 209 (5) | Relates to QoN 209 (6) |
| Date | Description | Amount | Vendor Name | Procurement Process | Expected Completion Date |
| 27/02/2014 | Western Courtyard garden and landscaping upgrades including large planter box re-plantings | \$169,316.50 | Able Landscaping Pty Ltd | Comparative quotes | Completed, currently under 12 months Defect Liability Period. |
| 20/03/2014 | Hedge planting & additional irrigation near Main Building | \$4,043.18 | Botanical Places | Tendered horticulture maintenance contract | Completed |

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Question 210

Outcome 1: Program General Australian War Memorial

Topic: Wine Coolers/Fridges

(Written Question on Notice)

Senator LUDWIG asked:

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?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current stocking level for each of these items?

Answer

No purchases or leases were made for wine coolers or wine fridges during the period 1 July 2013 through to 31 January 2014.

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Question 211

Outcome 1: Program General Australian War Memorial

Topic: Office plants

(Written Question on Notice)

Senator LUDWIG asked:

Since 7 September 2013 has the department/agency purchased or leased any new office plants?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?

Answer

The Australian War Memorial does not purchase or lease office plants.

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Question 212

Outcome 1: Program General Australian War Memorial

Topic: Office recreation facilities

(Written Question on Notice)

Senator LUDWIG asked:

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)?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current usage for each of these items?

Answer

The Australian War Memorial does not provide purchased or leased office recreation facilities.

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Question 213

Outcome 1: Program General Australian War Memorial

Topic: Vending machines

(Written Question on Notice)

Senator LUDWIG asked:

Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?

1. If so, list these
2. If so, list the total cost for these items
3. If so, list the itemised cost for each item of expenditure
4. If so, where were these purchased
5. If so, list the process for identifying how they would be purchased
6. If so, what is the current location for these items?
7. If so, what is the current usage for each of these items?

Answer

The Australian War Memorial has not leased or purchased vending machine facilities. Drink and confectionary vending machines are provided by the Australian War Memorial's Social Club at the expense of staff.

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Question 214

Outcome 1: Program General Australian War Memorial

Topic: Legal costs

(Written Question on Notice)

Senator LUDWIG asked:

List all legal costs incurred by the department or agency since 7 September 2013

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

Answer

Total 1 July 2013 to 31 January 2014: \$138,544.

1. This is comprised of \$131,106 legal services obtained via purchase order to suppliers on the Legal Services Multi-List (includes AGS, Minter Ellison, Gilbert and Tobin, Sparke Helmore) and \$7,438 other Legal including a dispensation to use legal counsel not on the LSMUL (Beazley Singleton).
2. It would be too resource intensive to provide information to this level of detail.
3. Information is not available to this level of detail, however, the general method is to seek quotes from providers on the multi-use list or engage directly from the list for low value legal advice.

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Question 215

Outcome 1: Program General Australian War Memorial

Topic: Australian Public Affairs

(Written Question on Notice)

Senator LUDWIG asked:

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

Answer

1. Nil.
2. Nil.