

Senate Foreign Affairs Defence and Trade Committee: Written Questions on Notice Budget Estimates 2012

Q No.	Department or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date <i>or</i> Written Q	Date rec'd	Date tabled
1	DHA	Eggleston	Staffing	<p>How many ongoing staff recruited this financial year to date? What classification are these staff?</p> <p>How many non ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	15/10/12	1/11/12
2	DHA	Eggleston	Staffing	Provide details of what staffing changes have occurred in each department/agency from the 2012-13 Budget. Provide a list of additional and/or redundant positions, the classification and the program those positions are part of or have been taken from.	Written	15/10/12	1/11/12
3	DHA	Eggleston	Staffing	Please list the SES positions have you in your department/agency in the years this financial year to date. Identify the different levels and how many are permanent positions.	Written	15/10/12	1/11/12
4	DHA	Eggleston	Staffing	Will there be any training after the 2012 Calendar year for 2012 Graduates? If yes, please details including costs and what the training is.	Written	15/10/12	1/11/12
5	DHA	Eggleston	Staffing	What was the cost for recruiting 2012 Graduates? Please itemise and detail costs.	Written	15/10/12	1/11/12
6	DHA	Eggleston	Government Advertising	<p>What was the total cost of all advertising for the financial year to date?</p> <p>Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.</p> <p>Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.</p> <p>Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.</p>	Written	15/10/12	1/11/12

				<p>Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.</p> <p>What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?</p>			
7	DHA	Eggleston	Hospitality and Entertainment	<p>What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.</p> <p>What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.</p> <p>What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.</p> <p>Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</p>	Written	15/10/12	1/11/12
8	DHA	Eggleston	Board Appointments	<p>List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>What is the gender ratio on each board and across the portfolio?</p> <p>Please detail any board appointments for this financial year to date.</p>	Written	15/10/12	1/11/12
9	DHA	Eggleston	Freedom of Information	<p>Has the Department/agency received any updated advice on how to respond to FOI requests?</p> <p>What is the total cost to the department to process FOI requests for this financial year to date?</p>	Written	15/10/12	1/11/12

				<p>How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?</p> <p>How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?</p>			
10	DHA	Eggleston	Community Cabinet Meetings	<p>What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?</p> <p>How many Community Cabinet meetings has the Minister attended? List date and location.</p> <p>How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? Which Community Cabinet meetings did the Ministerial Staff attend? List date and location.</p> <p>How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?</p>		15/10/12	1/11/12
11	DHA	Eggleston	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • How many Reviews are being undertaken? • What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded • Which of these reviews has been provided to Government? • When will the Government be responding to the respective reviews that have been completed? • What is the estimated cost of each of these Reviews? • What reviews are planned? • When will each of these reviews be concluded? 	Written	15/10/12	1/11/12
12	DHA	Eggleston	Consultancies	<p>How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</p> <p>How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	15/10/12	1/11/12
13	DHA	Eggleston	Media Monitoring	<p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these same services for the year 2011-12? 	Written	15/10/12	1/11/12

				<ul style="list-style-type: none"> • What has been spent providing these services this financial year to date? <p>What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?</p> <ul style="list-style-type: none"> • Which agency or agencies provided these services? • What is the estimated budget to provide these same services for the year 2011-12? • What has been spent providing these services this financial year to date? 			
14	DHA	Eggleston	Social Media	<p>Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issue. If no, please explain why not.</p>	Written	15/10/12	1/11/12
15	DHA	Eggleston	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> • Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost). • Has the department/agency ever employed McKinsey & Company in 	Written	15/10/12	1/11/12

				<p>any capacity or is it considering employing McKinsey & Company? If yes, provide details.</p> <ul style="list-style-type: none"> What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost). 			
16	DHA	Eggleston	Discretionary Grants	<p>Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.</p> <p>Has the Department complied with interim requirements relating to the publication of discretionary grants?</p>	Written	15/10/12	1/11/12
17	DHA	Eggleston	Commissioned Reports	<p>How many Reports have been commissioned by the Government in your portfolio this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <ul style="list-style-type: none"> How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level? What is the current status of each report? When is the Government intending to respond to these reports? 	Written	15/10/12	1/11/12
18	DHA	Eggleston	Government Payments of Accounts	<p>For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?</p> <ul style="list-style-type: none"> If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached) For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year? Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written	15/10/12	1/11/12
19	DHA	Eggleston	Stationery requirements	<p>How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?</p> <p>What is the department/agency's stationery costs for the financial year to date?</p> <p>What was the department/agency's stationery costs for 2009-10 and 2010-11?</p>	Written	15/10/12	1/11/12
20	DHA	Eggleston	Government payments of accounts	<p>Media Subscriptions</p> <p>Has there been any change to your pay TV subscription since the 2011-12 Additional Estimates (February 2012)?</p> <ul style="list-style-type: none"> If yes, please provide the reason why, the cost and what channels. What is the cost for this financial year to date? <p>Has there been any change to your newspaper subscriptions since the 2011-12 Additional Estimates (February 2012)?</p> <ul style="list-style-type: none"> If yes, please provide the reason why, the cost and what newspapers. What is the cost for this financial year to date? 	Written	15/10/12	1/11/12

				<p>Has there been any change to your magazine subscriptions since the 2011-12 Additional Estimates (February 2012)?</p> <ul style="list-style-type: none"> • If yes, please provide the reason why, the cost and what magazines. • What is the cost for this financial year to date? 			
21	DHA	Eggleston	Travel Costs	<p>For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is this monitored? If the guidelines are not being followed, please explain why.</p> <p>Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.</p> <p>When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.</p>	Written	15/10/12	1/11/12
22	DHA	Eggleston	Legal costs	<p>What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.</p> <p>What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.</p>	Written	15/10/12	1/11/12
23	DHA	Eggleston	Education expenses	<p>What are the department/agency's guidelines on study? Please provide details.</p> <p>For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.</p>	Written	15/10/12	1/11/12
24	DHA	Eggleston	Executive	In relation to executive coaching and/or other leadership training services	Written	15/10/12	1/11/12

			Coaching and Leadership Training	<p>purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification) 4. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based c) The number of employees who received the service and their employment classification 5. The total number of hours involved for all employees (provide a breakdown for each employment classification) d) The total amount spent on the service e) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> i. The location used 6. The number of employees who took part on each occasion (provide a breakdown for each employment classification) 7. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) ii. Any costs the department or agency's incurred to use the location 			
25	DHA	Eggleston	Media Training	<p>In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> 1. Total spending on these services 2. The number of employees offered these services and their employment classification 8. 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) 3. The names of all service providers engaged <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> a) The name and nature of the service purchased b) Whether the service is one-on-one or group based 9. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification) 10. The total number of hours involved for all employees (provide a breakdown for each employment classification) c) The total amount spent on the service d) A description of the fees charged (i.e. per hour, complete package) <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> i. The location used ii. The number of employees who took part on each occasion iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) 	Written	15/10/12	1/11/12

				iv. Any costs the department or agency's incurred to use the location			
26	DHA	Eggleston	Paid Parental Leave	<p>Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</p> <p>For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.</p>	Written	15/10/12	1/11/12
27	DHA	Eggleston	Training for Portfolio Minister and Parliamentary Secretaries	<p>For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.</p> <p>For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.</p>	Written	15/10/12	1/11/12
28	DHA	Eggleston	Corporate Cars	<p>Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):</p> <p>How cars are owned by each department and agency in your portfolio?</p> <p>Where is the car/s located?</p> <p>What is the car/s used for?</p> <p>What is the cost of each car for this financial year to date?</p> <p>How far did each car travel this financial year to date?</p>	Written	15/10/12	1/11/12
29	DHA	Eggleston	Taxi Costs	<p>How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>What are the reasons for taxi costs?</p>	Written	15/10/12	1/11/12
30	DHA	Eggleston	Credit Cards	<p>Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):</p> <ul style="list-style-type: none"> • What action is taken if the corporate credit card is misused? • How is corporate credit card use monitored? • What happens if misuse of a corporate credit card is discovered? • Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken. • What action is taken to prevent corporate credit card misuse? 	Written	15/10/12	1/11/12
31	DHA	Eggleston	Printing of Documents	<p>Does the department/agency print any hard copies of reports/statements/papers they produce? If yes, please list how many copies, where they are delivered and the cost</p>	Written	15/10/12	1/11/12
32	DHA	Eggleston	Provision of	<p>For departments/agencies that provide mobile phones to Ministers and/or</p>	Written	15/10/12	1/11/12

			Equipment	<p>Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs.</p> <p>For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date? What were the running costs for 2009-10 and 2010-11?</p> <p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive (not an inclusive list)) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):</p> <ul style="list-style-type: none"> Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided. 			
33	DHA	Eggleston	Electricity Purchasing	<p>Provide an update of the department/agency electricity purchasing agreement. Provide details of when this was entered into and the length of the agreement.</p> <p>What were the department/agency electricity costs for 2009-10 and 2010-11?</p> <p>What are the department/agency electricity costs for this financial year to date?</p>	Written	15/10/12	1/11/12
34	DHA	Eggleston	Information for the Australian Greens and Independents	<p>Does the department/agency provide any information and/or undertake any requests for the Australian Greens? If yes, please provide the following information:</p> <ul style="list-style-type: none"> How is such work and/or information requests commissioned? What work/information requests have been undertaken? Provide details and a copy of each work produced. Has any such work and/or information requests been unable to proceed? If yes, provide details including what the work and/or information requests were and why it could not be undertaken. How long is spent undertaking work and/or information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification. <p>Does the department/agency provide any information and/or undertake any requests for the Independents? If yes, please provide the following information:</p> <ul style="list-style-type: none"> How is such work and/or information requests commissioned? What work/information requests have been undertaken? Provide details, including who the work/information was for and a copy of each work produced. Has any such work and/or information requests been unable to proceed? If yes, provide details including what the work and/or information requests were, who they were from, who they were for and why it could not be undertaken. How long is spent undertaken work and/or information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. 	Written	15/10/12	1/11/12
35	DHA	Eggleston	Shredders	<p>Has the department/agencies purchased any shredders in the last 12 months? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.</p>	Written	15/10/12	1/11/12

36	DHA	Ludlam	Freemantle townhouses	<p>Senator LUDLAM: Our agenda is to get this back into tenancy. It sounds like that might be in play in the background, which would be great. Is there any consideration as to what kind of use you would put it to? Is there potential there for commercial leasehold or are you just looking at rental.</p> <p>Mr Howman: We would look at housing Defence personnel there. They are very well located for the CBD, for HMAS <i>Leeuwin</i> and even for Karrakatta and also for SAS, Swanbourne.</p> <p>Senator LUDLAM: If you would provide us with information on notice, because it sounds like we are having this conversation a week or two before some things might happen. If there is anything you want to provide the committee with by way of follow-up that would be appreciated. We are really looking for some kind of indicative timetable of when they might be brought within your ambit and repaired.</p>	p. 86 (29/5/2012)	27/7/2012	23/8/2012
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