

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Commissioned Reports

Senator: Ludwig

Question reference number: 67

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
1. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: 1.1 *or* Cross Portfolio

Topic: Statutory Review Provisions

Senator: Ludwig

Question reference number: 68

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 1

Question:

Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a workplan for the review
3. When did/will this work begin?
4. When is/was the review due to commence.
5. What is the expected report date.
6. Who is the minister responsible for the review
7. What department is responsible for the review
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review.
11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
12. What is the budgeted, projected or expected costs of the review?
13. When was the Minister briefed on this matter?
14. What decision points are upcoming for the minister on this matter?
15. List the number of officers, and their classification level, involved in conducting the review
16. Will the report will be tabled in parliament or made public. If so, when?

Answer:

No legislation for which the Australian Public Commission is responsible includes a statutory review provision.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Self-Initiated work

Senator: Ludwig

Question reference number: 69

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc. that are devised by staff without being directed by the minister's office or department management)?
2. Please list all ongoing projects. For each, please detail:
3. When did the project commence?
4. When is it expected to conclude?
5. What will the total cost of the project be?
6. Where did the money for the project come from?
7. Where is the project based?

Answer:

1. No
2. -7. Not applicable

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Graduate Intake

Senator: Ludwig

Question reference number: 70

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. What was the graduate intake for 2012-2013?
2. What was the graduate intake for 2013-2014?
3. What is the graduate intake for 2014-2015?
4. What will be the graduate intake for 2015-2016?

Answer:

The APSC graduate program runs from Jan/Feb to Dec each year. The Commission engaged 3 graduates in 2012, 2 graduates in 2013 and 2 graduates in 2014. The graduate intakes for 2015 and 2016 have not yet been determined.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: G20 - Expenses

Senator: Ludwig

Question reference number: 71

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages:

Question:

Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.

For each item, please provide:

1. The name of the event/meeting that the expense related to.
 2. The location of the event.
 3. The date of the event.
 4. The name and ABN of the service provider.
 5. Advise whether the contract was awarded through an open tender process.
 6. The total value of the contract/invoice.
 7. The date the contract was executed by the Department.
 8. The number of attendees at the event, if applicable.
 9. Advise whether an Australian Government Minister was in attendance. Please detail.
 10. Advise whether foreign delegates were in attendance. Please detail.
- Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

Answer:

1.-10. Not applicable

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: G20 - Brisbane

Senator: Ludwig

Question reference number: 72

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:
2. How long will the minister be in Brisbane for?
3. Please provide a copy of the minister's program and a list of any meetings that are scheduled.
4. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles.
5. How many ministerial staff will attended with the minister?
6. How many departmental staff attended the G20?
7. For each minister and staff member attending, how much was spent on airfares to and from Brisbane?
8. For each minister and staff member attending, how much was spent on accommodation in Brisbane?
9. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.
10. Has the department purchased any merchandise or promotional material for the G20? Please detail.
11. Will the department be preparing a report following the G20? If yes:
 1. What will be the scope of the report?
 2. When will it be complete?
 3. Will it be available to the public?

Answer:

1– 11. Not applicable

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Procedure Manuals (Ministerial)

Senator: Ludwig

Question reference number: 73

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages:

Question:

1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Who is the manual distributed to?
5. Is anyone responsible for clearing communications before they are sent to the department?

Answer:

1.-5. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Procedure Manuals (Departmental)

Senator: Ludwig

Question reference number: 74

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

1. No
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. APSC Senior Executives clear communications before they are sent to the Minister or the Minister's office.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Domain Usage

Senator: Ludwig

Question reference number: 75

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:
 1. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).
 2. Amount of data downloaded and uploaded to the site.
 3. Number of times the site was accessed.

Answer:

Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Reviews

Senator: Ludwig

Question reference number: 76

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:

1. the date they were ordered
2. the date they commenced
3. the minister responsible
4. the department responsible
5. the nature of the review
6. their terms of reference
7. the scope of the review
8. Who is conducting the review
9. the number of officers, and their classification level, involved in conducting the review
10. the expected report date
11. the budgeted, projected or expected costs
12. If the report will be tabled in parliament or made public

2. For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?

1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
2. If so, please list their managing director and the board of directors or equivalent
3. If yes, for each is the cost associated with their involvement, including a break down for each cost item
4. If yes, for each, what is the nature of their involvement
5. If yes, for each, are they on the lobbyist register, provide details.
6. If yes, for each, what contact has the Minister or their office had with them
7. If yes, for each, who selected them
8. If yes, for each, did the minister or their office have any involvement in selecting them,
 1. If yes, please detail what involvement it was
 2. If yes, did they see or provided input to a short list
 3. If yes, on what dates did this involvement occur
 4. If yes, did this involve any verbal discussions with the department
 5. If yes, on what dates did this involvement occur

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

3. Which reviews are on-going?
 1. Please list them.
 2. What is the current cost to date expended on the reviews?
 4. Have any reviews been stopped, paused or ceased? Please list them.
 5. Which reviews have concluded? Please list them.
 6. How many reviews have been provided to Government? Please list them and the date they were provided.
 7. When will the Government be responding to the respective reviews that have been completed?
 8. What reviews are planned?
 1. When will each planned review be commenced?
 2. When will each of these reviews be concluded?
 3. When will government respond to each review?
 4. Will the government release each review?
 1. If so, when? If not, why not?

Answer:

1. The Australian Public Service Commission has not undertaken any reviews since Budget Estimates.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Sunset Provisions

Senator: Ludwig

Question reference number: 77

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 1

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
 1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 2. Has any consideration been given to delaying or alerting the sunset provisions?
 3. Please provide a schedule or a work plan for the sunset provisions becoming active
 4. When did/will this work begin?
 5. When is/was the review due to commence.
 6. What is the expected report date.
 7. Who is the minister responsible for the review
 8. What department is responsible for the review
 9. List the specific clauses or legislation under review caused by the statutory provision.
 10. List the terms of reference.
 11. What is the scope of the review.
 12. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 13. What is the budgeted, projected or expected costs of the review?
 14. When was the Minister briefed on this matter?
 15. What decision points are upcoming for the minister on this matter?
 16. List the number of officers, and their classification level, involved in conducting the review
 17. Will the report will be tabled in parliament or made public. If so, when?

Answer:

No legislation for which the Australian Public Service Commission is responsible includes a sunset provision.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Wine Coolers/Fridges

Senator: Ludwig

Question reference number: 78

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?
 1. If so, list these
 2. If so, list the total cost for these items
 3. If so, list the itemised cost for each item of expenditure
 4. If so, where were these purchased
 5. If so, list the process for identifying how they would be purchased
 6. If so, what is the current location for these items?
 7. If so, what is the current stocking level for each of these items?

Answer:

1. No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: FoI Requests

Senator: Ludwig

Question reference number: 79

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
 1. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 2. For how many has a redacted document been provided?

Answer:

1. Staff of the Australian Public Service Commission (Commission) assist four bodies which have a 'principal officer' for the purposes of the Freedom of Information (FOI) Act:
 - the Australian Public Service Commissioner
 - the Merit Protection Commissioner
 - the Remuneration Tribunal
 - the Defence Force Remuneration Tribunal.

Each of these are independently responsible for managing their obligations under the FOI Act and for reporting to the Office of the Australian Information Commissioner (OAIC) about FOI matters.

The following table lists the number of requests received by each of the relevant bodies since 1 June 2014:

FOI requests received since 1 June 2014	
Australian Public Service Commissioner	2
Merit Protection Commissioner	4
Remuneration Tribunal	0
Defence Force Remuneration Tribunal	0

2. & 3. One of the two requests received by the Australian Public Service Commissioner was for a document containing deliberative matter. Access to the document was refused, including on grounds that disclosure would be contrary to the public interest.

None of the four requests made in respect of documents held by the Merit Protection Commissioner related to deliberative documents.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Building Lease Costs

Senator: Ludwig

Question reference number: 83

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. What has been the total cost of building leases for the agency / department?
2. Please provide a detailed list of each building that is currently leased. Please detail by:
 1. Date the lease agreement is active from.
 2. Date the lease agreement ends.
 3. Is the lease expected to be renewed? If not, why not?
 4. Location of the building (City and state).
 5. Cost of the lease.
 6. Why the building is necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
 1. Date from which the lease agreement was active.
 2. Date the lease agreement ended.
 3. Why was the lease not renewed?
 4. Location of the building (City and state).
 5. Cost of the lease.
 6. Why the building was necessary for the operations of the agency / department.
4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 1. Date the lease agreement is expected to become active.
 2. Date the lease agreement is expected to end.
 3. Expected location of the building (City and state).
 4. Expected cost of the lease.
 1. Has this cost been allocated into the budget?
 5. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
 1. What is the current occupancy rate for the building?
 2. If the rate is less than 100%, detail what the remaining being used for.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Answer:

1. The total cost of building leases from 1 June to 31 October 2014 is estimated to be \$1,168,065 including GST.

The Australian Public Service Commission also has staff co-located with other Australian Government agencies in three locations (Brisbane, Melbourne and Perth). The co-location cost for this period is estimated to be \$119,890 excluding GST (no GST is charged by the entities).

2. List of each building currently leased.

Office	Lease start date	Lease end date	Lease to be renewed?	Cost of lease including GST	Location	Why the building is necessary
Levels 5&6, 16 Furzer Street, Phillip, ACT	1/03/2007	1/03/2022	No decision made to date.	\$831,304	Phillip, ACT	Head office for the Australian Public Service Commission
Level 22, 580 George Street, Sydney, NSW	1/08/2007	1/08/2017	No decision made to date.	\$229,274	Sydney, NSW	The APSC's Sydney office administers Casework and Enquiries and APS Recruitment and Selection Services.
Level 1, 12 Moore Street, Civic, ACT	1/04/2011	31/03/2016	No decision made to date.	\$107,488	Civic, ACT	Defence Force Remuneration Tribunal meeting and hearing rooms.

3. There are no building leases which have not been renewed since February 2014.
4. No buildings are expected to be leased in the next 12 months.
5. Current occupancy rate of each building:

Office	Occupancy rate	Reason
Levels 5&6, 16 Furzer Street, Phillip, ACT	75%	The remaining 25% is the Woden Training Centre and storage.
Level 22, 580 George Street, Sydney, NSW	96%	The remaining 4% is meeting areas and storage.
Level 1, 12 Moore Street, Civic, ACT	N/A	Used for Defence Force Remuneration Tribunal meeting and hearing rooms.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Government Advertising

Senator: Ludwig

Question reference number: 84

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has been spent on government advertising (including job ads)?
 1. List each item of expenditure and cost
 2. List the approving officer for each item
 3. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
 1. List the total expected cost
 2. List each item of expenditure and cost
 3. List the approving officer for each item
 4. Detail the outlets that have been or will be paid for the advertising

Answer:

1. The Australian Public Service Commission (APSC) has spent \$1,636 inclusive of GST on government advertising from 1 June 2014 to 31 October 2014.
 1. There was 1 item of expenditure in this period and it was for communication about learning and development programs.
 2. The approving officer for this item was the Group Manager of the Strategic Centre for Leadership Learning and Development.
 3. *The Canberra Times* was the outlet for this advertising.
2. The APSC is currently expecting to have 7 advertisements between 1 November 2014 and 30 June 2015.
 1. The total expected cost for this is \$11,340 GST inclusive.
 2. The expenditure will be for communication about learning and development programs at an estimated cost of \$1,620 GST inclusive for each advertisement.
 3. The approving officer for these items is the Group Manager of the Strategic Centre for Leadership Learning and Development.
 4. *The Canberra Times* will be the outlet for this advertising.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Workplace Assessments

Senator: Ludwig

Question reference number: 85

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has been spent on workplace ergonomic assessments?
 1. List each item of expenditure and cost
2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?
3. If so, list each item of expenditure and cost related to those changes

Answer:

1. Between 1 July 2014 and 31 October 2014, the Australian Public Service Commission (APSC) has spent \$6,823.54 on workplace ergonomic assessments.

1. Table 1 provides a list of workstation assessment expenditure.

Table 1: Workplace assessment expenditure between 1 July and 31 October 2014

Assessment Type	Cost
Basic assessment	909.48
Comprehensive assessment	3125.84
Home based assessment	321.75
Injury Prevention assessment	1382.81
Walk through assessment	429.00
<i>Plus GST</i>	\$654.66
TOTAL	\$6,823.54

2. The APSC has provided workplace adjustments based on the above mentioned workstation assessments. It is not possible to distinguish whether the employees provided with this equipment had an existing disability, injury or required modification to prevent injury.
 3. The net amount spent on workplace adjustments between 1 July and 31 October 2014 is \$1,812 as provided at Table 2.

Table 2: Workplace adjustment expenditure between 1 July and 31 October 2014

Item	Qty	Cost
Ergonomic Office Chair	2	\$912
Sit-Stand Desk	1	\$900
TOTAL		\$1812

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Multiple Tenders

Senator: Ludwig

Question reference number: 88

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. List any tenders that were re-issued or issued multiple times:
 1. Why were they re-issued or issued multiple times?
 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
 3. Were those applicants asked to resubmit their tender proposal?

Answer:

1. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Ludwig

Question reference number: 89

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Please list all related EBAs with coverage of the department.
2. Please list their starting and expiration dates.
3. What is the current status of negotiations for the next agreement/s? Please detail

Answer:

1. The APSC Enterprise Agreement 2011-14 covers all non-SES APSC employees.
2. The APSC Enterprise Agreement 2011-14 commenced on 15 August 2011 and nominally expired on 30 June 2014.
3. The Commission has commenced bargaining meetings.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Departmental Upgrades

Senator: Ludwig

Question reference number: 90

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
 1. If so, list these
 2. If so, list the total cost for these changes
 3. If so, list the itemised cost for each item of expenditure
 4. If so, who conducted the works?
 5. If so, list the process for identifying who would conduct these works

If so, when are the works expected to be completed?

Answer:

Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Non-Conventional Therapies

Senator: Ludwig

Question reference number: 91

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since 7 September 2013:

1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:
 1. What is the process by which these therapies can be approved?
 2. Who are they available to?
 3. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?
2. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:
 1. What therapies have been provided?
 2. What were they used to treat?
 3. What was the cost of the therapy?

Answer:

The Commission does not provide, or cover costs of non-conventional therapies. These costs may be considered by Comcare as part of a compensation claim

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Office Plants

Senator: Ludwig

Question reference number: 92

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. Yes. The Australian Public Service Commission leases office plants in its head office at levels 5 and 6 Furzer Street, Phillip, ACT.
2. For the five months from 1 June to 31 October 2014 the total cost was \$1,200 including GST.
3. The cost is approximately \$240 per month including GST. The cost was incurred for five months.
4. The office plant hire is provided in the ACT.
5. The office plant hire was sourced through a limited tender process.
6. The location for the office plant hire is for level 5 and level 6 of the Commission's head office at Furzer Street, Phillip, ACT.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Office recreation facilities

Senator: Ludwig

Question reference number: 93

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?
 1. If so, list these
 2. If so, list the total cost for these items
 3. If so, list the itemised cost for each item of expenditure
 4. If so, where were these purchased
 5. If so, list the process for identifying how they would be purchased
 6. If so, what is the current location for these items?
 7. If so, what is the current usage for each of these items?

Answer:

1. No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Vending machines

Senator: Ludwig

Question reference number: 94

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
 1. If so, list these
 2. If so, list the total cost for these items
 3. If so, list the itemised cost for each item of expenditure
 4. If so, where were these purchased
 5. If so, list the process for identifying how they would be purchased
 6. If so, what is the current location for these items?
 7. If so, what is the current usage for each of these items?

Answer:

1. No. Although there are two vending machines in the Australian Public Service Commission's head office in Phillip ACT, these are managed through the Commission's social club.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Legal costs

Senator: Ludwig

Question reference number: 95

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. List all legal costs incurred by the department or agency
2. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external
3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)
4. How was each piece of advice procured? Detail the method of identifying legal advice

Answer:

- 1.- 2. The Australian Public Service Commission (APSC) procures external legal services under the Legal Services Multi Use List (LSMUL) arrangements administered by the Attorney-General's Department.

Between 1 June and 31 October 2014, the APSC incurred \$185,980 (excluding GST) in costs on external legal services including counsel fees.

The external legal services delivered to the APSC between 1 June and 31 October 2014 were provided by three firms: Ashurst, the Australian Government (AGS), and drafting work provided by the Office of Parliamentary Counsel (OPC). To attempt to provide further detail in relation to time taken to prepare the advice and the level of counsel used would involve an unreasonable diversion of the APSC resources and potentially disclose information that is subject to client professional privilege.

3. The APSC's fees paid to counsel were \$2,902 excluding GST during the same period. These fees were incurred in respect of one matter in which one male Counsel was briefed. Counsel was engaged and briefed directly by the APSC's external legal services provider in this matter.
4. The APSC procures external legal services from Ashurst and AGS under the Legal Services Multi Use List (LSMUL) arrangements administered by the Attorney-General's Department. Draft services provided by OPC are not covered by this arrangement.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Provision of Equipment - Departmental

Senator: Ludwig

Question reference number: 96

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:
2. What has been provided?
3. The purchase cost.
4. The ongoing cost.
5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
6. A breakdown of what staff and staff classification receives each item.

Answer:

No electronic equipment has been purchased or provided by the department / agency to departmental staff since the budget estimates in June.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Lobbyist Register Meetings

Senator: Ludwig

Question reference number: 97

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. List all interactions between the department/agency with any representative listed on the lobbyist register
2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting

Answer:

The Lobbying Code of Conduct does not require Government representatives to centrally document the information sought in relation to interactions with registered lobbyists.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Staff Transfers

Senator: Ludwig

Question reference number: 99

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 11

Question:

1. How many people does your department employ?
2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. with co
7. How many of these people are employed in Canberra?
8. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
9. How many employees have been transferred out of Canberra since the 2013
10. How many of your employees have been transferred to Canberra since the 2013 federal election?
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
14. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.
15. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
16. For every transferred employee please provide and explanation for their transfer?
17. For every transferred employee please provide any other cost incurred by the department because of that transfer?

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

18. Please provide all relevant dates.

Redundancies

19. How many positions have been made redundant in your department since the 2013 federal election?
1. How many of these positions were non-ongoing?
 2. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
 2. Please specify what component of that figure was paid out entitlements (annual leave etc).
 3. Please specify any other costs incurred by the department because of this redundancy.
 4. Please provide the reason a voluntary redundancy was offered for their position.
 5. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
1. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
 2. Please specify any other costs incurred by the department because of this redeployment.
 3. Please provide the reason for that redeployment.
 4. Please provide all relevant dates.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
1. How many of these employees were ongoing?

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

2. How many of these employees were non-ongoing?
3. How many of these employees were situated in the Australian Capital Territory?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
10. For employees who were made forcibly redundant since the 2013 federal election please provide:
 1. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
 2. Please specify what component of that figure was paid out entitlements (annual leave etc).
 3. Please specify any other costs incurred by the department because of this redundancy.
 4. Please provide the reason for that redundancy.
 5. Please provide all relevant dates.

Hiring

20. How many people are employed in your department on non-ongoing contracts?
21. How many people are employed in your department on ongoing contracts?
22. How many non-ongoing contracts has your department extended since the 2013 federal election?
23. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
24. How many of these extensions were approved by the Public Service Commission?
 1. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
 2. How many of these extensions were rejected by the Public Service Commission?
 1. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
 3. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
 1. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

4. How many non-ongoing contracts have expired without extension since the 2013 federal election?
 1. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
5. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
6. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
7. How many of these new non-ongoing engagements were approved by the Public Service Commission?
 1. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
8. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
 1. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
9. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
 1. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.
10. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
11. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
12. How many of these new ongoing engagements were approved by the Public Service Commission?
 1. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Commission for approving this engagement, as well as all relevant dates relating to this application.

13. How many of these new ongoing employee applications were rejected by the Public Service Commission?
 1. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
14. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
 1. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Answer:

1. Refer to Annual Report.
2. As at 30 June 2013, the Commission employed:

Location	FTE	Average age	Gender	Classification
ACT	221.04	41	70.5% female	APS level – 108.04 Executive level – 101 SES/SOH – 12
NSW	13.31	43	71.4% female	APS level – 4.56 Executive level – 8.75
QLD	5	42	80% female	APS level – 4 Executive level – 1
VIC	4	50	100% female	APS level – 1 Executive level – 3
WA	1*	-	-	Executive level – 1
* Due to requirements under the <i>Privacy Act 1998</i> the age and gender of the employee is not identified				

3. As at 31 October 2014 the Commission employed:

Location	FTE	Average age	Gender	Classification
ACT	203.35	42	69.8% female	APS level – 94.4 Executive level – 96.9 SES/SOH – 12
NSW	10.0	45	80% female	APS level – 4 Executive level – 6
QLD	6.0	44	83% female	APS level – 5 Executive level – 1
VIC	4.0	50	75% female	APS level – 2 Executive level – 2
WA**				
** The WA office has closed during 2014.				

4. No functions have been transferred since the federal election in 2013.
- 5.– 18. Not applicable

Redundancies

19. Refer to Annual Report.

Hiring

20. Refer to Annual Report.
21. Refer to Annual Report.
22. Since the federal election on 7 September 2013 the Commission has extended 23 non-ongoing contracts, excluding irregular/intermittent contracts.
23. Of these 23 contract extensions, 13 were submitted to the Australian Public Service Commissioner for approval.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

24. All contract extensions provided to the Commissioner for approval were approved.

1. Due to the small number of employees to which these extensions apply and given the requirements under the *Privacy Act 1998*, the answer is based on the full dataset rather than individual employees.

- Employee age ranges from 21-63.
- 54% of employees whose contract was extended are female, 46% are male.
- The contract extensions apply across a range of positions, including administration, policy and learning and development.
- The salaries of the employees range from \$41,224 to \$132,471.
- The classification of each employee range between APS1 to EL2.
- All employees were located in the ACT.
- One extension was for one month, four extensions were between 2-3 months, eight were between 6-12 months.
- Each business case is unique to the business area and individual skill set of employees. The extensions are usually to fill temporary absences of staff, manage high workloads or to retain vital skills and experience.
- Due to a recent change in payroll systems, providing the length of continuous employment in the APS for employees would involve an unreasonable amount of staff resources to calculate.
- Relevant dates are in table 1 below.

Table 1: relevant dates for contract extensions approved by Commissioner

Classification	Start of Extension	End of Extension	Date Submitted	Date Approved
APS1	27/09/2014	24/03/2015	15/08/2014	15/08/2014
APS4	31/07/2014	15/08/2014	30/07/2014	30/07/2014
EL1	1/02/2014	31/03/2014	11/12/2013	16/12/2014
EL1	1/04/2014	23/06/2014	17/01/2014	23/01/2014
EL1	30/06/2014	30/06/2015	21/03/2014	26/03/2014
EL1	17/04/2014	18/10/2014	17/01/2014	23/01/2014
APS4	1/07/2014	30/12/2014	22/05/2014	23/05/2014
APS6	31/05/2014	25/08/2014	22/05/2014	23/05/2014
EL1	1/01/2014	30/06/2014	11/12/2013	11/12/2013
EL1	30/06/2014	30/06/2015	21/03/2014	21/03/2014
EL1	1/10/2014	24/12/2014	1/10/2014	1/10/2014
EL1	16/03/2015	15/03/2016	20/10/2014	20/10/2014
EL2	13/04/2015	12/04/2016	20/10/2014	20/10/2014

2. No extension requests were rejected by the Australian Public Service Commissioner

1. Not applicable

3. The Commission has extended 10 non-ongoing contracts without the approval of the Australian Public Service Commissioner.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

- Due to the small number of employees to which these extensions apply and given the requirements under the *Privacy Act 1998*, Question 24. 3.1 has answers based on the full dataset rather than individual employees. Employee ages range from 27 – 63.
- 80% of employees whose contract was extended are female, 20% are male.
- The contract extensions apply across a range of positions, including administration, policy and learning and development.
- The salaries of the employees range from \$60,428 to \$117,835.
- The classification of each employee range between APS4 to EL2.
- All employees were located in the ACT.
- One extension was for one month, five extensions were between 2-3 months, four were between 5 - 6 months.
- Due to a recent change in payroll systems, providing the length of continuous employment in the APS for employees would involve an unreasonable amount of staff resources to calculate.
- These requests were not submitted to the Commissioner for approval because the request either fell outside of the requirements of the interim recruitment arrangements, or the approval was granted prior to the commencement of the policy.
- Relevant dates are in Table 2 below:

Table 2: Contract extensions (not submitted to Commissioner)

Classification	Start of Extension	End of Extension
APS4	09/09/2013	04/10/2013
APS4	16/09/2013	31/10/2013
APS 5	28/09/2013	31/03/2014
APS4	19/10/2013	20/12/2013
EL1	01/11/2013	31/01/2014
APS4	11/11/2013	31/12/2013
APS4	30/11/2013	30/05/2014
APS 6	30/11/2013	30/05/2014
EL1	01/01/2014	30/06/2014
EL2	01/08/2014	31/10/2014

4. Four non-ongoing contracts expired without extension since the 2013 federal election.
 1. Due to the small number of employees to which these extensions apply and given the requirements under the *Privacy Act 1998*, Question 24. 4.1 has answers based on the full dataset rather than individual employees. Employee ages range from 23 – 60.
 - 75% of employees whose contracts were extended are female, 25% are male.
 - The contracts were across a range of positions, including administration, policy and learning and development.
 - The salaries of the employees range from \$67,708 to \$107,707.
 - The classification of each employee range between APS5 to EL1.
 - All employees were located in the ACT.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

- Due to a recent change in payroll systems, providing the length of continuous employment in the APS for employees would involve an unreasonable amount of staff resources to calculate.
- Extensions were not sought due to projects being completed or early termination of contracts.
- Relevant dates are in Table 3 below:

Table 3: Termination dates

Classification	Termination Date
EL1	9-Dec-13
APS5	24-Dec-13
EL1	27-Feb-14
APS5	10-Mar-14

5. 20 employees have been engaged on a non-ongoing contract since 7 September 2013.
6. Six non-ongoing engagement contracts were submitted to the Australian Public Service Commissioner for approval.
7. All non-ongoing engagement requests submitted to the Australian Public Service Commissioner were approved.
 1. Due to the small number of employees to which these extensions apply and given the requirements under the *Privacy Act 1998*, Question 24. 7. 1 has answers based on the full dataset rather than individual employees. Employee ages range from 21 – 42.
 - 83% of employees whose contract was extended are female, 17% are male.
 - The contracts were across a range of positions, including administration, policy and learning and development.
 - The salaries of the employees range from \$41,224 to \$104,069.
 - Contract lengths ranged from 6 to 12 months.
 - No positions were advertised externally.
 - Engagements were to assist in managing workloads, to provide specific experience in particular work environments and to support the employment of people with a disability in special circumstances.
 - The Public Service Commissioner approved these contracts as per the business cases.
 - The classification of each employee range between APS1 to EL1.
 - Due to a recent change in payroll systems, providing the length of continuous employment in the APS for employees would involve an unreasonable amount of staff resources to calculate.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

- Relevant dates are in Table 4 below:

Table 4: Contract dates

Classification	Start date	Finish Date	Date approved
APS4	1/01/2014	30/06/2014	11/12/2013
APS1	25/03/2014	26/09/2014	11/12/2013
APS6	1/04/2014	31/03/2015	17/01/2014
APS1	17/04/2014	18/10/2014	11/12/2013
EL1	1/07/2014	31/12/2014	29/04/2014
EL1	21/07/2014	20/07/2015	22/05/2014

8. No applications were rejected by the Australian Public Service Commissioner.

1. Not applicable

9. 14 employees were engaged on a non-ongoing contract without the approval of the Australian Public Service Commissioner.

1. Due to the small number of employees to which these extensions apply and given the requirements under the *Privacy Act 1998*, Question 24. 9. 1 has answers based on the full dataset rather than individual employees. Employee ages range from 22 – 59.

- 57% of employees female, 43% male.
- The contracts were across a range of positions, including administration, policy and learning and development.
- The salaries of the employees range from \$60,428 to \$132,471.
- Contract lengths ranged from 1 to 18 months.
- No positions were advertised externally.
- Engagements were to enable managing workloads, and meeting demands for specific experience in particular work environments.
- The reason these requests were not submitted to the Commissioner for approval is because the request either fell outside of the requirements of the interim recruitment arrangements, or the approval was granted prior to the commencement of that policy. In approving the engagement the delegate is to consider the business case, this information is not held centrally.
- The classification of each employee range between APS4 to EL2.
- Relevant dates are in Table 5 below:

Table 5: Contract dates

Classification	Start date	Finish Date
APS 6	8/09/2014	27/02/2015
APS4	23/09/2013	18/10/2013
APS4	1/07/2014	30/07/2014
APS4	9/09/2013	30/06/2014
APS5	24/12/2013	30/06/2014
EL1	23/09/2013	31/12/2013
EL1	8/10/2013	13/03/2015
EL1	1/01/2014	30/06/2014
EL1	12/12/2013	11/12/2014
EL1	12/11/2013	9/12/2013
EL2	1/10/2013	31/12/2013
EL2	14/10/2013	10/04/2015
EL2	26/05/2014	31/07/2014
EL2	14/07/2014	16/01/2015

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

10. Eight employees were engaged by the Commission as ongoing employees since 7 September 2013.
11. None.
12. – 13. Not applicable
14. Eight employees have been engaged by the Commission as ongoing employees without the approval of the Australian Public Service Commissioner.
1. Due to the small number of employees to which this applies and given the requirements under the *Privacy Act 1998*, Question 24. 14. 1 has answers based on the full dataset rather than individual employees. Employee ages range from 21 – 43.
 - 100% of employees are female.
 - The contracts were across a range of positions, including graduates and administration.
 - The salaries of the employees range from \$54,868 to \$61,347.
 - All positions were advertised externally.
 - Engagements were to enable managing workloads, and meeting demands for specific experience in particular work environments.
 - The classifications were Graduate and APS4.
 - These requests were not submitted to the Commissioner for approval because the approval was granted prior to the commencement of the policy. In accordance with the merit selection rules in the *Public Service Act 1999*, these employees were selected for employment as they were the most suitable applicant for the position.
 - Relevant dates are in Table 6 below:

Table 6 – Ongoing start dates.

Classification	Start date
APS4	1/10/2013
APS4	8/10/2013
APS4	8/10/2013
APS4	8/10/2013
APS 4	31/10/2013
Graduate APS	20/01/2014
Graduate APS	20/01/2014

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Existing Resources Program

Senator: Ludwig

Question reference number: 100

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?
2. List each
3. List the staffing assigned to each task
4. What is the nominal total salary cost of the officers assigned to the project?
5. What resources or equipment has been assigned to the project?

Answer:

1-5. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Conditions of Government Contracts and Agreements

Senator: Ludwig

Question reference number: 101

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations or restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?
4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?
7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?
8. If no consultation has occurred, why not?
9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Answer:

- 1.-9. The Australian Public Service Commission (APSC) contract management system does not contain information regarding limitations on advocacy or criticising government policy. The standard contract templates and order forms used by the APSC do not contain any of these limitations or restrictions.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Prequalified multi-use list tenders

Senator: Ludwig

Question reference number: 103

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 32

Question:

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

Answer:

1. The Australian Public Service Commission (APSC) does not administer any multi-use lists. The APSC administers the following pre-qualified panels:
 - Learning and Development Panel (SON 1598601)
 - Business Services Panel (SON 1877081)
 - eLearning Support Services and Solutions Panel (SON 1877091)
 - Research Services Panel (SON 1871051)
 - Executive Search and Recruitment Panel (SON 393566)
 - Capability Development Panel (SON 200003) – expired 30 June 2014.
2. Suppliers under the panels are provided in Attachments A to F:

Attachment	Panel	Standing Offer Notice (SON) – Austender number	Number of panel suppliers
A	Learning and Development Panel	SON 1598601	133
B	Business Services Panel	SON 1877081	91
C	eLearning Support Services and Solutions Panel	SON 1877091	26
D	Research Services Panel	SON 1871051	28
E	Executive Search and Recruitment Panel	SON 393566	33
F	Capability Development Panel	SON 200003	Expired 30 June 2014 - 223

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

3. No.

4-5. The APSC does not retain information relating to the interests of Ministerial staff.

6-7. No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Prequalified multi-use list tenders

Senator: Ludwig

Question reference number: 103

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 32

Question:

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

Answer:

1. The Australian Public Service Commission (APSC) does not administer any multi-use lists. The APSC administers the following pre-qualified panels:
 - Learning and Development Panel (SON 1598601)
 - Business Services Panel (SON 1877081)
 - eLearning Support Services and Solutions Panel (SON 1877091)
 - Research Services Panel (SON 1871051)
 - Executive Search and Recruitment Panel (SON 393566)
 - Capability Development Panel (SON 200003) – expired 30 June 2014.
2. Suppliers under the panels are provided in Attachments A to F:

Attachment	Panel	Standing Offer Notice (SON) – Austender number	Number of panel suppliers
A	Learning and Development Panel	SON 1598601	133
B	Business Services Panel	SON 1877081	91
C	eLearning Support Services and Solutions Panel	SON 1877091	26
D	Research Services Panel	SON 1871051	28
E	Executive Search and Recruitment Panel	SON 393566	33
F	Capability Development Panel	SON 200003	Expired 30 June 2014 - 223

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

3. No.

4-5. The APSC does not retain information relating to the interests of Ministerial staff.

6-7. No.



Learning and Development Panel SON1598601

Learning and Development Panel Supplier Details		ABN
A	Advanced Training Pty Ltd	46 116 730 244
	AGSM Executive Education, part of the Australian School of Business at the University of New South Wales (UNSW)	57 195 873 179
	Amanda Horne Pty Ltd	45 105 694 880
	Anketangl Pty Ltd t/as Andrew Hughes Training	74 253 292 881
	Anne Jenkin and Associates Pty Ltd trading as Communication Knowhow	22 060 474 400
	ANU Enterprise Pty Ltd	31 008 548 650
	Ashley Coaching and Consulting Pty Limited	95 113 506 200
	Australian Catholic University Ltd	15 050 192 660
	Australian Centre for Environmental Compliance Pty Ltd	86 101 845 096
	Australian Forensic Services Pty Ltd	13 065 688 048
	Australian Institute of Management NSW & ACT Training Centre Limited	74 002 526 007
	Australian Institute of Management Western Australia Human Resources Development Centre Inc	98 928 669 029
	Australian Institute of Police Management	17 864 931 143
	AuStrategies Pty Ltd	88 074 796 446
B	Bayley and Associates Pty Ltd ATF Bayley Family Trust	41 262 695 229
	Beasley Intercultural Pty Ltd	62 096 428 125
	Bendelta Pty Ltd	58 105 151 326
	Best Practice Consulting Pty Ltd	47 118 164 391
	Biotext Pty Ltd	17 088 074 846
	Blue Visions Management Pty Ltd T/A Institute of Management	93 095 779 972
	Bull&Bear Special Assignments Pty Ltd	23 095 856 554
C	Centre for Public Management Pty Ltd	74 069 287 136
	Chandler Macleod Group Limited	33 090 555 052
	Chris Adams & Associates	23 772 056 337

	CIT Solutions Pty Ltd trading as CIT Solutions	25 008 645 823
	CMA Learning Group	90 007 429 905
	Cypice Pty Ltd, trading as Berrico Consultants	51 008 623 238
D	Deakin University trading as DeakinPrime	56 721 584 203
	Department of Education, Training and Employment trading as Southbank Institute of Technology	97 887 046 327
E	Effective People Pty Ltd	79 063 100 201
	EnhanceHR Pty Ltd	64 097 440 634
	Ethos CRS Consulting Pty Ltd	94 116 209 235
	Executive Development Pty Ltd trading as Upton Martin Consulting	28 338 726 118
	Executive Intelligence Group Pty Ltd	88 088 137 071
	Executive Leadership Australia Pty Ltd	72 118 959 130
F	Flanagan Brown-Greaves Pty Ltd	32 132 452 718
G	H.M. Green Pty Ltd trading as WorkForce Management Consulting	55 842 173 747
H	Hay Group Pty Ltd	28 005 901 977
	Helkyard Enterprises Pty Ltd trading as Legaleze Training	74 164 405 350
	Humanoevre Pty Ltd	58 139 113 401
I	Independent Information Technology Training Pty Limited	89 001 555 700
	Institute of Executive Coaching and Leadership Australia Pty Ltd	47 110 136 448
	Integral Development Associates PTY LTD	41 008 738 672
	Intelligence Pty Ltd Trading as New Intelligence	53 117 410 670
	Interaction Consulting Group Pty Ltd	82 064 623 543
J	J F Trust trading as Vantage Point Consulting	32 858 276 725
	Jeff Whalan Learning Group	81 138 658 429
	JennGen Consulting Pty Ltd	88 103 623 865
	John Robinson Consulting Services Pty Ltd	43 080 116 605
	Joint Strategies Pty Ltd	24 088 308 525
K	Kellogg Brown & Root Pty Ltd	91 007 660 317
	Kerry Juknaitis Consulting Pty Ltd	50 322 069 295
	Kirribilli Partners	77 451 687 750
	KPMG	51 194 660 183

	Kurrajong Hill Pty Ltd	35 097 118 566
L	Learning Dimensions Network Pty Ltd T/as Safety Dimensions and Leadership Dimensions	37 060 597 284
	Learning Partnerships in Business Pty Limited	73 107 683 545
	Lincolne Holdings Pty Ltd as trustee for Lincolne Holding Trust trading as Pockets of Brilliance	11 453 996 521
	LINK Learning Pty Ltd, as Trustee for the LL Trust	76 569 643 251
	Linked Training Group Pty Ltd	54 082 867 954
	Living Planit Pty Limited	15 093 502 188
	Luke Michael Passfield trading as Strategic Insights Consulting	67 473 436 934
M	Magical Learning Pty Ltd	37 104 320 550
	Major Training Services Pty Ltd	57 064 001 270
	Management Services Australia Pty Ltd trading as Peak Performance PM	15 113 119 556
	Maree Petersen trading as Petersen Ink	32 829 316 174
	Margaret O'Malley Consulting	84 608 379 149
	McMillan Staff Development Pty Ltd	83 136 718 477
	Melbourne Business School Ltd	80 007 268 233
	Merit Solutions Pty Ltd as trustee for Merit Solutions Unit Trust	76 995 128 987
	Mike Pieloor and Associates Consulting (MPA Consulting)	79 156 346 121
N	Noetic Solutions Pty Limited	87 098 132 024
	Nous Group Pty Ltd	66 086 210 344
P	Pario Solutions Group Pty Ltd	83 129 885 776
	Pathfinder Project Management Pty Ltd	57 107 737 306
	People Foundations Consulting Group P/L	29 101 038 895
	People Measures Pty Ltd	28 119 083 224
	PeopleSense Pty Ltd	88 103 691 916
	PEPworldwide PTY LTD	71 131 451 280
	Pivot Solutions Pty Ltd (trading as The Pivot Institute)	72 132 294 127
	PSB Solutions Pty Ltd	23 111 685 093
Q	Quantam Solutions Pty Ltd	16 146 583 502
	Queensland University of Technology	83 791 724 622
R	R Smith Family Trust (Strategic Pathways Pty Ltd)	66 832 447 126

	Results Consulting (Australia) Pty Ltd	46 080 165 224
	RTO Solutions Pty Ltd	83 126 636 780
S	SAGE Thinking	59 100 583 373
	Secretariat Australia Pty Ltd	61 097 692 110
	See Change Consulting	64 868 924 481
	Shane Carroll and Associates Pty Ltd	15 062 633 461
	SHL Australia Pty Limited	63 003 086 931
	Skillgate Learning Centres Group Pty Ltd	66 107 382 561
	SmarterKnowledge Pty Ltd	41 165 614 175
	SMS Consulting Group Ltd	17 006 515 028
	Spruikit Pty Ltd	63 141 196 429
	SRC Solutions Pty Ltd	75 088 487 898
	Strategic Leadership Pty Ltd	53 108 006 186
	Sue Adams Coaching and Facilitation Services	20 728 494 135
	Sunshine Coast Institute of TAFE	54 456 676 679
	Swinburne University of Technology	13 628 586 699
	Symmetra Pty Ltd	49 150 518 219
	Synergy Global Pty Ltd	16 121 791 437
T	TAFE NSW - Northern Sydney Institute	78 791 108 448
	TAFE NSW - South Western Sydney Institute	31 992 541 522
	TAFE NSW - North Coast Institute	70 158 535 753
	Tanner James Management Consultants Pty Ltd	91 063 977 284
	Team HR (Australia) Pty Ltd	47 082 242 762
	Team Systems Pty Ltd ATF Team Systems Family Trust	81 847 391 102
	Techniworks Action Learning Pty Ltd	54 087 861 103
	Tempo Strategies Pty Ltd	54 104 920 096
	The Australian and New Zealand School of Government	69 102 908 118
	The Benevolent Society	95 084 695 045
	The Cape Group Pty Ltd	26 108 435 392
	The Citadel Group Limited	79 127 151 026
	The Human Performance Company Pty Ltd	83 120 396 081

	The Maura Fay Group	63 114 431 330
	The Open Door Coaching Group Pty Ltd	63 087 429 472
	The Trustee for Aspire Learning and Development Trust	96 942 328 757
	The Trustee for the People & Strategy Unit Trust trading as People & Strategy (ACT) Pty Ltd	74 758 894 644
	Third Horizon Consulting Pty Ltd	43 163 267 614
	TP3 Pty Ltd	71 091 667 417
	Transformed Pty Ltd	33 120 497 501
U	University of Canberra	81 633 873 422
	University of South Australia	37 191 313 308
V	van Meegen & Assoc Pty Ltd trading as Directions for Change	61 643 239 961
	VT Coach Pty Ltd	73 099 087 037
W	WE & PA Cameron Pty Ltd	84 008 560 638
	Wilton Hanford Hanover Pty Ltd	15 078 798 366
	Wisdom Learning Pty Ltd	90 100 891 307
	WM & KL Shacklock (Master Your Mind Resilience Training)	98 069 141 778
	Workforce Planning Australia - a division of MEGT (Australia) Ltd	85 006 266 280
	Workplace Research Associates Pty Ltd	11 083 481 298
Y	Yellow Edge Pty Ltd	25 099 253 255

Learning and Development Panel Categories

The Learning and Development Panel is structured around six (6) broad Capability Elements for the delivery of training, including design, development and evaluation of training programs and two (2) Service Areas. Within each broad Capability Element are a number of related Skill Components identified as being important to the APS. Skill Components represent the competencies required of an employee to attain the capability.

Capability Elements and Service Areas relating to the Learning and Development panel are:

Capability Element 1: Communication and stakeholder engagement

- Interpersonal Skills
- Public relations
- Reading and writing
- Relationship management
- Communications ICT

Capability Element 2: Leadership, people and performance

- Leadership
- Coaching
- Performance management
- Training and career needs
- Recruitment
- Health and wellbeing
- Work health and safety
- Job analysis
- Administrative assistant skills

Capability Element 3: Governance and planning

- Legal frameworks and compliance
- Ethical frameworks
- Administrative investigations
- Records management

Capability Element 4: Organisational planning and strategy

- Workforce planning
- Innovative thinking
- Policy development
- Program development
- Research skills

Capability Element 5: Contracting, procurement, project planning and management, and risk management

- Contracting and procurement
- Project management
- Risk management
- Disposal of assets (training in disposal of assets)

Capability Element 6: Financial Management

- Financial management
- Financial legislation
- Financial management ICT

Service Area 1: Organisational learning needs analysis and evaluation services

Delivering the following services:

- analysis of current learning and development products and services and identification of skill gaps for agencies
- provision of specialist advice on training needs and strategies for fulfilling organisation capability requirements

Services are targeted at the organisational level, or a group within an organisation.

Service Area 2: Coaching services

Delivering the following services:

- coaching services at an individual or group level



Business Services Panel SON1877081

Business Services Panel Supplier Details		ABN
A	Alliance Consulting Group Pty Ltd	59 074 042 050
	Analytics Group Pty Ltd	45 119 601 759
	Australian Institute of Management Western Australia Human Resources Development Centre Inc	98 928 669 029
	AuStrategies Pty Ltd	88 074 796 446
	Avril Henry Pty Ltd	21 103 649 010
B	Beasley Intercultural Pty Ltd	62 096 428 125
	Bendelta Pty Ltd	58 105 151 326
	Best Practice Consulting Pty Ltd	47 118 164 391
	Bull&Bear Special Assignments Pty Ltd	23 095 856 554
C	CEB International Holdings Inc	99 127 825 932
	Centre for Public Management Pty Ltd	74 069 287 136
	Chandler Macleod Group Limited	33 090 555 052
	Charterpoint Pty Ltd	44 076 633 200
	Cogent Business Solutions Pty Ltd	44 076 633 200
	Cordelta Pty Ltd	69 107 788 401
	CPM Reviews Pty Ltd	93 151 808 374
D	Deloitte Touche Tohmatsu	74 490 121 060
E	Effective People Pty Ltd	79 063 100 201
	Eric Davis and Associates Pty Ltd & Tecmark Pty Ltd t/as ZED Business Management	23 618 421 407
	Ernst & Young ("EY")	75 288 172 749
	Executive Development Pty Ltd trading as Upton Martin Consulting	28 338 726 118
	Executive Leadership Australia Pty Ltd	72 117 959 130
F	Fyusion Asia Pacific Pty Ltd	82 107 777 551
G	Grosvenor Management Consulting Pty Ltd	47 105 237 590
H	HWL Ebsworth Lawyers	37 246 549 189

	HWLE Consulting Ptd Ltd	47 158 617 497
I	Interaction Consulting Group Pty Ltd	82 064 623 543
	ITNewcom Pty Ltd	50 077 613 828
J	JJM Holdings Pty Limited trading as Terrace Services	44 054 453 897
K	KPMG	51 194 660 183
L	Landell Corporation Pty Ltd	73 089 115 926
	Lincolne Holdings Pty Ltd as trustee for Lincolne Holding Trust trading as Pockets of Brilliance	11 453 996 521
M	Major Training Services Pty Ltd	57 064 001 270
	Mantis Industries Pty Ltd as trustee for Mantis Investment Trust trading as Projects Assured.	19 906 476 429
	Maree Bernadette Petersen (Petersen Ink)	32 829 316 174
	McGrathNicol Advisory Partnership	34 824 776 937
	Mercer Consulting (Australia) Pty Ltd	52 153 168 140
	Merit Solutions Pty Ltd as trustee for Merit Solutions Unit Trust	76 995 128 987
	Murphy Davis Consulting Group Pty Ltd as trustee for The Trustee for Anton Davis Family Trust	14 140 685 710
	MWH Australia Pty Ltd	17 007 820 322
N	NMM Professional Services Pty Ltd	33 127 493 930
	Noetic Solutions Pty Limited	87 098 132 024
	Nous Group Pty Ltd	66 086 210 344
O	Oakton Services Pty Limited	31 100 103 268
P	Pario Solutions Group Pty Ltd	83 129 885 776
	People Measures Pty Ltd	28 119 083 224
	PeopleSense Pty Ltd	88 103 691 916
	Predicate Partners Pty Limited	34 128 711 348
	PricewaterhouseCoopers	52 780 433 757
	Project Outcomes Pty Ltd	86 086 686 811
	Project Procure Pty Ltd	86 121 595 337
	Proximity Advisory Services Pty Ltd	92 147 937 844
	PSI Asia Pacific Pty Ltd	37 119 020 441
	Pumpky Pty Ltd ATF TCS Trust trading as The Consulting Space	41 331 629 976
	PwC Strategy& (Australia) Pty Ltd	11 130 171 658
Q	QinetiQ Pty Ltd	68 125 805 647

R	R Smith Family Trust (Strategic Pathways)	66 832 447 126	
	Reinforcements (Management and Decision Support Services) Pty Ltd	73 325 346 632	
	Resolution Consulting Services Pty Ltd	64 081 965 648	
	Results Consulting (Australia) Pty Ltd	46 080 165 224	
S	Secora (Australasia) Pty Limited	38 123 554 085	
	Secretariat Australia Pty Ltd	61 097 692 110	
	SeGar Consulting Pty Ltd	44 099 250 905	
	Semaphore Alliance Pty Ltd	87 162 736 441	
	SmarterKnowledge Pty Ltd	41 165 614 175	
	SME Gateway Ltd	51 106 981 560	
	SMS Consulting Group Ltd	17 006 515 028	
	Steve Lancken Conflict Management Pty Ltd trading as Negocio Resolutions	21 158 098 554	
	Synergy Group Australia Pty Ltd	65 119 369 827	
	T	Tanner James Management Consultants Pty Ltd	91 063 977 284
Tempo Strategies Pty Ltd		54 104 920 096	
Terra Firma Pty Ltd		56 072 536 700	
The Boston Consulting Group Pty Ltd		70 007 347 131	
The Cape Group Pty Ltd		26 108 435 392	
The Citadel Group Limited		79 127 151 026	
The Customer Experience Company Pty Ltd		76 105 661 345	
The Human Performance Company Pty Ltd		83 120 396 081	
The Trustee for the People & Strategy Unit Trust trading as People & Strategy (ACT) Pty Ltd		74 758 894 644	
Third Horizon Consulting Pty Ltd		43 163 267 614	
TMS Consulting Pty Ltd		94 730 114 807	
TradeAid Pty Ltd trading as Qp3 Consulting		71 053 273 395	
Trisigma Pty Ltd		75 100 356 698	
U		UNE Partnerships Pty Ltd	74 003 099 125
		University of Canberra	81 633 873 422
		Utilibiz Pty Ltd	68 121 202 757
	UXC Consulting Pty Ltd	83 121 920 938	
V	van Meegen & Associates Pty Ltd trading as Directions for Change	61 643 239 961	

	Wesley Maxwell Spencer	15 198 140 651
W	Workforce Strategies Pty Ltd	65 150 491 124
	Workplace Research Associates Pty Ltd	11 083 481 298
Y	Yellow Edge Pty Ltd	25 099 253 255

Business Services Panel Categories

The Business Services Panel consists of specialised suppliers who can assist in developing the capability of an agency at an organisational level. Expert value adding services aim to improve organisational performance through combining an accurate assessment of business challenges, with tailored solutions and implementation plans. Panel suppliers bring independence and expertise to solving business problems that complement internal agency efforts.

The Panel is structured around five broad Business Categories that represent core areas of business services needs for government agencies. Within each Business Category are a number of related, and more specific, Service Areas:

Business Category 1: Business and organisational planning, development and management services

- Business processes
- Human capital processes
- Financial management
- Stakeholder management

Business Category 2: Governance and planning services

- Governance structures
- Compliance review
- Policy development
- Risk management
- Administrative investigations

Business Category 3: Procurement and contracting services

- Procurement
- Contract management

Business Category 4: Project management services

Delivering the following services:

- project initiation, planning, scheduling, facilitation and completion
- performance and quality management
- project stakeholder management
- development of project management frameworks and guidelines
- development and monitoring of project risk management plans
- development of project risk management frameworks and guidelines
- project reporting

Business Category 5: Facilitator services

Delivering the following services:

- facilitation of meetings, conferences, planning days
- assisting in the resolution of individual or group interpersonal conflict



eLearning Support Services and Solutions Panel SON1877091

eLearning Support Services and Solutions Panel Supplier Details		ABN
A	Australian Institute of Management NSW & ACT Training Centre Limited	74 002 526 007
	B Online Learning Pty Ltd	50 068 437 338
C	C-Learning Pty Ltd	29 099 882 292
	Cordelta Pty Ltd	69 107 788 401
	Cubic Consulting Pty Ltd	67 133 185 547
D	Darlo Learning Pty Ltd as trustee for Darlo Trust	79 081 992 359
E	ELMO Learning Services Pty Ltd	13 102 455 087
	Ethos CRS Consulting Pty Ltd	94 116 209 235
	Evolve Studios Pty Ltd	68 083 752 014
F	Flexible Learning Network Limited (Kineo Pacific)	91 155 963 250
	FutureTrain Pty Ltd	44 091 016 849
G	Global Vision Media Pty Ltd (The Trustee for GLOBAL VISION MEDIA TRUST)	81 327 941 708
I	icemedia Pty Ltd	32 065 027 956
	iLiquid Pty Ltd Trading as Liquid Interactive	36 121 985 117
	IMC Information Multimedia Communication AG	74 137 621 080
	Inspire Learning Group Pty Ltd trading as Inspire Group.	89 159 721 641
	Interact Learning Pty Ltd, trading as, e3Learning Solutions.	20 095 674 285
K	Kangan Institute trading as eWorks	44 434 746 781
	Kellogg Brown & Root Pty Ltd (KBR)	91 007 660 317
N	Navitas Professional Training Pty Ltd T/A Cadre Design	25 100 404 199
O	Openlearn Pty Ltd	43 069 939 948
S	Salesforce Australia Pty Ltd (Part of Salmat Limited)	30 006 688 955
	SMS Consulting Group Ltd	17 006 515 028
	Sprout Labs Pty Ltd	34 161 161 557
T	T2 Optimise Pty Ltd (Talent2)	60 096 734 744
	The Learning Deli Trust	12 918 256 412

eLearning Support Services and Solutions Panel Service Areas

The eLearning Support Services and Solutions Panel can assist agencies with simple, one-off projects or complex ongoing implementations through all stages of the elearning cycle:

- identifying requirements
- consultancy
- content development
- content deployment and implementation
- learning management systems
- hosting solutions
- training on product management
- ongoing technical support
- ongoing evaluation and maintenance.

The eLearning Support Services and Solutions Panel covers four service areas:

Service Area 1: Consultancy

Service Area 2: Content development and design

Service Area 3: Content deployment and learning management systems

Service Area 4: Product and technical training and support services



Research Services Panel SON1871051

Research Services Panel Supplier Details		ABN
A	ACIL Allen Consulting PTY LTD	68 102 652 148
	ARTD Pty Ltd	75 003 701 764
	Australian National University	52 234 063 906
C	Cudex Pty Ltd trading as Newspoll Market Research	12 002 987 920
	Curtin University of Technology	99 143 842 569
D	Design Managers Australia Pty Ltd	33 161 327 171
E	Enhance Management Pty Ltd trading as Enhance Research	67 074 335 381
G	Griffith University	78 106 094 461
H	Hall & Partners Open Mind Pty Ltd	28 130 990 288
K	Knowledge Management Pty Limited trading as INSIDE STORY	46 795 383 901
	KPMG	51 194 660 183
L	Lonergan Research Pty Ltd	34 138 789 401
M	Miles Morgan Australia	11 081 037 005
	Monash University	12 377 614 012
O	ORIMA Research Pty Ltd	77 076 347 914
P	Painted Dog Research Pty Ltd	69 127 671 087
	Piazza Research Pty Ltd	22 109 106 416
	PricewaterhouseCoopers	52 780 433 757
Q	Queensland University of Technology	83 791 724 622
R	RAND Corporation	44 399 638 935
	Roy Morgan Research Ltd	91 007 092 944
T	The University of New South Wales	57 195 873 179
	The University of Queensland	63 942 912 684
	Third Horizon Consulting Pty Ltd	43 163 267 614

U	University of Canberra	81 633 873 422
	UOM Commercial Ltd	53 081 182 685
W	Wallis Consulting Group Pty Ltd	76 105 146 174
	Woolcott Research Pty Ltd	70 002 050 071

Suppliers on the Research Services Panel provide the following services:

- public sector research project scoping, design and implementation
- quantitative data collection methods and implementation, including survey design and conducting surveys
- qualitative data collection methods and implementation, including the design and conduct of focus groups, structured interviews, and other qualitative data collection methods
- collection and analysis of secondary data including administrative data and other consolidated data (e.g., Australian Bureau of Statistics (ABS) data)
- developing methods and implementing accurate and reliable collation and analysis of research data
- modelling and forecasting
- preparation of research reports including the presentation of statistical and other data
- alternative methods of presenting research results with a particular focus on the visual presentation of research results

Research through this Panel will primarily focus on:

- a. public sector governance;
- b. public sector reform;
- c. public sector administration;
- d. public sector organisational development, health and performance;
- e. public sector workforce capability – learning and development issues, human resources issues, workplace relations issues;
- f. public sector organisational demographics;
- g. public sector stakeholder opinion;
- h. effective government service delivery; and
- i. cross-government collaboration (both nationally and internationally).



Executive Search and Recruitment Panel SON393566

Executive Search and Recruitment Panel Supplier Details		ABN
A	Adecco Australia Pty Ltd	91 006 253 336
	Big Fish Recruitment Pty Ltd	21 132 208 416
	Brooklyn International Group Pty Ltd	79 154 806 505
C	Cantlie Recruitment Services Pty Ltd	41 112 566 891
	Careers Multilist Limited	88 098 952 277
	Catch Recruitment Pty Ltd	98 065 200 362
	Chandler Macleod Group Ltd	33 090 555 052
	Clarius Group Limited	43 002 724 334
	Cordelta Pty Ltd	69 107 788 401
E	EWKi Partnership and EWKi Pty Ltd (The Spencer Family Trust & the Trustee for the Broadbent Family Trust, & the Trustee for the Lelliott Investment Trust)	91 220 164 729
	Executive Intelligence Group Pty Ltd	88 088 137 071
	Executive Search Pty Ltd	25 004 712 878
F	Finite Group APAC Pty Ltd trading as Finite Recruitment Pty Ltd	43 085 406 300
	Fish and Nankivell Ogilvie Watson Pty Limited	74 095 449 326
	Ford Kelly Executive Connection Pty Ltd	63 118 520 479
G	Gillian Beaumont Recruitment Pty Limited	58 107 780 683
H	Hardy Group International Pty Limited	49 103 645 512
	Hays Specialist Recruitment (Australia) Pty Limited	47 001 407 281
	Hudson Global Resources (Australia) Pty Limited	21 002 888 762
J	Jo Fisher Executive Pty Ltd	60 064 305 988
	Judith Carpenter and Associates Pty Ltd	39 077 927 201
	McArthur (QLD) Pty Ltd	51 078 078 341
P	Paper Shuffle Pty Ltd	21 102 760 056
	Price Consulting Group Pty Ltd	51 120 115 666
R	Rossarden Pty Ltd and Ian Hansen & Associates	47 008 652 391

APSC PANEL SERVICES – Executive Search and Recruitment Panel

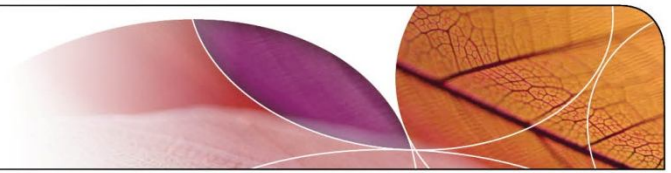
S	Stillwell Management Consultants Pty Ltd	85 098 445 571
T	The Futures Group Pty Ltd	95 076 275 020
	The Trustee for The Brooklyn Trust	40 477 387 534
	The Trustee for The Trustee for the Forrest Family Trust trading as Active Injury Management (WA) Pty Ltd and Active Employment Services	49 698 025 462
V	Ventrack Pty Ltd	85 075 520 044
W	Wallage Recruitment Group Pty Ltd	36 006 773 520
	Watermark Search International Pty Ltd	42 115 586 144
	Williams, David John trading as Kurtis Paige Initiatives	96 952 329 098
	Workplace Research Associates Pty Ltd	11 083 481 298

Executive Search and Recruitment Panel

The Executive Search and/or Recruitment suppliers are familiar with requirements related to employment in the APS and other levels of Government.

Suppliers provide any or all of the following professional Executive Search and/or Recruitment services:

- Planning, timeframes and position analysis; including project planning and timeframes, position capability requirements and preparation of relevant documents including position requirements, job descriptions and other relevant information for prospective candidates
- Advertising in accordance with the Department of Finance *Non-Campaign Recruitment Advertising Policy (2012)*, and marketing; including advertising and marketing approach and strategies and development of appropriate advertising documentation/text
- Provide advice to Selection Committees to shortlist and/or identify candidates; including assessment of applications, ranking of candidates for interview, identification of appropriate candidates in the market place locally and/or internationally, use of databases or other appropriate candidate sourcing tools
- Provide advice to Selection Committees to undertake the panel interview processes including assessment services (e.g. Psychometric Testing) and:
 - I. preparation of interview questions
 - II. panel establishment
 - III. assessment tools (if applicable)
- Reference Checks, including conducting reference checks on candidates and document findings
- Assist the Selection Committee to prepare reports on candidate selection; including preparation of candidate selection report and recommendations to the satisfaction of the relevant SES selection advisory committee
- Assist the Selection Committee to provide candidate feedback; including the provision of feedback to unsuccessful candidates.



Capability Development Panel

AusTender – Standing Offer Notice: [SON200003](#)

Capability Development Panel Supplier Details		ABN
	2nd Road Pty Ltd	47 100 405 918
	4Points	97 146 548 150
A	Academic & General Staff Pty Ltd	14 104 059 270
	Achieve Global Australia / Entity Name: PLS Australia Pty Ltd	14 091 054 358
	Acorn Training & Consulting / Entity Name: Acorn Training Services Pty Ltd	34 073 999 185
	Active Operations Management Australia PTY LTD / Entity Name: The Trustee for AOM Australia Trust	36 898 669 229
	AHRI / Entity Name: Australian Human Resources Institute Limited	44 120 687 149
	Allegany Consulting Pty Ltd	67 110 356 048
	Alliance Consulting Group	59 074 042 050
	Amanda Horne Pty Ltd	45 105 694 880
	ANZSOG Institute for Governance at the University of Canberra / Entity Name: University of Canberra	81 633 873 422
	Apis Group Pty Ltd	91 125 472 899
	Aspire Learning and Development / Entity Name: The Trustee For Aspire Learning And Development Trust	96 942 328 757
	Aurecon Australia Pty Ltd	54 005 139 873
	Australian Capital Training Group Pty Ltd	72 067 542 312
	Australian Catholic University Ltd	15 050 192 660
	Australian Institute of Management NSW & ACT Training Centre Ltd	74 002 526 007
	The Australian National University	52 234 063 906
	AuStrategies	88 074 796 446
Axialent APAC Pty Ltd	83 129 942 838	

Capability Development Panel Supplier Details		ABN
B	Balanix Solutions Pty Ltd	12 116 080 034
	Banister Consulting Solutions Pty Ltd	60 128 657 643
	Bayley & Associates Pty Ltd	41 262 695 229
	Be Learning Pty Ltd	50 086 893 647
	Beasley Intercultural Pty Ltd	62 096 428 125
	Bendelta Pty Ltd	58 105 151 326
	Beyond The Break Australia Pty Ltd	70 128 792 521
	Bioss International (Australia) Pty Ltd	51 086 159 711
	Booz & Company / Entity Name: Booz & Company (Aust) Pty Ltd	11 130 171 658
	Building Indigenous Capability Pty Ltd	53 112 926 137
	Bull & Bear Special Assignments Pty Ltd	23 095 856 554
C	Cameron and Associates / Entity Name: W.E. & P.A. Cameron Pty Ltd	84 008 560 638
	CAMILLS Consulting	51 530 717 832
	Carole V & Associates Pty Ltd	39 132 359 669
	Centre For Career Development Pty Ltd	52 105 387 095
	Centre for Leadership Excellence / Entity Name: Deborah Lea Nanschild	31 686 470 710
	Centre For Public Management Pty Ltd	74 069 287 136
	Chandler Macleod / Entity Name: Chandler Macleod Consultants Pty Ltd	55 003 061 710
	Changedrivers Pty Ltd	13 083 201 334
	Charmjoy Pty Ltd	44 009 654 353
	Chris Adams & Associates	23 772 056 337
	CIT Solutions Pty Ltd	25 008 645 823
	CLE Consulting Australia	91 816 569 901
	Coach & Co Pty Ltd	13 748 975 693
	Codarra Advanced Systems Pty Ltd	81 008 651 723

Capability Development Panel Supplier Details		ABN
	Communication Knowhow / Entity Name: Anne Jenkin & Associates Pty Ltd	22 060 474 400
	Communio Pty Ltd	49 105 208 428
	CPM Review Pty Ltd	93 151 808 374
	Cultural Diversity Services Pty Ltd - also T/A Robert Bean Consulting	69 063 582 267
	Cypice Pty Ltd T/a Berrico Consultants	51 008 623 238
D	Davidson Trahaire Corpsych Accor Services	61 003 536 472
	DBM Australia Ltd	32 069 195 428
	Deakin Prime / Entity Name: Deakin University through DeakinPrime	56 721 584 203
	Deloitte Touche Tohmatsu	74 490 121 060
	Directions for Change / Entity Name: Van Meegen and Associates Pty Ltd	61 643 239 961
	Diversity @ Work Pty Ltd	28 122 935 648
	Dominic Downie and Associates	35 115 138 166
	The Donington Group Pty Ltd	92 099 064 874
	Dream Think Do / Entity Name: Spectrum Australia Pty Ltd	81 116 517 803
	E	Effective People Pty Ltd
Emergence Trust / Entity Name: The Trustee for the Emergence Trust		63 745 007 549
Ernst and Young		75 288 172 749
Erwood Accelerated Purchasing / Entity Name: Ken Erwood and Associates Pty Ltd		28 080 005 125
ESI International Pty Ltd		36 111 076 889
Evalua Pty Ltd		33 096 164 313
Evolve Studios Pty Ltd		68 083 752 014
Executive Central Group Pty Ltd		51 114 633 608
Executive Intelligence Group Pty Ltd		88 088 137 071

Capability Development Panel Supplier Details		ABN
	Executive Leadership Australia Pty Ltd	72 118 959 130
F	Focused Future	37 821 016 990
	Focusworks	54 186 034 279
	Foundation Technology Services Pty Ltd	23 101 129 588
	Fyusion Asia Pacific Pty Ltd	82 107 777 551
G	Gerard Daniels Australia Pty Ltd	44 560 529 078
	Global Learning Pty Ltd	61 002 548 709
	Global Training Institute Pty Ltd	74 111 214 610
	Goal Professional Services Pty Ltd	65 122 098 695
	Government 101	57 346 039 867
	Grahame Cook Consulting Pty Ltd	59 132 859 977
	Greg Seberry & Associates Pty Ltd	36 083 888 420
	Grosvenor Management Consulting Pty Ltd	47 105 237 590
H	Hansen & Searson Executive Search / Entity Name: Paper Shuffle Pty Ltd	21 102 760 056
	Hay Group Pty Ltd	28 005 901 977
	Hive Management Group Pty Ltd	27 126 635 729
	Hub Consulting Pty Ltd	44 080 778 098
	Hudson Global Resources (Aust) Pty Ltd	21 002 888 762
	Hugh Watson Consulting Pty Ltd	68 095 075 004
	The Human Resources Department / Entity Name: Mark Dignam and Associates Pty Ltd	39 070 160 440
	Human Resource Training / Entity Name: HRD Consulting Australasia Pty Ltd	68 121 890 917
	Human Dymensions Pty Ltd	34 123 347 080

Capability Development Panel Supplier Details

ABN

	Supplier Name	ABN
I	Ian Demack	44 834 328 060
	Innovative Skills Enterprises	35 840 080 137
	Institute of Public Administration Australia - NSW Division (IPAA NSW)	13 432 812 038
	Intentional Training Concepts Pty Ltd	35 085 213 985
	Interaction Consulting Group Pty Ltd	82 064 623 543
	The Institute of Executive Coaching Australia Pty Ltd	47 110 136 448
J	Jakeman Business Solutions Pty Ltd	72 101 963 240
	JELK Solutions Pty Ltd	67 103 533 866
	JenAces Consulting / Entity Name: Jenara Eduarte and Adi Varanise Hunt	77 134 927 233
	JennGen Consulting Pty Ltd	88 103 623 865
	Jenny Oates & Associates Pty Ltd	31 087 484 419
	JF Trust (Vantage Point Consulting) Pty Ltd	32 858 276 725
	John Robinson Consulting Services Pty Ltd	43 080 116 605
	Joint Strategies Pty Ltd	24 088 308 525
	JTA International	76 091 591 294
K	Kathy Jones & Associates Pty Ltd	60 003 687 581
	KMR Consulting Pty Ltd	49 083 887 290
	Knowledge Teams International Pty Ltd	82 107 065 976
	KPMG	51 194 660 183
	Kurtis Paige Initiatives	96 952 329 098

Capability Development Panel Supplier Details

ABN

	Supplier Name	ABN
L	Laurie Wilson & Associates Pty Ltd	51 119 976 028
	Leadership Evolution / Entity Name: Silver Jar Pty Ltd	91 095 213 228
	The Leadership Experience Pty Ltd	80 128 645 572
	The Leader Factor Pty Ltd	95 101 047 643
	Leadership Learning Dynamics	43 683 900 207
	Leadership Management Australia Pty Ltd	93 005 018 084
	Learning Partnerships in Business Pty Ltd	73 107 683 545
	Lee Hecht Harrison Pty Limited	55 088 538 774
	Lewis Troutman & Associates Pty Ltd	34 115 072 994
	Lighthouse Corporate Coaching Pty Ltd	99 782 028 243
	Link Asea Pty Ltd	20 130 355 510
	LINK Learning / Entity Name: LINK Learning Pty Ltd as Trustee for the LL Trust	76 569 643 251
	Living Planit Pty Ltd	15 093 502 188
M	Madison Cross Australia Pty Ltd	15 131 911 567
	Magical Learning Pty Ltd	37 104 320 550
	Major Training Services Pty Ltd	57 064 001 270
	Management Consultancy International Pty Ltd	58 103 488 482
	Margaret Anne Darcy	65 753 320 669
	Marlow Hampshire Pty Ltd	99 058 229 986
	Maura Fay Workshops / Entity Name: Maura Fay Productions Pty Ltd	63 114 431 330
	Maxwell Consulting (ACT) Pty Ltd	26 090 126 962
	MC2 Pacific Pty Ltd	23 113 305 892
	McMillan Staff Development Pty Ltd	83 136 718 477
	Melbourne Business School	80 007 268 233

Capability Development Panel Supplier Details		ABN
	Mental Nutrition	84 077 079 159
	Merit Solutions Pty Ltd	76 995 128 987
	Merryn Crawford Consulting / Entity Name: Merryn Lesley Crawford	92 023 029 358
	Molitorjames Group / Entity Name: The Trustee for Denny Crane Trust & The Trustee for Griswald Trust	28 436 497 729
	Monash University	12 377 614 012
	MP Personnel and Training / Entity Name: Julie Reid Management Pty Ltd	16 065 112 870
	MPS (Training) / Entity Name: Mitchell Personnel Solutions (Training) Pty Ltd	64 181 030 657
N	Natural Consulting / Entity Name: Wass, Melanie Evelyn	95 039 757 541
	Neuroleadership Group Pty Ltd	48 133 479 508
	New Horizons Learning Centre Sydney / Entity Name: Deanshine Pty Ltd	86 168 459 086
	New Intelligence / Entity Name: Intelligence Pty Ltd	53 117 410 670
	Noesis Learning / Entity Name: Noesis Learning Pty Ltd as Trustee for Juknaitis Castellari Family Trust	50 322 069 295
	Noetic Solutions Pty Ltd	87 098 132 024
	Northern Melbourne Institute of TAFE	50 230 165 243
	Nous Group Pty Ltd	66 086 210 344
O	Oakton Services Ltd	31 100 103 268
	ODS Management Consulting Pty Ltd	60 091 314 500
	The Open Door Coaching Group Pty Ltd	63 087 429 472
	Open Universities Australia Pty Ltd	97 053 431 888
	Optim Learning Solutions Pty Ltd / Entity Name: Trustee for the Mackie Family Trust	90 963 642 077
	ORIMA Research Pty Ltd	77 076 347 914

Capability Development Panel Supplier Details

ABN

	Supplier Name	ABN
P	P7 Consulting Pty Ltd	50 114 933 309
	Palladium Consulting Pty Ltd	34 093 703 596
	Pario Solutions Group Pty Ltd	83 129 885 776
	People & Strategy (ACT) Pty Ltd	74 758 894 644
	People Knowledge Consulting / Entity Name: Girim Pty Ltd as trustee for Girim 1 Trust	87 080 157 902
	People Foundations Consulting Group Pty Ltd	29 101 038 895
	People Solutions Australasia Pty Ltd	70 136 653 560
	PEPWORLDWIDE Pty Ltd	71 131 451 280
	Precision Consultancy Pty Ltd	30 056 617 728
	Priority Management New South Wales / Entity Name: J.F. Keir Pty Ltd	81 003 966 747
	Pro-Fit Corporate Health Pty Ltd	23 836 435 391
	Professional Facilitators International Pty Ltd	69 077 028 267
	Project Outcomes Pty Ltd	86 086 686 811
	PSI Asia Pacific Pty Ltd	37 119 020 441
Psychology at Work / Entity Name: Enhance HR Pty Ltd	64 097 440 634	
Q	Queensland Chamber of Commerce and Industry Ltd	55 009 662 060
	Queensland University of Technology	83 791 724 622
R	R Smith Family Trust (Strategic Pathways)	80 008 637 581
	Recruitment Management Company Pty Ltd	80 093 950 853
	Redact / Entity Name: The Red Agency	32 003 435 470
	The Regional Development Company Pty Ltd	78 079 950 879
	Resolve Dispute Management / Entity Name: Jandawood Pty Ltd	92 078 979 763

Capability Development Panel Supplier Details		ABN
	Results Consulting (Australia) Pty Ltd	46 080 165 224
	Resurgence Pty Ltd	75 107 347 393
	Right Management Consultants Pty Ltd	82 006 132 163
	RMIT University / Entity Name: Royal Melbourne Institute of Technology	49 781 030 034
	Robert Brennan & Associates	36 624 557 140
	Ross Begbie and Associates Pty Ltd	36 008 619 574
S	Sapere Research Group Ltd	50 096 242 581
	Sarden Group Pty Ltd	43 099 051 699
	Sarina Cuttone HR Consultant Pty Ltd	31 123 617 612
	Second Base / Entity Name: Nea Zoe Limited	Exempt
	Secretariat Australia / Entity Name: Secretariat Australia Pty Ltd	61 097 692 110
	Semann Slattery and Associates Pty Ltd	63 108 669 718
	Shane Carroll & Associates Pty Ltd	15 062 633 461
	SHL Australia Pty Ltd	63 003 086 931
	SMS Management & Technology / Entity: SMS Consulting Group Ltd	17 006 515 028
	St James Ethics Centre	83 637 740 533
	Sunshine Coast Institute of TAFE	54 456 676 679
	Swinburne University of Technology	13 628 586 699
	Stolmack Group / Entity: The Trustee for Seed Trust (formerly Exceptional Talent)	28 832 313 458
	T	Talent Drain (Australia) Pty Ltd
Talkforce Consultants and Trainers Pty Ltd		45 104 464 468
Tanner James Management Consultants Pty Ltd		91 063 977 284
Team HR (Australia) Pty Ltd		47 085 242 762
Team Systems Pty Ltd / Entity Name: Team Systems Pty Limited ATF Team		81 847 391 102

Capability Development Panel Supplier Details		ABN
	Systems Family Trust	
	Telos Partners Australia Pty Ltd	60 106 202 715
	Tempo Strategies / Entity Name: Palm Consulting Group Pty Ltd	54 104 920 096
	Third Horizon Trust / Entity Name: Third Horizon Consulting Partners Pty Ltd	77 149 865 113
	The Training Link	30 080 292 333
	The Trillium Group, a division of SFHH ADR Inc.	86 807 984 839
	TMS Consulting	94 730 114 807
	Toto Business Solutions Pty Ltd	53 108 796 854
	TP human capital Pty Ltd	41 099 640 507
	TP3 Pty Ltd	71 091 667 417
	Transformed Pty Ltd	33 120 497 501
U	UNE Partnerships Pty Ltd	74 003 099 125
	The University of New South Wales	57 195 873 179
	Upton Martin Consulting / Entity Name: Executive Development Pty Ltd	28 338 726 118
V	Veritas Alliance Pty Ltd	77 096 415 600
	Verne Ordman & Associates Pty Ltd	97 078 313 863
	Victoria University	83 776 954 731
	Vivat Learning Pty Ltd	44 130 762 739
	VT Coach Pty Ltd	73 099 087 037
W	Walter Turnbull	90 613 256 181
	Workforce Planning Australia / Entity Name: The Trustee for the WPA Trust	80 133 162 035
	Workplace Research Associates Pty Ltd	11 083 481 298

Capability Development Panel Supplier Details**ABN**

Y

Yellow Edge Pty Ltd

25 099 253 255

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Communications staff

Senator: Ludwig

Question reference number: 104

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
2. How many ongoing staff, the classification, the type of work they undertake and their location.
3. How many non-ongoing staff, their classification, type of work they undertake and their location
4. How many contractors, their classification, type of work they undertake and their location
5. How many are graphic designers?
6. How many are media managers?
7. How many organise events?

Answer:

2. There are 8 ongoing staff in the Australian Public Service Commission (APSC) who provide communications services and public relations advice to staff. The classifications of these staff are: 1 x EL2 (Director); 1 x EL1 (Assistant Director); 5 x APS6 (3 x Graphic Designers, 1 x Webmaster and 1 x Web Advisor, 1 x Events Manager). All are based in the Canberra office.
The type of work undertaken by these staff is primarily to provide advice and guidance on developing communications strategies; creative advice for developing marketing material suitable for hard copy and on line mediums; delivery of APS specific events; and occasionally, advice for public relations activities. These principally support the Commission's statutory functions through the provision of guidance, emails and publications to APS agencies and assistance with marketing of the Commission's fee for service activities (e.g. learning and delivery).
3. None
4. None
5. Three
6. None
7. One

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Freedom of Information

Senator: Ludwig

Question reference number: 105

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 4

Question:

The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):

Consultations with other Departments, Agencies and the Minister

1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?
2. If so, for each instance provide a table setting out the following information:
 1. The Department or Agency which was consulted;
 2. The document;
 3. The purpose of the consultation;
 4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
 5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension
3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?
4. If yes, provide a table setting out the following information:
 1. The requests with respect to which the Minister or Ministerial office was consulted;
 2. The Minister or Ministerial office which was consulted;
 3. The purpose of the consultation;
 4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
 5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension
 6. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Staffing resources

The following questions relate to the period from 18 September 2013:

1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

FOI Disclosure Log

For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:

1. Maintain a webpage allowing download of documents released under section 11A (direct download)?
2. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
3. Facilitate to those documents in a different manner (if so, specify).
2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
 1. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
 2. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
 3. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
 4. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
 1. What was the approximate cost for salaries for the FTE staff allocated to this task?
3. Has the Department or Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:

On how many occasions charges have been imposed; The amount charged for each document

 2. The total amount charged;
 3. What is the highest charge that has been imposed.

With respect to FOI requests:

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
2. Of those, how many were:
 1. Released in full
 2. Released in part
 3. Refused access on the grounds that release of the document would be contrary to the public interest
 4. Other (please specify)

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Answer:

Consultations with other Departments, Agencies and the Minister

1. From time to time, the Australian Public Service Commission (the Commission) consults other agencies about FOI requests received by the Commission. Apart from circumstances where a transfer under section 16 is being considered, an FOI request may cover documents held by the Commission relating to internal matters of another agency. In these circumstances, the Commission would consult the other agency to ensure that the decision maker is aware of all relevant considerations before reaching a decision. Guidelines issued by the Office of the Australian Information Commissioner (OAIC) recommend this approach.

In some cases, the Commission consults or seeks advice from the OAIC about FOI requests. The Commission consults the Department of the Prime Minister and Cabinet about requests connected with Cabinet.

2. The data required to respond to this question fully is not readily available and an unreasonable diversion of resources would be required to compile it.

3. Since the response to this question in July 2014, the Commission has not consulted or informed the Minister's office about a freedom of information request.

4. Not applicable.

Staffing resources

The data required to respond to this question fully is not readily available and an unreasonable diversion of resources would be required to compile this data.

Staff of the Commission assist four bodies which have a 'principal officer' for the purposes of the FOI Act:

- the Australian Public Service Commissioner;
- the Merit Protection Commissioner;
- the Remuneration Tribunal; and
- the Defence Force Remuneration Tribunal.

In accordance with the FOI Act, each of these bodies reports its FOI statistics to the Office of the Australian Information Commissioner (OAIC). Each financial year, the OAIC publishes agency statistics, including information about staff hours devoted to FOI. The FOI statistics for these four bodies for the period 1 July 2013 to 30 June 2014 are included in the OAIC's latest report, available from the OAIC's website.

The Commission does not have a dedicated FOI Team. The Commission has a Legal Services Team comprising one Executive Level 2 employee and one Executive Level 1 employee whose duties include supporting FOI decision makers and coordinating the handling of FOI requests.

FOI Disclosure Log

1.

1. No.
2. Yes.
3. No, but requests for provision of the documents in a specified format or manner would be considered.

2. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

3. No.
4. Not applicable.

FOI requests

1. The data required to respond to this question fully is not readily available and an unreasonable diversion of resources would be required to compile this data ahead of the regular FOI reporting cycle.
2. The data required to respond to this question fully is not readily available and an unreasonable diversion of resources would be required to compile this data ahead of the regular FOI reporting cycle.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Functions

Senator: Ludwig

Question reference number: 106

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister, include:
 1. The guest list of each function
 2. The party or individual who initiated the request for the function
 3. The menu, program or list of proceedings of the function
 4. 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. Breakdown by item, quantity and cost.

Answer:

1. Not applicable.
2. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Red Tape Reduction

Senator: Ludwig

Question reference number: 107

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

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?
 1. What is the progress of that red tape reduction target
 2. How many officers have been placed in those units and at what level?
 3. How have they been recruited?
 4. What process was used for their appointment?
 5. What is the total cost of this unit?
 6. What is the estimated total salary cost of the officers assigned to the unit. _
 7. Do members of the unit have access to cabinet documents?
 8. 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._
 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

Answer:

The Commission has reviewed a number of its primary processes to identify how they can be streamlined, and is in the process of incorporating changes to those processes to reduce red tape as part of the 2014-15 business plan.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Land Costs

Senator: Ludwig

Question reference number: 108

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

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

Answer:

1. The Australian Public Service Commission (APSC) does not own or lease any land.
2. Not applicable.
3. Not applicable.
4. The APSC leases floors within three buildings.
5. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

6. Details of the building leases are listed in the following table:

Occupant	Name / Location	Leased/ Owned	Size – m²	Value of Building	Occupancy	Reason if occupancy is < 100%
Australian Public Service Commission	Levels 5&6, 16 Furzer Street, Phillip, ACT	Leased	3,992	Not applicable.	100%	Not applicable.
Australian Public Service Commission	Level 1, 12 Moore Street, Civic, ACT	Leased	518	Not applicable.	100%	Not applicable.
Australian Public Service Commission	Level 22, 580 George Street, Sydney, NSW	Leased	644	Not applicable.	95%	A small portion of the tenancy is sub-leased.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Boards

Senator: Ludwig

Question reference number: 110

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

1. how often has each board met, break down by board name;
2. what travel expenses have been incurred;
3. what has been the average attendance at board meetings;
4. List each member's attendance at meetings;
5. how does the board deal with conflict of interest;
6. what conflicts of interest have been registered;
7. what remuneration has been provided to board members;
8. how does the board dismiss board members who do not meet attendance standards?
9. Have any requests been made to ministers to dismiss board members?
10. Please list board members who have attended less than 51% of meetings
11. what have been the catering costs for the board meetings held during this period?
Please break down the cost list.

Answer:

1. Remuneration Tribunal Secretariat - met 3 times
Defence Force Remuneration Tribunal (DFRT) - met 4 times
2. Remuneration Tribunal – travel allowance if overnight stays are required as per Remuneration Tribunal Determination 2013/16, plus air fares and taxi costs
DFRT – travel allowance if overnight stays are required as per Remuneration Tribunal Determination 2013/16, plus air fares and ComCar costs.
3. Each member's attendance is 100%
4. Remuneration Tribunal – 100% attendance by all members
DFRT – 100% attendance by all members
5. Remuneration Tribunal – conflict of interests are dealt with on a matter by matter basis and it is a standing agenda item for each meeting.
DFRT – no conflict matters have arisen

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

6. None.
7. Remuneration Tribunal – part-time members - President \$87,343 pa, Members \$42,250 pa.
DFRT – part-time members – President no remuneration as per *Defence Act 1903* Section 58F to 58Y (the person appointed as President shall be a Deputy President of Fair Work Commission). Members \$871 per day.
8. Not applicable.
9. No
10. Not applicable.
11. Remuneration Tribunal – light refreshments totalling \$50.50.
DFRT – None.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Shared Resources following MOG changes

Senator: Ludwig

Question reference number: 111

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

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

Answer:

1-3. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: 112 - Departmental rebranding

Senator: Ludwig

Question reference number: 112

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:

a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?

i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.

b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:

i. Signage.

ii. Stationery (please include details of existing stationery and how it was disposed of).

iii. Logos

iv. Consultancy

v. Any relevant IT changes.

vi. Office reconfiguration.

c. How was the decision reached to rename and/or rebrand the department?

i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

Answer:

No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Credit cards

Senator: Ludwig

Question reference number: 113

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

1. There have been no changes to the employment classifications that have access to a corporate credit card.
2. There is no change in action taken in the event of credit card misuse.
3. The process of monitoring credit card use has changed from paper based to system based since June 2014.
4. There have been two instances of minor, accidental credit card misuse since June 2014.
5. In both instances, the staff classification was Executive Level 1 and employees accidentally misused their corporate credit card to purchase personal items. The amounts spent on the corporate credit cards have been returned to the APSC by the employees. Regular reminder of properly using corporate credit cards has been sent to all card holders.
6. There has been no change to the actions taken to prevent corporate credit card misuse.
7. No credit cards are provided to the Minister or their office by the APSC.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Contracts for temporary staff

Senator: Ludwig

Question reference number: 114

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much did the department/agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

Answer:

1. The Australian Public Service Commission spent \$94,300 including GST on temporary or contract staff from June to October 2014.
2. Four temporary contract staff have been employed during June to October 2014.
3. There is one contract staff employed as at 31 October 2014.
4. Payments to agencies for finding fees are not distinguishable from the total fees paid for temporary contract staff.
5. No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Hire Cars

Senator: Ludwig

Question reference number: 115

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for hire car costs?
3. How much did the department spend on hire cars during the specified period for their minister or minister's office?

Answer:

1. The Australian Public Service Commission's spend on hire cars was \$5,238 (exclusive of GST) from 1 June to 31 October 2014. A breakdown of business areas' spending is displayed below:

Strategic Centre for Leadership, Learning and Development	\$157
Employment Policy and Participation	\$785
Human Capital Research and Evaluation	\$572
Client Engagement	\$3,724
TOTAL	\$5,238

2. Vehicles are hired as ground transport on a best value for money basis i.e. as an alternative to public transport or taxi, to enable officials to visit clients, attend meetings and other business activities away from their principal office. The Client Engagement Group hired cars as ground transportation for security reasons while staff were on official trips in Papua New Guinea.
3. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Unallocated Equipment

Senator: Ludwig

Question reference number: 116

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

Answer:

The Commission currently has the following equipment in storage or unallocated to staff:

Item	Number in Storage	Gross purchase cost	Storage Cost	Ongoing Cost
Desktop PCs	25	\$27,125	N/A	N/A
Mobile Phones	17	\$12,750	N/A	N/A
Desktop Printers	4	\$3,390	N/A	N/A
Projectors (Light Pro)	1	\$1,500	N/A	N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Advertising

Senator: Ludwig

Question reference number: 117

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.
2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.
3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister of their delegate or the department or their delegate.

Answer:

1. The Australian Public Service Commission (APSC) spent \$1,488 exclusive of GST on advertising from 1 June to 31 October 2014, including through the use of an advertising agency.
2. There was no advertising campaign undertaken during the period.
3. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Departmental Staff misconduct

Senator: Ludwig

Question reference number: 118

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 3

Question:

Since Budget Estimates in June, 2014:

1. Please provide a copy of the departmental staff code of conduct.
2. Have there been any identified breaches of this code of conduct by departmental staff?
 1. If yes, list the breaches identified, broken by staffing classification level.
 2. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 3. If yes, when was the breach identified? By whom? When was the Minister made aware?
 4. If yes, were there any legal ramifications for the department or staff member? Please detail.

Answer:

1. The APSC is covered by the APS Code of Conduct contained at Section 13 of the Public Service Act, which is attached
2. There have been no identified breaches of the code of conduct since Budget Estimates in June 2014.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

APS Code of Conduct

(Section 13 of the Public Service Act 1999)

APS employees are required, under the Code of Conduct, to behave at all times in a way which upholds the [APS Values](#) and Employment Principles.

An APS employee:

1. must behave honestly and with integrity in connection with APS employment;
2. must act with care and diligence in connection with APS employment;
3. when acting in connection with APS employment, must treat everyone with respect and courtesy, and without harassment;
4. when acting in connection with APS employment, must comply with all applicable Australian laws; *
5. must comply with any lawful and reasonable direction given by someone in the employee's agency who has authority to give the direction;
6. must maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff;
7. must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment;
8. must use Commonwealth resources in a proper manner;
9. must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
10. must not make improper use of:
 - (a) inside information; or
 - (b) the employee's duties, status, power or authority; in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
11. must at all times behave in a way that upholds the APS Values and the integrity and good reputation of the APS;

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

12. on duty overseas must at all times behave in a way that upholds the good reputation of Australia;

13. must comply with any other conduct requirement that is prescribed by the regulation.

*For this purpose, Australian law means:

(a) any Act (including this Act), or any instrument made under an Act

(b) any law of a State or Territory, including any instrument made under such a law.

[Promoting the APS Values and Code of Conduct](#)

- **Misconduct and Discipline**

- The Public Service Act 1999 establishes a Code of Conduct for all APS employees.

Where an employee is found to have breached this code the Agency Head may impose a range of sanctions (including dismissal) in order to facilitate the efficient administration of the APS and to maintain public confidence in its integrity.

- This good practice guide has been developed to assist human resource practitioners in agencies to review and improve their guidance material and procedures for reporting and dealing with suspected breaches of the Code. Actions that are suspected breaches, or determined to be breaches of the Code, are referred to as suspected misconduct or misconduct in this guide.
- The material in this document is provided for guidance and should not be relied upon as a substitute for detailed advice when making decisions in Code of Conduct cases. See specifically the material under the heading 'Limitations to this guide', for further information.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Cloud Services and Storage

Senator: Ludwig

Question reference number: 119

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:
2. What date did/will cloud services be deployed in the department?
3. Please provide a list of all cloud services in use or being considered for use.
4. How much do these services cost? Please break down by service.
5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
6. How much does this cloud storage cost per month?
7. What security arrangements are in place to protect cloud based services and storage?
8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
9. What has been the cost of security for the cloud? Please provide a breakdown.

Answer:

1. – 6.

Cloud services:

Service	Status	Date deployed	Storage	Cost / month
www.squiz.com.au (public websites)	In use	November 2013	160Gb	\$3,883
www.billview.com (mobile phone invoice reconciliation)	In use	August 2013	N/A	\$600
www.wrike.com (project management)	In pilot	October 2014	5Gb	\$70
www.sharepoint.com & www.yammer.com (stakeholder collaboration)	In pilot	November 2014	100Gb	\$55
www.hitask.com (team collaboration)	Being retired	July 2014	1Gb	\$60
www.proactis.com (panel & procurement management)	Migrating from cloud to onpremise	January 2014	N/A	\$2500

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

7. To date, no classified or Sensitive: Personal information has been stored in cloud systems, significantly reducing the risks associated with using cloud-based services. For all ICT security arrangements, the Commission follows the guidelines provided by the Attorney Generals Department in the Information Security Manual (ISM). In particular the Commission applies the ISM guidelines on cloud security:
http://www.asd.gov.au/publications/csocprotect/cloud_computing_security_considerations.htm
8. To date no external security analysts have been employed or contracted for advice. The Commission has access to free ICT security advice through its MOU arrangements with the Shared Service Centre when required.
9. To date no costs have been incurred in relation to cloud security.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Disability access

Senator: Ludwig

Question reference number: 120

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:
2. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
3. What plans are in place to make the premises compliant with the act.
4. When these plans will commence and when they are expected to be complete.
5. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue.
6. What is the expected cost of making the premises compliant? Please break down the costs.
7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.
8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

Answer:

1-8. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Fee for services

Senator: Ludwig

Question reference number: 121

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since September 7, 2013:

1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:
2. Name of the fee and a short description of what it covers.
3. How much is the fee (and is it a flat fee or a percentage of the service).
4. The date the fee came into place.
5. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.
6. What consultation was carried out before the fee was put into place?
7. How was the fee put into place (e.g. through legislation, regulation changes etc)?
8. What justification is there for the fee?
9. test

Answer:

1. No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Documents provided to minister

Senator: Ludwig

Question reference number: 122

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

Answer:

1. Two
- 2.

TITLE	SCHEDULE	PURPOSE	NOTING
APSC Calendar of Events	Fortnightly	Information on APSC events	Office for noting
APSC Media Forecast	Monthly	Information on APSC relevant media events	Office for noting

3. Email
4. Electronically and hard copy
5. DLO

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Merchandise or promotional material

Senator: Ludwig

Question reference number: 123

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since 7 September 2013:

1. Has the department purchased any merchandise or promotional material?
2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested this material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

Answer:

1. The Australian Public Service Commission has purchased various merchandise and promotional material since September 2013 to date and the total cost was \$27,412 excluding GST.
2. 10 APSC branded merchandise and promotional materials are purchased predominantly for promoting learning and development events and indigenous employment programs. The APSC does not record information about promotional material in a way that would readily allow answers to be provided to these questions. To attempt to provide the level of details as requested would involve an unreasonable diversion of the APSC's resources.

The Minister was not informed of such purchases.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: 1.1 *or* Cross Portfolio

Topic: Freedom of Information - Stats

Senator:

Question reference number: 124

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 2

Question:

1. How many FOI requests were received between 7 September 2013 to date?
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

Answer:

Staff of the Australian Public Service Commission assist four bodies which have a 'principal officer' for the purposes of the Freedom of Information (FOI) Act:

- the Australian Public Service Commissioner (APSCr)
- the Merit Protection Commissioner (MPCr)
- the Remuneration Tribunal
- the Defence Force Remuneration Tribunal.

Each of these bodies are independently responsible for managing their obligations under the FOI Act including any reporting obligations. The Remuneration Tribunal and the Defence Force Remuneration Tribunal did not receive any requests in the relevant period.

The following table records the responses to questions 1-5 for the APSCr and the MPCr:

Question Number	Australian Public Service Commissioner	Merit Protection Commissioner	Total (both Commissioners)
1	14	6	20
2	11	6	17
3	1	0	1
4	2	0	2
5	0	0	0

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Savings and efficiency measures

Senator: Ludwig

Question reference number: 125

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since the Appropriate Bills 2014 were passed by the parliament:

1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?
2. For each measure or task identified in question 1:
 1. What is the timeframe for implementation?
 2. Who is the responsible agency for actioning these measures, guidelines or tasks?
 3. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
 4. What action has the minister asked be done on this policy?

Answer:

1-2. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Contracts under \$10,000

Senator: Ludwig

Question reference number: 126

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

Answer:

The Australian Public Service Commission's corporate system does not centrally record information requested by this question. To answer this question would be an unreasonable diversion of resources.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Consultancies

Senator: Ludwig

Question reference number: 127

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. How many consultancies have been undertaken? 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.
2. 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.
3. Have any consultancies not gone out for tender?
 1. List each, including name, cost and purpose
 2. If so, why?

Answer:

1. Twenty consultancies have been undertaken from Budget Estimates in June 2014 to 31 October 2014. The Australian Public Service Commission (APSC) procured legal services on fifteen occasions from two legal service providers, Australian Government Solicitor (AGS) and Ashurst, some of which may be considered to be consultancies. All legal services were procured under the Legal Services Multi Use List. The duration of the services ranges from four days to over a period of two months. The projected cost of the services covered by the contracts entered into is \$119,076.

Elements of these contracts concern matters that are not considered 'consultancies' but for the purposes of this question the contracts are reported in full with no attempt to separate components of the services which fall within the definition of consultancy.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Name	Subject matter	Duration (days)	Contract Price (\$ including GST)	Method of procurement
Ashurst and AGS	Legal services	Various	119,076	Prequalified tender
Fairview Services Pty Ltd	Senior Reviewer Capability Review	135	45,000	Fairview Services Pty Ltd
Oakton Services Pty Ltd	Independent review of Capability review program	74	79,995	Oakton Services Pty Ltd
Rachel Hunter Consulting P/L	Senior Reviewer Capability Review	171	45,000	Rachel Hunter Consulting P/L
Rachel Hunter Consulting P/L	External Reviewer-Health Check	56	15,000	Rachel Hunter Consulting P/L
Rachel Hunter Consulting P/L	External Reviewer-Health Check	70	15,000	Rachel Hunter Consulting P/L
	Total Value		319,071	

2. Legal services will be procured on an as required basis throughout the year. Consultancies may be sourced through open, prequalified or limited tender procurement methods in accordance with the Commonwealth Procurement Rules.

A planned consultancy is not included on the Annual Procurement Plan (APP) if it is expected to be sourced from an existing panel or multi-use list, or where prequalified or limited tender procurement methods are permitted.

3. All consultancies are sourced through tender processes. For legal services, the tender process is undertaken by seeking quotes from providers on the Legal Services Multi Use List.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Electronic Equipment

Senator: Ludwig

Question reference number: 128

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office.
 1. List the items
 2. List the items location or normal location
 3. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level
 4. List the total cost of the items
 5. List an itemised cost breakdown of these items
 6. List the date they were provided to the office

Note if the items were requested by the office or proactively provided by the department

Answer:

Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Media subscriptions

Senator: Ludwig

Question reference number: 129

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. What pay TV subscriptions does your department/agency have?
 1. Please provide a list of channels and the reason for each channel.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?
2. What newspaper subscriptions does your department/agency have?
 1. Please provide a list of newspaper subscriptions and the reason for each.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?
3. What magazine subscriptions does your department/agency have?
 1. Please provide a list of magazine subscriptions and the reason for each.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?
4. What publications does your department/agency purchase?
 1. Please provide a list of publications purchased by the department and the reason for each.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?

Answer:

1. The Australian Public Service Commission (APSC) subscribes to Foxtel to facilitate access to parliamentary and news channels.
 1. The APSC's pay TV provider, Foxtel, provides the following channels: BBC World, CNN, Sky News, OHPAC, the Weather Channel, Fox News and Bloomberg Television.
 2. The APSC's cost for pay TV from 1 June to 31 October 2014 is \$1,259 exclusive of GST.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

3. The APSC does not provide pay TV services to the Minister or his office.
4. Not applicable.

2. & 3.

1. The APSC's subscriptions to newspapers are The Canberra Times, Financial Review, The Sydney Morning Herald and The Australian. Subscriptions to magazines and journals are detailed below:

About the House (AUS PARLT)
American Review of Public Administration
Australian Journal of Public Administration
Ethos (SING)
Evaluation Journal Australasia
Harvard Business Review
HC (Human Capital) (AUS)
HR Monthly (AUS)
International Public Management Journal
International Review of Administrative Sciences
Living Ethics (AUS)
Management Today (AUS)
McKinsey Quarterly (US)
PAR : Public Administration Review (US)
PA Times (US)
Public Administration Quarterly (US)
Public Administration Today (ACT)
Public Integrity (US)
Public Performance & Management Review (US)
Review of Public Personnel Administration (US)
TD (Training Development) (US)
Training and Development in Australia

Access to national daily newspapers and magazines is a means by which the APSC stays informed of activities and trends both internationally and nationally in its areas of responsibility and interest.

2. The APSC's cost for newspapers and magazines from 1 June to 31 October 2014 is estimated to be \$2,239 exclusive of GST.
3. The APSC does not provide newspapers and magazines to the Minister or his office.
4. Not applicable.

4. The APSC has not purchased any publications since June 2014.

1.-4. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Media monitoring

Senator: Ludwig

Question reference number: 130

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?
 1. Which agency or agencies provided these services?
 2. What has been spent providing these services during the specified period?
 3. Itemise these expenses.
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?
 1. Which agency or agencies provided these services?
 2. What has been spent providing these services during the specified period?
 3. Itemise these expenses

Answer:

1. The Australian Public Service Commission (APSC) provides a summary of media to the Minister's office. The cost of this summary is absorbed within the APSC's existing service.
 1. Not applicable.
 2. Not applicable.
 3. Not applicable.
2. The cost of media monitoring services from 1 June to 31 October 2014 was \$19,889 excluding GST.
 1. The media monitoring services was provided by iSENTIA Pty Ltd.
 2. The spend for media monitoring services for the period was \$19,889 excluding GST.
 3. The information of itemised expenses is not readily available in the APSC's Financial Information Management System.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Media training

Senator: Ludwig

Question reference number: 131

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:

1. Total spending on these services
2. An itemised cost breakdown of these services
3. The number of employees offered these services and their employment classification
4. The number of employees who have utilised these services and their employment classification
5. The names of all service providers engaged
6. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
 1. The name and nature of the service purchased
 2. Whether the service is one-on-one or group based
 3. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 5. The total amount spent on the service
 6. A description of the fees charged (i.e. per hour, complete package)
 3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 4. The location used
 5. The number of employees who took part on each occasion
 6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 7. Any costs the department or agency's incurred to use the location

Answer:

The Australian Public Service Commission has not purchased any media training services since June 2014.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Report printing

Senator: Ludwig

Question reference number: 132

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of?
2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal

Answer:

No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Computers

Senator: Ludwig

Question reference number: 134

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 1

Question:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location
3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs

Answer:

1. Not applicable.
2. As at the end of May 2014, the APSC had the following numbers of desktop computer assets available for agency staff:

Location	Number
Canberra Office	256
Sydney Office	14
Brisbane Office	10
Melbourne Office	8
Perth Office	1
Total	289
Purchase Value	\$292,750

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

The APSC had the following numbers of notebook computer assets available to staff:

Location	Number
Canberra Office	49
Sydney Office	2
Brisbane Office	1
Melbourne Office	1
Perth Office	1
Total	54
Purchase Value	\$77,400

The APSC owns 3 server computers. These are located in Canberra. The purchase cost of these servers was \$49,107. These servers are fully depreciated and scheduled for retirement within 6 months.

3. The APSC uses Microsoft Windows 7 64 bit edition on all desktop and notebook computers. The licences for these computers are sourced through the Department of Finance Whole of Government Microsoft Volume Sourcing Agreement II (VSA II) as Core Desktop Licences (CDL). The cost to the Commission for Core Desktop Licensing in 2013/14 was \$57,740.

The Commission uses Microsoft Windows Server 2008 on its servers. The licences for these computers were sourced through the Department of Finance Whole of Government Microsoft Volume Sourcing Agreement I (VSA I) but were not renewed when the Commonwealth moved to VSA II. The Commission has a continuing right to use the licences from the VSA I contract but they incur no ongoing cost.

Costs provided in this response are ex-GST.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Travel costs - department

Senator: Ludwig

Question reference number: 135

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. List all occurrences of travel that this has occurred under.
6. Detail the process.
7. When is the minister notified, when is approval provided?
8. Detail all travel (domestic and international) 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).
9. 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.
10. What date was the minister or their office was notified of the travel?
11. What date did the minister or their office approve the travel?
12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel

Answer:

1. & 2 The Minister or their office or their delegate is required to approval official international travel where total estimated cost of the travel is over \$20,000 and below \$50,000. This is outlined in the Resource Management Guide (RMG) No. 405 for Official International Travel. The Australian Public Service Commission has updated its internal travel guide to comply with this policy.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

3. RMG 405 is published on the Department of Finance website.
<http://www.finance.gov.au/procurement/travel-and-related-services/travel-policies.html#international>
4. The revised approval requirement for official international travel was implemented through Finance Circular No. 2013/06, effective from 16 December 2013.
5. There were no occurrences of travel that required the Minister's approval between 1 June and 31 October 2014.
6. Not applicable.
7. Not applicable.
8. No APSC officers accompanied the Minister and/or Parliamentary Secretary on their travel since Budget Estimates in June 2014.
9. For the period from 1 June to 31 October 2014, it was estimated that \$416,886 (excluding GST) has been spent on travel as detailed below:

Airfare (not otherwise specified)	\$52,071
Allowance including domestic accommodation	\$83,426
International Aid Program related travel	\$189,077
Indigenous recruitment candidate airfare	\$47,201
Taxi, parking and car hire	\$45,110
Total travel cost	\$416,886

- The APSC does not record travel data in a way that would readily allow the detailed breakdown of costs and itemised information requested to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of the APSC's resources.
10. No notifications were made to the Minister or his office since June 2014. The APSC's official international travel either did not meet the cost threshold or was for international aid related services, which is exempted from the approval requirement prescribed in RMG 405.
 11. Not applicable.
 12. The APSC does not record detailed information regarding travel plans. It is not expected that travel activities will increase in comparison to historical trends. Business as usual activities include travel associated with representational responsibilities, international assistance, Indigenous recruitment and learning and leadership development activities.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Senate Estimates Briefing

Senator: Ludwig

Question reference number: 137

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
 1. 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?
 1. If so, when did this occur?
 2. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
 3. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

Answer:

1. – 4. The Australian Public Service Commission in consultation with Ministerial staff routinely prepare Senate Estimates briefing material for the Minister. The specific detail requested is not readily available and would require an unreasonable diversion of resources to provide.

5. Information on briefing provided to Ministers will not be made publically available in order to maintain agencies' ability to properly and effectively brief Ministers.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Government payment of accounts

Senator: Ludwig

Question reference number: 138

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates, 2014?
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. 26 days.
2. 1,281(90%).
3. 71 (5%)*.
** Note - the days paid is nominal. The APSC's finance system cannot track dates invoices are correctly rendered to the APSC; therefore 'days paid' is calculated based on the suppliers invoice date.*
4. 34 (2%).
5. 16 (1%).
6. 27 (2%)*.
7. In accordance with *Resource Management Guide No. 417 – Supplier Pay On-Time or Pay Interest Policy*, interest is paid on overdue accounts where the overdue interest would be more than \$10. \$45 was identified as being payable since June 2014. The rate of interest applied is the general interest charge rate determined by the Australian Taxation Office. As at 31 October 2014 the annual rate was 9.63% and the daily rate was 0.02638356%.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Meeting costs

Senator: Ludwig

Question reference number: 140

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. 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.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

1. The Australian Public Service Commission's corporate systems do not separately identify spending on meetings. To provide the level of detail requested in this question is an unreasonable diversion of resources. Catering and drink costs associated with hospitality and entertainment are reported in Question 141 – Hospitality and Entertainment.
- 2-4. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Hospitality and entertainment

Senator: Ludwig

Question reference number: 141

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. What has been the Department/Agency's hospitality spend including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. 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.
6. 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.
7. 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.
8. 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.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer:

1. The Australian Public Service Commission (APSC) spent \$4,709 excluding GST on hospitality and entertainment from June 2014 to 31 October 2014.
2. The APSC does not provide hospitality for the Minister or Parliamentary Secretary's office.
3. The APSC does not record entertainment expenditure to the level requested by this question.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

4. The APSC does not provide entertainment for the Minister or Parliamentary Secretary's office.
5. The APSC does not record plans for hospitality to the level requested by this question.
6. Not applicable.
7. The APSC does not record plans for hospitality to the level requested by this question.
8. The APSC has no such plans.
9. The APSC has broad strategies in place to ensure it operates within the agreed financial resources. Hospitality and entertainment costs represent less than 0.1% of the APSC's total expense. Currently there is no specific plan to reduce costs in the hospitality and entertainment category.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Executive coaching and leadership training

Senator: Ludwig

Question reference number: 142

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:
 1. The name and nature of the service purchased
 2. Whether the service is one-on-one or group based
 3. The number of employees who received the service and their employment classification
 4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 5. The total amount spent on the service
 6. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
 1. The location used
 2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 4. Any costs the department or agency's incurred to use the location
6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

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

Answer:

1. Between 1 June 2014 and 30 November 2014 the Commission paid \$4,159.50 on executive coaching services.
2. Two employees received coaching services between 1 June 2014 and 30 November 2014, both at the EL2 classification.
3. Two employees received coaching services between 1 June 2014 and 30 November 2014, both at the EL2 classification. Study leave is typically not granted for short courses or coaching services as it is considered part of normal work duties.
4. People & Strategy (ACT) and HealthyHR were the service providers engaged to deliver executive coaching services. Further information on services provided is listed at Table 1.

Table 1: Executive Coaching Services

Service Provider	Type of service	No. of employees & classification	Total no. of hours	Cost	Description of fees
People & Strategy (ACT)	One-on-one	EL2 - 1	3	\$1,519.50	Coaching services (charged per hour) and coaching tool package (one off fee)
HealthyHR	One-on-one	EL2 - 1	6	\$2,640	Executive mentoring and coaching (charged per hour)

5. Not applicable.
6. Training services provided to employees is a part of the individual's development. The Commission does not make agreements or commitments' regarding the employee's continuing employment.
7. Table 2 provides a breakdown of study leave approved by the Commission since June 2014.

Table 2: Study Leave

Classification	Degree
EL1	Master's Degree course in Juris Doctor
EL1	Doctor of Philosophy

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Staffing profile

Senator: Ludwig

Question reference number: 143

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. Has there been any change to the staffing profile of the department/agency?
2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)

Answer:

1. As at 31 October 2014, the Commission's overall staffing numbers have reduced by 7 employees from those numbers provided in June 2014 (refer table 1).

Table 1: Ongoing and non-ongoing staff, by gender as at 31 October 2014

Employment Type	Attendance Type	31 May 2014		31 October 2014	
		Female	Male	Female	Male
Non-Ongoing Employee	Full Time	7	7	4	6
	Part Time	3	2	4	2
Ongoing	Full Time	135	59	131	58
	Part Time	26	1	26	2
Grand Total		171	69	165	68

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

2. Tables 3 to 4 provide a list of staffing numbers broken down by classification, division and home base location.

Table 3: Staffing by classification and division as at 31 October 2014

Classification	Capability Reviews	Client Engagement	Corporate	Employment Policy	Ethics	Executive	HCREG	Remuneration Tribunal	Strategic Centre	Workplace Relations	Total
Cadet				1							1
Graduate			1				1				2
APS 1			2								2
APS 2				1			1		3		5
APS 4		8	4	8	2	2	2	2	8	4	40
APS 5		3		1			3	1	5	1	14
APS 6	2	9	9	8	1	2	3		9	5	48
EXEC 1	5	8	5	14	7	1	5	4	14	7	70
EXEC 2	1	6	5	7	3		3	1	10	3	39
SES/SOH		1	2		1	4	1	1	1	1	12
Grand Total	8	35	28	40	14	9	19	9	50	21	233
Difference from 31 May 2014 numbers	+2	+3	-4	-3	-6	+1	+1	-2	+2	-1	-7

Table 4: Employees by home base location as at 31 October 2014

Location	No. of Employees	Difference from 31 May 2014 numbers
Brisbane	6	-
Canberra	212	-6
Melbourne	4	-
Perth	1	-
Sydney	10	-1
Grand Total	233	-7

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: staffing reductions

Senator: Ludwig

Question reference number: 144

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. How many staff reductions/voluntary redundancies have occurred?
 1. What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. 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.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

Answer:

1. None
 - 1.1 Not applicable.
2. Not applicable.
3. No.
- 4.-10. Not applicable.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Staffing recruitment

Senator: Ludwig

Question reference number: 145

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many ongoing staff have been recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many staff have been employed on contract and what is the average length of their employment period?

Answer:

1. Since 1 June 2014, the Commission recruited 6 ongoing APS employees (including transfers for temporary placement) at the following classifications:

Classification	No. of ongoing employees recruited
APS 5	2
APS 6	1
EL1	2
EL2	1

2. As at 31 October 2014 the Commission employed 22 people in non-ongoing positions at the following classifications:

Classification	No. of non-ongoing positions
APS 1	2
APS 4	1
APS 5	1
APS 6	3
EL1	11
EL2	2
SES B1	1
SES B2	1

3. Since 1 June 2014, the Commission engaged 5 employees on a non-ongoing contract. The average length of the contract period is 6 months.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: coffee machines

Senator: Ludwig

Question reference number: 146

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff useage?
 1. 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?
 2. Why were coffee machines purchased?
 3. 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?
 4. Where did the funding for the coffee machines come from?
 5. Who has access?
 6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
 7. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer:

1. No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Printing

Senator: Ludwig

Question reference number: 147

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many documents (include the amount of copies) have been printed?
 1. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
 1. If so, what companies were used?
 2. How were they selected?
 3. What was the total cost of this printing by item?

Answer:

1. The APSC has printed a total of 14 documents/publications with a total copy run of 158,280 from June 2014 to date.
 1. 10 documents were published online.
2. Yes.
 1. Canprint and Paragon.
 2. They were selected on the basis of value for money and because they are part of the Design, Production and Distribution Tender (DPDT) led by the Human Services portfolio or a particular print requirement – e.g. large scale short run poster/signage printing, or tight time frames.
 3. The total cost for external printing since June 2014 was \$14,985.
These items are:
Capability Review – DVA , 60 copies – \$370
Capability Review – IP Australia, 60 copies – \$370
Capability Review – ABS, 60 copies – \$370
APS and EL calendars, 2000 copies – \$1,210.00
Annual Report, 300 copies – \$5544
MPC brochures x 5 types, 5000 copies – \$1804
Ethics and Values bookmarks x 3 types, 150,000 – \$3974
RTO certificates, 800 copies – \$1343

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Corporate Cars

Senator: Ludwig

Question reference number: 148

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many cars are owned by each department/agency?
 1. Where are the cars located?
 2. What are the cars used for?
 3. What is the cost of each car during the specified period?
 4. How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
 1. Where are the cars located?
 2. What are the cars used for?
 3. What is the cost of each car during the specified period?
 4. How far did each car travel during the specified period?

Answer:

1. The Australian Public Service Commission does not own any cars.
2. The Australian Public Service Commission has no leased cars.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Taxi costs

Senator: Ludwig

Question reference number: 149

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?
3. How much did the department spend on taxis during the specified period for their minister or minister's office?

Answer:

1. The Australian Public Service Commission (APSC)'s spend on taxis for the period from 1 June 2014 to 31 October 2014 is \$42,019 (exclusive of GST). The table below provides a breakdown of taxi spend by business groups in the APSC:

Corporate and Executive	\$7,094
Strategic Centre for Leadership, Learning and Development	\$9,802
Workplace Relations	\$1,032
Client Engagement	\$3,769
Remuneration Tribunal	\$3,327
Employment Policy and Participation	\$10,857
Ethics	\$836
Human Capital Research & Evaluation	\$5,302
Total	\$42,019

2. Taxis are used as ground transport on a best value for money basis i.e. as an alternative to public transport, to enable officials to visit clients, attend meetings and other business activities away from their principal office. Taxis are also used for transportation to and from airports associated with official travel.
3. The APSC did not spend any amount on taxis during this period for the Minister or the Minister's Office.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Grants

Senator: Ludwig

Question reference number: 150

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages:

Question:

Since Budget Estimates in June, 2014:

1. What guidelines are in place to administer grants?
2. How are grants applied for?
3. Are there any restrictions on who can apply for a grant? If yes, please detail.
 1. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.
4. What is the procedure for selecting who will be awarded a grant?
5. Who is involved in this selection process?
6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.
 1. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

Answer:

The Australian Public Service Commission does not administer grants.