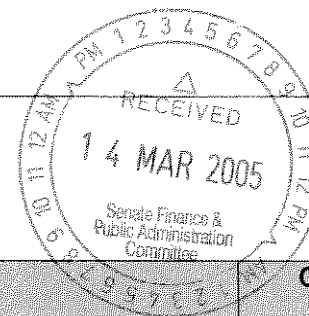


Estimates 2004-05 — Additional Estimates, February 2005

Questions on Notice Index—Parliamentary Departments



QON No.	Department / agency	Senator	Hansard reference	Question	Comments
P1	Senate	Faulkner	F&PA 4, 14/2/05	Senator FAULKNER—How much recycled paper from overseas is being used? Ms Griffiths—I would have to check. I will take that on notice, as I am not sure.	See Attachment A
P2	Senate	Faulkner	F&PA 4-5, 14/2/05	Senator FAULKNER—So, are you perfectly satisfied with the way these procurement guidelines are being applied? The PRESIDENT—I am not aware of any changes but I do know that when I was the whip and involved in the House Standing Committee that quite significant changes were made in the parliamentary dining room when changes were made to cutlery, crockery and the like, and that was one of the savings that ensured that the dining room was able to run more efficiently, for the benefit of members and senators. Senator FAULKNER—Could you check for us in regard to the recycled paper. The PRESIDENT—I will have a look at the procurement guidelines.	See Attachment B
P3	Senate	Faulkner	F&PA 5, 14/2/05	Senator FAULKNER—I see. Do you break that down into usage by individual senators? Obviously, you can but— Mr Evans—We can but I do not have those figures in front of me at the moment. Senator FAULKNER—Perhaps you could provide those on notice to us.	See Attachment C
P4	Senate	Faulkner	F&PA 7, 14/2/05	Senator FAULKNER—What are the savings? [restructuring / work values] Ms Griffiths—I have not quantified that; I can get that for you. ... Senator FAULKNER—Have we been able to quantify the savings? Ms Griffiths—I have not got that figure here; I will get that for you.	See Attachment D

Senate Finance and Public Administration Legislation Committee

QON No.	Department / agency	Senator	Hansard reference	Question	Comments
P5	Senate	Brandis	F&PA 8, 14/2/05	<p>Senator BRANDIS—Can you indicate to us how much those outlays were and on how many occasions external legal advice was sought? Mr Evans—We will take that on notice.</p> <p>Senator BRANDIS—When you address that on notice would you also indicate in a very brief way the issues to which the advice was directed and the external counsel firm from which the advice was sought, please.</p> <p>Mr Evans—Yes, we will do that. You will find that the Australian Government Solicitor is the main source of advice for the department, as against advice for the Senate or senators. I do not think there was any external legal advice sought for the Senate or senators. But we will check that.</p> <p>Senator BRANDIS—Thank you.</p>	See Attachment E
P6	DPS	Knowles	F&PA 24, 14/2/05	<p>Senator KNOWLES—Can someone come back to me on the nurses station? Ms Penfold—Yes.</p>	
P7	DPS	Faulkner	F&PA 30, 14/2/05	<p>Senator FAULKNER—So recommendation 5.2 of Mr Podger is not going to be adhered to and I would say ignored. Recommendation 5.3 goes to strengthening the terms of reference to the Joint Library Committee. Some work has been done in the Speaker's office that you do not know anything about. Can we have a copy, please, of these proposed strengthened terms of reference for the Library Committee? The PRESIDENT—I have not seen them. If they do exist I will have a look at them and if you wish them to be provided I will do that.</p>	
P8	Senate	Carr	Written	Attached	See Attachment F
P9	DPS	Carr	Written	Attached	
P10	Senate	Evans	Written	Attached	See Attachment G
P11	DPS	Evans	Written	Attached	
P12	DPS	Evans	Written	Attached	

Please note that answers are due on 1 April 2005

Senate Finance and Public Administration Legislation Committee

P8 and P9

Senator Kim Carr

Please provide a table listing details of all consultancies for the 2003/04 financial year, for the department and all associated agencies within the portfolio. Please include the following:

- The costs for all completed consultancies, both budgeted and actual;
 - The costs for ongoing consultancies, both budgeted and for the current financial year;
 - The total costs for all consultancies, both the amount expended in the current financial year, and the total budgeted value of all consultancies running in the current financial year;
 - The nature and purpose of the consultancy;
 - The method by which the contract was let;
 - The name and details of the company and/or individual who is carrying out, or carried out, the contract.
-

P10

Senator Chris Evans

QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES FEB 2005
FINANCE AND PUBLIC ADMINISTRATION COMMITTEE

Department of the Senate

1. Has the Department considered, or is the Department currently considering, any proposals or suggestions for further cost-cutting measures in order to meet the under-achievement of the Podger Report's expected savings?
2. If so, what are these proposals or suggestions?
3. What is the source of those proposals or suggestions, either from within the Department or externally?
4. Where possible to quantify, how much would the expected cost savings be for each of these proposals/suggestions?
5. What would be the effect of each of those proposals on services to MPs or Senators?

Senate Finance and Public Administration Legislation Committee

P11

Senator Chris Evans

QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES FEB 2005
FINANCE AND PUBLIC ADMINISTRATION COMMITTEE

Department of Parliamentary Services

1. Has the Department considered, or is the Department currently considering, any proposals or suggestions for further cost-cutting measures in order to meet the under-achievement of the Podger Report's expected savings?
 2. If so, what are these proposals or suggestions?
 3. What is the source of those proposals or suggestions, either from within the Department or externally?
 4. Where possible to quantify, how much would the expected cost savings be for each of these proposals/suggestions?
 5. What would be the effect of each of those proposals on services to MPs or Senators?
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P12

Senator Chris Evans

QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES FEB 2005
FINANCE AND PUBLIC ADMINISTRATION COMMITTEE

Department of Parliamentary Services

1. On what date was the position of Parliamentary Librarian last filled on a substantive, full-time basis?
2. How many positions does the Parliamentary Library have at the Director, or EL2, level?
3. How many subject groups currently constitute the Information and Research Service?
4. Why are there currently more Directors than there are Subject Groups?
5. What measures are currently in place within the Library to cut costs, and how do these measures impact on services to clients?

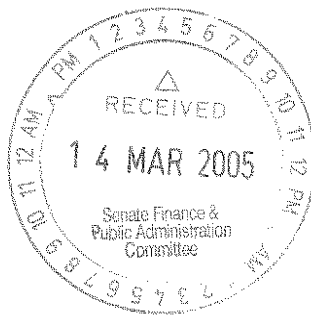


Attachment A

P1. Senator FAULKNER—How much recycled paper from overseas is being used?

Ms Griffiths—I would have to check. I will take that on notice, as I am not sure.

The Department of the Senate used the equivalent of 2,640 reams of recycled paper which cost approximately \$32,000 between 1 July 2004 and 31 January 2005. This total reflects a range of different sizes and weights for which an A4 equivalent has been calculated and while the bulk of this is imported (mainly A3 paper used in the printing process) it includes some Australian products. As a percentage, recycled paper usage is approximately 10% of the total volume of paper used by the department and senators.



Attachment B

P2. Senator FAULKNER—So, are you perfectly satisfied with the way these procurement guidelines are being applied?

The PRESIDENT—I am not aware of any changes but I do know that when I was the whip and involved in the House Standing Committee that quite significant changes were made in the parliamentary dining room when changes were made to cutlery, crockery and the like, and that was one of the savings that ensured that the dining room was able to run more efficiently, for the benefit of members and senators.

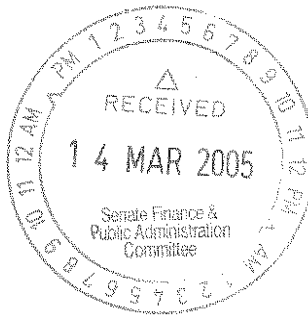
Senator FAULKNER—Could you check for us in regard to the recycled paper.

The PRESIDENT—I will have a look at the procurement guidelines.

The President advised the committee he was not aware of any changes to the procurement guidelines. The President was aware of a note from Black Rod informing him, for information only, that some imported recycled copy paper had been assessed for a range of reasons under the Commonwealth Procurement Guidelines as more suitable for procurement than other local product.

When Senate Printing became aware of the claims made by the UK producers of Evolve recycled paper in 2004 and identified that the A3 paper used in printing comes at a lower price than the most common brand of paper (not recycled) purchased by the Department of the Senate, an assessment was conducted in accordance with the Commonwealth Procurement Guidelines.

The assessment was done for suitability for use in the printing unit where A3 paper is used. The department selected the Evolve product for a range of reasons – not only because of its price – as required by the Commonwealth Procurement Guidelines. In its manufacture a very modern and efficient technology is used which results in a recycled product that in many respects outperforms the non-recycled paper it is being compared to, eg it is of a superior archival quality. Reports of the product's endorsements from suppliers of general office equipment have been confirmed and Senate Printing will continue to monitor this aspect of its performance. (Australian A3 recycled paper products have no laser printer guarantee). The local suppliers of Evolve paper have also assured the department that they are able to supply the high volumes of paper required at short notice by Senate Printing during sitting weeks.



Attachment C

P3. Senator FAULKNER—I see. Do you break that down into usage by individual senators? Obviously, you can but—
Mr Evans—We can but I do not have those figures in front of me at the moment.
Senator FAULKNER—Perhaps you could provide those on notice to us.

The table is attached.

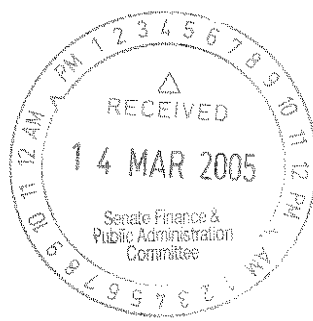
The total of \$717,000 provided by the Clerk on 14 February included amounts for some June 2004 printing which was invoiced in July. The figures in the attachment are for printing completed between 1 July 2004 and 31 January 2005.

**Senators' Printing (including stationery) Attachment C
Usage Report 01/07/04 to 31/01/05**

Senator	Total (\$)	Senator	Total (\$)
Abetz*	40,389	Humphries	46,538
Allison*	15,986	Hutchins	3,011
Barnett*	22,080	Kemp	761
Bartlett*	5,198	Kirk	8,375
Bishop	8,417	Knowles	1,252
Bolkus	210	Lees	2,464
Brandis	2,333	Lightfoot	4,725
Brown*	7,809	Ludwig	11,330
Buckland	9,148	Lundy	6,935
Calvert	14,368	Macdonald I	13,138
Campbell I	8,133	Macdonald S	2,467
Campbell G	3,745	Mackay	1,168
Carr	5,377	Marshall	15,483
Chapman*	10,701	Mason	5,151
Cherry*	10,743	McGauran	3,276
Colbeck	11,800	McLucas	6,977
Collins	4,612	Minchin	21,195
Conroy	11,013	Moore	19,648
Cook	3,931	Murray	6,152
Coonan	9,783	Nettle*	27,976
Crossin	6,875	O'Brien	11,431
Eggleston*	20,197	Patterson	3,243
Ellison	10,007	Payne	1,718
Evans	9,510	Ray	14,046
Faulkner	16,529	Ridgeway*	16,991
Ferguson	10,280	Santoro*	31,123
Ferris	190	Scullion	7,352
Fifield	8,168	Sherry	8,331
Forshaw	6,399	Stephens	5,610
Grieg*	25,282	Stott Despoja*	19,438
Harris	7,518	Tchen	5,416
Heffernan	13,193	Troeth	9,930
Hill	5,244	Watson	1,897
Hogg	11,818	Webber	5,456
		Wong	6,409

(Rounded to the nearest dollar) **Total** 713,397

* These senators have used the entitlement of other senators in accordance with Reg 3A



Attachment D

P4. Senator FAULKNER—What are the savings? [restructuring / work values]

Ms Griffiths—I have not quantified that; I can get that for you.

...

Senator FAULKNER—Have we been able to quantify the savings?

Ms Griffiths—I have not got that figure here; I will get that for you.

In response to a question from Senator Faulkner relating to two excess staff, Black Rod responded that they would be replaced by casuals. This is not the case. In January 2005, a decision was taken that one position in Black Rod's Office would no longer be filled on an ongoing basis, however it was vacant and no one was displaced. As both officers referred to in questions leading up to this question had occupied this position on a temporary basis during the past twelve months, it was this position which was described to the committee.

The two people in question occupied positions in the Mail & Freight unit which have been downgraded. The downgraded positions will be filled by ongoing staff, formerly known as 'permanent' staff, not casuals. Consistent with the department's Certified Agreement, the two officers were given the option of continuing to work in the positions and after a period of salary retention, working at the lower rate of pay – or accepting the offer of a voluntary redundancy.

The department will have saved approximately \$70,000 on the salary budget of the Office Services and Chamber Support subsections, however savings were not the objective of this restructure which followed the amalgamation of the Corporate Management and Black Rod's Offices in 2002-03. The restructure set out to direct maximum available resources to the delivery of services to senators by:

- allocating available resources more effectively to service delivery;
- addressing significant OH&S concerns, especially for chamber staff in sitting weeks;
- re-distributing resources for more equitable workloads and overtime rosters in sitting weeks; and
- providing improved back up arrangements to reduce the impact of periods of leave on services.

**Department of the Senate
Legal Expenses**

1 July 2003 - 30 June 2004

Legal Services

	(net of GST) Approx time	(\$)
Foley's List - Brian Shaw QC - Advice to President re Senator Scullion	November	9,150
Mallesons Stephen Jacques - Advice to Privileges Committee	July	9,748
AGS - Advice for the Rural and Regional Affairs and Transport Committee	April/May	5,000
AGS - Advice on employment issues	For year	14,474
		<u>38,372</u>

Consultancy fees to the scrutiny committees

S Bottomley - Regs and Ordinances	For year	67,133
J Davis - Scrutiny of Bills	For year	29,290
		<u>96,423</u>
Total 1 July 2003 - 30 June 2004		<u>134,795</u>

1 July 2004 - 31 January 2005

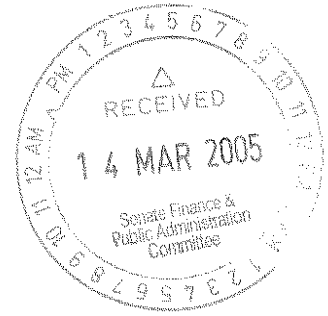
Legal Services

AGS - advice on Parliamentary Service Act determinations	July	2,335
AGS - advice on employment issues	Dec/Jan	6,090
		<u>8,425</u>

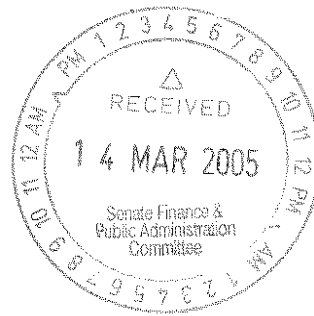
Consultancy fees to the scrutiny committees

S Bottomley - Regs and Ordinances	YTD	39,161
J Davis - Scrutiny of Bills	YTD	17,632
		<u>56,793</u>
Total 1 July 2004 - 31 January 2005		<u>65,218</u>

Total 1 July 2003 - 31 January 2005 \$200,013

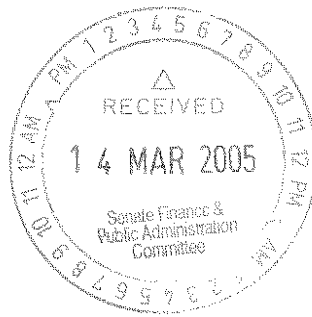


Department of the Senate
Cost of Consultancies



(net of GST)

Name of consultant - nature and purpose	Procurement method	Budgeted for year (\$)	Actual (\$)
1 July 2003 - 30 June 2004			
La Trobe University - Research project to assist the Select Committee on Medicare	Direct approach	22,200	22,200
Mallesons Stephen Jacques - Legal advice to the Committee of Privileges	Direct approach	9,748	9,748
Dr Phillippa Dee - Examination of a draft free trade agreement for the Select Committee on the Free Trade Agreement	Direct approach	20,000	20,000
Foley's List - Brian Shaw QC - Legal advice relating to the qualification of a senator	Resolution of Senate	9,150	9,150
KPMG - Internal audit services	Select tender to major accounting firms	60,920	60,920
Walter and Turnbull - Probity advice in relation to the financial management information system project	Follow up work to previous contract	16,500	16,268
S Bottomley - Legal advice to the Regulations and Ordinances Committee	Ongoing arrangement	67,133	67,133
J Davis - Legal advice to the Scrutiny of Bills Committee	Ongoing arrangement	29,290	29,290
1 July 2003 - 30 June 2004		234,941	234,709
1 July 2004 - 31 January 2005			
Eureka Strategic Research Pty Ltd - conduct of satisfaction survey	Select Tender	16,950	4,237
Walter and Turnbull - professional advice in relation to new International Financial Reporting Standards	Direct approach	10,000	5,000
Michael Griffin Consulting - Advice to Standing Committee on Foreign Affairs, Defence and Trade	Direct approach	75,000	75,000
KPMG - Internal audit services	Select tender to major accounting firms	61,000	20,282
S Bottomley - Legal advice to the Regulations and Ordinances Committee	Ongoing arrangement	68,000	39,161
J Davis - Legal advice to the Scrutiny of Bills Committee	Ongoing arrangement	30,000	17,632
Total 1 July 2004 - 31 January 2005		260,950	161,312



Attachment G

P10. Senator Evans

Department of the Senate

- 1. Has the Department considered, or is the Department currently considering, any proposals or suggestions for further cost-cutting measures in order to meet the under-achievement of the Podger Report's expected savings?**

In order to meet the ongoing demands of the efficiency dividend and other demands on the budget, the department is continuously looking to find efficiencies and cost savings. Towards that end the department has for some time now been evaluating alternative human resource management information systems (HRMIS). That evaluation process was completed earlier this year and the department has selected CHRIS, an Australian product, as the replacement for the system currently in use, ie PeopleSoft. The implementation of CHRIS, in conjunction with the Department of the House of Representatives, will deliver immediate efficiencies and savings to the department.

The department has also considered a suggestion from the Secretary of the Department of Parliamentary Services that the department consider the option of outsourcing its personnel services to DPS. The resolution of the Senate of 18 October 2003 said that such outsourcing should only occur 'subject to such an arrangement being proven to be both cost-effective and efficient'.

- 2. If so, what are these proposals or suggestions?**

The Secretary of the Department of Parliamentary Services wrote to the department on 22 February 2005 with the suggestion, that as an alternative to the purchase of the CHRIS system, the department consider the option of outsourcing its personnel services to DPS.

- 3. What is the source of those proposals or suggestions, either from within the Department or externally?**

See Q.2 above.

- 4. Where possible to quantify, how much would the expected cost savings be for each of these proposals/suggestions?**

The cost to the department of implementing CHRIS is expected to be in the order of \$177,000 over the next five years. The cost of implementing the upgraded version of PeopleSoft was expected to be in the order of \$355,000 over the same five year period. From the Senate Department's perspective, CHRIS is clearly the more cost-effective system to implement; not only is cheaper to implement but it is also substantially more user-friendly than PeopleSoft and will deliver immediate efficiencies in terms of processing times and improved functionality.

The DPS proposal was essentially an in-principle one. DPS was not in a position to provide any precise costs of delivering the service or information as to service delivery standards. In terms of timing, DPS was only able to say that they would be in a position to offer the service once they had implemented the upgraded version of

PeopleSoft (the system rejected by the Senate Department and the Department of the House of Representatives). The DPS approach was rejected on the basis that the department was not confident that such an arrangement would result insignificant savings (and the DPS letter offered little to convince the department otherwise). That is not to say, however, that an outsourced arrangement may, at some point in the future, become attractive if it were cost-effective to do so. The Secretary DPS was advised accordingly.

5. What would be the effect of each of those proposals on services to MPs or Senators?

The Senate Department's transition to the CHRIS system will occur seamlessly as far as senators are concerned.

If, in the future, the department was to look at outsourcing its personnel services to DPS, or to another service provider, every endeavour would be made to negotiate an agreement that maintained the same high level of service offered by the department; whether that is possible remains to be seen.