

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE
QUESTIONS ON NOTICE – SUPPLEMENTARY BUDGET ESTIMATES 2015-16 – OCTOBER 2015
PARLIAMENTARY DEPARTMENTS

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard /Written	Date answer Rec'd	Date Tabled
1	Senate	Wong	Complaint from the media in relation to an incident involving the use of temporary bollards	<p>Senator WONG: Can I go to bollards now? I think there was an issue raised by the press gallery committee about the erection of bollards both inside and outside the building, and also about the holding pens</p> <p>Senator WONG: ... Can I get some of the details of the letter, who got it, what happened to it, the meeting and the status of the investigation from your perspective?</p>	p.7	19/10/2015	
2	Senate	Wong	Temporary bollards	<p>Senator WONG: In relation to the Senate entrance, Ms Callinan, who raised it with you, and when?</p> <p>Ms Callinan: It would have been in about September or October last year. I would have to go back and refresh my memory as to who exactly did. I am aware of the incident you are talking about from a couple of months ago with the bollards moving a little bit too close. I think, because of the temporary nature of the bollards, when they get set out every day there is a bit of variation in how they are set out. I was aware of the media reports at that time and I asked for them to be moved out.</p> <p>Senator WONG: You will check who raised it with you, in terms of the individual and when. But are you able to tell me which department they worked for?</p> <p>Ms Callinan: It would have been through Department of Parliamentary Services, security branch, but it was potentially in the context of conversations with various stakeholders in security around Parliament House.</p> <p>Senator WONG: When you say 'stakeholders', was there any involvement from any ministerial office in making this decision?</p> <p>Ms Callinan: Not that I am aware of. I would have to check.</p>	p.11	23/10/2015	
3	Senate	Wong	Costs associated with recent Ministerial changes	<p>Senator WONG: Can I first go to the change of Prime Minister. I am just trying to clarify the costs associated with a range of issues consequent upon the change and which are borne by DPS and which if any are borne by the Department of the Senate.</p> <p>...</p> <p>Senator WONG: ... I am asking now whether, for senators who became ministers and therefore moved to the ministerial wing, there are any costs associated with that.</p> <p>Dr Laing: That is what we will check the detail of.</p> <p>...</p> <p>Senator WONG:Next there are senators within the Senate wing who moved to parliamentary secretary offices – which are retained in the Senate wing?</p>	p.4	23/10/2015	

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				<p>Dr Laing: That is right. Senator WONG: So there would be consequential changes within the Senate wing? Dr Laing: That is right. Senator WONG: What costs are borne, generally, by the Senate as a result of that? ... Senator WONG: Was there any touching up, refurbishing or repair work associated with that? ... Senator WONG: Are you able to give me on notice an itemised list of all of the costs, external and internal? I understand that in terms of internal it may be difficult. You may want to say 'X people involved in— Ms Callinan: Time? Senator WONG: time – yes, or something like that. ... Senator WONG: Document disposal? Dr Laing: We will take that on notice. ... Senator WONG: Just to be clear, Finance covers moves to and from the ministerial wing. ... Senator WONG: So you will make that clear? Dr Laing: Yes.</p>			
4	Senate	Wong	Cost recovery	<p>Senator WONG: I think you mentioned cost recovery. Is there any cost recovery operating in the Department of the Senate? Dr Laing: Across the whole range of the Department of the Senate services? Senator WONG: Yes. Dr Laing: We provide some corporate services to the Parliamentary Budget Office on a cost recovery basis. Senator WONG: Apart from that, in terms of arrangements with— Dr Laing: There is also some cost recovery for ICT projects. Senator WONG: From DPS? Dr Laing: From DPS. Senator WONG: Anything more? Dr Laing: There is also some three-way sharing of ICT costs. If we are doing a joint project with the House of Representatives, for a chamber support program for example, then there may be a three-way splitting of costs. Another one that occurs to me is the cost for open day; a couple of weeks ago the Department of the Senate</p>	p.10	23/10/2015	

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				<p>coordinated that, and we recovered one-third of the costs—or we are in the process of recovering one-third of the minor costs—from DPS and the House.</p> <p>Senator WONG: I do not intend to spend time on this. On notice, can you provide for me that activities which are undertaken on a cost recovery basis.</p> <p>Dr Laing: Certainly.</p> <p>Senator WONG: Also, what the practice is intended to be.</p>			
5		Gallagher	Enterprise Agreement	<p>Senator GALLAGHER: Just in relation to a comment you have on page 6 of your annual report around the enterprise agreement negotiations, I think the comment is that it is going to be a challenge for the forthcoming year.</p> <p>...</p> <p>Senator GALLAGHER: Do you have a planned timetable for finalisation?</p> <p>Dr Laing: Yes, we do have a timetable, which I can provide to you on notice. I am not sure I have it in my folder.</p>	p.10	23/10/2015	
6	Senate	Wong	Car Parking	<ol style="list-style-type: none"> 1. Is it correct that at a public service level, allocation of car parks is ultimately the responsibility of the Usher of the Black Rod? 2. What involvement did the Usher of the Black Rod have in the review of car park access undertaken at the request of the presiding officers? 3. Have any changes to the allocation of car parks taken place since the release of the new <i>Australian Parliament House Private Parking Facilities Access Policy</i>, approved by the presiding officers on 17 June 2015 and circulated by “DPS Information” on 10 July 2015? 4. If so, what changes? 	Written	11/11/2015	
7	Senate	Wong	Car Parking	<ol style="list-style-type: none"> 1. Is the Usher of the Black Rod made aware of failures of the car park gates? 2. If so, how many failures have been notified in 2015? 3. What steps does the Usher of the Black Rod take, or is aware are being undertaken, to ascertain the cause of each failure? 4. What steps, if any, are undertaken to compensate pass holders who would usually park in the Senate Wing car park, including staff of Senators, staff of the Department of the Senate, and members of the Parliamentary Press Gallery, where these pass holders are unable to access the car park and are required to pay for parking? 5. Are parking charges waived or reimbursed under any circumstances? 	Written	11/11/2015	
8	Senate	Wong	Parliament House Security Works Governance	<p>The response to BE QoN 2 set out the composition of the temporary Australian Parliament House Security Taskforce and listed its purpose as overseeing the implantation of the capital works programme of security enhancements for</p>	Written	11/11/2015	

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				<p>Parliament House.</p> <ol style="list-style-type: none"> 1. For how long is this “temporary” body to be in existence? 2. Following the resignation of the Hon. Bronwyn Bishop as Speaker of the House of Representatives, has the President taken over as the Chair, as the senior presiding officer? 3. If not, why not? 4. Was the Black Rod invited to be a member of this body? 5. If not, why not? 			
9	Senate	Ludwig	Departmental Rebranding	<ol style="list-style-type: none"> 1. Has the department/Agency undergone a name change or any other form of rebranding since the leadership change in September, 2015? If so: <ol style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 2. Following the changes does the department share any goods/services/accommodation with other departments? 3. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 4. What were the costs to the department prior to the Machinery of 	Written	11/11/2015	

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				Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?			
10	Senate	Ludwig	Staffing - employment of non-Australian citizens	<p>I refer you to section 22 (8) of the Public Service Act 1999 which says:</p> <p>"An Agency Head must not engage, as an APS employee, a person who is not an Australian citizen, unless the Agency Head considers it appropriate to do so."</p> <ol style="list-style-type: none"> 1. Does the department have guidelines or similar to assist Agency Heads to assess when it is appropriate to hire non-Australian citizens? If no, do individual agencies have their own guidelines? If yes to either: <ol style="list-style-type: none"> i. Please provide a copy. ii. When did they come into effect? iii. Can Agency Heads decide to go against the advice? If yes, under what circumstances? 2. Are Agency Heads required to provide a reason to anyone for hiring non-Australian citizens? If yes: <ol style="list-style-type: none"> i. Who are they required to report the reason to? ii. Does this reporting happen before or after the hire has been made? iii. Is this reason provided in writing? If no, how is it provided? iv. Can you please provide a list of reasons that have been used since the Federal election in September, 2013. 3. Are there any provisions to over-rule a Head of Agency's decision to hire a non-Australian citizen? If yes: <ol style="list-style-type: none"> i. Who can over-rule this decision? ii. Under what circumstances can it be over-ruled? 4. How many times has this occurred since the Federal election in September, 2013. 	Written	11/11/2015	
11	Senate	Ludwig	Furniture Relocation	<ol style="list-style-type: none"> 1. Provide an itemised breakdown of all items moved by Department of the Senate for the office of Senator the Hon George Brandis from the Deputy Senate Leader's office to the Senate Leader's office 2. Provide pictures of any item of furniture moved by Department of the Senate listed above 3. What was the total cost of moving these items? 4. Breakdown this cost by task/service or activity per item listed 5. Who conducted the work involved in moving each item of furniture? Was any work conducted by non-Department of Senate sources? If so, list these sources. What was the cost for procuring these services? How were they 	Written	11/11/2015	

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				<p>obtained? Under what policy were they engaged?</p> <p>6. Provide all communication with the office of Senator the Hon George Brandis concerning the items to be moved to the Senator's new suite</p> <p>7. Were items moved by Department of Senate for Senator Brandis initially not considered for transfer to the Senator's new suite?</p> <p>8. Were any new items of furniture purchased for the Senator's new suite by Department of Senate? If so, itemise each item, providing a cost breakdown of each item, the source from which they were purchased, how the source was identified, who requested the item and any correspondence concerning the purchase of the items.</p> <p>9. Was any modifications or changes made to the Senator's previous or new suite on his move between offices by Department of Senate? If so, itemise these changes, provide a cost breakdown of each change, who the changes were requested by, correspondence concerning these changes, who made each change and how they were selected to perform these changes.</p>			
12	PBO	Wong	Terms of trade	<p>Senator WONG: But presumably you are aware of projections for the outer years? You must have to factor them into your costings. You must have to factor that to some extent—no?</p> <p>Mr Bowen: We do factor it in. We do not have the numbers here but we could look at that for you.</p> <p>Senator WONG: If you could. Do you want to leave aside the actual figure and take it on notice?</p> <p>Mr Bowen: We can do that, yes.</p>	Hansard Page 18 19 October 2015	18/11/15	
13	PBO	Ludwig	Departmental Rebranding	<p>1 Has the department/Agency undergone a name change or any other form or rebranding since the leadership change in September 2015? If so:</p> <p>a Please detail why this name change/rebrand were considered necessary and a justified use of departmental funds?</p> <p>i. please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p>b Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p>i. signage</p> <p>ii. stationery (please include details of existing stationery and how it was disposed of)</p>	Written	18/11/15	

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				<ul style="list-style-type: none"> iii. logos iv. consultancy v. any relevant IT changes vi. office reconfiguration. <p>c How was the decision reached to rename and/or rebrand the department?</p> <ul style="list-style-type: none"> i. who was involved in reaching this decision? please provide a copy of any communications (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. d Following the changes does the department share any goods/services/accommodation with other departments? e What resources/services does the department share with other departments, are there plans to cease sharing the sharing of these resources/services? f What were the costs to the department prior to Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements? 			
14	PBO	Ludwig	Staffing – employment of non-Australian citizens	<p>I refer you to section 22 (8) of the Public Service Act 1999 which says: “An Agency Head must not engage, as an APS employee, a person who is not an Australian citizen, unless the Agency Head considers it appropriate to do so.”</p> <p>1 Does the department have guidelines or similar to assist Agency Heads assess when it is appropriate to hire non- Australian citizens? If no, do individual agencies have their own guidelines? If yes to either:</p> <ul style="list-style-type: none"> a please provide a copy b when did they come into effect? c can Agency Heads decide to go against the advice? If yes, under what circumstances? <p>2 Are Agency Heads required to provide a reason to anyone for hiring non-Australian citizens? If yes:</p> <ul style="list-style-type: none"> a who are they required to report the reason to? 	Written	18/11/15	

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				<ul style="list-style-type: none"> b does this reporting happen before or after the hire had been made? c is this reason provided in writing? If no, how is it provided? d can you please provide a list of reasons that have been used since the Federal election in September, 2013. <p>3 Are there any provisions to over-rule a Head of Agency’s decision to hire a non-Australian citizen? If yes:</p> <ul style="list-style-type: none"> a who can over-rule this decision? b under what circumstances can it be over-ruled? c how many times has this occurred since the Federal election in September, 2013? 			
15	DPS	Wong	Cost of Ministerial movements	<p>Senator WONG: I presume, because you are all assiduous preparers, that people are aware to my questions to the Department of the Senate about the moves associated with the change to the ministry and the Prime Minister.</p> <p>Dr Heriot: Yes.</p> <p>Senator WONG: What information can you give me on that—the costs and what occurred?</p> <p>Dr Heriot: While Mr Ryan is taking his seat at the front, I can tell you that I am advised that there were seven moves of senators, 23 moves of members and 23 moves in the ministry associated with the appointment of a new Prime Minister and his cabinet. We undertake, as suite changes happen, wherever possible routine maintenance, including patching, painting and other minor repairs as necessary. We also have responsibility for changing glass plaque signages as people change their official positions, and I understand that we have done a number of those that I just mentioned as associated with the move. We have done paint and patch repairs. Because they are done by our staff, I am afraid I do not have a cost for you. I can take that on notice as a hypothetical cost.</p> <p>...</p> <p>Senator WONG: Okay. What about the cost of moving—the actual relocation itself, with boxes and a contractor to carry them? How is that managed? Do I wait for Mr Ryan to come back?</p> <p>Dr Heriot: I understand that we do not bear those costs, but I will get confirmation when Mr Ryan is back. I am afraid I do not have a cost—but I can provide it on notice—of our patch and repair work, because we absorb that as part</p>	p 19, 24		

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				<p>of our normal work. Myra may have a cost.</p> <p>Senator WONG: I will come back to moves, and I will come back to the broken marble table. Can I go to bollards, and then—</p> <p>CHAIR: Just before you do, Senator Smith has a question in relation to that last line.</p> <p>Senator SMITH: Dr Heriot, in addition to providing to Senator Wong with the costs of the patch and repair for the most recent ministerial changes, perhaps you could provide them also for the two prime ministerial changes that happened under the previous government so we can have a comparative assessment.</p> <p>Dr Heriot: We will do our best.</p>			
16	DPS	Wong	Process for Ministerial movements	<p>Senator WONG: And the process by which this work is requisitioned—can you just take me through your paperwork.</p> <p>Mr Ryan: I would have to check on it, but I believe the—</p> <p>Senator WONG: Is there someone behind you who can help?</p> <p>Mr Ryan: There is no-one here. I would have to go and check with my staff outside of here.</p> <p>Senator WONG: I do have some questions about furniture et cetera. I can come back to them if you want to get them here.</p> <p>Mr Ryan: I think I have most of them. I am not sure of the exact process of how those requests are raised.</p>	p 20		
17	DPS	Wong	Prime Minister's Office furniture requests	<p>Senator WONG: Are you aware of requests by ministers or parliamentary secretaries for relocation of status A or status B furniture?</p> <p>Mr Ryan: There were some furniture requests made, yes.</p> <p>Senator WONG: By whom?</p> <p>Mr Ryan: We had one from the Prime Minister's office to relocate a meeting room table and eight chairs.</p> <p>...</p> <p>Senator WONG: Who requested that?</p> <p>...</p> <p>Mr Ryan: Yes. Sorry, I will clarify that point: it was the Department of Finance who made the request on behalf of the Prime Minister.</p>	p 20, 21		

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				<p>Senator WONG: You are changing your evidence now, Mr Ryan. It was the PMO a minute ago.</p> <p>Mr Ryan: Yes, I am sorry. I have used the wrong term. The request came from the—</p> <p>Senator WONG: What is your evidence about the involvement of the PMO, then?</p> <p>Mr Ryan: Senator, I may have used the wrong term. I apologise if I have used the wrong term.</p> <p>Senator WONG: I am going to give you the opportunity, Mr Ryan, to take some advice. Perhaps you can come in and clean this up later.</p> <p>Dr Heriot: Thank you, Senator. I was about to ask that.</p>			
18	DPS	Wong	Investigation into portable bollards	<p>Senator WONG: There is a letter, there is a meeting and there are a range of discussions—are you able to outline actions taken as a result of this investigation and what communications there are with the Department of the Senate?</p> <p>Ms Noordeloos: I can certainly provide that to you.</p> <p>Senator WONG: I am happy to put it on notice, Senator Parry.</p>	p 26		
19	DPS	Wong	Investigation into portable bollards	<p>Senator WONG: So there was no case to answer on the code of conduct breach in relation to the DPS employee. When was that advice provided?</p> <p>Ms Croke: I understand that report came in in late April or May, but I can confirm that later.</p>	p 26		
20	DPS	Wong	Request to access CCTV	<p>Senator WONG: Was there a request to access CCTV of the incident?</p> <p>Ms Croke: I would have to take that on notice.</p> <p>Senator WONG: Did anyone in DPS view that?</p> <p>Ms Croke: I do not recall that, but our processes around that are very clear these days: any request to access CCTV for this purpose is made to the Presiding Officers.</p> <p>Senator WONG: And no such request has been made, to your knowledge, by the investigator?</p> <p>Ms Noordeloos: We would need to clarify that.</p> <p>Ms Croke: I do not recall that, but we should clarify.</p>	p 27		
21	DPS	Wong	Security	<p>Senator WONG: So no-one from PSS can tell me if there was a request made to</p>	p 27		

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			communications during events	<p>get out of the corridor during that meeting?</p> <p>Ms Noordeloos: I will be able to go and check with my officers.</p> <p>Senator WONG: That would be good—and how the request was transmitted.</p> <p>Ms Noordeloos: Certainly.</p>			
22	DPS	Bernardi	Unauthorised access	<p>CHAIR: I would like to ask some questions. Ms Noordeloos, perhaps you could rejoin us at the table, because it concerns some questions I asked in May about unauthorised access to car parks. Clearly, it was conveyed to me and to the committee that there was a single incident where a pass holder had been tailgated through and the car entered into the car park. It was a mistake and there were no further dramas attached to that—that is my terminology. Did the people in that car access the building?</p> <p>Ms Noordeloos: In that car? Recollecting the incident, I do believe they came up into the front foyer area, but I am not sure. I do not believe that they were able to progress any further. I would have to go away and check the incident report; I am sorry.</p> <p>CHAIR: It has been suggested to me that a person involved in that incident actually gained access to the private areas of Parliament House. Are you saying that did not happen?</p> <p>Ms Noordeloos: I would need to go and check the incident report in that circumstance.</p> <p>...</p> <p>Ms Noordeloos: I can recollect that at the same time or a similar time there was an issue with someone being escorted as a guest who had not yet signed in, I should say, and was being escorted and shown the way, and then they realised there was an issue and brought them straight back, but I would need to go and check the exact issues, because I do not want to conflate any incidents.</p> <p>CHAIR: They were separate incidents, though?</p> <p>Ms Noordeloos: I would need to go and check to make sure I am not conflating incidents in my mind.</p> <p>...</p> <p>Ms Noordeloos: It was something that I have a recollection of, in terms of a discussion—</p>	p 29, 30-31		

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				<p>CHAIR: A recollection?</p> <p>Ms Noordeloos: A recollection, in my mind. I am sitting here; I do not have an incident report in front of me. What I am doing is casting my mind back and thinking about discussions about passes and access and pass issues—whether or not I heard the potential for it after the hearing in May, so I need to follow up.</p> <p>CHAIR: Ms Noordeloos, we have spent a year talking about DPS, security issues, the changes to security, the implications of it, the staffing problems, and you have a recollection of someone just wandering in?</p> <p>Ms Noordeloos: It is not someone just wandering in in that circumstance, but, as I said, I will go away and quickly get the details and I will provide that for you.</p>			
23	DPS	Bernardi	Security breaches	<p>CHAIR: Have there been any other instances of car park security breaches that you are aware of?</p> <p>Ms Noordeloos: From the incident reports provided to me, no.</p> <p>CHAIR: There has been none in the ministerial underground carpark?</p> <p>Ms Noordeloos: From the reports provided to me, no, but I would need to go and check that.</p> <p>CHAIR: Once again, it has been suggested to me that it was an unauthorised vehicle with two occupants that entered the ministerial carpark, and it was only discovered when they went to the security point at the ministers' underground entry. You would be aware of that, surely?</p> <p>Ms Noordeloos: To be honest, no, I am not aware of that, so I will need to go and check that.</p> <p>CHAIR: Okay, so it might not be correct. If you could take that on notice?</p> <p>Ms Noordeloos: Absolutely.</p> <p>CHAIR: And perhaps you could establish the veracity of that. I am sure you could do that very quickly, before we conclude with DPS.</p> <p>Ms Noordeloos: I will talk to my staff now and see if I can.</p> <p>...</p> <p>CHAIR: Ms Noordeloos, have you had any joy with your security incidents?</p> <p>Ms Noordeloos: I would like to take the question that we had earlier on notice. My team have been compiling reports for me, and they have not had the opportunity to provide me with the complete reports because there are, of course, a couple of people who are on duty at the moment. Therefore, we will take it on notice. I can provide you a full account with no erroneous detail.</p> <p>CHAIR: I have no choice but to accept that, if only because I would be pulled</p>	p 31, 48		

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				<p>up when I defend your right to take things on notice later. When do you think you will have that for me?</p> <p>Ms Noordeloos: We will look at that immediately this afternoon, so we would say it will be this week.</p> <p>CHAIR: Okay.</p>			
24	DPS	Wong	Broken marble table	<p>CHAIR: What time was the request made, Mr Ryan?</p> <p>Mr Ryan: I do not have an actual time frame. It was a telephone request rather than in writing.</p> <p>CHAIR: A telephone request that morning, you said, but you are not able to give me a definitive time?</p> <p>Mr Ryan: No.</p> <p>CHAIR: Are you sure it was that morning?</p> <p>Mr Ryan: We are still looking for that information about the time frame.</p>	p 34		
25	DPS	Wong	Access to cabinet ante room	<p>Senator WONG: It would be useful to be able to ask questions of her or at least have her in the room so she can advise you. I am trying to understand how Mr Frost came to deny you access. Was she told that in the first call? Was there a second call? Who made the decision that you could not get into the cabinet anteroom?</p> <p>Mr Ryan: I will follow that up and get back to you.</p> <p>...</p> <p>Senator WONG: Did you ever follow it up with Mr Frost?</p> <p>Mr Ryan: Yes, there was further correspondence, which is in one of those emails.</p> <p>Senator WONG: As to why—</p> <p>Mr Ryan: Sorry, I did not ask why. I will make that clear. I did not ask why. I just said, 'We need to get in to do an examination.'</p> <p>Senator WONG: And how many times did you communicate with them?</p> <p>Mr Ryan: I would have to check. I think I only communicated the once.</p> <p>Senator WONG: You only communicated with him once. What about other staff?</p> <p>Mr Ryan: Other staff did try early on but then did not take it any further.</p>	p 34, 35		
26	DPS	Wong	Original cost of Marble table	<p>Mr Ryan: When the table was supplied it was—I will just have to check that up—about \$590, I believe, but I will just confirm that.</p> <p>Senator WONG: And replacement cost?</p> <p>Mr Ryan: For the damage to the tabletop, we are currently waiting for quotes to</p>	p 38		

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				<p>come in for a replacement tabletop.</p> <p>Dr Heriot: We do not have that cost yet, Senator.</p> <p>Senator WONG: Hang on, you provided a new table.</p> <p>Dr Heriot: That was a table from store. In repairing the damaged table, we have had some internal labour to address issues on the base.</p> <p>Senator WONG: What are the 'issues on the base'?</p> <p>Dr Heriot: There is slight damage to the base, so maintenance staff are repairing that, and we are waiting for quotations for the top.</p> <p>Senator WONG: So you are replacing the top?</p> <p>Dr Heriot: Yes.</p> <p>Senator WONG: The original cost was just under \$600, was it, Mr Ryan?</p> <p>Mr Ryan: Yes.</p>			
27	DPS	Wong	Access to cabinet ante room	<p>Senator WONG: Can I go back to the Friday, when you were final granted access—I think from the emails—only for half an hour?</p> <p>Mr Ryan: Yes.</p> <p>Senator WONG: Were you supervised over that period? Were your staff supervised for the half-hour access?</p> <p>Mr Ryan: For the half hour, I would have to check. On the Friday, the staff member went in and replaced the table. The half-hour access was actually on the following Monday.</p>	p 39		
28	DPS	Wong	Broken marble table fragments	<p>Senator WONG: Mr Ryan, were any fragments of the table recovered from anywhere else?</p> <p>Mr Ryan: I would have to confirm that and get back to you on that one. I am not aware of any.</p>	p44		
29	DPS	Ludwig	Access to ministerial suites	<p>Senator LUDWIG: In the period in question—that is, from the Monday to the Friday the 18th—was there any other denial of access to ministerial suites or any other paths? You might have to take that on notice.</p> <p>Dr Heriot: I would have to take that on notice. I am not aware of any, but I would have to take that on notice.</p>	p 46		
30	DPS	McKenzie	Damaged marble table	<p>Senator McKENZIE: Were the cleaners your information source for your understanding that the table may have been damaged by a person dancing upon it?</p> <p>Mr Ryan: I believe they were, yes.</p> <p>Senator McKENZIE: The cleaners?</p> <p>Senator SMITH: The cleaners were not there.</p>	p 47		

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				Mr Ryan: I would have to check that one.			
31	DPS	Bernardi	External reviewers	<p>CHAIR: My specific question goes to a matter which was referred to a company called CPM Reviews. Is that one of the external reviewers that you use?</p> <p>Ms Croke: It is, yes.</p> <p>CHAIR: The matter referred was in relation to an incident involving a member of security. I will not mention the name of the individual specifically. It was referred to this company by someone within DPS. It may just be a coincidence, but this company has on their list of employees someone with exactly the same name as the person within DPS who referred it to them.</p> <p>Ms Croke: The person you are referring to within DPS was previously employed by that company some time ago but has been with us as a non-ongoing member of staff, certainly since I have been here—since last December.</p> <p>CHAIR: A non-ongoing member of staff.</p> <p>Ms Croke: His contract, as I understand it, is as a non-ongoing member of staff. He has been here since at least December 2014 when I started, and he is no longer employed by that firm.</p> <p>CHAIR: No longer employed by that firm. He is not on leave from that firm? When you ring that firm, you get different slightly different answers.</p> <p>Ms Croke: Let me check that. As far as I know he is no longer doing any work for that firm. I will check whether he does have any connection with that firm.</p>	p 47		
32	DPS	McKenzie	Reconciliation Action Plan progress	<p>Senator McKENZIE: Can I ask how the current RAP is going. Are you happy if we go to some of the outcomes?</p> <p>Ms Hinchcliffe: I am happy to go to some of the outcomes.</p> <p>...</p> <p>Senator McKENZIE: Excellent. Under 'Find ways to connect with Aboriginal and Torres Strait Islander peoples' there is:</p> <p>Develop a Community Engagement Plan.</p> <p>Have we developed that?</p> <p>Ms Hinchcliffe: I am not aware of us having developed a community engagement plan. I might need to take that on notice to see what has happened in that space.</p> <p>...</p> <p>Senator McKENZIE: Moving to 'Meeting with congress', how often do you meet with congress?</p> <p>Ms Hinchcliffe: I am not aware that we have met with congress, but I will get back to you on that one.</p>	p48, 49		

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				<p>...</p> <p>Senator McKENZIE: One of the main components of the 'Opportunities' section of your RAP is increasing opportunities for Aboriginal and Torres Strait Islander suppliers. In terms of reviewing the procurement policies so that barriers can be identified and addressed, can you tell me where that review is and some of the recommendations out of that review?</p> <p>Ms Croke: We did review that when the government put out a policy suggesting that we modify our procurement guidelines. We have done that. We did that within a very short time—I would have to get the exact dates, but our procurement policy was amended to reflect that, and we did provide advice to all staff. I have not got those dates with me, but I can get that for you.</p> <p>Senator McKENZIE: Excellent. So my obvious next question is how successful is it and how has procurement within the department changes as a result of that, for more Aboriginal and Torres Strait Islander suppliers?</p> <p>Ms Croke: Again, I would need to take that on notice to see if we can extract some data from recent times that would show any change in procurement pattern.</p> <p>Senator McKENZIE: Ms Hinchliffe, one of the action items from March 2014 was:</p> <p>DPS to request commercial precinct operators to stock at least one food or wine product from an Aboriginal or Torres Strait Islander company.</p> <p>Has that happened?</p> <p>Ms Hinchliffe: I will need to take that on notice.</p> <p>Dr Heriot: It is my memory that we have had that conversation, but I am afraid that I cannot give you more than that. We will take that on notice.</p> <p>Senator McKENZIE: Thank you. Under:</p> <p>Develop an employment strategy focusing on the attraction, recruitment and retention of Aboriginal and Torres Strait Islander employees to the Australian Parliamentary Service</p> <p>There are a whole range of strategies from June 2014 that you are to have undertaken. How many have been employed as a result of that?</p> <p>Ms Hinchliffe: Sorry, Senator, how many?</p> <p>Senator McKENZIE: How many Aboriginal and Torres Strait Islanders have been employed as a result of the RAP?</p> <p>Ms Hinchliffe: I would need to take that on notice.</p>			
33	DPS	McKenzie	Indigenous employment	<p>Senator McKENZIE: How many did we have employed prior to the RAP being developed?</p> <p>Ms Hinchliffe: I would need to take that on notice.</p>	p 50		

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			prior to RAP	<p>Dr Heriot: My memory is that it was either two or four. It was not a high number of people who had self-declared.</p> <p>Senator McKENZIE: Sure. I would also like to know the Indigenous employment numbers in info and comms services—do we have those figures with us?</p> <p>Ms Hinchcliffe: No, I do not—sorry.</p> <p>Senator McKENZIE: Library and research?</p> <p>Ms Croke: Sorry, Senator, can I just clarify? When you say 'info and comms' are you just looking for communications-media-type areas, or is 'info' implying something broader?</p> <p>Senator McKENZIE: Note—DPS service information and communications. Do you have a section—</p> <p>Ms Croke: We have communications area, but we also have—I am not sure what you mean by 'information'. Is that something broader than just communications-media?</p> <p>Senator McKENZIE: Maybe.</p> <p>Dr Heriot: Would you like a breakdown across the department?</p> <p>Senator McKENZIE: I would like a breakdown. So, security services, broadcasting and Hansard, building and heritage management, arts services, visitor services, corporate services, food and beverage, health, retail and financial. Can I have Indigenous employment numbers in those areas? I would also—</p> <p>Dr Heriot: Sorry, Senator, I was just going to note that we do not engage the catering staff. They are contracted by IHG.</p> <p>Senator McKENZIE: They are with IHG—yes.</p>			
34	DPS	Gallagher	Works undertaken in the PMO and cabinet suite	<p>Senator GALLAGHER: I have some questions around works undertaken in the PMO in the cabinet suite, and I think this is in response to a list included in question on notice 42. Could we have the July to December 2014 period and the January to June 2015 period itemised in the same way? I presume you are going to take this on notice?</p> <p>Dr Heriot: I will have to take that on notice, I am sorry.</p> <p>...</p> <p>Senator LUDWIG: Just on that question: could you then provide an up-to-date table to question 42? I know you do not have that in front of you, but what 42 does provide is a list since September 2013 of all the work undertaken in the Prime Minister's suite and unitemised. A couple of questions have been raised around that list, but could you ensure that that is up-to-date from September to now and itemised in the same way with the cost and a total as well please.</p>	p 52, 53		

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35	DPS	Gallagher	Queries about Question on Notice 42	<p>Senator GALLAGHER: A number of items on QON 42 appear to be repeated—for example: 'remove coffee machines' on 9 January 2014 and 'remove existing coffee machine' on 10 January 2014. Can you explain that?</p> <p>Dr Heriot: I cannot see it, but I am happy to investigate that.</p> <p>Senator GALLAGHER: I am happy for that to be taken on notice. There is also a question just surrounding the repair to the doors in the Prime Minister's foyer on 10 and 13 January and a repair to doors on 21 May 2014. Again, if you could just provide a bit more information about those.</p> <p>Dr Heriot: Certainly.</p> <p>Senator GALLAGHER: I do not want to talk about anecdotal stories here, but have there been recent works done around the Prime Minister's suite's doors?</p> <p>Dr Heriot: We are doing security works—</p> <p>Senator GALLAGHER: Yes, I am aware of that—as part of the upgrading of that corridor?</p> <p>Dr Heriot: Yes.</p> <p>Senator GALLAGHER: No, this would be in relation to the Prime Minister's office. Could you have a look at that.</p> <p>Dr Heriot: I am not aware of anything, but we will look at that.</p> <p>Senator GALLAGHER: Thank you. It was more recently, around the time of the changeover. Again, if you would not mind taking on notice: why the cost to repair lights in QON 42? This seems quite substantial. It was \$2,227.50, and there was also quite a cost related to the artworks being removed. Could you provide more information on that.</p>	p 52–53		
36	DPS	Ludwig	Ministerial lunchrooms glazing	<p>Senator LUDWIG: This next was a matter raised at the last estimates, I think, as well; it was a question that I think Mr Skill at the time was answering, but the evidence was that there was an upgrade of the lunchrooms in the ministerial wing which was not part of the new policy proposal, and that the funding did not come out of the security work budget. At the time, Mr Skill gave evidence that the status of the works was:</p> <p>Some small joinery work, but most of the cost associated with it is glazing.</p> <p>That was out of <i>Hansard</i> at page 141. But, in response, the answer to question No. 48 indicated that the cost of the lunchroom refurbishment was \$575,322, so it does not accord with 'some small joinery work'—at least, that is not the way I would consider 'some small joinery work', unless your view of 'some small joinery work' is different from mine.</p> <p>Dr Heriot: The joinery work is small. The glazing is not.</p> <p>...</p>	p53, 54		

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				<p>Senator LUDWIG: Maybe we can then have the extent of the glazing work, the cost of that, whether it has been completed and, if not, then when.</p> <p>Dr Heriot: It has not been completed. I will take the when on notice, if that is alright.</p> <p>Senator LUDWIG: Yes, please. Where are they located in the ministerial wing? Is there a way we can best describe it, or perhaps you could do that in the answer. I do not really want a diagram.</p> <p>Dr Heriot: We can do a diagram.</p> <p>Senator LUDWIG: All right. As long as it does not breach any security requirements.</p>			
37	DPS	Ludwig	External investigators	<p>Senator LUDWIG: They are a contractor who then does your private investigative work—is that one way to describe it?</p> <p>Ms Croke: There are a number of companies we can call on to do this type of work. They are one of them.</p> <p>Senator LUDWIG: I am happy for you to take it on notice to provide a list of the companies that do this work, how much each has received in the last 12 months and maybe a brief description of the nature of the work that they have undertaken, if that is fine.</p> <p>Ms Croke: I can take that on notice.</p> <p>CHAIR: Perhaps you could provide the specifics of the reference that I referred to as well for—you know the one I am referring to.</p> <p>Ms Croke: I do indeed.</p>	p 54		
38	DPS	Gallagher	National Heritage Listing	<p>Senator GALLAGHER: Mr President, I am wondering whether there is any decision being made or work being done on whether Parliament House should be listed or should seek National Heritage listing?</p> <p>The President: I have no knowledge of that. We have enough on our plate in relation to all of the other issues we have with who looks after Parliament House. Maybe we will take that on notice.</p>	p 54		
39	DPS	Smith	Portraits	<p>Senator SMITH: Are you aware of any suggestions that have been made about putting the portraits of former Prime Ministers and former Governor-Generals that are not on public display on display at the Museum for Australian Democracy?</p> <p>The President: I am not aware of that.</p> <p>Dr Heriot: I understand we may have had a request for some prime ministerial portraits that are not the national Historic Memorials Collection portraits for loan, but I am afraid I will have to take that on notice.</p> <p>Senator SMITH: If you could take that on notice, and I would be keen to</p>	p 55		

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				<p>know—</p> <p>Dr Heriot: But that is not the one that we have hung.</p> <p>Senator SMITH: that is right, yes—what portraits of former Governor-Generals and former Prime Ministers are held but not on display.</p> <p>Dr Heriot: I will take that on notice.</p>			
40	President of the Senate	Wong	Structural Review of the Department of Parliamentary Services (Baxter Review)	<ol style="list-style-type: none"> 1. Noting the statement that the presiding officers “expect to receive the Commissioner’s report in October 2015”, have the presiding officers received the report and if not, what is the current timeline? 2. Will the new secretary be appointed before the review is handed down, or will the presiding officers wait in order to take into account the findings of the review? 	Written	16/11/15	
41	DPS	Wong	Contract decisions	<ol style="list-style-type: none"> 1. Who, in a parliamentary sense, is responsible for overseeing contract decisions made by the Department of Parliamentary Services? 2. Is it the presiding officers, parliamentary committee(s) or is there another form of parliamentary oversight? 	Written		
42	DPS	Wong	Cleaning Contract	<p>Referring to BE QoN 32, which identified Limro’s desire to receive an increase in the value of the contract to cover increased labour costs of \$664,000 over three years, to reflect the <i>Clean Start Union Collective Agreement 2009</i>, effective 1 January 2010, and the decision that the Department of Parliamentary Services would not provide additional funds but would agree to \$65,479.69 per annum worth of service reductions.</p> <ol style="list-style-type: none"> 1. Was the request to increase the value of the contract to cover increased labour costs of \$664,000 over three years brought to the attention of the presiding officers at the time or any parliamentary committee, or was the decision made at an administrative level? 2. Who signed off on the decision? 3. Did the cleaners receive the full value of the Clean Start wages? 	Written		
43	DPS	Wong	Cleaning Contract	<ol style="list-style-type: none"> 1. Can the Department please advise the status of the current negotiations between the cleaners and Limro? 2. On how many occasions has industrial action affecting users of Parliament House occurred and what forms has the industrial action taken? 3. When did the existing enterprise bargaining agreement expire? 4. What mechanisms exist for the Department or the Parliament to ensure cleaners receive their first pay increase since 2012? 	Written		

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44	DPS	Wong	Cleaning Contract	<ol style="list-style-type: none"> 1. Do the cleaners receive penalty rates at any stage of the day or on any days of the week, or are all cleaners paid at the base rate as specified in the answer to BE QoN 34? 2. Are any changes to penalty rates being discussed in the current bargaining process? 	Written		
45	DPS	Wong	Car Parking	<ol style="list-style-type: none"> 1. What is the status of the review of access to the car parks, which the evidence given by the President suggested would be received by the end of June 2015? <p>“CHAIR: I do not know the answer to this question, so forgive me, Mr President. Do the Presiding Officers have any say in the allocation of car parks to sponsored pass holders? The PRESIDENT: Ultimately, Chair, we would have the ultimate responsibility. The Speaker and I discovered that it was a mess. That is why we have asked for the review. CHAIR: You are aware that there is an issue here. The PRESIDENT: Absolutely. I have mentioned that up-front. We have particularly asked for this review, which I think is due at the end of this month or the end of this week. Mr Skill: It is the same. The PRESIDENT: It is the same, yes. It is due at the end of this week and the Speaker and I will be paying particular attention to it and how we move forward. It has been a topical issue for some months.”</p> 2. Was the new <i>Australian Parliament House Private Parking Facilities Access Policy</i>, approved by the presiding officers on 17 June 2015 and circulated by “DPS Information” on 10 July 2015, a result of this review? 3. If not, why did the policy come before the review? 4. Has the review been released? <ol style="list-style-type: none"> a. If so, can a copy be provided? 	Written		
46	DPS	Wong	Car Parking	<ol style="list-style-type: none"> 1. Please confirm the evidence given in answer to Senator Gallagher’s BE QoN 15, that this means that all 1497 sponsored pass holders have access to the Ministerial Razor Blade car parks? 2. How many car parks are available in the Razor Blades? 3. The answer to BE QoN 15 states there are 1023 Ministerial Wing pass holders. Please confirm this excludes Ministerial Wing pass holders with access to the Ministerial Wing underground car park? 4. How Ministerial Wing pass holders with access to the Ministerial Wing 	Written		

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				<p>underground car park are there?</p> <p>5. For sponsored pass holders who have accessed the Ministerial Razor Blade Car Parks, please advise:</p> <p>a. On average, how many have accessed the car park per sitting day, for the last six months?</p> <p>b. On average, how many have accessed the car park per non-sitting day, for the last six months?</p>			
47	DPS	Wong	Car Parking	<p>Referring to BE QoN 15, which provides a breakdown of Categories of passes with access to the private car parks and razor blade car parks (except the Ministerial Underground car park), in relation to some of the other figures:</p> <ol style="list-style-type: none"> 1. How many political parties are represented amongst the 79 pass holders from political party secretariats? 2. Please outline the various types of individual granted temporary access. 3. How does the figure of 457 Media passes compare with the recognised number of members of the Press Gallery? 4. What is the process for granting a Media pass? Are applications endorsed by the Press Gallery committee? 5. For the category “Commonwealth Officer (Non-photographic) [Comcar only], does this mean a pass held by a Comcar driver for the purpose of accessing the slip roads, or can drivers park a personal car in the car parks? 6. Please describe the difference between “resident” and “non-resident” contractors. 7. What is the breakdown of “Parliamentary Departments” between the different departments? 8. Why are members of the Diplomatic Corps granted car park access, particularly when the pie charts supplied with the answer appear to indicate that no members of this category accessed the car park? 9. Do the cleaners have access to the car parks to park their cars? 10. Please provide a breakdown of the data contained in the pie charts in tabulated form. 11. Can you please provide the same breakdown for the Senate, the House of Representatives and the Razor Blade car parks separately? 	Written		
48	DPS	Wong	Car Parking	<p>In relation to the failure of the Senate Wing car park gate on Friday, 16 October 2015.</p> <ol style="list-style-type: none"> 1. When were building occupants made aware of this failure, if at all? 2. What steps are being undertaken to compensate pass holders who would 	Written		

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				<p>usually park in the Senate Wing car park, including staff of Senators, staff of the Department of Parliamentary Services, and Media, where these pass holders were informed to “use another car park” and were required to pay for parking?</p> <ol style="list-style-type: none"> 3. Will parking charges be waived or reimbursed? 4. What steps has the Department of Parliamentary Services taken to ascertain the cause of this failure? 5. What was the cause of the failure, if known? 6. What would have happened if a similar failure had occurred on the exit gates, trapping pass holder vehicles in the car park? 7. How many failures have occurred in 2015? 			
49	DPS	Wong	Car Parking	<p>Senate QoN 2092 indicated the total cost associated with the introduction of paid parking was \$590,838. In addition, the same answer indicated annual costs of \$132,000, including \$120,000 for security costs as indicated in BE QoN 18 and in Senate QoN 2092, plus preventative maintenance costs of a total of \$13,200 by the end of year five.</p> <ol style="list-style-type: none"> 1. Noting the answer to Senate QoN 1992 indicated the revenue collected from 19 December 2014 to 24 March 2015 (a quarter) was \$63,522.90, can this figure be updated? 2. Based on a projected collection of approximately \$240,000 per annum (\$60,000 per quarter), taking into account the projected costs, at what point does the car park become revenue-positive, that is, at what point in time is revenue expected to exceed the installation and ongoing costs? 3. How would the installation costs, particularly the \$318,160 for boom gate supply and contractor costs, compare to the use of a pay and display system such as that employed by the National Capital Authority in the Parliamentary Triangle, noting that page 36 of the Grosvenor Options Paper notes capital costs for pay and display of less than \$10,000. 4. Noting the answer to BE QoN 24 indicates that 85 per cent of users stay for less than two hours, is the Department of Parliamentary Services aware of how many users leave during the free period and immediately re-enter? 	Written		
50	DPS	Wong	Car Parking	<ol style="list-style-type: none"> 1. Referring to the Grosvenor Options Paper, at pages 9 and 75, was the recommended governance structure (at point 1) implemented and if so, who sat on the implementation management committee? 2. If it was not implemented, why not? 3. Did Grosvenor have any relationship with the provider that was eventually chosen to supply the car park infrastructure? 	Written		

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				<p>4. Can the Department of Parliamentary Services confirm there were no conflicts of interest between Grosvenor and the Department of Parliamentary Services and the staff who were managing the process?</p> <p>5. How was this documented?</p> <p>6. Why was the figure on page 17 of the report, identifying car parks, redacted?</p> <p>7. Why were the case studies on pages 44 to 46 redacted?</p>			
51	DPS	Wong	Parliament House Security Works	<p>1. How is the spending of the \$108 million going, or \$127 million over the forward estimates?</p> <p>2. Have there been any revisions to this overall figure?</p> <p>3. I note the answer to BE QoN 36, setting out the Department’s budgeted spend across the forward estimates, stated:</p> <p style="padding-left: 40px;">“The table above does not include the unspent portion of the \$108.4m associated with the DPS PAES 2014-15 budget measure <i>APH Security upgrade</i>. This is due to the fact that no formal decision had been made on the movement on these funds across the forward estimates at the time of submitting this response.”</p> <p>Has a formal decision had been made on the movement on these funds across the forward estimates now?</p>	Written		
52	DPS	Wong	Parliament House Security Works	<p>1. Based on the evidence given at the 2015–16 Budget Estimates hearings, is it correct that the upgrade of the lunch rooms in the Ministerial Wing was not part of the New Policy Proposal and that the funding did not come out of the security works budget?</p> <p>2. Noting Mr Skill gave evidence that the status of the works was “Some small joinery work, but most of the cost associated with it is glazing” (BE Hansard page 141), and the answer to BE QoN 48 indicates that the cost of the lunch rooms’ refurbishment is \$575,322, and the President evidence that (BE Hansard page 141):</p> <p style="padding-left: 40px;">The President: No, I do not believe so. My understanding is that it makes sense if you have tradesmen in that area working to do some glazing. Also, my understanding, and I stand to be corrected, is that it is to enable better use of that area, because there were some sound issues, where you could not have a private conversation.</p> <p>Was the purpose of combining this work with the security works to save money?</p> <p>3. If this was the case, at over \$500,000, does this represent a saving?</p> <p>4. What is the extent of the glazing work?</p> <p>5. Has it been completed?</p>	Written		

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				6. Where are these rooms located in the Ministerial Wing?			
53	DPS	Wong	Strategic Accommodation Review	<ol style="list-style-type: none"> 1. What is the status of the tender process advised in BE QoN 35? 2. Has this gone to tender, and if so, what is its reference number on AusTender? 3. If not, why has it taken over four months since Budget Estimates? 4. Has the cost of the consultancy been determined? 5. What is the timeline for the presentation of the report? 6. Why is this not a task that could be undertaken in-house? 	Written		
54	DPS	Wong	Information Policy	<ol style="list-style-type: none"> 1. For how long has it been the policy of the Department of Parliamentary Services to circulate emails from “DPS Information” anonymously? 2. Why are emails circulated anonymously rather than bearing the name of a responsible officer or the secretary, as was the case when Ms Hilary Penfold QC was the secretary, for example? 3. Why do these emails not include appropriate contact details if someone wishes to follow up their contents? 	Written		
55	DPS	Wong	ORIMA Research Stakeholder Survey conducted by the Parliamentary Budget Office	<p>The answer to BE QoN 51 states that the Assistant Secretary ICT Infrastructure and Services Branch authorised the provision of the email address details of Senators, Members and their staff to the private company ORIMA Research for the purpose of the Parliamentary Budget Office stakeholder survey.</p> <ol style="list-style-type: none"> 1. Were any alternative means of communication considered, for example, having a member of staff of the Department of Parliamentary Services or the Parliamentary Budget Office circulate this information so that the email addresses did not have to be disclosed to a third party? 2. Was any advice sought from the presiding officers or any parliamentary committees before the decision was made to release the information? 	Written		
56	DPS	Wong	Functions in Parliament House	<p>Answer to BE QoN 39 notes that 17 requests occurred to provide equipment for functions held in the Speaker’s Suite and courtyard, and that these requests came through the International Parliamentary Relations Office.</p> <ol style="list-style-type: none"> 1. What does the Department do to satisfy itself that these functions are “funded” or “non-funded” events within the meaning of those terms contained in the <i>Operating Policies and Procedures – Use of Parliament House facilities for functions and events</i> [OPP 24] document (see also these definitions in the answer to BE QoN 40)? 2. Can a list of all functions booked by the International Parliamentary Relations Office for the presiding officers be provided, including details of the international delegation? 	Written		

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				<p>3. At what stage is the revised and updated policy on functions in Parliament House, noting that in the <i>Response of the President to the Senate Finance and Public Administration Legislation Committee Inquiry into the Department of Parliamentary Services</i> he stated the presiding officers were expecting to receive it in late October 2015?</p> <p>4. Will this deadline be met?</p>			
57	DPS	Wong	Hansard Review	Please advise the current status of the Hansard Review.	Written		
58	DPS	Wong	Building Condition Report	<p>The <i>Presiding Officers' Statement regarding the condition of Parliament House</i> was tabled on 25 June 2015 and it set out a summary of the Building Condition Assessment Report and set out a major program of works for 2015–16, 2016–17, 2017–18 and 2018–19.</p> <p>1. Please advise the current status of the works forecast in this report.</p>	Written		
59	DPS	Wong	Parliament House Collection and Exhibitions	<p>There was considerable media interest following a Facebook post by Liberal MP Craig Kelly about a piece of art in a visiting exhibition recognising the twenty-fifth anniversary of the Bell Shakespeare Company, depicting the witches from Shakespeare's <i>Macbeth</i>.</p> <p>1. Please confirm this is a piece that is not part of the permanent collection of Parliament House?</p> <p>2. Please confirm the area concerned is regularly used for visiting exhibitions?</p> <p>3. How many visiting exhibitions have used the space, and others in Parliament House, in 2014–15?</p> <p>4. How many complaints has the Department of Parliamentary Services received about art in the building over the last five years? Please indicate how many of these related to works in the permanent collection and how many related to works in visiting exhibitions?</p> <p>5. How many complaints have been received from members of the public about the piece depicting <i>Macbeth's</i> witches?</p>	Written		
60	DPS	Wong	Parliamentary Library Research Requests	<p>1. Can a breakdown of research requests to each section of the Parliamentary Library be provided, by month for 2014–15, to correlate with the figure of 12,656 individual client requests on page 86 of the Annual Report?</p> <p>2. Could similar data be provided for research publications?</p> <p>3. In both cases, please also provide data of the average number of staff in each section for the relevant time period.</p>	Written		
61	DPS	Wong	Staff Changes	Noting on page 125 of the Annual Report that there has been an increase in staff, but at the same time a separation rate of nearly a quarter of the workforce.	Written		

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				1. How does this rate, and the 11 per cent rate for ongoing staff, compare with other parliamentary departments and the public sector average?			
62	DPS	Bernardi	DPS and CPM Reviews	<p>The following three questions refer to the DPS staff member referred to by Senator Bernardi and Ms Croke on pages 47-48 of the Proof Hansard, Monday 19 October 2015.</p> <ol style="list-style-type: none"> 1. On what date did this particular DPS staff member commence employment with DPS? 2. Who within DPS appointed this staff member to work for DPS? 3. Ms Croke, during the hearing, said that as far as she knew, the staff member no longer worked for CPM Reviews but that she would check. If the staff member has ceased employment with CPM Reviews: <ol style="list-style-type: none"> a. Has this person permanently left the employ of CPM Reviews? b. On what date did this person cease employment with that company? c. Why is the staff member still listed on the CPM Reviews website? 	Written		
63	DPS	Bernardi	Code of conduct investigations	<ol style="list-style-type: none"> 1. How many code of conduct investigations have taken place within DPS in the 2014-15 financial year? Please also provide a figure for the 2010-11, 2011-12, 2012-13 and 2013-14 financial years. 2. Please provide a breakdown of the investigations by each DPS branch (e.g. Library, ICT, security, finance/procurement etc) 3. How many of these investigations were referred to outside companies? 4. How many of these investigations involved the court system? 5. How many outside investigations ruled in favour of DPS? 6. How much did it cost DPS to conduct code of conduct investigations in the 2014-15 financial year? Please also provide a cost figure for the 2010-11, 2011-12, 2012-13 and 2013-14 financial years. 	Written		
64	DPS	Bernardi	APH Security Review (Sept 2014)	<p>Answer to Question on Notice 56 from the F&PA Committee’s 16 March hearing of the inquiry into DPS referred to an APH Security Review commissioned by the Attorney-General’s Dept in Sept 2014 and undertaken by AECOM. DPS also played a role in this. Mr Skill said that himself, Mr Giddings (DPS Director of Security Operations) and the Assistant Secretary of Security were involved in this review (see 16 March 2015 Committee Hansard).</p> <ol style="list-style-type: none"> 1. Who else was involved in conducting the review – e.g. personnel from outside companies? 2. On what date did the review commence? 3. For any outside people (i.e. non-DPS personnel) involved, did these people have to obtain a security clearance to conduct the review? 	Written		

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				<p>a. If so, were they granted their security clearance before they commenced work on the review?</p> <p>b. What level of security clearance did they receive?</p> <p>Answer to question on notice 59 from the F&PA Committee’s 16 March hearing regarding DPS indicates that the APH Security Review report is a document of the Attorney-General’s Department, and DPS answered that they would pass the request for the report on to the A-G Department.</p> <p>4. Are you aware of the Attorney-General’s Department having responded to this request? If so, please provide details of the A-G Department’s response. If not, does DPS intend to contact the Department to ask for progress on this answer?</p>			
65	DPS	Bernardi	‘Georgiou review’	<p>I have heard of a review conducted within DPS Security branch called the ‘Georgiou’ review, conducted in the early months of 2015.</p> <ol style="list-style-type: none"> 1. Who commissioned this review? 2. Why was this review commissioned? 3. On what date did this review start? 4. What DPS staff and non-DPS staff were in charge of conducting this review? Please provide as much detail as possible. 5. What did the review examine within the security branch? 6. If the review has concluded: <ol style="list-style-type: none"> a. On what date did this review conclude? b. Who received the final report of this review? c. Is a copy the report available to be presented to this committee? If so, please provide a copy to the committee. If not, please provide an explanation as to why it cannot be made available to the committee. d. What were the recommendations of the report? 7. Were any other departments involved in this review in any way? (e.g. Attorney-General’s Department, Department of PM&C, the AFP) If so, please provide details of the extent they were involved. If not, why were other departments not involved or consulted? 8. Were the Presiding Officers consulted about this review prior to the review starting? Were they involved with it in any way? If so, what was the extent of their involvement? If not, why were the not involved? 9. Did non-DPS personnel involved in the review receive a security clearance to conduct the review? <ol style="list-style-type: none"> a. If so, were they granted their security clearance before they commenced work on the review? Please provide details for each non-DPS person 	Written		

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				<p>involved in the review.</p> <p>b. What level of security clearance did they receive?</p> <p><u>Staff consultation</u></p> <p>During this committee’s inquiry into DPS, at the 16 March 2015 hearing, the internal review was discussed. At that hearing, Mr Skill said that “We are not at the stage where we are broadly talking to staff yet” .</p> <p>An answer to a question on notice stated that the “Security Branch Workplace Consultative Committee was consulted on the development of skill sets for security staff, and changes to staffing levels” on 1 April 2015 .</p> <p>10. Was the 1 April 2015 WCC meeting the first time that PSS staff were informed about the review? If not, please provide details of the date when PSS staff were first informed.</p> <p>11. Has there been any further consultation with PSS staff since 1 April 2015? If so, when and how (via email, meeting etc) did this occur? If not, why has there been no consultation with PSS staff?</p> <p>12. Please provide a timeline of the dates when PSS staff were informed (since they were first informed to now) about the progress of the review, and were offered opportunities for feedback, attended workshops etc.</p> <p>13. Can you guarantee that each PSS staff member has been informed about the review and its progress?</p> <p>14. Have you received any complaints about the consultation process with PSS staff? If so, please provide details of the nature of the complaints.</p>			
66	DPS	Bernardi	PSS Employment model	<p>I believe a new employment model for PSS is or has been developed within DPS.</p> <p>1. What is the motivation behind this new employment model?</p> <p>2. Who initiated the new model process?</p> <p>3. What does the new employment model seek to achieve?</p> <p>4. What elements within PSS have been examined as part of developing this new model?</p> <p>5. Which groups/branches/organisations/representatives within DPS were consulted about the employment model?</p> <p>6. When were PSS staff first informed of the new employment model?</p> <p>7. Since the first notification to PSS staff, what opportunities have been given for PSS staff to consider the model and provide feedback (please provide dates and methods of communication e.g. emails, workshops)?</p> <p>8. Has the new employment model been finalised?</p> <p>a. If so, on what date did this occur and when were PSS staff informed?</p>	Written		

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				<p>b. If not, when will the new model be finalised?</p> <p>9. When was the Human Resources branch informed about the new employment model development?</p>			
67	DPS	Bernardi	PSS staffing	<p>1. Since 2010, have there been any changes in the number of PSS staff on duty during sitting weeks? Please provide figures for each year (from 2010 to 2015) of how many PSS staff have been on duty during sitting weeks.</p> <p>2. How many full-time PSS vacancies have occurred since the start of 2013? How have these vacancies been filled? (i.e. with full-time or part-time or casual staff?)</p> <p>3. I believe that new positions at PSL 3 are being made available. How does this impact on the current structure of PSS staff?</p> <p>4. Have these PSL 3 positions been advertised? If so, when were PSS staff first informed about these jobs being advertised?</p> <p>5. Are existing PSS staff being encouraged to apply for these PSL 3 positions or is the focus on filling PSL 3 positions with new people?</p> <p>6. Please provide details about the different responsibilities, skill sets, tasks, duties for each of the PSLs (PSL 1, 2, 3, 4).</p> <p>7. Have you received any feedback from staff about these PSL 3 changes? If so, please provide details of the nature of the feedback (e.g. positive, negative)</p> <p>8. How long does it take to train a person up to PSL 3 duties?</p> <p>9. Are the rosters for PSS staff being reviewed? If so, when will the rosters be finalised?</p> <p>10. What is the cost to DPS of establishing these new PSL 3 positions? Please provide a breakdown of any costs per financial year.</p> <p>a. If there are costs associated with this, will funds be taken from other areas of DPS? Please provide details.</p> <p>11. What is the current level of staff at each PSL position?</p>	Written		
68	DPS	Bernardi	DPS Structural Review (Baxter review)	<p>1. On what date were the Director of Security Operations and the Assistant Secretary of Security made aware of the DPS structural review (Baxter review)?</p> <p>2. Were Parliamentary Security Service (PSS) staff informed of this review?</p> <p>a. If so, how were they informed and on what date did this occur? Did this reach all PSS staff? Please provide copies of any emails/notifications/other material as evidence of this correspondence.</p> <p>3. Were PSS staff given an opportunity to speak to Mr Baxter in relation to the review?</p>	Written		

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				<p>a. If so, how were PSS staff contacted about this opportunity and on what date did this occur? Did this reach all PSS staff? Please provide copies of any emails/notifications/other material as evidence of this correspondence.</p> <p>4. On how many occasions have PSS staff been informed about the progress of the DPS Structural Review? Please provide dates and copies of any emails/notifications/other material as evidence of this correspondence.</p>			
69	DPS	Bernardi	Communication	<p>1. In what ways does DPS management communicate with PSS staff?</p> <p>2. Are these methods adequate or do they require improvement?</p>	Written		
70	DPS	Bernardi	Leave	<p>1. What sort of system does DPS use (electronic, hard copy paperwork) for personal/annual leave for their staff?</p> <p>2. Are all applications for leave (and the subsequent decisions as to whether that leave was granted and/or taken) kept on file by DPS?</p> <p>3. Has DPS received any complaints about their current leave system? If so, please provide details of what the complaints were about.</p>	Written		
71	DPS	Bernardi	Training	What training programs have DPS conducted with PSS staff in the last two years?	Written		
72	DPS	Ludwig	Departmental Rebranding	<p>1. Has the department/Agency undergone a name change or any other form of rebranding since the leadership change in September, 2015? If so:</p> <p>a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p>i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p>b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p>i. Signage.</p> <p>ii. Stationery (please include details of existing stationery and how it was disposed of).</p> <p>iii. Logos</p> <p>iv. Consultancy</p> <p>v. Any relevant IT changes.</p> <p>vi. Office reconfiguration.</p> <p>c. How was the decision reached to rename and/or rebrand the department?</p> <p>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</p>	Written		

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				<p>department and the government regarding the rename/rebranding.</p> <ol style="list-style-type: none"> 2. Following the changes does the department share any goods/services/accommodation with other departments? 3. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 4. 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? 			
73	DPS	Ludwig	Staffing - employment of non-Australian citizens	<p>I refer you to section 22 (8) of the Public Service Act 1999 which says: "An Agency Head must not engage, as an APS employee, a person who is not an Australian citizen, unless the Agency Head considers it appropriate to do so."</p> <ol style="list-style-type: none"> 1. Does the department have guidelines or similar to assist Agency Heads to assess when it is appropriate to hire non-Australian citizens? If no, do individual agencies have their own guidelines? If yes to either: <ol style="list-style-type: none"> a. Please provide a copy. b. When did they come into effect? c. Can Agency Heads decide to go against the advice? If yes, under what circumstances? 2. Are Agency Heads required to provide a reason to anyone for hiring non-Australian citizens? If yes: <ol style="list-style-type: none"> a. Who are they required to report the reason to? b. Does this reporting happen before or after the hire has been made? c. Is this reason provided in writing? If no, how is it provided? d. Can you please provide a list of reasons that have been used since the Federal election in September, 2013. 3. Are there any provisions to over-rule a Head of Agency's decision to hire a non-Australian citizen? If yes: <ol style="list-style-type: none"> a. Who can over-rule this decision? b. Under what circumstances can it be over-ruled? c. How many times has this occurred since the Federal election in September, 2013. 	Written		
74	DPS	Ludwig	Furniture Relocation	<ol style="list-style-type: none"> 1. Provide an itemised breakdown of all furniture moved by DPS for the office of Senator the Hon George Brandis from the Deputy Senate Leader's office to the Senate Leader's office 	Written		

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				<ol style="list-style-type: none"> 2. Provide pictures of each item of furniture moved by DPS listed above 3. What was the total cost of moving these items? 4. Breakdown this cost by task/service or activity per item listed 5. Who conducted the work involved in moving each item of furniture? Was any work conducted by non-DPS sources? If so, list these sources. What was the cost for procuring these services? How were they obtained? Under what policy were they engaged? 6. Provide all communication with the office of Senator the Hon George Brandis concerning the items to be moved to the Senator's new suite 7. Were items moved by DPS for Senator Brandis initially not considered for transfer to the Senator's new suite? 8. Were any new items of furniture purchased for the Senator's new suite? If so, itemise each item, providing a cost breakdown of each item, the source from which they were purchased, how the source was identified, who requested the item and any correspondence concerning the purchase of the items. 9. Was any modifications or changes made to the Senator's previous or new suite on his move between offices? If so, itemise these changes, provide a cost breakdown of each change, who the changes were requested by, correspondence concerning these changes, who made each change and how they were selected to perform these changes 			
75	DPS	Ludwig	Chesterfield Lounge	<p>A Chesterfield lounge was located in Minister Kevin Andrews' office. It had previously been in Prime Minister Howard's office.</p> <ol style="list-style-type: none"> 1. Can you please provide an update of where the lounge is now located? 2. How much is the lounge worth? 3. How was it determined where the lounge would be located? 	Written		
76	Parliamentary Service Commissioner	Wong	Secretary of DPS	<ol style="list-style-type: none"> 1. Is it correct that the Parliamentary Services Commissioner must provide a report about the vacancy in the position of Secretary of the Department of Parliamentary Services to the presiding officers under section 59(2) of the Parliamentary Service Act? 2. Is this a different report a different report from that which was provided to the presiding officers as part of the process to terminate the former secretary (Ms Carol Mills)? 3. Has the report about the vacancy been completed? 4. If not, when can it be expected? 5. Is a copy made public and if it has not been made public, can it be? 6. What is the role of the Parliamentary Service Commissioner in the process to select a new secretary? 			

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77	Parliamentary Service Commissioner	Wong	Secretary of DPS	<p>Based on the President’s evidence at page 89 of the Hansard at the 2015-2016 Budget Estimates, that the Parliamentary Service Commissioner had a role in the appointment of an acting secretary:</p> <p style="padding-left: 40px;">Senator Parry: No—I am happy to describe what is currently happening. We have already engaged the Parliamentary Service Commissioner in assisting with the appointment of an acting secretary potentially, prior to a permanent secretary, and potentially with conducting a review prior to any further formal appointment. These are all matters we are discussing currently with the Parliamentary Service Commissioner, as recently as today in fact.</p> <ol style="list-style-type: none"> 1. Please outline the role the Parliamentary Service Commissioner played in the appointment of the acting secretary, if any? 2. On how many occasions has advice been provided to the presiding officers? 			
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