

FINANCE AND PUBLIC ADMINISTRATION LEGISLATION COMMITTEE  
**QUESTIONS ON NOTICE – ADDITIONAL ESTIMATES – 11 & 12 February 2013**  
**PARLIAMENTARY DEPARTMENTS**

Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard*/ Written	Date Rec'd	Date Tabled
1	Senate	Kroger	Provision of the printed Red	<p><b>Dr Laing:</b> We can certainly have a look at that on Tuesday mornings, but the primary purpose of the Red is to inform the chamber and if we are putting it out too early and the Red is then misleading the chamber then we are not doing our job. So while we appreciate that there are different pressures applying, the draft Red is always available through the Whips and most of us work off the draft Red in those early stages. We will have a look at the Tuesday timing and perhaps monitor how many late changes there are on a Tuesday and how feasible it would be to be confident with releasing it earlier as a final Red.</p> <p><b>Senator KROGER:</b> Thank you.</p>	4-5	11/2/13	19/3/13
2	Senate	Kroger	Maintenance/ light upgrades	<p><b>Senator KROGER:</b> It was not just an inconvenience; it was probably a very expensive one because some of us put people on planes so that they could still work out of an electoral office location. Were there any other offices? I am aware of only my office and Senator Bushby's office. Were there any other senators who were caught up in this slippage and not advised that their offices were not going to be accessible?</p> <p><b>Mr Hallett:</b> The advice that I have is that there were a couple of others but apparently they were unoccupied. I think one of the issues we have is that some offices, including some of the whips' offices, have people in them all of the time whereas a number of other senators' offices are unoccupied, which is why we try to do work during key breaks such as the summer and winter breaks. If you want, I can take it on notice and find out more information, if that would help the committee.</p> <p><b>Senator KROGER:</b> I think it would be good. Clearly, it has been an issue of lack of communication from DPS to Senate Services and, given that we have to organise a down week of those offices again, we need to make sure that this does not happen again. It does impact on the functioning of those offices, certainly in the case where there are staff throughout the non-parliamentary sitting weeks.</p> <p><b>Mr Hallett:</b> I will see if I can get some more information and provide it to the committee.</p>	5-6	11/2/13	19/3/13
3	Senate	Rhiannon	FOI	<p><b>Senator RHIANNON:</b> In your submission, you noted correspondence between department heads and the Freedom of Information Commissioner, Dr James Popple, in the period before the May 2012 guidelines were issued, stating that the departments were covered. Can you table this correspondence?</p> <p><b>Dr Laing:</b> Yes, certainly, we can provide that. I do not have it with me now.</p> <p><b>Senator RHIANNON:</b> It can be tabled?</p> <p><b>Dr Laing:</b> Yes.</p>	12	11/2/13	19/3/13
4	Senate	Rhiannon	FOI	<p><b>Senator RHIANNON:</b> Have you had discussions with the Attorney-General's Department</p>	12	11/2/13	19/3/13

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				<p>about plans to amend FOI laws in the near future to exclude departments from FOI?</p> <p><b>Dr Laing:</b> No, we have not. The Hawke review is examining various issues with a view to perhaps look at amendments in the future, but we have not had discussions with Attorney-General's.</p> <p><b>Senator RHIANNON:</b> There have not been any formal or informal discussions with the department?</p> <p><b>Dr Laing:</b> I think the Hawke review is ongoing. It will report quite soon.</p> <p><b>Senator RHIANNON:</b> Yes, I am interested, but from the Hawke review?</p> <p><b>Mr Hallett:</b> Can I check the file? We will take it on notice. I am pretty sure the answer is no but we will just check the file.</p>			
5	Senate (President)	Faulkner		<p><b>Senator FAULKNER:</b> An understanding? That is fine. That is an understanding. I am trying to establish whether there was a formal decision beyond an understanding. If things are done on the basis of an understanding, we have got a problem.</p> <p><b>Senator Hogg:</b> I will check to see if, at a meeting with the then presiding officers, there was a formal decision taken by the presiding officers and I will get back to you. My recollection was that it was to be a response by the Department of Parliamentary Services to the inquiry.</p> <p><b>Senator FAULKNER:</b> I would be interested in understanding when the decision was made, who made the decision. If you were able to provide that information, which you cannot, which I accept, at the hearing this morning I would explore why that decision was made. But of course that can wait for a rainy day.</p> <p><b>Senator Hogg:</b> We will take that on notice.</p> <p><b>Senator FAULKNER:</b> If you could establish for me what the background to that decision was, I would appreciate it. I might explore that then at a later stage.</p>	8	4/3/13	19/3/13
6	Senate	Ryan	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	26/3/13	16/5/13

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7	Senate	Ryan	Staffing	<p>How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?</p> <p>How many contract staff left department/agency in the year this financial year to date? What classification were these staff?</p>	Written	26/3/13	16/5/13
8	Senate	Ryan	Staffing	<p>Are there any plans for staff reduction? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.</p> <p>If there are plans for staff reductions, please give the reason why these are happening.</p>	Written	26/3/13	16/5/13
9	Senate	Ryan	Making the Public Service more efficient	<p>Please provide an update of the savings achieved through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 <a href="http://www.financeminister.gov.au/media/2012/mr_1982012.html">http://www.financeminister.gov.au/media/2012/mr_1982012.html</a>).</p> <p>In addition, please provide the following detail:</p> <p>Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?</p> <p>Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</p> <p>Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each</p>	Written	26/3/13	16/5/13

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				<p>year over the forward estimates?</p> <p>Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>			
10	Senate	Ryan	Printing costs	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?	Written	26/3/13	16/5/13
11	Senate	Ryan	Graduate Recruitment	<p>How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.</p> <p>Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.</p>	Written	26/3/13	16/5/13
12	Senate	Ryan	Staffing	How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.	Written	26/3/13	16/5/13
13	Senate	Ryan	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>	Written	26/3/13	16/5/13

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				<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> <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>			
14	Senate	Ryan	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 including any catering and drinks costs.</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 all events including any catering and drinks costs.</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 including any catering and drinks costs.</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 all events including any catering and drinks costs.</p> <p>What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently</p>	Written	26/3/13	16/5/13

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				<p>being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?</p>			
15	Senate	Ryan	Meeting Costs	<p>What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	26/3/13	16/5/13
16	Senate	Ryan	Program Launch Costs	<p>What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p>	Written	26/3/13	16/5/13

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				<p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What is the Department/Agency's program launch spend for 2011-12? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2011-12. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>			
17	Senate	Ryan	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	26/3/13	16/5/13
18	Senate	Ryan	Freedom of Information	<p>Has the department/agency received any updated advice on how to respond to FOI requests?</p>	Written	26/3/13	16/5/13

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				<p>What is the total cost to the department to process FOI requests for this financial year to date?</p> <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>			
19	Senate	Ryan	Community Cabinet Meetings	<p>How many Community Cabinet meetings has the Minister attended this financial year to date? 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>	Written	26/3/13	16/5/13
20	Senate	Ryan	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• How many Reviews are being undertaken?</li> <li>• What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?</li> <li>• Which of these reviews has been provided to Government?</li> <li>• When will the Government be responding to the respective reviews that have been completed?</li> <li>• Has the Government responded to all reviews within the timeframe? If not, why not?</li> <li>• What is the estimated cost of each of these Reviews?</li> <li>• What reviews are planned?</li> <li>• When will each of these reviews be concluded?</li> </ul>	Written	26/3/13	16/5/13



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21	Senate	Ryan	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	26/3/13	16/5/13
22	Senate	Ryan	Media Monitoring	<p>What is 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"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2012-13?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul> <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"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2012-13?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul>	Written	26/3/13	16/5/13
23	Senate	Ryan	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 May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.</p> <p>Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> <li>• If yes, provide details of the useage (for example details could include average hours per employee, hours when useage peaks).</li> <li>• Has there been a change to the department/agency protocols due to staff useage?</li> <li>• If no, why not? Will the department/agency monitor useage in the future?</li> </ul>	Written	26/3/13	16/5/13

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				Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)			
24	Senate	Ryan	Staff Amenities	What amenities are provided to staff? Provide a list.	Written	26/3/13	16/5/13
25	Senate	Ryan	Coffee Machines	<p>Has the department/agency purchased coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why were coffee machines purchased?</p> <p>Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>Where did the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>Does the department/agency rent coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why are coffee machines rented?</p>	Written	26/3/13	16/5/13

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				<p>Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>Where does the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
26	Senate	Ryan	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes, provide details (including the work undertaken and the cost).</li> <li>• 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).</li> <li>• 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</li> </ul>	Written	26/3/13	16/5/13

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				<p>undertaken and the cost).</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> <li>• Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</li> <li>• What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).</li> </ul>			
27	Senate	Ryan	Grants	<p>Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p> <p>Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012 (see <a href="http://www.financeminister.gov.au/media/2012/mr_2102012.html">http://www.financeminister.gov.au/media/2012/mr_2102012.html</a>). How much was funding reduced for grant?</p>	Written	26/3/13	16/5/13

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28	Senate	Ryan	Commissioned Reports	<p>How many Reports have been commissioned by the Government in your department/agency 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"> <li>• How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</li> <li>• What is the current status of each report? When is the Government intending to respond to these reports?</li> </ul>	Written	26/3/13	16/5/13
29	Senate	Ryan	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"> <li>• 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)</li> <li>• 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?</li> <li>• Where interest is being paid, what rate of interest is being paid and how is this rate determined?</li> </ul>	Written	26/3/13	16/5/13
30	Senate	Ryan	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 are the department/agency's stationery costs for the financial year to date?</p>	Written	26/3/13	16/5/13
31	Senate	Ryan	Media Subscriptions	<p>What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of what channels and the reason for each channel.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>What newspaper subscriptions does your department/agency have?</p>	Written	26/3/13	16/5/13

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				<ul style="list-style-type: none"> <li>• Please provide a list of newspaper subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of magazine subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul>			
32	Senate	Ryan	Travel Costs	<p>For the financial year to date, please detail 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 travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</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 the department/agency following the advice? 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>	Written	26/3/13	16/5/13

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Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard*/ Written	Date Rec'd	Date Tabled
				<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> <p>Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
33	Senate	Ryan	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	26/3/13	16/5/13
34	Senate	Ryan	Education expenses	<p>What is the department/agency's guidelines on study?</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	26/3/13	16/5/13

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35	Senate	Ryan	Executive Coaching and Leadership Training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> <li>1. Total spending on these services</li> <li>2. The number of employees offered these services and their employment classification</li> <li>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)</li> <li>4. The names of all service providers engaged</li> </ol> <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> <li>a) The name and nature of the service purchased</li> <li>b) Whether the service is one-on-one or group based</li> <li>c) The number of employees who received the service and their employment classification</li> <li>5. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>d) The total amount spent on the service</li> <li>e) A description of the fees charged (i.e. per hour, complete package)</li> </ol> <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"> <li>i. The location used</li> <li>6. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</li> <li>7. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>ii. Any costs the department or agency's incurred to use the location</li> </ol>	Written	26/3/13	16/5/13
36	Senate	Ryan	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>	Written	26/3/13	16/5/13



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				<ol style="list-style-type: none"> <li>1. Total spending on these services</li> <li>2. The number of employees offered these services and their employment classification</li> <li>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)</li> <li>4. The names of all service providers engaged</li> </ol> <p>For each service purchased form a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> <li>a) The name and nature of the service purchased</li> <li>b) Whether the service is one-on-one or group based</li> <li>5. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</li> <li>6. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>c) The total amount spent on the service</li> <li>d) A description of the fees charged (i.e. per hour, complete package)</li> </ol> <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"> <li>i. The location used</li> <li>ii. The number of employees who took part on each occasion</li> <li>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>iv. Any costs the department or agency's incurred to use the location</li> </ol>			
37	Senate	Ryan	Paid Parental Leave	<p>Please list how many staff in each 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	26/3/13	16/5/13

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Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard*/ Written	Date Rec'd	Date Tabled
				What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.			
38	Senate	Ryan	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	26/3/13	16/5/13
39	Senate	Ryan	Corporate Cars	<p>How cars are owned by each department/agency?</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	26/3/13	16/5/13
40	Senate	Ryan	Taxi Costs	<p>How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</p> <p>What are the reasons for taxi costs?</p>	Written	26/3/13	16/5/13
41	Senate	Ryan	Hire Cars	<p>How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.</p> <p>What are the reasons for hire car costs?</p>	Written	26/3/13	16/5/13

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Q No.	Program: Division or Agency	Senator	Broad Topic	Question	Proof Hansard*/ Written	Date Rec'd	Date Tabled
42	Senate	Ryan	Credit Cards	<p>Provide a breakdown for each employment classification that has a corporate credit card.</p> <p>Please update details of the following?</p> <ul style="list-style-type: none"> <li>• What action is taken if the corporate credit card is misused?</li> <li>• How is corporate credit card use monitored?</li> <li>• What happens if misuse of a corporate credit card is discovered?</li> <li>• Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</li> <li>• What action is taken to prevent corporate credit card misuse?</li> </ul>	Written	26/3/13	16/5/13
43	Senate	Ryan	Provision of Equipment	<p>For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>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?</p> <p>Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written	26/3/13	16/5/13
44	Senate	Ryan	Electricity Purchasing	<p>What are the details of the department/agency electricity purchasing agreement?</p> <p>What are the department/agency electricity costs for this financial year to date?</p>	Written	26/3/13	16/5/13

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45	Senate	Ryan	Briefings for the Australian Greens and Independents	<p>Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> <li>• How are briefings requests commissioned?</li> <li>• What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>• Provide details of what information has been provided and a copy of the information.</li> <li>• Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>• How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> </ul> <p>Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> <li>• How are briefings requests commissioned?</li> <li>• What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>• Provide details of what information has been provided and a copy of the information.</li> <li>• Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>• How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> <li>• Which Independents have requested briefings and/or information?</li> </ul>	Written	26/3/13	16/5/13
46	Senate	Ryan	Shredders	Has the department/agencies purchased any shredders this financial year? 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.	Written	26/3/13	16/5/13
47	Senate	Ryan	Protective security policy	Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory	Written	26/3/13	16/5/13

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			framework	requirements and details of any department/agency specific policies and procedures.			
48	Senate	Ryan	Office Locations	<ol style="list-style-type: none"> <li>1. Please provide a list of all office locations for all departments and agencies within the portfolio by: <ol style="list-style-type: none"> <li>a. Department/Agency;</li> <li>b. Location;</li> <li>c. Leased or Owned;</li> <li>d. Size;</li> <li>e. Number of Staff at each location and classification;</li> <li>f. If rented, the amount and breakdown of rent per square metre;</li> <li>g. If owned, the value of the building;</li> <li>h. Depreciation of buildings that are owned;</li> <li>i. Type of functions and work undertaken.</li> </ol> </li> </ol>	Written	26/3/13	16/5/13
49	Senate	Ryan	Communications Staff	<ol style="list-style-type: none"> <li>1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: <ol style="list-style-type: none"> <li>a. By Department or agency: <ol style="list-style-type: none"> <li>i. How many ongoing staff, the classification, the type of work they undertake and their location.</li> <li>ii. How many non-ongoing staff, their classification, type of work they undertake and their location</li> <li>iii. How many contractors, their classification, type of work they undertake and their location</li> <li>iv. How many are graphic designers?</li> <li>v. How many are media managers?</li> <li>vi. How many organise events?</li> </ol> </li> </ol> </li> <li>2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?</li> </ol>	Written	26/3/13	16/5/13

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<b>Parliamentary Budget Office</b>							
50	PBO	Faulkner	Categories of requests from Political Parties and Individuals	<p><b>Senator FAULKNER:</b> ..... I think you mentioned that you had 207 requests and that at the moment you have been able to respond to 152 of them. They were the statistics in your opening statement. I think that it would be helpful to have ongoing statistics; my question really goes to the nature of these statistics.</p> <p>..... But would you be willing to disaggregate requests into categories such as requests from parties and individuals into the future? Or could you think of any other ways of disaggregating those statistics that you have a level of comfort with in terms of providing further and better information to the committee?</p> <p><b>Mr Bowen:</b> You are right. I have been and will continue to be reluctant to divulge sources of requests. But in terms of broad categorisation, I do not think there is any confidentiality issue. Let me say that the vast bulk of requests have come from political parties.</p> <p><b>Senator FAULKNER:</b> You might take that on notice and give that some consideration so that, over time, the committee can have a better understanding in terms of monitoring the work of the PBO whilst of course totally accepting that we do not want to trample into areas that might have any partisan implication? Could I ask you to take that on notice and give some consideration to it?</p> <p><b>Mr Bowen:</b> I am happy to do that. In fact, I can tell you that, with one exception, the requests have all come from parties.</p>	Hansard p. 13	27/3/13	16/5/13
51	PBO	Ryan	Resource allocation	<p><b>Senator RYAN:</b> You also mentioned that you have the top echelons on the website. I have not checked that. Do you plan, when you have got those on-board, to publish a bigger set of boxes that indicate where the staff below the SES level are allocated?</p> <p><b>Mr Bowen:</b> I have not thought about that, to be honest. We do have those boxes internally. It is not usual for departments to post all of their staff on their website. Of course we are much smaller. We will look at that.</p> <p><b>Senator RYAN:</b> Even if it did not include names? Some of the issues I think Senator Faulkner was getting to was to try and get an idea of resource allocation and resource demands, and staff is a very good reflection of that.</p> <p><b>Mr Bowen:</b> sure. One thing you have to bear in mind is that while we have a formal</p>	Hansard p. 14	27/3/13	16/5/13

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				organisation structure at the top level and we will have permanent slots in the lower levels for individuals, we also will be quite flexible in how we use our staff. So whatever we publish a point of time apart from the top levels should not be taken to mean that those people are fixed in silos because they will not be. They will be used very flexibly. <b>Senator RYAN:</b> I appreciate that. Some other departments that come for estimates committees provide a periodic update knowing that it changes every time there is an estimates hearing to reflect resource allocation. It is a potential idea in that case.			
52	PBO	Cormann	Timing of Information Requests	<b>Senator CORMANN:</b> How overdue are those departments in the context of the deadlines that they should comply with under the MOU? <b>Mr Bowen:</b> I think there were some requests that are still outstanding from late December. <b>Senator CORMANN:</b> Nothing from November that is still outstanding? <b>Mr Bowen:</b> I believe not. <b>Senator CORMANN:</b> You might want to take that on notice. <b>Mr Bowen:</b> Okay. I will check that, but my understanding was December.	Hansard p. 18	27/3/13	16/5/13
53	PBO	Cormann	Average turnaround time for policy costings	<b>Senator CORMANN:</b> What is the average turnaround time taken by the Parliamentary Budget Office to date on policy costing requests? <b>Mr Bowen:</b> I would have to take that one on board—	Hansard p. 18	28/3/13	16/5/13
54	PBO	Ryan	MOU-timeframes not met	<b>Senator RYAN:</b> Are you considering reporting on whether the deadlines are met—not naming people yet, but for example at some point in estimates with the Parliamentary Library the behaviour of specific departments has been discussed. I am not saying we are there yet, but this would be roughly akin to the Parliamentary Librarian in some senses. Are you considering reporting a pretty simple metric on whether those two thresholds have been met percentage-wise? <b>Mr Bowen:</b> I have not considered it explicitly, but we certainly will consider that.	Hansard p. 17	27/3/13	16/5/13
55	PBO	Ryan	Staffing	How many ongoing staff recruited this financial year to date? What classification are these staff?	Written	27/3/13	16/5/13

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				How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?  This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?			
56	PBO	Ryan	Staffing	How many ongoing staff left the department/agency this financial year to date? What classification were these staff?  How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?  How many contract staff left department/agency in the year this financial year to date? What classification were these staff?	Written	27/3/13	16/5/13
57	PBO	Ryan	Staffing	Are there any plans for staff reduction? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.  If there are plans for staff reductions, please give the reason why these are happening.	Written	27/3/13	16/5/13
58	PBO	Ryan	Making the Public Service more efficient	Please provide an update of the savings achieved through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 <a href="http://www.financeminister.gov.au/media/2012/mr_1982012.html">http://www.financeminister.gov.au/media/2012/mr_1982012.html</a> ).  In addition, please provide the following detail:  Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?  Has there been a reduction in business flights? What are the estimated savings for each year	Written	27/3/13	16/5/13



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				<p>over the forward estimates?</p> <p>Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>			
59	PBO	Ryan	Printing costs	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?	Written	27/3/13	16/5/13
60	PBO	Ryan	Graduate Recruitment	<p>How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.</p> <p>Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.</p>	Written	27/3/13	16/5/13
61	PBO	Ryan	Staffing	How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.	Written	27/3/13	16/5/13
62	PBO	Ryan	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</p>	Written	27/3/13	16/5/13

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				<p>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> <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>			
63	PBO	Ryan	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 including any catering and drinks costs.</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 all events including any catering and drinks costs.</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 including any catering and drinks costs.</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 all events including any catering and drinks costs.</p>	Written	27/3/13	16/5/13

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				<p>What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?</p>			
64	PBO	Ryan	Meeting Costs	<p>What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any</p>	Written	27/3/13	16/5/13

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				catering and drinks costs.			
65	PBO	Ryan	Program Launch Costs	<p>What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What is the Department/Agency's program launch spend for 2011-12? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2011-12. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	27/3/13	16/5/13
66	PBO	Ryan	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	27/3/13	16/5/13

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67	PBO	Ryan	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> <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>	Written	27/3/13	16/5/13
68	PBO	Ryan	Community Cabinet Meetings	<p>How many Community Cabinet meetings has the Minister attended this financial year to date? 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>	Written	27/3/13	16/5/13
69	PBO	Ryan	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• How many Reviews are being undertaken?</li> <li>• What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?</li> <li>• Which of these reviews has been provided to Government?</li> <li>• When will the Government be responding to the respective reviews that have been completed?</li> <li>• Has the Government responded to all reviews within the timeframe? If not, why not?</li> <li>• What is the estimated cost of each of these Reviews?</li> <li>• What reviews are planned?</li> </ul>	Written	27/3/13	16/5/13

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				<ul style="list-style-type: none"> <li>When will each of these reviews be concluded?</li> </ul>			
70	PBO	Ryan	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	27/3/13	16/5/13
71	PBO	Ryan	Media Monitoring	<p>What is 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"> <li>Which agency or agencies provided these services?</li> <li>What is the estimated budget to provide these services for the year 2012-13?</li> <li>What has been spent providing these services this financial year to date?</li> </ul> <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"> <li>Which agency or agencies provided these services?</li> <li>What is the estimated budget to provide these services for the year 2012-13?</li> <li>What has been spent providing these services this financial year to date?</li> </ul>	Written	27/3/13	16/5/13
72	PBO	Ryan	Social Media	<p>Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.</p> <p>Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> <li>If yes, provide details of the usage (for example details could include average</li> </ul>	Written	27/3/13	16/5/13

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				<p>hours per employee, hours when useage peaks).</p> <ul style="list-style-type: none"> <li>• Has there been a change to the department/agency protocols due to staff useage?</li> <li>• If no, why not? Will the department/agency monitor useage in the future?</li> </ul> <p>Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)</p>			
73	PBO	Ryan	Staff Amenities	What amenities are provided to staff? Provide a list.	Written	27/3/13	16/5/13
74	PBO	Ryan	Coffee Machines	<p>Has the department/agency purchased coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>Why were coffee machines purchased?</p> <p>Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>Where did the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>Does the department/agency rent coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p>	Written	27/3/13	16/5/13

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				<p>Why are coffee machines rented?</p> <p>Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>Where does the funding for the coffee machines come from?</p> <p>Who has access?</p> <p>Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
75	PBO	Ryan	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes, provide details (including the work undertaken and the cost).</li> <li>• 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).</li> </ul>	Written	27/3/13	16/5/13



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				<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> <li>• Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</li> <li>• What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).</li> </ul>			
76	PBO	Ryan	Grants	<p>Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p> <p>Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p> <p>Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012</p>	Written	27/3/13	16/5/13

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				(see <a href="http://www.financeminister.gov.au/media/2012/mr_2102012.html">http://www.financeminister.gov.au/media/2012/mr_2102012.html</a> ). How much was funding reduced for grant?			
77	PBO	Ryan	Commissioned Reports	<p>How many Reports have been commissioned by the Government in your department/agency 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"> <li>• How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</li> <li>• What is the current status of each report? When is the Government intending to respond to these reports?</li> </ul>	Written	27/3/13	16/5/13
78	PBO	Ryan	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"> <li>• 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)</li> <li>• 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?</li> <li>• Where interest is being paid, what rate of interest is being paid and how is this rate determined?</li> </ul>	Written	27/3/13	16/5/13
79	PBO	Ryan	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 are the department/agency's stationery costs for the financial year to date?</p>	Written	27/3/13	16/5/13

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80	PBO	Ryan	Media Subscriptions	<p>What pay TV subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of what channels and the reason for each channel.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>What newspaper subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of newspaper subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul> <p>What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> <li>• Please provide a list of magazine subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul>	Written	27/3/13	16/5/13
81	PBO	Ryan	Travel Costs	<p>For the financial year to date, please detail 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 travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</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 the department/agency following the advice? How is this monitored? If the guidelines are not being followed,</p>	Written	28/3/13	16/5/13

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				<p>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> <p>Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
82	PBO	Ryan	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	27/3/13	16/5/13
83	PBO	Ryan	Education expenses	<p>What is the department/agency's guidelines on study?</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</p>	Written	27/3/13	16/5/13

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				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.			
84	PBO	Ryan	Executive Coaching and Leadership Training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> <li>8. Total spending on these services</li> <li>9. The number of employees offered these services and their employment classification</li> <li>10. 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)</li> <li>11. The names of all service providers engaged</li> </ol> <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> <li>f) The name and nature of the service purchased</li> <li>g) Whether the service is one-on-one or group based</li> <li>h) The number of employees who received the service and their employment classification</li> <li>12. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>i) The total amount spent on the service</li> <li>j) A description of the fees charged (i.e. per hour, complete package)</li> </ol> <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"> <li>iii. The location used</li> <li>13. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</li> <li>14. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> </ol>	Written	27/3/13	16/5/13

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				iv. Any costs the department or agency's incurred to use the location			
85	PBO	Ryan	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"> <li>7. Total spending on these services</li> <li>8. The number of employees offered these services and their employment classification</li> <li>9. 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)</li> <li>10. The names of all service providers engaged</li> </ol> <p>For each service purchased from a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> <li>e) The name and nature of the service purchased</li> <li>f) Whether the service is one-on-one or group based</li> <li>11. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</li> <li>12. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>g) The total amount spent on the service</li> <li>h) A description of the fees charged (i.e. per hour, complete package)</li> </ol> <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"> <li>v. The location used</li> <li>vi. The number of employees who took part on each occasion</li> <li>vii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>viii. Any costs the department or agency's incurred to use the location</li> </ol>	Written	27/3/13	16/5/13

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86	PBO	Ryan	Paid Parental Leave	<p>Please list how many staff in each 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> <p>What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</p>	Written	27/3/13	16/5/13
87	PBO	Ryan	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 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	27/3/13	16/5/13
88	PBO	Ryan	Corporate Cars	<p>How cars are owned by each department/agency?</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	27/3/13	16/5/13
89	PBO	Ryan	Taxi Costs	<p>How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</p>	Written	27/3/13	16/5/13

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				What are the reasons for taxi costs?			
90	PBO	Ryan	Hire Cars	How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.  What are the reasons for hire car costs?	Written	27/3/13	16/5/13
91	PBO	Ryan	Credit Cards	Provide a breakdown for each employment classification that has a corporate credit card.  Please update details of the following? <ul style="list-style-type: none"> <li>• What action is taken if the corporate credit card is misused?</li> <li>• How is corporate credit card use monitored?</li> <li>• What happens if misuse of a corporate credit card is discovered?</li> <li>• Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</li> <li>• What action is taken to prevent corporate credit card misuse?</li> </ul>	Written	27/3/13	16/5/13
92	PBO	Ryan	Provision of Equipment	For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?  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?  Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it. 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	Written	27/3/13	16/5/13



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				cost and to who it is provided.			
93	PBO	Ryan	Electricity Purchasing	What are the details of the department/agency electricity purchasing agreement?  What are the department/agency electricity costs for this financial year to date?	Written	27/3/13	16/5/13
94	PBO	Ryan	Briefings for the Australian Greens and Independents	<p>Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> <li>• How are briefings requests commissioned?</li> <li>• What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>• Provide details of what information has been provided and a copy of the information.</li> <li>• Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>• How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> </ul> <p>Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> <li>• How are briefings requests commissioned?</li> <li>• What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>• Provide details of what information has been provided and a copy of the information.</li> <li>• Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>• How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> <li>• Which Independents have requested briefings and/or information?</li> </ul>	Written	27/3/13	16/5/13

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95	PBO	Ryan	Shredders	Has the department/agencies purchased any shredders this financial year? 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.	Written	27/3/13	16/5/13
96	PBO	Ryan	Protective security policy framework	Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.	Written	27/3/13	16/5/13
97	PBO	Ryan	Office Locations	<p>2. Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <ul style="list-style-type: none"> <li>a. Department/Agency;</li> <li>b. Location;</li> <li>c. Leased or Owned;</li> <li>d. Size;</li> <li>e. Number of Staff at each location and classification;</li> <li>f. If rented, the amount and breakdown of rent per square metre;</li> <li>g. If owned, the value of the building;</li> <li>h. Depreciation of buildings that are owned;</li> <li>i. Type of functions and work undertaken.</li> </ul>	Written	27/3/13	16/5/13
98	PBO	Ryan	Communications Staff	<p>3. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ul style="list-style-type: none"> <li>a. By Department or agency: <ul style="list-style-type: none"> <li>i. How many ongoing staff, the classification, the type of work they undertake and their location.</li> <li>ii. How many non-ongoing staff, their classification, type of work they undertake and their location</li> <li>iii. How many contractors, their classification, type of work they undertake and their location</li> <li>iv. How many are graphic designers?</li> <li>v. How many are media managers?</li> <li>vi. How many organise events?</li> </ul> </li> </ul>	Written	27/3/13	16/5/13

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				4. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?			
<b>Department of Parliamentary Services</b>							
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99	1.1.1	Ryan	Briefings for the Australian Greens and Independents	<p>a. Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include:</p> <ul style="list-style-type: none"> <li>i. How are briefings requests commissioned?</li> <li>ii. What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>iii. Provide details of what information has been provided and a copy of the information.</li> <li>iv. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>v. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</li> </ul> <p>b. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> <li>i. How are briefings requests commissioned?</li> <li>ii. What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>iii. Provide details of what information has been provided and a copy of the information.</li> <li>iv. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>v. How long is spent preparing and undertaking briefings/information requests for</li> </ul>	Written	2/4/13	16/5/13

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				the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. vi. Which Independents have requested briefings and/or information?			
100	1.1.2	Ryan	Media Monitoring	a. What is 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? i. Which agency or agencies provided these services? ii. What is the estimated budget to provide these services for the year 2012-13? iii. What has been spent providing these services this financial year to date? b. 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? i. Which agency or agencies provided these services? ii. What is the estimated budget to provide these services for the year 2012-13? iii. What has been spent providing these services this financial year to date?	Written	2/4/13	16/5/13
101	1.1.2	Ryan	Media Subscriptions	a. What pay TV subscriptions does your department/agency have? • Please provide a list of what channels and the reason for each channel. • What is the cost for this financial year to date? b. What newspaper subscriptions does your department/agency have? • Please provide a list of newspaper subscriptions and the reason for each. • What is the cost for this financial year to date? c. What magazine subscriptions does your department/agency have? • Please provide a list of magazine subscriptions and the reason for each. • What is the cost for this financial year to date?	Written	2/4/13	16/5/13
102	1.2.1	Ryan	Protective security policy framework	Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.	Written	2/4/13	16/5/13
103	1.2.2	Faulkner	Contracts –	<b>Senator FAULKNER:</b> Very briefly, I was going to ask—and this you might take on	35	2/4/13	16/5/13

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	1.3.1		Cleaning & Catering	notice, Ms Mills—for a status report on the two contracts—the cleaning contract and the catering contract, which as you know have been issues of contention. You really need to say to me and I will accept your response whether that can be done on notice to the committee. You tell me.			
104	1.3.1	Ryan	Electricity Purchasing	a. What are the details of the department/agency electricity purchasing agreement? b. What are the department/agency electricity costs for this financial year to date?	Written	2/4/13	16/5/13
105	1.3.1	Faulkner	Capital Projects	<p><b>Senator FAULKNER:</b> You might need to take this question on notice. How many capital expenditure projects do we have as we speak?</p> <p><b>Ms Mills:</b> I will take that on notice, but I will say two things if I may. The way in which we defined projects in the past has also led to there being a break-up into very small components parts and then being called separate projects, which I think is actually not then reflective of the nature of the work. So we have a reduced number because I have recategorised the way in which we have done them. We also have a reduced number this year because we have a significantly smaller capital budget, but I am certainly happy to give you a report.</p> <p><b>Senator FAULKNER:</b> Would all such projects have strategic assessments around them?</p> <p><b>Ms Mills:</b> In the future they will.</p> <p><b>Senator FAULKNER:</b> But not necessarily at the moment?</p> <p><b>Ms Mills:</b> At the moment we are, I suppose, in a transition phase.</p> <p><b>Senator FAULKNER:</b> Is it the same with heritage consultation?</p> <p><b>Ms Mills:</b> Yes.</p> <p><b>Senator FAULKNER:</b> Some do and some do not but all will in the future?</p> <p><b>Ms Mills:</b> All will in the future. At the moment we are, I would suggest, erring on the side of projects that may not necessarily require heritage. We are still applying that until we have confidence that our system is really clear.</p> <p><b>Senator FAULKNER:</b> Is moral rights consultation in the same process?</p> <p><b>Ms Mills:</b> Yes. I am currently looking at a process whereby we can review and ensure that our moral rights consultation processes are clear to all staff across the department.</p> <p><b>Senator FAULKNER:</b> So would presiding officer and parliamentary approval be applicable in each?</p> <p><b>Ms Mills:</b> I think that is valuable. I think you have to have two criteria: the scale of the</p>	34/35	2/4/13	16/5/13

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				<p>work, as in the budgetary requirements for the work, but also, sometimes, its impact. It may be small in dollars but high in impact.</p> <p><b>Senator FAULKNER:</b> To save some time on this, would you take on notice to provide a list of current projects and how those characteristics I have mentioned may apply? I am not sure if there are any other important issues. Obviously, there is a range of internal processes in the department that apply, but I would be interested to understand how those characteristics applied to the current list of capital projects—is that the correct terminology—</p> <p><b>Ms Mills:</b> Yes.</p> <p><b>Senator FAULKNER:</b> and what they are. The other thing you might logically include in that answer would be the budget figure for the project and any variation in terms of the outcome. That might be useful.</p> <p><b>Ms Mills:</b> I am happy to do that.</p>			
106	1.3.2	Ryan	Provision of Equipment	<p>a. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>b. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?</p> <p>c. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.</p> <p>d. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.</p>	Written	2/4/13	16/5/13
107	1.3.2	Ronaldson	Protocols for PCN use by Senators / Members	<p><b>Ms Mills:</b> ... If it was identified as a site that potentially belongs to a member or a senator or their office, we would have to look at that separately. I have direct control over the management of our own staff but not of others.</p> <p><b>Senator RONALDSON:</b> If it was a member or senator, what are the protocols at that stage?</p> <p><b>Ms Mills:</b> I doubt that they are clear. I would have to take that on notice.</p>	25/26	2/4/13	16/5/13

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108	1.3.2	Ryan Polley	Fax machines	<p><b>Senator RYAN:</b> ... We have moved from physical fax machines to an electronic service—is that throughout all the building now?</p> <p><b>Ms Mills:</b> I believe so. Can I ask the CIO to answer that.</p> <p><b>Ms Seittenranta:</b> With the new electronic fax solution that is available to a subset of the users of the building, my understanding is that there is a large number of areas who still use physical fax machines.</p> <p><b>Senator RYAN:</b> Is there a reason for that? Have areas been able to opt out of the electronic system?</p> <p><b>Ms Seittenranta:</b> That project predated my coming, so I am not sure how the requirements and the user base were established. I would have to take that on notice.</p> <p><b>Senator RYAN:</b> I would appreciate it if you would, and why some people are not using it—whether it is an opt-out or whether they were never included in the first place.</p> <p>...</p> <p><b>Senator RYAN:</b> Is there consideration being given to not having a one-system-down, all-systems-down fail? ... There is now no redundancy, I suppose.</p> <p><b>Ms Mills:</b> We would be very happy to find out, as the chief information officer said.</p> <p><b>CHAIR:</b> In relation to the fax ... So what I am asking is: is there an opportunity for an opt-out of the new version? If you could take that on notice and come back to us, that would be great.</p> <p><b>Ms Mills:</b> Certainly.</p>	29	2/4/13	16/5/13
109	1.4.2	Ryan	Distribution of Pinks/Green	How many interruptions have you had in the distribution of Pinks/Greens since 2010?	Written	2/4/13	16/5/13
110	1.4.2	Ryan	Distribution of Pinks / Greens	What is being done to address the technical difficulties the department is having distributing the Pinks and Greens?	Written	2/4/13	16/5/13
111	DPS Corporate	Ryan	Communic-ations Staff	<p>a. For all departments and agencies, please provide—in relation to all public relations, communications and media staff—the following: By Department or agency:</p> <ol style="list-style-type: none"> <li>i. How many ongoing staff, the classification, the type of work they undertake and their location.</li> <li>ii. How many non-ongoing staff, their classification, type of work they undertake and their location</li> <li>iii. How many contractors, their classification, type of work they undertake and their location</li> <li>iv. How many are graphic designers?</li> </ol>	Written	2/4/13	16/5/13

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				<ul style="list-style-type: none"> <li>v. How many are media managers?</li> <li>vi. How many organise events?</li> <li>b. Do any departments/agencies have independent media studios? <ul style="list-style-type: none"> <li>i. If yes, why?</li> <li>ii. When was it established?</li> <li>iii. What is the set up cost?</li> <li>iv. What is the ongoing cost?</li> <li>v. How many staff work there and what are their classifications?</li> </ul> </li> </ul>			
112	DPS Corporate	Ryan	Social Media	<ul style="list-style-type: none"> <li>a. 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 May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.</li> <li>b. Does the department/agency monitor usage of social media? <ul style="list-style-type: none"> <li>i. If yes, provide details of the useage (for example details could include average hours per employee, hours when useage peaks).</li> <li>ii. Has there been a change to the department/agency protocols due to staff useage?</li> <li>iii. If no, why not? Will the department/agency monitor useage in the future?</li> </ul> </li> <li>c. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)</li> </ul>	Written	2/4/13	16/5/13
113	DPS Corporate	Ryan	Board Appointments	<ul style="list-style-type: none"> <li>a. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</li> <li>b. What is the gender ratio on each board and across the portfolio?</li> <li>c. Please detail any board appointments for this financial year to date.</li> </ul>	Written	2/4/13	16/5/13
114	DPS Corporate	Ryan	Freedom of Information	<ul style="list-style-type: none"> <li>a. Has the department/agency received any updated advice on how to respond to FOI requests?</li> <li>b. What is the total cost to the department to process FOI requests for this FYTD?</li> <li>c. 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?</li> </ul>	Written	2/4/13	16/5/13



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115	DPS Corporate	Ryan	Legal costs	<p>a. What sum did each portfolio department and agency spend on legal services for this FYTD within the department/agency? Please provide a list of each service and costs.</p> <p>b. 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>c. What sum did each portfolio department and agency spend on legal services this FYTD from private firms? Please provide a list of each service and costs.</p> <p>d. What sum did each portfolio department and agency spend on legal services this FYTD from other sources? Please provide a list of each service and costs.</p>	Written	2/4/13	16/5/13
116	DPS Corporate	Ryan	Staffing	<p>a. How many ongoing staff recruited this FYTD? What classification are these staff?</p> <p>b. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>c. 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	2/4/13	16/5/13
117	DPS Corporate	Ryan	Staffing	<p>a. How many ongoing staff left the department/agency this financial year to date? What classification were these staff?</p> <p>b. How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?</p> <p>c. How many contract staff left department/agency in the year this financial year to date? What classification were these staff?</p>	Written	2/4/13	16/5/13
118	DPS Corporate	Ryan	Staffing	<p>a. Are there any plans for staff reduction? If so, please advise details including if there is a reduction target, how this will be achieved, &amp; if any services/programs will be cut.</p> <p>b. If there are plans for staff reductions, please give the reason why these are happening.</p>	Written	2/4/13	16/5/13
119	DPS Corporate	Ryan	Making the Public Service more efficient	<p>a. Please provide an update of the savings achieved through pursuing further efficiencies in the way the public service operates (see media release by Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 <a href="http://www.financeminister.gov.au/media/2012/mr_1982012.html">http://www.financeminister.gov.au/media/2012/mr_1982012.html</a>).</p> <p>In addition, please provide the following detail:</p> <p>b. Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?</p> <p>c. Has there been a reduction in business flights? What are the estimated savings for</p>	Written	2/4/13	16/5/13

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				<p>each year over the forward estimates?</p> <p>d. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?</p> <p>e. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?</p> <p>f. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?</p>			
120	DPS Corporate	Ryan	Graduate Recruitment	<p>a. How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.</p> <p>b. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.</p>	Written	2/4/13	16/5/13
121	DPS Corporate	Ryan	Staffing	How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.	Written	2/4/13	16/5/13
122	DPS Corp.	Ryan	Staff Amenities	What amenities are provided to staff? Provide a list.	Written	2/4/13	16/5/13
123	DPS Corporate	Ryan	Education expenses	<p>a. What is the department/agency's guidelines on study?</p> <p>b. 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	2/4/13	16/5/13
124	DPS Corporate	Ryan	Executive Coaching and Leadership Training	<p>a. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this FYTD</p> <p>i. Total spending on these services</p> <p>ii. The number of employees offered these services and their employment classification</p> <p>iii. The number of employees who have utilised these services, their employment</p>	Written	2/4/13	16/5/13

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				<p>classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>iv. The names of all service providers engaged</p> <p>b. For each service purchased from a provider listed under (4), please provide:</p> <p>i. The name and nature of the service purchased</p> <p>ii. Whether the service is one-on-one or group based</p> <p>iii. The number of employees who received the service and their employment classification</p> <p>iv. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>v. The total amount spent on the service</p> <p>vi. A description of the fees charged (i.e. per hour, complete package)</p> <p>c. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>v. The location used</p> <p>vi. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</p> <p>vii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>viii. Any costs the department or agency's incurred to use the location.</p>			
125	DPS Corporate	Ryan	Media Training	<p>a. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <p>i. Total spending on these services</p> <p>ii. The number of employees offered these services and their employment classification</p> <p>iii. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)</p> <p>iv. The names of all service providers engaged</p> <p>b. For each service purchased from a provider listed under (4), please provide:</p> <p>i. The name and nature of the service purchased</p> <p>ii. Whether the service is one-on-one or group based</p> <p>iii. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>iv. The total number of hours involved for all employees (provide a breakdown for</p>	Written	2/4/13	16/5/13

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				<p>each employment classification)</p> <p>v. The total amount spent on the service</p> <p>vi. A description of the fees charged (i.e. per hour, complete package)</p> <p>c. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>i. The location used</p> <p>ii. The number of employees who took part on each occasion</p> <p>iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>iv. Any costs the department or agency's incurred to use the location</p>			
126	DPS Corporate	Ryan	Paid Parental Leave	<p>a. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</p> <p>b. 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> <p>c. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.</p>	Written	2/4/13	16/5/13
127	DPS Corporate	Ryan	Printing costs	How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?	Written	2/4/13	16/5/13
128	DPS Corporate	Ryan	Advertising	<p>a. What was the total cost of all advertising for the financial year to date?</p> <p>b. 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>c. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</p> <p>d. 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>e. 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> <p>f. 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>g. What advertising – Campaign and Non-Campaign – and other communications</p>	Written	2/4/13	16/5/13

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				programs is the Department/Agency undertaking, or are planning to undertake?			
129	DPS Corporate	Ryan	Hospitality and Entertainment	<p>a. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>b. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>c. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>e. What hospitality spend is the Department/Agency's planning? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>f. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>g. What entertainment spend is the Department/Agency's planning? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>h. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>i. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?</p>	Written	2/4/13	16/5/13
130	DPS Corporate	Ryan	Meeting Costs	<p>a. What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p>	Written	2/4/13	16/5/13

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				<ul style="list-style-type: none"> <li>b. For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</li> <li>c. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</li> <li>d. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</li> </ul>			
131	DPS Corporate	Ryan	Coffee Machines	<ul style="list-style-type: none"> <li>a. Has the department/agency purchased coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</li> <li>b. Why were coffee machines purchased?</li> <li>c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</li> <li>d. Where did the funding for the coffee machines come from?</li> <li>e. Who has access?</li> <li>f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</li> <li>g. What are the ongoing costs of the coffee machine, such as the cost of coffee?</li> <li>h. Does the department/agency rent coffee machines for staff useage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</li> <li>i. Why are coffee machines rented?</li> <li>j. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</li> <li>k. Where does the funding for the coffee machines come from?</li> <li>l. Who has access?</li> </ul>	Written	2/4/13	16/5/13

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				<p>m. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>n. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
132	DPS Corporate	Ryan	Consultancies	<p>a. 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>b. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</p>	Written	2/4/13	16/5/13
133	DPS Corporate	Ryan	Contractors	<p>For this financial year to date:            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).</p> <p>a. 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).</p> <p>b. Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes, provide details (including the work undertaken and the cost).</p> <p>c. 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).</p> <p>d. 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).</p> <p>e. 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).</p>	Written	2/4/13	16/5/13

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				<p>f. 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).</p> <p>g. 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).</p> <p>h. Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</p> <p>i. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).</p>			
134	DPS Corporate	Ryan	Government Payments of Accounts	<p>a. 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> <p>b. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)</p> <p>c. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?</p> <p>d. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written	2/4/13	16/5/13
135	DPS Corporate	Ryan	Stationery requirements	<p>a. 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>b. What are the department/agency's stationery costs for the financial year to date?</p>	Written	2/4/13	16/5/13
136	DPS Corporate	Ryan	Travel Costs	<p>a. For the financial year to date, please detail travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>b. For the financial year to date, please detail travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.</p>	Written	2/4/13	16/5/13



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				<ul style="list-style-type: none"> <li>c. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</li> <li>d. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</li> <li>e. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel</li> <li>f. (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel</li> <li>g. (Finance Circular No. 2009/11) guidelines being followed? How is the department /agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.</li> <li>h. 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.</li> <li>i. 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.</li> <li>j. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</li> </ul>			
137	DPS Corporate	Ryan	Corporate Cars	<ul style="list-style-type: none"> <li>a. How cars are owned by each department/agency?</li> <li>b. Where is the car/s located?</li> <li>c. What is the car/s used for?</li> <li>d. What is the cost of each car for this financial year to date?</li> <li>e. How far did each car travel this financial year to date?</li> </ul>	Written	2/4/13	16/5/13
138	DPS Corporate	Ryan	Taxi Costs	<ul style="list-style-type: none"> <li>a. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.</li> <li>b. What are the reasons for taxi costs?</li> </ul>	Written	2/4/13	16/5/13
139	DPS Corporate	Ryan	Hire Cars	<ul style="list-style-type: none"> <li>a. How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.</li> <li>b. What are the reasons for hire car costs?</li> </ul>	Written	2/4/13	16/5/13
140	DPS Corporate	Ryan	Credit Cards	<ul style="list-style-type: none"> <li>a. Provide a breakdown for each employment classification that has a corporate credit card. Please update details of the following?</li> <li>b. What action is taken if the corporate credit card is misused?</li> <li>c. How is corporate credit card use monitored?</li> </ul>	Written	2/4/13	16/5/13

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				<p>d. What happens if misuse of a corporate credit card is discovered?</p> <p>e. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</p> <p>f. What action is taken to prevent corporate credit card misuse?</p>			
141	DPS Corporate	Ryan	Shredders	Has the department/agencies purchased any shredders this financial year? 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.	Written	2/4/13	16/5/13
142	DPS Corporate	Ryan	Office Locations	<p>Please provide a list of all office locations for all departments and agencies within the portfolio by:</p> <p>j. Department/Agency;</p> <p>k. Location;</p> <p>l. Leased or Owned;</p> <p>m. Size;</p> <p>n. Number of Staff at each location and classification;</p> <p>o. If rented, the amount and breakdown of rent per square metre;</p> <p>p. If owned, the value of the building;</p> <p>q. Depreciation of buildings that are owned;</p> <p>r. Type of functions and work undertaken.</p>	Written	2/4/13	16/5/13
143	DPS Corporate	Faulkner	Disposal policy	<p><b>Senator FAULKNER:</b> .... The other thing I was just going to ask was whether there had been any new concerns brought to light in relation to the new disposal policies or assessment of the old disposal policy but, again, you might care to take that on notice.</p> <p><b>Ms Mills:</b> I would be very happy to give you an update on how that is working.</p>	35	2/4/13	16/5/13
144		Ryan	Reviews	<p>For this financial year to date:</p> <p>a. How many Reviews are being undertaken?</p> <p>b. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?</p> <p>c. Which of these reviews has been provided to Government?</p> <p>d. When will the Government be responding to the respective reviews that have been completed?</p> <p>e. Has the Government responded to all reviews within the timeframe? If not, why not?</p> <p>f. What is the estimated cost of each of these Reviews?</p> <p>g. What reviews are planned?</p> <p>h. When will each of these reviews be concluded?</p>	Written	2/4/13	16/5/13

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145		Ryan	Program Launch Costs	<p>What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>What is the Department/Agency's program launch spend for 2011-12? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2011-12. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	2/4/13	16/5/13
146		Ryan	Community Cabinet Meetings	<p>How many Community Cabinet meetings has the Minister attended this financial year to date? 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>	Written	2/4/13	16/5/13
147		Ryan	Grants	<p>Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.</p>	Written	2/4/13	16/5/13

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				<p>Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</p> <p>Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012 (see <a href="http://www.financeminister.gov.au/media/2012/mr_2102012.html">http://www.financeminister.gov.au/media/2012/mr_2102012.html</a>). How much was funding reduced for grant?</p>			
148		Ryan	Commissioned Reports	<p>How many Reports have been commissioned by the Government in your department/agency 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"> <li>• How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</li> <li>• What is the current status of each report? When is the Government intending to respond to these reports?</li> </ul>	Written	2/4/13	16/5/13
149		Ryan	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	2/4/13	16/5/13

\* The Hansard page numbers for the Department of the Senate and DPS refer to the original Proof Hansard. The Proof Hansard was subsequently reissued and the pages numbers of the replacement copy vary slightly to the original.