

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2013-14
PARLIAMENTARY DEPARTMENTS – 18 November 2013

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
1	Senate	Ludwig Wong	Senator Brandis' bookshelves	<p>Senator LUDWIG: So going back to the original request, was the request made by Senator Brandis at the time for the establishment of the bookshelf and what form did it take? Was it a letter or an email?</p> <p>Dr Laing: I do not think we know that.</p> <p>Senator WONG: Could you take that on notice.</p> <p>Dr Laing: We will take it on notice.</p> <p>Senator WONG: And, if possible, provide the communication or record of communication.</p> <p>Dr Laing: We will see what we have got on file, bearing in mind that none of the decision makers at that time are now employed in the department.</p> <p>...</p> <p>p.9 Senator LUDWIG: I have not quite finished with the bookshelf. You mentioned earlier that you deal with requests as they come in, and this was one that you dealt with. I was particularly interested to know whether you could also identify that correspondence, so to be plain about the toing and froing and whether it was a request from Senator Brandis and a reply from the Department of the Senate—so not only the initial request but also, if there is a chain of correspondence between the department of the Senate and Senator Brandis. It seems, having been here not quite as long as some others, an unusual request and to have that met without a blink from the Department of the Senate.</p> <p>Dr Laing: We will check the files to see what blinking occurred, Senator.</p>	7 and 9	13/12/13	13/2/14
2	Senate	Wong	Senator Brandis' bookshelves	<p>Senator WONG: You said you would not give us a direct cost of the move in 2010, because there were other things. But it is a different thing, is it not? It is not people putting stuff in boxes and trundling down the hall, you are actually disassembly and reassembling a bookshelf in someone's office, so presumably there was time spent on that. If so, by whom?</p> <p>Dr Laing: Probably by an external contractor, who we engage to do all those sorts of moves.</p> <p>Senator WONG: Can we follow that up.</p> <p>Dr Laing: We will see what we have got in terms of detail.</p> <p>Senator WONG: I was going to say that the Senate staff are good at multitasking, but I do not know how many carpenters and cabinetmakers there are.</p> <p>Dr Laing: We do not have any carpenters or cabinetmakers on staff.</p> <p>Senator WONG: So there would be documentation associated with a contractor to</p>	7	13/12/13	13/2/14

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				do that, if you could find that			
3	Senate	Ludwig	Custom furniture	<p>Senator LUDWIG: Coming back to the procedure for assessing, can you just establish how that works? A senator makes a request for an enormous bookshelf that takes up an entire wall and height; do you then say yes to anyone, or a senator, who asks for that? How does the procedure work?</p> <p>Dr Laing: We always try to accommodate senators' reasonable requests and we will look at the file and see what the process was.</p> <p>Senator LUDWIG: So you can't recall what the process was?</p> <p>Dr Laing: No; in 2007, I was Deputy Clerk, I think, and I would have had no contact with the decision-making process.</p> <p>Senator LUDWIG: There is no procedure manual to stipulate how requests from senators are dealt with when they would fall into the type of request that—</p> <p>Dr Laing: I doubt it. But, of course, we do work within procurement guidelines. We will see what the file tells us.</p>	8	13/12/13	13/2/14
4	Senate	Bernardi	Custom furniture	<p>CHAIR: Okay. Perhaps, Dr Laing, you might be able to prepare a list of any other requests for custom furniture over recent years.</p> <p>Dr Laing: Yes, we can do that, Chair.</p>	9	13/12/13	13/2/14
5	Senate	Collins	Senator Brandis' bookshelves	<p>Senator JACINTA COLLINS: One other question about what appear to be from the pictures an extraordinarily dominating set of bookshelves—was the integrity of the building and fixtures process engaged with at all during this process?</p> <p>Dr Laing: We will include that in our response on notice. We will check what consultations occurred.</p> <p>Senator JACINTA COLLINS: Because almost any other change in terms of members' and senators' suites involves often some consideration of the integrity of the original fit-out of Parliament House.</p> <p>Dr Laing: That is right, and I expect it would have happened in this case but we will get the details for you.;</p> <p>Senator LUDWIG: I have not quite finished with the bookshelf. You mentioned earlier that you deal with</p>	9	13/12/13	13/2/14
6	Senate	Ludwig	Parliament House office fit outs	<p>Are you responsible for fit outs of offices in parliament house?</p> <p>a. If not, who is?</p>	Written	16/1/14	13/2/14
7	Senate	Ludwig	Parliament House office fit outs	<p>What does a standard parliamentarians office fit out include?</p> <p>a. Please detail, divided by office holder and item (ie Leader, minister, MP</p>	Written	16/1/14	13/2/14

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				etc)			
8	Senate	Ludwig	Parliament House office fit outs	Can Members or Senators request additional items or fit outs to their parliamentary office? a. If so, since 7 September 2013, how many members or senators have requested additional fit outs? Excluding, fit outs based on portfolio requirements in the ministerial wing	Written	13/12/13	13/2/14
9	Senate	Ludwig	Parliament House office fit outs	How does a member of senator request additional fit outs? Please detail that process.	Written	13/12/13	13/2/14
10	Senate	Ludwig	Parliament House office fit outs	What guidelines, rules or regulations determine the assessment of requests for additional fit outs by members or senators? a. Please detail them and provide a copy b. Please detail what officers are included in the decision making process, please list their classification level c. If no guidelines, rules or regulations exist, why not?	Written	13/12/13	13/2/14
11	Senate	Ludwig	Parliament House office fit outs	What officers or office holders are consulted in the determination of requests for additional fit outs by members and senators? a. Please list their classification levels	Written	16/1/14	13/2/14
12	Senate	Ludwig	Parliament House office fit outs	Who makes the final decision on requests for additional fit outs requested by members and senators? a. Please list their classification level	Written	16/1/14	13/2/14
13	Senate	Ludwig	Parliament House office fit outs	In the event that a Senator requested an additional fit out than was provided, how would cost break downs be determined? Materials and construction i. Who would decide what materials would be used and how they would be acquired? ii. Are there any guidelines to determine what materials can be used, including, but not limited to: types of wood used, types of varnish used; any fastening materials used (nails, screws, glue etc)? 1. If so, what are they? Please provide a copy. 2. If Not, why not? iii. Are there guidelines that determine how much can be spent	Written	16/1/14	13/2/14

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				<p>on these materials?</p> <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>iv. Are there any guidelines to determine where the materials can be purchased?</p> <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>v. Are there any guidelines to determine how much it can cost to transport these materials to Parliament House?</p> <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>vi. Should further expenditures be required to use the fixtures to their full potential, after the initial approval has been granted, what is the process for applying for this additional expenditure?</p> <p>vii. Are there any guidelines to determine how additional fixtures can be attached or installed onto the wall or into the floor of an office?</p> <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>viii. Are there any guidelines to determine any considerations that should be given to costs that would be associated with restoring the office to its prior state, once the Senator no longer required use of the office?</p> <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>Labour</p> <ol style="list-style-type: none"> i. Are there any guidelines to determine who should be commissioned to construct additional fixtures? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? ii. Are there any guidelines to determine the tender process of additional fixtures? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 			

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				<p style="text-align: center;">2. If Not, why not?</p> <p>iii. Are there any guidelines to determine how much money can be spent on Labour to construct additional fixtures?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p> <p style="padding-left: 20px;">2. If Not, why not?</p> <p>iv. Are there any guidelines to determine how much can be spent to transport contractors to and from the work site?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p> <p style="padding-left: 20px;">2. If Not, why not?</p> <p>v. Are there any guidelines to determine how many people can work on the construction of additional fixtures?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p> <p style="padding-left: 20px;">2. If Not, why not?</p> <p>vi. Are there any guidelines to determine how many hours can be spent by labourers to construct additional fixtures?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p> <p style="padding-left: 20px;">2. If Not, why not?</p> <p>Consultation</p> <p>i. Are there any guidelines to determine the selection of people who will be involved in the consultation process?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p> <p style="padding-left: 20px;">2. If Not, why not?</p> <p>ii. Are there any guidelines to determine what the consultation process will be?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p> <p style="padding-left: 20px;">2. If Not, why not?</p> <p>iii. Are there any guidelines to determine how much can be spent on consultation?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p> <p style="padding-left: 20px;">2. If Not, why not?</p> <p>iv. Are there any guidelines to determine how long this consultation process should last?</p> <p style="padding-left: 20px;">1. If so, what are they? Please provide a copy.</p>			

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				<p style="text-align: center;">2. If Not, why not?</p> <p>Administration</p> <p>i. Are there any guidelines to determine which people should be involved in organising additional fixtures and who they work for (and hence who would be paying their wages)?</p> <p style="padding-left: 40px;">1. If so, what are they? Please provide a copy. 2. If Not, why not?</p> <p>ii. Are there any guidelines to determine how much can be spent on the administration for constructing additional fixtures?</p> <p style="padding-left: 40px;">1. If so, what are they? Please provide a copy. 2. If Not, why not?</p> <p>iii. Are there any guidelines to determine how many hours can be spent on the administration required to request additional fixtures?</p> <p style="padding-left: 40px;">1. If so, what are they? Please provide a copy. 2. If Not, why not?</p> <p>Maintenance</p> <p>i. Are there any guidelines to determine who is responsible for the maintenance of additional fixtures?</p> <p style="padding-left: 40px;">1. If so, what are they? Please provide a copy. 2. If Not, why not?</p> <p>ii. Are there any guidelines to determine how much maintenance additional fixtures can receive?</p> <p style="padding-left: 40px;">1. If so, what are they? Please provide a copy. 2. If Not, why not?</p> <p>iii. Are there any guidelines to determine how much maintenance can cost?</p> <p style="padding-left: 40px;">1. If so, what are they? Please provide a copy. 2. If Not, why not?</p> <p>iv. Are there any guidelines to determine how long additional fixtures are expected to last?</p> <p style="padding-left: 40px;">1. If so, what are they? Please provide a copy. 2. If Not, why not?</p>			
14	Senate	Ludwig	Parliament House	Alternative Solutions	Written	16/1/14	13/2/14

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			office fit outs	<ul style="list-style-type: none"> a. Are there any guidelines to determine how many alternative solutions need to be considered before approval for an additional fixture will be approved? <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? b. Are there any guidelines to determine the types of justification that need to be used to approve one option vs alternative, cheaper options? <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? c. Are there any guidelines to determine who should be involved in making this final decision? <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? 			
15	Senate	Ludwig	Parliament House office fit outs	<ul style="list-style-type: none"> Are there any guidelines to determine how a decision to request additional fixtures should be made? <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? a. Are there any guidelines to determine who can be involved in making the decision to request additional fixtures? <ul style="list-style-type: none"> iii. If so, what are they? Please provide a copy. iv. If Not, why not? b. Are there any guidelines to determine what factors they should consider when making the decision to request additional fixtures? <ul style="list-style-type: none"> v. If so, what are they? Please provide a copy. vi. If Not, why not? c. Are there any guidelines to determine who should formally request additional fixtures be constructed? <ul style="list-style-type: none"> vii. If so, what are they? Please provide a copy. viii. If Not, why not? 	Written	16/1/14	13/2/14
16	Senate	Ludwig	Parliament House office fit outs	<ul style="list-style-type: none"> Are there any guidelines to determine the process used to have the funds for additional fixtures approved? <ul style="list-style-type: none"> a. How was it determined that this was the appropriate process? b. Are there any guidelines to determine who approves the 	Written	16/1/14	13/2/14

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				<p>construction of additional fixtures?</p> <p>i. If so, what are they? Please provide a copy.</p> <p>ii. If Not, why not?</p> <p>c. If so, has this process been used to construct any fixtures in any offices?</p> <p>i. If so, Please provide a list of these fixtures.</p>			
17	Senate	Ludwig	Parliament House office fit outs	<p>How are additional fixtures funded?</p> <p>a. Are there any other ways Senators can fund additional fixtures?</p> <p>b. If so, what other sources can be considered?</p> <p>c. Can a Senator request an additional fixture be placed in their office and fund it themselves?</p>	Written	16/1/14	13/2/14
18	Senate	Ludwig	Parliament House office fit outs	Do all MPs and Senators have access to all of these processes?	Written	16/1/14	13/2/14
19	Senate	Ludwig	Senator Brandis' bookshelves	<p>I refer to an article published in the Sydney Morning Herald on 15 October, titled "Too big for his books: Brandis Library is shelved"</p> <p>It has been reported that the bookshelf cost \$7000. What were the cost break downs?</p> <p>a. Materials and construction</p> <p>i. Who decided what materials would be used and how they would be acquired?</p> <p>ii. What materials were used, including, but not limited to: types of wood used, types of varnish used; any fastening materials used (nails, screws, glue etc)?</p> <p>iii. How much did these materials cost?</p> <p>iv. Where were the materials purchased from?</p> <p>v. How much did it cost to transport them to Canberra?</p> <p>vi. How much did the ladder cost that is required to reach the upper shelving?</p> <p>vii. How is the shelving attached to the wall?</p> <p>viii. Was consideration given to costs that would be associated with restoring the office, once the Senator was required to move offices or left the Senate?</p> <p>b. Labour</p> <p>i. Who was commissioned to do the construction?</p>	Written	16/1/14	13/2/14

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				<ul style="list-style-type: none"> ii. What was the tender process? iii. How much money was spent on Labour? iv. How much was spent to transport contractors to and from the work site? v. How many people worked on its construction? vi. How many hours did it take them? c. Consultation <ul style="list-style-type: none"> i. Who were all of the people involved in the consultation process? ii. What was the consultation process? iii. How much was spent on consultation? iv. How long did that process last? d. Administration <ul style="list-style-type: none"> i. Who were all of the people involved in organising the shelving and who did they work for (and hence who was paying their wages)? ii. How much was spent on consultation? iii. How many hours did they spend organising the shelving? e. Maintenance <ul style="list-style-type: none"> i. Who is responsible for the maintenance of the shelving? ii. How much maintenance does the shelving require? iii. How much does this maintenance cost? iv. How long is the shelving expected to last? 			
20	Senate	Ludwig	Senator Brandis' bookshelves	What alternative storage solutions were considered? <ul style="list-style-type: none"> a. How much did any alternative storage solutions cost? b. What is the justification of the chosen option vs alternative, cheaper options? c. Who was involved in making this final decision? 	Written	16/1/14	13/2/14
21	Senate	Ludwig	Senator Brandis' bookshelves	How was a decision made that a bookshelf would be necessary? <ul style="list-style-type: none"> a. Who was involved in making this decision? 	Written	16/1/14	13/2/14

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				<ul style="list-style-type: none"> b. Was Senator Brandis involved in the decision? c. What factors did they consider when making the decision? d. Who formally requested the shelving be constructed? 			
22	Senate	Ludwig	Senator Brandis' bookshelves	<p>What was the process used to have the funds approved?</p> <ul style="list-style-type: none"> a. How was it determined that this was the appropriate process? b. Who approved the construction of the shelving? c. Has this process been used to construct any fixtures in any other offices? d. Provide a list of these fixtures. 	Written	16/1/14	13/2/14
23	Senate	Ludwig	Senator Brandis' bookshelves	<p>How was the shelving funded?</p> <ul style="list-style-type: none"> a. Were alternative sources of funding the shelving considered? b. If so, what were the sources considered? c. Did Senator Brandis consider personally funding the cost of this shelving? 	Written	16/1/14	13/2/14
24	Senate	Ludwig	Reviews	<p>1. Since 7 September 2013, how many new Reviews have been commenced? Please list them including:</p> <ul style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. If the report will be tabled in parliament or made public <p>2. For any review commenced or ordered since 7 September 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p>	Written	16/1/14	13/2/14

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				<ul style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each what are the costs associated with their involvement, broken down to each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ul style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur. <p>3. Since 7 September 2013, what reviews are on-going? Please list them.</p> <p>4. Since 7 September 2013, have any reviews been stopped, paused or ceased? Please list them.</p> <p>5. Since Budget estimates, what reviews have concluded? Please list them.</p> <p>6. Since 7 September 2013, how many reviews have been provided to Government? Please list them and the date they were provided.</p> <p>7. When will the Government be responding to the respective reviews that have been completed?</p> <p>8. What reviews are planned?</p> <ul style="list-style-type: none"> a. When will each planned review be commenced? b. When will each of these reviews be concluded? 			

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				<ul style="list-style-type: none"> c. When will government respond to each review? d. Will the government release each review? <ul style="list-style-type: none"> i. If so, when? ii. If not, why not? 			
25	Senate	Ludwig	Commissioned Reports	<p>1. Since 7 September 2013, how many Reports have been commissioned by the Government in your department/agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>2. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</p> <p>3. What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	16/1/14	13/2/14
26	Senate	Ludwig	Briefings for other parties	<p>1. Have any briefings and/or provision of information have been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> a) How are briefings requests commissioned? b) What briefings have been undertaken? Provide details and a copy of each briefing. c) Provide details of what information has been provided and a copy of the information. d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e) How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> a) How are briefings requests commissioned? b) What briefings have been undertaken? Provide details and a copy of each briefing. c) Provide details of what information has been provided and a copy of the information. d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. 	Written	16/1/14	13/2/14

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				<p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which Independents have requested briefings and/or information?</p> <p>3. Have any briefings and/or provision of information been provided to parties other than Labor or the Greens? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which parties have requested briefings and/or information?</p>			
27	Senate	Ludwig	Appointments	<p>1. Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>2. What is the gender ratio on each board and across the portfolio?</p> <p>3. Please detail any board appointments made from 7 September to date.</p>	Written	16/1/14	13/2/14
28	Senate	Ludwig	Stationery Requirements	How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from 7 September 2013 to date?	Written	16/1/14	13/2/14
29	Senate	Ludwig	Media Subscriptions	<p>1. What pay TV subscriptions does your department/agency have?</p> <p>a) Please provide a list of what channels and the reason for each channel.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>2. What newspaper subscriptions does your department/agency have?</p> <p>a) Please provide a list of newspaper subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p>	Written	16/1/14	13/2/14

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PARLIAMENTARY DEPARTMENTS – 18 November 2013

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
				<p>c) What is provided to the Minister or their office? d) What is the cost from 7 September 2013 to date?</p> <p>3. 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 from 7 September 2013 to date?</p> <p>4. What publications does your department/agency purchase? a) Please provide a list of publications purchased by the department and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost from 7 September 2013 to date?</p>			
30	Senate	Ludwig	Media Monitoring	<p>1. 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 is the estimated budget to provide these services for the year 2013-14? c.) What has been spent providing these services from 7 September 2013 to date?</p> <p>2. 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 is the estimated budget to provide these services for the year 2013-14? c) What has been spent providing these services from 7 September 2013 to date?</p>	Written	16/1/14	13/2/14
31	Senate	Ludwig	Media Training	<p>1. 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) The number of employees offered these services and their employment classification c) The number of employees who have utilised these services, their employment</p>	Written	16/1/14	13/2/14

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				<p>classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>d) The names of all service providers engaged</p> <p>2. For each service purchased from a provider listed under (4), please provide:</p> <p>a) The name and nature of the service purchased</p> <p>b) Whether the service is one-on-one or group based</p> <p>c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d) The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e) The total amount spent on the service</p> <p>f) A description of the fees charged (i.e. per hour, complete package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a) The location used</p> <p>b) The number of employees who took part on each occasion</p> <p>c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d) Any costs the department or agency's incurred to use the location</p>			
32	Senate	Ludwig	Communications Staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>By Department or agency:</p> <p>a) How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b) How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c) How many contractors, their classification, type of work they undertake and their location</p> <p>d) How many are graphic designers?</p> <p>e) How many are media managers?</p> <p>f) How many organise events?</p>	Written	16/1/14	13/2/14

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				2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?			
33	Senate	Ludwig	Provision of equipment	<p>a) For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>b) For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs from 7 September 2013 to date?</p> <p>c) Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>d) Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written	16/1/14	13/2/14
34	Senate	Ludwig	Travel Costs	<p>a) For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b) For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>c) What travel is planned for the rest of the financial year from 7 September 2013? Also provide a reason and brief explanation for the travel.</p> <p>d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel</p>	Written	16/1/14	13/2/14

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				<p>e) What is the policy for business class airfare tickets?</p> <p>f) Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>g) When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
35	Senate	Ludwig	Grants	<p>a) Could the department/agency provide an update list of all grants, including ad hoc and one-off grants from 7 September 2013 to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>b) Have all grant agreement details been published on its website</p> <p>c) Please list all grants that were approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants. Please lists which grant applicants had been contacted advising of their success. Please provide the current status of these grants. Have any of these grants been cancelled, paused, discontinued or cut?</p>	Written	16/1/14	13/2/14
36	Senate	Ludwig	Government payments of accounts	<p>a) From 7 September 2013 to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?</p> <p>b) If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)</p> <p>c) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?</p> <p>d) Where interest is being paid, what rate of interest is being paid and how is this</p>	Written	16/1/14	13/2/14

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				rate determined?			
37	Senate	Ludwig	Consultancies	<p>a) How many consultancies have been undertaken from 7 September 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.</p> <p>b) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	16/1/14	13/2/14
38	Senate	Ludwig	Meeting Costs	<p>a) What is the Department/Agency's meeting spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from 7 September 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>c) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	16/1/14	13/2/14
39	Senate	Ludwig	Hospitality and Entertainment	<p>a) What is the Department/Agency's hospitality spend for this all events including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What is the Department/Agency's entertainment spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and</p>	Written	16/1/14	13/2/14

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				<p>drinks costs.</p> <p>e) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>f) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>g) 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. h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are?</p>			
40	Senate	Ludwig	Public Service Efficiencies	<p>1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much?</p> <p>5. Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>	Written	16/1/14	13/2/14
41	Senate	Ludwig	Ministerial office security classifications	<p>1. What is the policy for ministerial staff security clearances</p> <p>2. How many staffers employed by the government under the MOPS Act have security clearances?</p> <p style="padding-left: 40px;">a. At what level?</p> <p style="padding-left: 40px;">b. If not, why not?</p>	Written	16/1/14	13/2/14

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				<p>3. How many seconded departmental officers acting in ministerial offices, including DLOs have security clearances?</p> <p style="margin-left: 40px;">a. At what level?</p> <p style="margin-left: 40px;">b. If not, why not</p>			
42	Senate	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <p>1. Total spending on these services</p> <p>2. The number of employees offered these services and their employment classification</p> <p>3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>4. The names of all service providers engaged</p> <p>For each service purchased from a provider listed under (4), please provide:</p> <p style="margin-left: 40px;">a) The name and nature of the service purchased</p> <p style="margin-left: 40px;">b) Whether the service is one-on-one or group based</p> <p style="margin-left: 40px;">c) The number of employees who received the service and their employment classification</p> <p style="margin-left: 40px;">d) The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p style="margin-left: 40px;">e) The total amount spent on the service</p> <p style="margin-left: 40px;">f) A description of the fees charged (i.e. per hour, complete package)</p> <p>5. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p style="margin-left: 40px;">a) The location used</p> <p style="margin-left: 40px;">b) The number of employees who took part on each occasion (provide a breakdown for each employment classification)</p> <p style="margin-left: 40px;">c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p style="margin-left: 40px;">d) Any costs the department or agency's incurred to use the location</p>	Written	16/1/14	13/2/14
43	Senate	Ludwig	Staffing reductions	<p>a) How many staff reductions/voluntary redundancies have occurred from 7 September 2013 to date? What was the reason for these reductions?</p> <p>b) Were any of these reductions involuntary redundancies? If yes, provide details.</p>	Written	16/1/14	13/2/14

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				<p>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.</p> <p>d) If there are plans for staff reductions, please give the reason why these are happening.</p> <p>e) Are there any plans for involuntary redundancies? If yes, provide details.</p>			
44	Senate	Ludwig	Staffing cessations	<p>a) How many ongoing staff left the department/agency from 7 September 2013 to date? What classification were these staff?</p> <p>b) How many non-ongoing staff left department/agency from 7 September 2013 to date? What classification were these staff?</p>	Written	16/1/14	13/2/14
45	Senate	Ludwig	Staffing recruitment	<p>a) How many ongoing staff recruited from 7 September 2013 to date? What classification are these staff?</p> <p>b) How many non-ongoing positions exist or have been created from 7 September 2013 to date? What classification are these staff?</p> <p>c) From 7 September 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	16/1/14	13/2/14
46	Senate	Ludwig	Coffee machines	<p>1. Has the department/agency purchased coffee machines for staff useage since 7 September 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff useage?</p>	Written	16/1/14	13/2/14

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				<p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
47	Senate	Ludwig	Printing	How many documents (include the amount of copies) have been printed from 7 September 2013 to date? How many of these printed documents were also published online?	Written	16/1/14	13/2/14
48	Senate	Ludwig	Corporate cars	<p>a) How cars are owned by each department/agency?</p> <p>b) Where is the car/s located?</p> <p>c) What is the car/s used for?</p> <p>d) What is the cost of each car from 7 September 2013 to date?</p> <p>e) How far did each car travel from 7 September 2013 to date?</p>	Written	16/1/14	13/2/14
49	Senate	Ludwig	Taxi costs	<p>a) How much did each department/agency spend on taxis from 7 September 2013 to date? Provide a breakdown for each business group in each department/agency.</p> <p>b) What are the reasons for taxi costs?</p>	Written	16/1/14	13/2/14
50	Senate	Ludwig	Hire cars	<p>a) How much did each department/agency spend on hire cars from 7 September 2013 to date? Provide a breakdown of each business group in each department/agency.</p> <p>b) What are the reasons for hire car costs?</p>	Written	16/1/14	13/2/14
51	Senate	Ludwig	Credit cards	<p>1. Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>2. Please update details of the following:</p> <p>a) What action is taken if the corporate credit card is misused?</p>	Written	16/1/14	13/2/14

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				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? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse?			
52	Senate	Ludwig	Electricity purchasing	1. What are the details of the department/agency electricity purchasing agreement? 2. What are the department/agency electricity costs from 7 September 2013 to date?	Written	16/1/14	13/2/14
53	Senate	Ludwig	Ministerial briefing	1. Does the department provide a regular briefing to the Minister on the activities of the department and/or any upcoming issues and/or any upcoming matters to come before the Minister? 2. In what form does that occur? 3. On what basis it that provided? 4. What title is this briefing given?	Written	16/1/14	13/2/14
54	Senate	Ludwig	Departmental senate estimates briefing	1. How many officers were responsible for preparing the 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?	Written	16/1/14	13/2/14
55	Senate	Ludwig	Freedom of information	1. Can the department please outline the process it under goes to assess Freedom of Information requests?	Written	16/1/14	13/2/14

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				<p>2. Does the department consult or inform the Minister when it receives Freedom of Information requests?</p> <p style="margin-left: 40px;">a. If so, when?</p> <p style="margin-left: 40px;">b. If so, how does this occur?</p> <p>3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests?</p> <p style="margin-left: 40px;">a. If so, which departments or agencies?</p> <p style="margin-left: 40px;">b. If so, when?</p> <p style="margin-left: 40px;">c. If so, how does this occur?</p> <p>4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request?</p> <p style="margin-left: 40px;">a. If so, when?</p> <p style="margin-left: 40px;">b. If so, how does this occur?</p> <p>5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?</p> <p style="margin-left: 40px;">a. If so, which departments or agencies?</p> <p style="margin-left: 40px;">b. If so, when?</p> <p style="margin-left: 40px;">c. If so, how does this occur?</p> <p>6. What resources does the department commit to its Freedom of Information team?</p> <p>7. List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>9. Does the department ever second additional resources to processing Freedom of Information requests?</p> <p style="margin-left: 40px;">a. If so, please detail those resources by APS level</p>			

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				<p>10. 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?</p> <p>11. 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?</p> <p>12. 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?</p> <p>13. 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?</p> <p>14. 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?</p>			

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				<ul style="list-style-type: none"> 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? 			
56	Senate	Ludwig	Functions	<p>1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:</p> <ul style="list-style-type: none"> 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 <p>2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office</p>	Written	16/1/14	13/2/14
57	Senate	Ludwig	Red tape reduction	<p>1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?</p> <ul style="list-style-type: none"> a. What is the progress of that red tape reduction target <p>2. How many officers have been placed in those units and at what level?</p> <p>3. How have they been recruited?</p> <p>4. What process was used for their appointment?</p> <p>5. What is the total cost of this unit?</p> <p>6. Do members of the unit have access to cabinet documents?</p> <p>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.</p>	Written	16/1/14	13/2/14
58	Senate	Wong	Staffing	Have any redundancies occurred since 18 September 2013? If so, how many are (a) voluntary (b) involuntary?	Written	16/1/14	13/2/14
59	Senate	Wong	Senator Brandis' bookshelves	With reference to the request to relocate Senator Brandis' bookshelves from SG96 to the ministerial wing: (a) on what date was the request made (b) who made the	Written	13/12/13	13/2/14

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				request (c) in what form was the request made and (d) how was it ascertained the curved walls of Senator Brandis' ministerial office could not accommodate the bookshelves ?			
60	PBO	Wong	Clean Energy Finance Corporation	<p>Senator WONG: I am just asking about the coalition saving that you costed for the abolition of the CEFC—the Clean Energy Finance Corporation. I was just confirming the difference between the underlying cash and the fiscal balance figures. The note I have done is \$5.29 billion fiscal balance and \$1.01 billion UCB. You can take that on notice if you want.</p> <p>Mr Bowen: We can do that. I did not quite understand the figures, and the reason for that is that the costing you are talking about actually covers more than simply the abolition of the Clean Energy Finance Corporation. The major impact of abolishing the Clean Energy Finance Corporation is on headline cash. It has a small impact on underlying cash and fiscal balance, but, because—</p> <p>Senator WONG: I think the fiscal balance save that you identified was quite significant, actually.</p> <p>Mr Bowen: That is from a range of measures, not simply from the abolition of the Clean Energy Finance Corporation. Essentially, what is being abolished with the abolition of the corporation is the injections of equity into the corporation, which would no longer take place.</p> <p>Senator WONG: Yes, I understand that.</p> <p>Mr Bowen: That hits the headline cash and, hence, reduces public debt interest on the reduced debt, but that of itself does not hit underlying cash or fiscal. There are some small amounts, I believe, but not the large amount.</p> <p>Senator WONG: Because of the time I will put on notice some of the questions. I was just clarifying the difference between the UCB and the fiscal balance.</p> <p>Mr Bowen: We will provide that for you.</p>	Page 12	19/12/13	13/2/14
61	PBO	Wong	Commission of Audit	<p>Mr Bowen: Okay. I have received a letter from the chair of the commission asking me if I would put in a submission. I propose to give the commission a submission, which in essence will give background to the establishment and mandate of the PBO in Australia and outline the developments internationally that have been occurring, particularly in recent years, where the number of these independent fiscal institutions has grown quite dramatically, particularly since 2005 and quite a large number since</p>	Page 16	19/12/13	13/2/14

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				<p>the GFC.</p> <p>Senator WONG: And is the only communication to date the letter from the chair of the commission?</p> <p>Mr Bowen: I had a phone call—</p> <p>Senator WONG: From?</p> <p>Mr Bowen: From one of the secretariat, telling me the letter would be coming.</p> <p>Senator WONG: And are you able to provide us with a copy of the letter? You could take that on notice.</p> <p>Mr Bowen: I can take it on notice, but I think it is a letter that has been given to many people; it is not specific to me.</p> <p>Senator WONG: It is not a specific PBO letter?</p> <p>Mr Bowen: No, it is not. It is addressed to me, but it is not specific.</p>			
62	PBO	Wong	Staffing	Have any redundancies occurred since 18 September 2013? If so, how many are (a) voluntary (b) involuntary?	Written	19/12/13	13/2/14
63	PBO	Ludwig	Reviews	<p>Since 7 September 2013, how many new Reviews have been commenced? Please list them including:</p> <ul style="list-style-type: none"> a) the date they were ordered b) the date they commenced c) the minister responsible d) the department responsible e) the nature of the review f) their terms of reference g) the scope of the review h) Whom is conducting the review i) the number of officers, and their classification level, involved in conducting the review j) the expected report date k) If the report will be tabled in parliament or made public 	Written	19/12/13	13/2/14

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64	PBO	Ludwig	Reviews	<p>For any review commenced or ordered since 7 September 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <p>a) If so, please list them, including their name and/or trading name/s and any known alias or other trading names</p> <p>b) If so, please list their managing director and the board of directors or equivalent</p> <p>c) If yes, for each what are the costs associated with their involvement, broken down to each cost item</p> <p>d) If yes, for each, what is the nature of their involvement</p> <p>e) If yes, for each, are they on the lobbyist register, provide details.</p> <p>f) If yes, for each, what contact has the Minister or their office had with them</p> <p>g) If yes, for each, who selected them</p> <p>h) If yes, for each, did the minister or their office have any involvement in selecting them,</p> <p style="padding-left: 40px;">i. If yes, please detail what involvement it was</p> <p style="padding-left: 40px;">ii. If yes, did they see or provided input to a short list</p> <p style="padding-left: 40px;">iii. If yes, on what dates did this involvement occur</p> <p style="padding-left: 40px;">iv. If yes, did this involve any verbal discussions with the department</p> <p style="padding-left: 40px;">v. If yes, on what dates did this involvement occur</p>	Written	19/12/13	13/2/14
65	PBO	Ludwig	Reviews	Since 7 September 2013, what reviews are on-going? Please list them.	Written	19/12/13	13/2/14
66	PBO	Ludwig	Reviews	Since 7 September 2013, have any reviews been stopped, paused or ceased? Please list them.	Written	19/12/13	13/2/14
67	PBO	Ludwig	Reviews	Since Budget estimates, what reviews have concluded? Please list them.	Written	19/12/13	13/2/14
68	PBO	Ludwig	Reviews	Since 7 September 2013, how many reviews have been provided to Government? Please list them and the date they were provided.	Written	19/12/13	13/2/14

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69	PBO	Ludwig	Reviews	When will the Government be responding to the respective reviews that have been completed?	Written	19/12/13	13/2/14
70	PBO	Ludwig	Reviews	<p>What reviews are planned?</p> <p>a) When will each planned review be commenced?</p> <p>b) When will each of these reviews be concluded?</p> <p>c) When will government respond to each review?</p> <p>d) Will the government release each review?</p> <p style="padding-left: 20px;">i. If so, when?</p> <p style="padding-left: 20px;">ii. If not, why not?</p>	Written	19/12/13	13/2/14
71	PBO	Ludwig	Commissioned reports	<p>a) Since 7 September 2013, how many Reports have been commissioned by the Government in your department/agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>b) How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</p> <p>c) What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	19/12/13	13/2/14
72	PBO	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information have been provided to the Australian Greens? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p>	Written	19/12/13	13/2/14

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73	PBO	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which Independents have requested briefings and/or information?</p>	Written	19/12/13	13/2/14
74	PBO	Ludwig	Briefings for other parties	<p>Have any briefings and/or provision of information been provided to parties other than Labor or the Greens? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which parties have requested briefings and/or information?</p>	Written	19/12/13	13/2/14
75	PBO	Ludwig	Appointments	<p>a) Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>b) What is the gender ratio on each board and across the portfolio?</p> <p>c) Please detail any board appointments made from 7 September to date</p>	Written	19/12/13	13/2/14

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76	PBO	Ludwig	Stationery requirements	How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from 7 September 2013 to date?	Written	19/12/13	13/2/14
77	PBO	Ludwig	Media subscriptions	What pay TV subscriptions does your department/agency have? a) Please provide a list of what channels and the reason for each channel. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost from 7 September 2013 to date?	Written	19/12/13	13/2/14
78	PBO	Ludwig	Media subscriptions	What newspaper subscriptions does your department/agency have? a) Please provide a list of newspaper subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost from 7 September 2013 to date?	Written	19/12/13	13/2/14
79	PBO	Ludwig	Media subscriptions	What magazine subscriptions does your department/agency have? a) Please provide a list of magazine subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost from 7 September 2013 to date?	Written	19/12/13	13/2/14
80	PBO	Ludwig	Media subscriptions	What publications does your department/agency purchase? a) Please provide a list of publications purchased by the department and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost from 7 September 2013 to date?	Written	19/12/13	13/2/14
81	PBO	Ludwig	Media monitoring	What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date? a) Which agency or agencies provided these services?	Written	19/12/13	13/2/14

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				b) What is the estimated budget to provide these services for the year 2013-14? c) What has been spent providing these services from 7 September 2013 to date?			
82	PBO	Ludwig	Media monitoring	What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date? a) Which agency or agencies provided these services? b) What is the estimated budget to provide these services for the year 2013-14? c) What has been spent providing these services from 7 September 2013 to date?	Written	19/12/13	13/2/14
83	PBO	Ludwig	Media training	In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: a) Total spending on these services b) The number of employees offered these services and their employment classification c) 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) • d) The names of all service providers engaged	Written	19/12/13	13/2/14
84	PBO	Ludwig	Media training	For each service purchased 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 (provide a breakdown for each employment classification) d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package)	Written	19/12/13	13/2/14
85	PBO	Ludwig	Media training	Where a service was provided at any location other than the department or agency's own premises, please provide: a) The location used	Written	19/12/13	13/2/14

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				<ul style="list-style-type: none"> 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 			
86	PBO	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <p>By Department or agency:</p> <ul style="list-style-type: none"> a) How many ongoing staff, the classification, the type of work they undertake and their location. b) How many non-ongoing staff, their classification, type of work they undertake and their location c) How many contractors, their classification, type of work they undertake and their location d) How many are graphic designers? e) How many are media managers? f) How many organise events? 	Written	19/12/13	13/2/14
87	PBO	Ludwig	Communications staff	Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?	Written	19/12/13	13/2/14
88	PBO	Ludwig	Provision of equipment	<ul style="list-style-type: none"> a) 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? b) For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs from 7 September 2013 to date? c) Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it. 	Written	19/12/13	13/2/14

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				d) Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.			
89	PBO	Ludwig	Travel costs	<p>a) For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b) For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>c) What travel is planned for the rest of the financial year from 7 September 2013? Also provide a reason and brief explanation for the travel.</p> <p>d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>e) What is the policy for business class airfare tickets?</p> <p>f) Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>g) When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>	Written	19/12/13	13/2/14
90	PBO	Ludwig	Grants	<p>a) Could the department/agency provide an update list of all grants, including ad hoc and one-off grants from 7 September 2013 to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>b) Have all grant agreement details been published on its website</p> <p>c) Please list all grants that were approved prior to 7 September 2013, but did not</p>	Written	19/12/13	13/2/14

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				have financial contracts in place on 7 September 2013. Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants. Please lists which grant applicants had been contacted advising of their success. Please provide the current status of these grants. Have any of these grants been cancelled, paused, discontinued or cut?			
91	PBO	Ludwig	Government payments of accounts	<p>a) From 7 September 2013 to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?</p> <p>b) If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)</p> <p>c) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?</p> <p>d) Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written	19/12/13	13/2/14
92	PBO	Ludwig	Consultancies	<p>a) How many consultancies have been undertaken from 7 September 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.</p> <p>b) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	19/12/13	13/2/14
93	PBO	Ludwig	Meeting costs	<p>a) What is the Department/Agency's meeting spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from 7 September 2013 to date. Detail date, location, purpose and cost of</p>	Written	19/12/13	13/2/14

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				<p>each event including any catering and drinks costs.</p> <p>c) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>			
94	PBO	Ludwig	Hospitality and entertainment	<p>a) What is the Department/Agency's hospitality spend for this all events including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What is the Department/Agency's entertainment spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from 7 September 2013 to date.</p> <p>e) Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>f) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>g) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>h) 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. h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are they?</p>	Written	19/12/13	13/2/14

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95	PBO	Ludwig	Public Service efficiencies	<ol style="list-style-type: none"> 1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates? 2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates? 3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates? 4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? 5. Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates? 	Written	19/12/13	13/2/14
96	PBO	Ludwig	Ministerial office security classifications	<ol style="list-style-type: none"> 2) What is the policy for ministerial staff security clearances? 3) How many staffers employed by the government under the MOPS Act have security clearances? <ol style="list-style-type: none"> a. At what level? b. If not, why not? 4) How many seconded departmental officers acting in ministerial offices, including DLOs have security clearances? <ol style="list-style-type: none"> a. At what level? b. If not, why not? 	Written	19/12/13	13/2/14
97	PBO	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment 	Written	19/12/13	13/2/14

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				<p>classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>4. The names of all service providers engaged</p> <p>For each service purchased from a provider listed under (4), please provide:</p> <ul style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification d) The total number of hours involved for all employees (provide a breakdown for each employment classification) e) The total amount spent on the service f) A description of the fees charged (i.e. per hour, complete package) <p>5. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ul style="list-style-type: none"> a) The location used b) The number of employees who took part on each occasion (provide a breakdown for each employment classification) c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d) Any costs the department or agency's incurred to use the location 			
98	PBO	Ludwig	Staffing reductions	<ul style="list-style-type: none"> a) How many staff reductions/voluntary redundancies have occurred from 7 September 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. 	Written	19/12/13	13/2/14
99	PBO	Ludwig	Staffing cessations	<ul style="list-style-type: none"> a) How many ongoing staff left the department/agency from 7 September 2013 to date? What classification were these staff? 	Written	19/12/13	13/2/14

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				b) How many non-ongoing staff left department/agency from 7 September 2013 to date? What classification were these staff?			
100	PBO	Ludwig	Staffing recruitment	a) How many ongoing staff recruited from 7 September 2013 to date? What classification are these staff? b) How many non-ongoing positions exist or have been created from 7 September 2013 to date? What classification are these staff? c) From 7 September 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?	Written	19/12/13	13/2/14
101	PBO	Ludwig	Coffee machines	Has the department/agency purchased coffee machines for staff usage since 7 September 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? d) Are staff leaving the office premises less during business hours as a result? e) Where did the funding for the coffee machines come from? f) Who has access? g) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? h) What are the ongoing costs of the coffee machine, such as the cost of coffee?	Written	19/12/13	13/2/14
102	PBO	Ludwig	Coffee machines	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	Written	19/12/13	13/2/14

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				<p>machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
103	PBO	Ludwig	Printing	How many documents (include the amount of copies) have been printed from 7 September 2013 to date? How many of these printed documents were also published online?	Written	19/12/13	13/2/14
104	PBO	Ludwig	Corporate cars	<p>a) How cars are owned by each department/agency?</p> <p>b) Where is the car/s located?</p> <p>c) What is the car/s used for?</p> <p>d) What is the cost of each car from 7 September 2013 to date?</p> <p>e) How far did each car travel from 7 September 2013 to date?</p>	Written	19/12/13	13/2/14
105	PBO	Ludwig	Taxi costs	<p>a) How much did each department/agency spend on taxis from 7 September 2013 to date? Provide a breakdown for each business group in each department/agency.</p> <p>b) What are the reasons for taxi costs?</p>	Written	19/12/13	13/2/14
106	PBO	Ludwig	Hire cars	<p>a) How much did each department/agency spend on hire cars from 7 September 2013 to date? Provide a breakdown of each business group in each department/agency.</p> <p>b) What are the reasons for hire car costs?</p>	Written	19/12/13	13/2/14
107	PBO	Ludwig	Credit cards	<p>1. Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>2. Please update details of the following?</p>	Written	19/12/13	13/2/14

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				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? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse?			
108	PBO	Ludwig	Electricity purchasing	a) What are the details of the department/agency electricity purchasing agreement? b) What are the department/agency electricity costs from 7 September 2013 to date?	Written	19/12/13	13/2/14
109	PBO	Ludwig	Ministerial briefing	1) Does the department provide a regular briefing to the Minister on the activities of the department and/or any upcoming issues and/or any upcoming matters to come before the Minister? 2) In what form does that occur? 3) On what basis it that provided? 4) What title is this briefing given?	Written	19/12/13	13/2/14
110	PBO	Ludwig	Departmental senate estimates briefing	1) How many officers were responsible for preparing the 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?	Written	19/12/13	13/2/14

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				<ul style="list-style-type: none"> 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? 			
111	PBO	Ludwig	Freedom of Information	<ul style="list-style-type: none"> 2) Can the department please outline the process it under goes to assess Freedom of Information requests? 3) Does the department consult or inform the Minister when it receives Freedom of Information requests? <ul style="list-style-type: none"> a) If so, when? b) If so, how does this occur? 4) Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ul style="list-style-type: none"> a) If so, which departments or agencies? b) If so, when? c) If so, how does this occur? 5) Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a) If so, when? a. If so, how does this occur? 6) Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ul style="list-style-type: none"> a) If so, which departments or agencies? b) If so, when? c) If so, how does this occur? 7) What resources does the department commit to its Freedom of Information team? 8) List the staffing resources by APS level assigned solely to Freedom of Information requests 9) List the staffing resources by APS level assigned indirectly to Freedom of 	Written	19/12/13	13/2/14

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				<p>Information requests</p> <p>10) Does the department ever second addition resources to processing Freedom of Information requests?</p> <p> a) If so, please detail those resources by APS level</p> <p>11) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p> a) How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p> a) How does this differ to the number of officers designated as at 6 September 2013?</p> <p>13) 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?</p> <p>14) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p> a) Of the officers designated as decision makers within the department, how many have received formal training?</p> <p> b) Of the officers designated as decision makers within the department, how many have received informal training?</p> <p> c) How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p> d) What did the training involve?</p> <p> e) How long was the training?</p> <p> f) By whom was the training conducted?</p> <p>15) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p>			

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				<ul style="list-style-type: none"> 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? 			
112	PBO	Ludwig	Functions	1) Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include: <ul style="list-style-type: none"> a) The guest list of each function b) The party or individual who initiated the request for the function c) The menu, program or list of proceedings of the function d) A list of drinks consumed at the function 2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office	Written	19/12/13	13/2/14
113	PBO	Ludwig	Red tape reduction	2) Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ul style="list-style-type: none"> a. What is the progress of that red tape reduction target 3) How many officers have been placed in those units and at what level? 4) How have they been recruited? 5) What process was used for their appointment? 6) What is the total cost of this unit? 7) Do members of the unit have access to cabinet documents? 8) Lease list the security classification and date the classification was issued for	Written	19/12/13	13/2/14

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				each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.			
114	DPS	Faulkner	Recruitment	<p>Senator FAULKNER: In this case, they are all ongoing employees, aren't they? There are no non-ongoing employees from the Department of Human Services, unlike other agencies. They are all ongoing employees. Can you confirm that?</p> <p>Ms Mills: Yes.</p> <p>Senator FAULKNER: How many of those were subject to a merit selection process?</p> <p>Ms Mills: I would have to take the exact number of which were through interview and which were through direct transfer. But all of them went through an appropriate process. They were either interviewed following advertisement or interviewed and referee checked as part of a transfer process, which is also part of the APS system.</p> <p>Senator FAULKNER: I used the terminology 'merit selection process'; you used the terminology 'appropriate process'. My question was: how many went through a merit selection process? Can you help me with that? I am not asking about whether they went through an 'appropriate' process.</p> <p>...</p> <p>Senator FAULKNER: Okay. Could the same information that was provided in the answer to question 100 be updated from the period 1 April to the end of October?</p>	20	17/1/14	13/2/14
115	DPS	Faulkner and Wong	Crockery and cutlery	<p>Senator FAULKNER:...Has there been any new crockery, cutlery or artworks—although artworks are not relevant for reimbursement, but those sorts of accessories—that have been reimbursed by the Department of Finance?...</p> <p>...</p> <p>Ms Mills : My answer is that I am not aware of which individual offices new crockery has been placed in.</p> <p>Senator WONG:...Surely there is someone sitting here who can tell us what crockery or cutlery has been purchased or ordered. ...</p> <p>...</p> <p>Senator FAULKNER: What happens to the old set, the non-set, where there might be some missing pieces? What do you do with that?</p> <p>...</p>	22 & 37	17/1/14	13/2/14

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				Senator FAULKNER: ...What I am asking is: what happens to the old crockery and cutlery sets, some of which may not have been complete? Where did it go?			
116	DPS	Chair (Bernardi)	Crockery and Cutlery	CHAIR: Ms Mills, would you be able to advise me of the last time the cutlery was replaced in the Prime Minister's office? ... CHAIR: Thank you. Could you also advise me of the cost of that replacement?	25	17/1/14	13/2/14
117	DPS	Chair (Bernardi)	Special Suites	CHAIR: You might want to take this on notice, but are you able to provide a breakdown of that \$62,000 for the respective expenditure per office?	26	17/1/14	13/2/14
118	DPS	Ludlam	IT Security	Senator LUDLAM: ...What can you tell the committee about the network-level security threats posed by using Microsoft software given that it has been backdoored by foreign intelligence agencies? ... Senator LUDLAM: ...Has the parliament, and the applications and devices used by ourselves and our staff, been firewalled against use of the PRISM system in the United States? ... Senator LUDLAM: ...—or what action did you and your staff take—when those revelations became public?...When those revelations broke into the public domain, did you take any specific action? ... Senator LUDLAM: ...I am interested in the PRISM program which, effectively, bifurcates traffic and leaves a copy on the NSA servers in the United States—whether this building is immune from that collection capability or not.	27 & 31	17/1/14	13/2/14
119	DPS	Faulkner	WiFi	Senator FAULKNER: ...And what was the original date in relation to wi-fi?	30	17/1/14	13/2/14
120	DPS	Ludlam	Contracts	Senator LUDLAM: ...Can you tell us what kind of software that entity is working on for DPS? ... Senator LUDLAM: ...Maybe on notice—because I know we are short of time—could you break down the contracts? I am interested in the dollar amounts, the dates they were initiated, their duration and exactly what services are being provided. Senator LUDLAM: ...Did that behaviour come up when you were doing the due diligence on this company?	31 & 32	17/1/14	13/2/14

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				... Senator LUDLAM: ...On notice, will you please provide us with what due diligence you have done and whether you are aware of those specific allegations of misconduct—a half a billion dollars is a fairly serious breach penalty—and whether you spotted that behaviour before you rolled these contracts over.			
121	DPS	Wong	Art Services	Senator WONG: Who would know about what has been asked for from the National Gallery? ... Senator WONG: ... What has been requested from any national institution? As you said, it is only the Prime Minister who has that capacity, is that right?	35	17/1/14	13/2/14
122	DPS	Wong	Art Services	Ms Mills : It was a request of the Prime Minister's office. Senator WONG: By whom? ... Senator WONG: ... And I am asking on notice—or perhaps you can provide it later in the hearing today: what was the request for a specific portrait made by the Prime Minister's office? ... Senator WONG: And was there any communication that you are aware of between the Prime Minister's office and the National Museum directly? ... Senator WONG: ... Can you also, on notice, clarify: when you say 'copy', is it actually an original painted by Mr Dargie, of the same subject matter? Second, can you confirm the value of it? I have an entry from the National Museum that has the price at a total of \$146,000—that is, \$120,000 plus auction house charges. Can you confirm what the current value of the painting is?	36, 40 & 43	17/1/14	13/2/14
123	DPS	Parry	Art Services	Senator PARRY: On the point of the Queen's portrait in the Prime Minister's office, are you aware of when a portrait of Her Majesty was removed from the Prime Minister's office? Ms Mills: No, I would have to take that on notice. I know that there were paintings previously.	37	17/1/14	13/2/14
124	DPS	Faulkner	Accommodation	Senator FAULKNER: Can a copy of that plan be provided to the committee, please?	42	17/1/14	13/2/14
125	DPS	Faulkner	Hansard Trial	Senator FAULKNER: Could you please provide a copy—accepting that it is not final advice—of the summary advice, on notice?	42	17/1/14	13/2/14

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126	DPS	Faulkner	Contracts	<p>Senator FAULKNER: ...What I would like to do, please, is ask if you can provide, on notice, effectively an update from the DPS annual report on contracts. Would that be possible?</p> <p>...</p> <p>Senator FAULKNER: I am personally interested in, for example, visitor services contracts—any in that area—and security services and the like. But to save time today, if a list could be provided in the broad, that might save us a great deal of time...</p> <p>...</p> <p>Senator FAULKNER: appreciating that obviously it is a question of updating from the time of the annual report to a reasonable time— Ms Mills : The first quarter of this financial year?</p>	42	17/1/14	13/2/14
127	DPS	Ludwig	Office Fit outs	<ol style="list-style-type: none"> 1. Are you responsible for fit outs of offices in parliament house? <ol style="list-style-type: none"> a. If not, who is? 2. What does a standard parliamentarians office fit out include? <ol style="list-style-type: none"> a. Please detail, divided by office holder and item (ie Leader, minister, MP etc) 3. Can Members or Senators request additional items or fit outs to their parliamentary office? <ol style="list-style-type: none"> a. If so, since 7 September 2013 how many members or senators have requested additional fit outs? 4. How does a member of senator request additional fit outs? Please detail that process 5. What guidelines, rules or regulations determine the assessment of requests for additional fit outs by members or senators? <ol style="list-style-type: none"> a. Please detail them and provide a copy b. Please detail what officers are included in the decision making process, please list their classification level c. If no guidelines, rules or regulations exist, why not? 6. What officers or office holders are consulted in the determination of requests for additional fit outs by members and senators? <ol style="list-style-type: none"> a. please list their classification levels 7. Who makes the final decision on requests for additional fit outs requested by members and senators? 	written	17/1/14	13/2/14

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				<p>a. Please list their classification level</p> <p>8. In the event that a Senator requested an additional fit out than was provided, how would cost break downs be determined?</p> <p>a. Materials and construction</p> <p>i. Who would decide what materials would be used and how they would be acquired?</p> <p>ii. Are there any guidelines to determine what materials can be used, including, but not limited to: types of wood used, types of varnish used; any fastening materials used (nails, screws, glue etc)?</p> <p>1. If so, what are they? Please provide a copy.</p> <p>2. If Not, why not?</p> <p>iii. Are there guidelines that determine how much can be spent on these materials?</p> <p>1. If so, what are they? Please provide a copy.</p> <p>2. If Not, why not?</p> <p>iv. Are there any guidelines to determine where the materials can be purchased?</p> <p>1. If so, what are they? Please provide a copy.</p> <p>2. If Not, why not?</p> <p>v. Are there any guidelines to determine how much it can cost to transport these materials to Parliament House?</p> <p>1. If so, what are they? Please provide a copy.</p> <p>2. If Not, why not?</p> <p>vi. Should further expenditures be required to use the fixtures to their full potential, after the initial approval has been granted, what is the process for applying for this additional expenditure?</p> <p>vii. Are there any guidelines to determine how additional fixtures can be attached or installed onto the wall or into the floor of an office?</p> <p>1. If so, what are they? Please provide a copy.</p> <p>2. If Not, why not?</p> <p>viii. Are there any guidelines to determine any</p>			

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				<p style="text-align: center;">considerations that should be given to costs that would be associated with restoring the office to its prior state, once the Senator no longer required use of the office?</p> <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>b. Labour</p> <ol style="list-style-type: none"> i. Are there any guidelines to determine who should be commissioned to construct additional fixtures? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? ii. Are there any guidelines to determine the tender process of additional fixtures? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? iii. Are there any guidelines to determine how much money can be spent on Labour to construct additional fixtures? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? iv. Are there any guidelines to determine how much can be spent to transport contractors to and from the work site? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? v. Are there any guidelines to determine how many people can work on the construction of additional fixtures? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? vi. Are there any guidelines to determine how many hours can be spent by labourers to construct additional fixtures? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>c. Consultation</p> <ol style="list-style-type: none"> i. Are there any guidelines to determine the selection of people who will be involved in the consultation process? 			

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				<ul style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? ii. Are there any guidelines to determine what was the consultation process will be? <ul style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? iii. Are there any guidelines to determine how much can be spent on consultation? <ul style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? iv. Are there any guidelines to determine how long this consultation process should last? <ul style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? d. Administration <ul style="list-style-type: none"> i. Are there any guidelines to determine which people should be involved in organising additional fixtures and who they work for (and hence who would be paying their wages)? <ul style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? ii. Are there any guidelines to determine how much can be spent on the administration for constructing additional fixtures? <ul style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? iii. Are there any guidelines to determine how many hours can be spent on the administration required to request additional fixtures? <ul style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? e. Maintenance <ul style="list-style-type: none"> i. Are there any guidelines to determine who is responsible for the maintenance of additional fixtures? 			

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				<ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? ii. Are there any guidelines to determine how much maintenance additional fixtures can receive? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? iii. Are there any guidelines to determine how much maintenance can cost? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? iv. Are there any guidelines to determine how long additional fixtures are expected to last? <ol style="list-style-type: none"> 1. If so, what are they? Please provide a copy. 2. If Not, why not? <p>9. Alternative Solutions</p> <ol style="list-style-type: none"> a. Are there any guidelines to determine how many alternative solutions need to be considered before approval for an additional fixture will be approved? <ol style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? b. Are there any guidelines to determine the types of justification that need to be used to approve one option vs alternative, cheaper options? <ol style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? c. Are there any guidelines to determine who should be involved in making this final decision? <ol style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? <p>10. Are there any guidelines to determine how a decision to request additional fixtures should be made?</p> <ol style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? <p>11. Are there any guidelines to determine who can be involved in making the</p>			

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				<p>decision to request additional fixtures?</p> <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? <p>12. Are there any guidelines to determine what factors they should consider when making the decision to request additional fixtures?</p> <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? <p>13. Are there any guidelines to determine who should formally request additional fixtures be constructed?</p> <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? <p>14. Are there any guidelines to determine the process used to have the funds for additional fixtures approved?</p> <ul style="list-style-type: none"> a. How was it determined that this was the appropriate process? b. Are there any guidelines to determine who approves the construction of additional fixtures? <ul style="list-style-type: none"> i. If so, what are they? Please provide a copy. ii. If Not, why not? c. If so, has this process been used to construct any fixtures in any offices? <ul style="list-style-type: none"> i. If so, Please provide a list of these fixtures. <p>15. How are additional fixtures funded?</p> <ul style="list-style-type: none"> a. Are there any other ways Senators can fund additional fixtures? b. If so, what other sources can be considered? c. Can a Senator request an additional fixture be placed in their office and fund it themselves? <p>16. Do all MPs and Senators have access to all of these processes?</p>			
128	DPS	Ludwig	Senator Brandis' Bookcase	<p>I refer to an article published in the Sydney Morning Herald on 15 October, titled "Too big for his books: Brandis Library is shelved"</p> <ul style="list-style-type: none"> 1. It has been reported that the bookshelf cost \$7000. What were the cost break downs? <ul style="list-style-type: none"> a. Materials and construction <ul style="list-style-type: none"> i. Who decided what materials would be used and how 	Written	17/1/14	13/2/14

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				<p>they would be acquired?</p> <ul style="list-style-type: none"> ii. What materials were used, including, but not limited to: types of wood used, types of varnish used; any fastening materials used (nails, screws, glue etc)? iii. How much did these materials cost? iv. Where were the materials purchased from? v. How much did it cost to transport them to Canberra? vi. How much did the ladder cost that is required to reach the upper shelving? vii. How is the shelving attached to the wall? viii. Was consideration given to costs that would be associated with restoring the office, once the Senator was required to move offices or left the Senate? <p>b. Labour</p> <ul style="list-style-type: none"> i. Who was commissioned to do the construction? ii. What was the tender process? iii. How much money was spent on Labour? iv. How much was spent to transport contractors to and from the work site? v. How many people worked on its construction? vi. How many hours did it take them? <p>c. Consultation</p> <ul style="list-style-type: none"> i. Who were all of the people involved in the consultation process? ii. What was the consultation process? iii. How much was spent on consultation? iv. How long did that process last? <p>d. Administration</p> <ul style="list-style-type: none"> i. Who were all of the people involved in organising the shelving and who did they work for (and hence who was paying their wages)? ii. How much was spent on consultation? iii. How many hours did they spend organising the shelving? 			

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				<ul style="list-style-type: none"> e. Maintenance <ul style="list-style-type: none"> i. Who is responsible for the maintenance of the shelving? ii. How much maintenance does the shelving require? iii. How much does this maintenance cost? iv. How long is the shelving expected to last? 2. What alternative storage solutions were considered? <ul style="list-style-type: none"> a. How much did any alternative storage solutions cost? b. What is the justification of the chosen option vs alternative, cheaper options? c. Who was involved in making this final decision? 3. How was a decision made that a bookshelf would be necessary? <ul style="list-style-type: none"> a. Who was involved in making this decision? b. Was Senator Brandis involved in the decision? c. What factors did they consider when making the decision? d. Who formally requested the shelving be constructed? 4. What was the process used to have the funds approved? <ul style="list-style-type: none"> a. How was it determined that this was the appropriate process? b. Who approved the construction of the shelving? c. Has this process been used to construct any fixtures in any other offices? d. Provide a list of these fixtures. 5. How was the shelving funded? <ul style="list-style-type: none"> a. Were alternative sources of funding the shelving considered? b. If so, what were the sources considered? c. Did Senator Brandis consider personally funding the cost of this shelving? 			
129	DPS	Ludwig	Art Services	Please list the artwork provided by the Department of Parliamentary Services for each Minister and the Prime Minister for their Ministerial offices since the swearing in.	Written	17/1/14	13/2/14
130	DPS	Ludwig	Reviews	1) Since 7 September 2013, how many new Reviews have been commenced? Please list them including: <ul style="list-style-type: none"> a. the date they were ordered b. the date they commenced 	Written	17/1/14	13/2/14

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				<ul style="list-style-type: none"> 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. If the report will be tabled in parliament or made public <p>2) For any review commenced or ordered since 7 September 2013, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ul style="list-style-type: none"> a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names b. If so, please list their managing director and the board of directors or equivalent c. If yes, for each what are the costs associated with their involvement, broken down to each cost item d. If yes, for each, what is the nature of their involvement e. If yes, for each, are they on the lobbyist register, provide details. f. If yes, for each, what contact has the Minister or their office had with them g. If yes, for each, who selected them h. If yes, for each, did the minister or their office have any involvement in selecting them, <ul style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the 			

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				<p style="text-align: center;">department</p> <p style="text-align: center;">v. If yes, on what dates did this involvement occur</p> <p>3) Since 7 September 2013, what reviews are on-going? Please list them.</p> <p>4) Since 7 September 2013, have any reviews been stopped, paused or ceased? Please list them.</p> <p>5) Since Budget estimates, what reviews have concluded? Please list them.</p> <p>6) Since 7 September 2013, how many reviews have been provided to Government? Please list them and the date they were provided.</p> <p>7) When will the Government be responding to the respective reviews that have been completed?</p> <p>8) What reviews are planned?</p> <p style="padding-left: 20px;">a. When will each planned review be commenced?</p> <p style="padding-left: 20px;">b. When will each of these reviews be concluded?</p> <p style="padding-left: 20px;">c. When will government respond to each review?</p> <p style="padding-left: 20px;">d. Will the government release each review?</p> <p style="padding-left: 40px;">i. If so, when?</p> <p style="padding-left: 40px;">ii. If not, why not?</p>			
131	DPS	Ludwig	Reports	<p>a) Since 7 September 2013, how many Reports have been commissioned by the Government in your department/agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>b) How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</p> <p>c) What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	17/1/14	13/2/14
132	DPS	Ludwig	Briefings	<p>1. Have any briefings and/or provision of information have been provided to the Australian Greens? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p>	Written	17/1/14	13/2/14

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				<p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which Independents have requested briefings and/or information?</p> <p>3. Have any briefings and/or provision of information been provided to parties other than Labor or the Greens? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which parties have requested briefings and/or information?</p>			
133	DPS	Ludwig	Board Appointments	<p>a) Provide an update of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>b) What is the gender ratio on each board and across the portfolio?</p>	Written	17/1/14	13/2/14

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				c) Please detail any board appointments made from 7 September to date			
134	DPS	Ludwig	Stationery	1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from 7 September 2013 to date?	Written	17/1/14	13/2/14
135	DPS	Ludwig	Media Subscriptions	<p>1. What pay TV subscriptions does your department/agency have?</p> <p>a) Please provide a list of what channels and the reason for each channel.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>2. What newspaper subscriptions does your department/agency have?</p> <p>a) Please provide a list of newspaper subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>3. What magazine subscriptions does your department/agency have?</p> <p>a) Please provide a list of magazine subscriptions and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p> <p>4. What publications does your department/agency purchase?</p> <p>a) Please provide a list of publications purchased by the department and the reason for each.</p> <p>b) What is the cost from 7 September 2013 to date?</p> <p>c) What is provided to the Minister or their office?</p> <p>d) What is the cost from 7 September 2013 to date?</p>	Written	17/1/14	13/2/14
136	DPS	Ludwig	Media Monitoring	<p>1. 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?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What is the estimated budget to provide these services for the year 2013-14?</p> <p>c) What has been spent providing these services from 7 September 2013 to date?</p> <p>What was the total cost of media monitoring services, including press clippings,</p>	Written	17/1/14	13/2/14

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				<p>electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date?</p> <p>a) Which agency or agencies provided these services?</p> <p>b) What is the estimated budget to provide these services for the year 2013-13?</p> <p>c) What has been spent providing these services from 7 September 2013 to date?</p>			
137	DPS	Ludwig	Media Training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <p>a) Total spending on these services</p> <p>b) The number of employees offered these services and their employment classification</p> <p>c) The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>d) The names of all service providers engaged</p> <p>2. For each service purchased from a provider listed under (4), please provide:</p> <p>a) The name and nature of the service purchased</p> <p>b) Whether the service is one-on-one or group based</p> <p>c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d) The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e) The total amount spent on the service</p> <p>f) A description of the fees charged (i.e. per hour, complete package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a) The location used</p> <p>b) The number of employees who took part on each occasion</p> <p>c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d) Any costs the department or agency's incurred to use the location</p>	Written	17/1/14	13/2/14
138	DPS	Ludwig	Communications staff	<p>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p>	Written	17/1/14	13/2/14

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				<p>By Department or agency:</p> <p>a) How many ongoing staff, the classification, the type of work they undertake and their location.</p> <p>b) How many non-ongoing staff, their classification, type of work they undertake and their location</p> <p>c) How many contractors, their classification, type of work they undertake and their location</p> <p>d) How many are graphic designers?</p> <p>e) How many are media managers?</p> <p>f) How many organise events?</p> <p>2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?</p>			
139	DPS	Ludwig	Provision of Equipment	<p>a) For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>b) For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs from 7 September 2013 to date?</p> <p>c) Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>d) Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written	17/1/14	13/2/14
140	DPS	Ludwig	Travel costs	<p>a) For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b) For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p>	Written	17/1/14	13/2/14

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				<p>Also provide a reason and brief explanation for the travel.</p> <p>c) What travel is planned for the rest of the financial year from 7 September 2013? Also provide a reason and brief explanation for the travel.</p> <p>d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>e) What is the policy for business class airfare tickets?</p> <p>f) Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>g) When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p> <p>h) Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
141	DPS	Ludwig	Grants	<p>a) Could the department/agency provide an update list of all grants, including ad hoc and one-off grants from 7 September 2013 to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>b) Have all grant agreement details been published on its website</p> <p>c) Please list all grants that were approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants. Please list which grant applicants had been contacted advising of their success. Please provide the current status of these grants. Have any of these grants been cancelled, paused, discontinued or cut?</p>	Written	17/1/14	13/2/14
142	DPS	Ludwig	Consultancies	<p>a) How many consultancies have been undertaken from 7 September 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.</p> <p>b) How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	17/1/14	13/2/14

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143	DPS	Ludwig	Meeting costs	<p>a) What is the Department/Agency's meeting spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from 7 September 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>c) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	17/1/14	13/2/14
144	DPS	Ludwig	Hospitality and Entertainment	<p>a) What is the Department/Agency's hospitality spend for this all events including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c) What is the Department/Agency's entertainment spend from 7 September 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from 7 September 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>e) What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>f) For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>g) What entertainment spend is the Department/Agency's planning on spending?</p>	Written	17/1/14	13/2/14

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				<p>Detail date, location, purpose and cost of all events including any catering and drinks costs. h) For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are they?</p>			
145	DPS	Ludwig	Public Service Efficiencies	<p>1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>2. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>3. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>4. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much?</p> <p>5. Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>	Written	17/1/14	13/2/14
146	DPS	Ludwig	Ministerial office security classifications	<p>5) What is the policy for ministerial staff security clearances?</p> <p>6) How many staffers employed by the government under the MOPS Act have security clearances?</p> <p style="padding-left: 20px;">a. At what level?</p> <p style="padding-left: 20px;">b. If not, why not?</p> <p>7) How many seconded departmental officers acting in ministerial offices, including DLOs have security clearances?</p> <p style="padding-left: 20px;">a. At what level?</p> <p style="padding-left: 20px;">b. If not, why not?</p>	Written	17/1/14	13/2/14
147	DPS	Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:</p> <p>1. Total spending on these services</p> <p>2. The number of employees offered these services and their employment</p>	Written	17/1/14	13/2/14

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				<p>classification</p> <p>3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>4. The names of all service providers engaged For each service purchased from a provider listed under (4), please provide:</p> <p>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)</p> <p>5. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>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</p>			
148	DPS	Ludwig	Staffing Reductions	<p>a) How many staff reductions/voluntary redundancies have occurred from 7 September 2013 to date? What was the reason for these reductions?</p> <p>b) Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>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.</p> <p>d) If there are plans for staff reductions, please give the reason why these are happening.</p> <p>e) Are there any plans for involuntary redundancies? If yes, provide details.</p>	Written	17/1/14	13/2/14
149	DPS	Ludwig	Staffing Cessations	<p>a) How many ongoing staff left the department/agency from 7 September 2013 to date? What classification were these staff?</p> <p>b) How many non-ongoing staff left department/agency from 7 September 2013 to</p>	Written	17/1/14	13/2/14

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				date? What classification were these staff?			
150	DPS	Ludwig	Staffing Recruitment	<p>a) How many ongoing staff recruited from 7 September 2013 to date? What classification are these staff?</p> <p>b) How many non-ongoing positions exist or have been created from 7 September 2013 to date? What classification are these staff?</p> <p>c) From 7 September 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	17/1/14	13/2/14
151	DPS	Ludwig	Coffee Machines	<p>1. Has the department/agency purchased coffee machines for staff useage since 7 September 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in from 7 September 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff useage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was</p>	Written	17/1/14	13/2/14

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				spent on maintenance in from 7 September 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?			
152	DPS	Ludwig	Printing	How many documents (include the amount of copies) have been printed from 7 September 2013 to date? How many of these printed documents were also published online?	Written	17/1/14	13/2/14
153	DPS	Ludwig	Corporate Cars	a) How 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 7 September 2013 to date? e) How far did each car travel from 7 September 2013 to date?	Written	17/1/14	13/2/14
154	DPS	Ludwig	Taxi costs	a) How much did each department/agency spend on taxis from 7 September 2013 to date? Provide a breakdown for each business group in each department/agency. b) What are the reasons for taxi costs?	Written	17/1/14	13/2/14
155	DPS	Ludwig	Hire Cars	a) How much did each department/agency spend on hire cars from 7 September 2013 to date? Provide a breakdown of each business group in each department/agency. b) What are the reasons for hire car costs?	Written	17/1/14	13/2/14
156	DPS	Ludwig	Credit Cards	1. Provide a breakdown for each employment classification that has a corporate credit card. 2. 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? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse?	Written	17/1/14	13/2/14
157	DPS	Ludwig	Electricity purchasing	a) What are the details of the department/agency electricity purchasing agreement? b) What are the department/agency electricity costs from 7 September 2013 to date?	Written	17/1/14	13/2/14
158	DPS	Ludwig	Ministerial briefing	5) Does the department provide a regular briefing to the Minister on the activities of the department and/or any upcoming issues and/or any	Written	17/1/14	13/2/14

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				<p>upcoming matters to come before the Minister?</p> <p>6) In what form does that occur?</p> <p>7) On what basis it that provided?</p> <p>8) What title is this briefing given?</p>			
159	DPS	Ludwig	Departmental Senate Estimates briefing	<p>5) How many officers were responsible for preparing the Minister's briefing pack for the purposes of senate estimates?</p> <p>6) How many officer hours were spent on preparing that information?</p> <p style="padding-left: 20px;">a. Please break down the hours by officer APS classification</p> <p>7) Were drafts shown to the Minister or their office before senate estimates?</p> <p style="padding-left: 20px;">a. If so, when did this occur?</p> <p style="padding-left: 20px;">b. How many versions of this information were shown to the minister or their office?</p> <p>8) Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p style="padding-left: 20px;">a. If so, when did this occur?</p> <p style="padding-left: 20px;">b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</p> <p style="padding-left: 20px;">c. When were the changes made?</p>	Written	17/1/14	13/2/14
160	DPS	Ludwig	Freedom of Information	<p>16) Can the department please outline the process it under goes to assess Freedom of Information requests?</p> <p>17) Does the department consult or inform the Minister when it receives Freedom of Information requests?</p> <p style="padding-left: 20px;">a. If so, when?</p> <p style="padding-left: 20px;">b. If so, how does this occur?</p> <p>18) Does the department consult or inform other departments or agencies when it receives Freedom of Information requests?</p> <p style="padding-left: 20px;">a. If so, which departments or agencies?</p> <p style="padding-left: 20px;">b. If so, when?</p> <p style="padding-left: 20px;">c. If so, how does this occur?</p> <p>19) Does the department consult or inform the Minister when or before it</p>	Written	17/1/14	13/2/14

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				<p style="text-align: center;">makes a decision on a Freedom of Information request?</p> <p style="text-align: center;">a. If so, when?</p> <p style="text-align: center;">b. If so, how does this occur?</p> <p>20) Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?</p> <p style="text-align: center;">a. If so, which departments or agencies?</p> <p style="text-align: center;">b. If so, when?</p> <p style="text-align: center;">c. If so, how does this occur?</p> <p>21) What resources does the department commit to its Freedom of Information team?</p> <p>22) List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>23) List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>24) Does the department ever second additional resources to processing Freedom of Information requests?</p> <p style="text-align: center;">a. If so, please detail those resources by APS level</p> <p>25) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p style="text-align: center;">a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>26) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p style="text-align: center;">a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>27) 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?</p> <p>28) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p>			

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				<ul style="list-style-type: none"> a. Of the officers designated as decision makers within the department, how many have received formal training? b. Of the officers designated as decision makers within the department, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>29) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <ul style="list-style-type: none"> 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? 			
161	DPS	Ludwig	Functions	<p>1) Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:</p> <ul style="list-style-type: none"> 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 <p>2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office</p>	Written	17/1/14	13/2/14

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162	DPS	Ludwig	Red tape reduction	<p>9) Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?</p> <p style="padding-left: 40px;">a. What is the progress of that red tape reduction target</p> <p>10) How many officers have been placed in those units and at what level?</p> <p>11) How have they been recruited?</p> <p>12) What process was used for their appointment?</p> <p>13) What is the total cost of this unit?</p> <p>14) Do members of the unit have access to cabinet documents?</p> <p>15) 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.</p>	Written	17/1/14	13/2/14
163	DPS	Ludwig	Payment of Accounts	<p>a) From 7 September 2013 to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?</p> <p>b) If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)</p> <p>c) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?</p> <p>d) Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written	17/1/14	13/2/14
164	DPS	Faulkner	Coalition Advisory Service	<p>With reference to the newly established Coalition Advisory Service:</p> <p>1. What amount, if any, has been expended on</p> <p style="padding-left: 40px;">a. furnishings</p> <p style="padding-left: 40px;">b. fittings</p> <p style="padding-left: 40px;">c. maintenance; and</p> <p style="padding-left: 40px;">d. building works at the service's Parliament House location since 7 September 2013?</p>	written	17/1/14	13/2/14

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Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard/ Written	Date Rec'd	Date Tabled
				<p>2. What electronic equipment, including computer and telecommunications equipment, has been provided to the Coalition Advisory Service by the Department of Parliamentary Services? For each type of equipment please provide</p> <p style="margin-left: 40px;">a. description b. unit value; and c. number.</p> <p>3. Is any electronic equipment provided to the Coalition Advisory Service located in a place other than the service's Parliament House location?</p> <p>4. Does the department meet ongoing computing and communications costs of the service? If so, can a breakdown of costs so far be provided? Is there a budget for computing and communications costs of the service in 2013-14?</p>			
165	DPS	Wong	Staffing	<p>Have any redundancies occurred since 18 September 2013? If so, how many are</p> <p style="margin-left: 40px;">a. voluntary b. involuntary?</p>	written	17/1/14	13/2/14
166	DPS	Wong	Maintenance – PMO and Cabinet Suite	<p>On what dates since 18 September 2013 has the department had contact with</p> <p style="margin-left: 40px;">a. the Office of the Prime Minister and/or b. the Department of the Prime Minister in relation to maintenance works in the Office of the Prime Minister and/or the Cabinet Suite?</p>	written	17/1/14	13/2/14
167	DPS	Wong	Building works – PMO and Cabinet Suite	<p>On what dates since 18 September 2013 has the department had contact with (a) the Office of the Prime Minister and/or (b) the Department of the Prime Minister in relation to building works in the Office of the Prime Minister and/or the Cabinet Suite?</p>	Written	17/1/14	13/2/14
168	DPS	Wong	PMO Dining Room	<p>What changes to the dining room in the Office of the Prime Minister have been proposed since 18 September 2013? Who initiated consideration, who has been involved in the consideration, and what related costs, if any, have been expended?</p>	Written	17/1/14	13/2/14
169	DPS	Wong	PMO kitchen and kitchenette	<p>1. What changes to the kitchen and kitchenette facilities in the Office of the Prime Minister have been proposed since 18 September 2013? Who initiated consideration, who has been involved in the consideration, and what related costs, if any, have been expended?</p>	Written	17/1/14	13/2/14

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				2. Has the department provided any additional cooking, reheating or refrigeration equipment since 18 September 2013? If so, please provide details including an itemisation of costs.			
170	DPS	Wong	Cabinet suite kitchen	<p>1. Have any changes to the kitchen in the Cabinet Suite been proposed since 18 September 2013? If so, who initiated consideration, who has been involved in the consideration, and what related costs, if any, have been expended?</p> <p>2. Has the department provided any additional cooking, reheating or refrigeration equipment since 18 September 2013? If so, please provide details including an itemisation of costs.</p>	Written	17/1/14	13/2/14
171	DPS	Wong	PMO dining room chairs	<p>1. What is the estimated cost of re-upholstering chairs in the PMO dining room?</p> <p>2. What are the estimated costs, if any, of providing replacement chairs during this process?</p>	Written	17/1/14	13/2/14
172	DPS	Wong	PMO dining room mirrors	What is the estimated cost of removing, repairing or replacing mirrors in the PMO dining room?	Written	17/1/14	13/2/14
173	DPS	Wong	Art works in the PMO/PM's corridor/Cabinet suite	<p>What works from the Parliament House art collection are installed in</p> <p>a. the Office of the Prime Minister</p> <p>b. the corridor outside the Office of the Prime Minister and</p> <p>c. the Cabinet Suite?</p>	Written	17/1/14	13/2/14
174	DPS	Wong	Portraits of Her Majesty The Queen	How many portraits of Her Majesty The Queen are held in the Parliament House art collection?	Written	17/1/14	13/2/14
175	DPS	Wong	MOU with Finance	Can a copy of the Memorandum of Understanding with the Department of Finance relating to the provision of services in the ministerial wing be provided?	Written	17/1/14	13/2/14
176	DPS	Wong	APH terminals in ministerial wing	How many APH computer terminals are allocated in the ministerial wing? Can the allocation by ministerial office please be provided.	Written	17/1/14	13/2/14