

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Approval of Mr Fraser's leave

**Senator:** Ronaldson

**Question reference number:** PM50

**Type of Question:** FPA, p.58, 15 October 2012

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

**Senator RONALDSON:** The program was released in October-November last year—and you are saying the leave was approved prior to that?

**Ms Baker:** It was certainly towards the end of last year but it could well have been after the schedule. We would have to take that on notice and check for you.

**Senator RONALDSON:** So, Mr Brady, why would you tell me that it was approved prior to that, and that that was the reason Mr Fraser is not here?

**Mr Brady:** That was my understanding. I will check.

**Answer:**

This question was answered in part in Hansard FPA, p.62-63, 15 October 2012.

Mr Brady has discussed professional and personal development opportunities with Mr Fraser on numerous occasions since 2009. This led to discussions in October/November 2011 about Mr Fraser undertaking an executive MBA program (at his own expense). Formal approval for necessary leave associated with undertaking the University of Sydney Global Executive MBA was granted in December 2011. The dates for the overseas module in India from 6-19 October 2012 were confirmed by the University of Sydney in February 2012. The module in India is a compulsory unit of study towards the Degree. Leave for the unit was granted in the Aurion HR system in August 2012. Acting arrangements were put in place to cover Mr Fraser's absence in line with normal procedures.

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**Topic:** Public Interest Immunity

**Senator:** Polley/Ronaldson

**Question reference number:** PM51

**Type of Question:** FPA, p.61, 15 October 2012

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

**CHAIR:** Mr Brady, Senator Ronaldson asked you a question which you previously had taken on notice. I now ask whether you are taking that question and your response is one of public interest immunity. Is that what you are putting to the committee? Is that the position you have?

**Mr Brady:** Madam Chair, it is the chancellor of the order who is charged with the administration of the honours system. What we have been discussing this afternoon seems to me to raise a significant issue of separation of powers. There is a constitutional dilemma which, my assumption is, will be resolved by the Federal Court at the hearing on 23 November. My view is that there may be a public interest immunity but I need to seek advice whether I can exercise that as an official or indeed only the Governor-General advising me that I could do it. I feel I am in a quandary and need to seek advice. So I ask that I take it on notice.

**CHAIR:** In relation to your comments to the committee, we have said 30 November 2012 as the date for the return of answers to questions taken on notice. So I have to say that some members of the committee have not been satisfied with the answers provided thus far. I remind you that we will be seeking an adequate response by 30 November 2012.

**Mr Brady:** Thank you, Madam Chair.

**Answer:**

No claim of public interest immunity is being sought at this time. The Committee is referred to correspondence from Senator Chris Evans to the Chair, Senate Finance and Public Administration Committee, regarding Senate Standing Order 165 concerning the royal prerogative.

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**Topic:** Position of Director, Executive and Protocol

**Senator:** Ronaldson

**Question reference number:** PM52

**Type of Question:** FPA, p.61, 15 October 2012

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

**Senator RONALDSON:** I have a large number of questions. I suspect I will have to put some on notice. The position of Director, Executive and Protocol, when did that commence?

**Mr Brady:** On 9 February 2009.

**Senator RONALDSON:** And what is the job description of the position or the incumbent?

**Ms Baker:** We will take that question on notice. We can provide the duty statement, if you wish.

**Answer:**

See over page

## **Position Profile**

<b>TITLE:</b>	DIRECTOR, EXECUTIVE AND PROTOCOL BRANCH
<b>CLASSIFICATION:</b>	GOVERNMENT HOUSE OFFICER LEVEL 8
<b>BRANCH:</b>	EXECUTIVE SUPPORT
<b>LOCATION:</b>	CANBERRA
<b>POSITION NUMBER:</b>	141

## **About the work area**

The Office of the Official Secretary to the Governor-General is a small Commonwealth budget funded statutory agency with staff located mainly at Government House in Canberra. The latest annual report for the Office can be found on the website for the Governor-General at [www.gg.gov.au](http://www.gg.gov.au).

Under the direction of the Deputy Official Secretary to the Governor-General, the Executive and Protocol Branch provides direct support to the Governor-General through the management, planning and implementation of her forward program of national and international engagements. The Branch is also responsible for liaison with external organisations, provision of contextual advice, speeches, briefs, replies to enquiries from the public, the management of household operations at Government House and Admiralty House, and the Governor-General's representational activities.

## **About the job**

The Director Executive and Protocol Branch will be responsible to the Deputy Official Secretary for planning, managing and coordinating arrangements for a range of visit and event activities. This position involves extensive liaison with other government agencies, diplomatic representatives, NGOs, community groups and members of the public.

## **Duties**

1. Coordinate the planning and management of the Governor-General's program.
2. Manage and supervise staff engaged in all aspects of work relating to visits and events, including the household team.
3. Draft, review and edit briefs, programs and speeches, and provide associated advice.
4. As a member of the Office's senior executive team, undertake a range of duties relating to corporate reporting and governance.
5. Perform other tasks as required.

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**Topic:** Speeches written during Jubilee

**Senator:** Ronaldson

**Question reference number:** PM53

**Type of Question:** FPA, p.62, 15 October 2012

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

**Senator RONALDSON:** You might want to take this on notice. What speeches did Ms O'Grady write for the Governor-General during the jubilee process, for example?

**Mr Brady:** We will have to take that on notice.

**Answer:**

The Governor-General's visit to London for the Queen's Diamond Jubilee celebrations was preceded by a State Visit to Cyprus. Ms O'Grady wrote two speeches for the Governor-General during this trip.

Ms O'Grady also spent time with the Governor-General discussing and working on the forward program of official engagements and forthcoming speech requirements (including developing frameworks as required).

Ms O'Grady was involved with program and briefing arrangements for this visit, and attended most of the meetings and functions, including two meetings on women's issues. Ms O'Grady liaised with posts and other contacts and provided practical assistance with aspects of the program as well as support to the Governor-General.

In relation to the Brunei visit, Ms O'Grady assisted with briefing requirements, drafted one speech, and attended all of the meetings and functions in the program, including one meeting on women's issues. Ms O'Grady also spent time with the Governor-General discussing and working on the forward program of official engagements and forthcoming speech requirements.

Staff that travel with the Governor-General on any occasion do so to give a critical mass of skills and experience that may be required to manage diverse visit arrangements, as well as continuity of Office business during the Governor-General's absence. On both occasions it was the Governor-General's wish that Ms O'Grady accompany her.

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**Topic:** Financial requirement for economy class travel

**Senator:** Ronaldson

**Question reference number:** PM54

**Type of Question:** FPA, p.63-64, 15 October 2012

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

**Senator RONALDSON:** So there was no Finance requirement for economy-class travel until two weeks ago. Could you provide that letter for me and I will put some other requests on notice.

Mr Brady, have you returned early from any trips that you have been on, that you are aware of?

**Mr Brady:** Overseas trips?

**Senator RONALDSON:** Yes.

**Mr Brady:** Not to my recollection.

**Senator RONALDSON:** Do you want to take that on notice?

**Mr Brady:** I will.

**Answer:**

Senator The Hon. Penny Wong, Minister for Finance and Deregulation issued a press release on 25 September 2012 regarding '*Making the Public Service More Efficient*' which included reference to across-the-board reductions in air travel spending, including restrictions on business class flights.

Finance Circular 2012/04 '*Use of the Lowest Practical Fare for Official Domestic Air Travel*' was published in September 2012, part of which states:

*'Approval/Entitlement to travel at higher fare class (e.g. business class or premium economy). All air travel should be at the lowest practical fare in economy class unless there is a business case or entitlement to travel outside these guidelines. In these circumstances, officials are still required to obtain the lowest practical fare within the entitlement.'*

The Office has not been advised of any formal restrictions having been put in place, however the Office has an Official Travel Policy in place, which states:

*For Domestic Travel, as a general rule, all staff are required to travel economy class (except the Official Secretary and Deputy Official Secretary who are entitled to travel Business Class). However, staff may travel in Business Class (or equivalent):*

- *for any flight leg with a duration exceeding 3 hours; or*
- *where staff are accompanying a person who is entitled to travel at a higher class and for work purposes are required to maintain work contact with that person; or*
- *because of special physical requirements (e.g. pregnancy, injury); or*
- *other exceptional circumstances where approved by the OS/DOS.*

*As a general rule, staff travelling overseas on commercial flights may travel in Business Class (or equivalent). Interconnecting domestic flights may also be booked in Business Class or equivalent. The Official Secretary and/or Deputy Official Secretary may travel with the Governor-General in the same travel class for the express purpose of conducting business with the Governor-General during flights.*

In practice, the Official Secretary and Deputy Official Secretary travel in economy on domestic flights between Canberra and Sydney and to other destinations along the eastern seaboard, unless operational requirements dictate otherwise (eg. carrying and working on sensitive material).

The only early return from an overseas trip by the Official Secretary was in relation to flight changes necessary as a result of the volcanic ash cloud which enveloped northern Europe in May 2010.

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**Topic:** Legal matter against Ms Kline

**Senator:** Ronaldson

**Question reference number:** PM55

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 3

With respect to the costs of the legal matter against Ms Kline:

- a. What now are the total legal and other costs, thus far, associated with pursuing the case to refuse Ms Kline access to documents including “working manuals, policy guidelines and criteria related to the administration of the awards”?
- b. What are the projected total legal and other costs, from start to finish, if this case is finalised before the Full Court of Federal Court of Australia, in the cases of both the office succeeding and failing in the appeal?
- c. Does the office have a provisional allocation for future legal expenditure for this matter? How much is this allocation?
- d. What are the names of all the legal counsel and law firms that the office has employed in pursuing this case, noting the office has in the past mentioned the Australian Government Solicitor? What are the individual costs thus far associated with each counsel and each law firm employed by the office? Please give a breakdown of costs.
- e. What are the total hours, or an estimate of the total hours, spent by the office on this case? How long has this case gone on for now?
- f. If the office loses the appeal before the Full Court of the Federal Court of Australia, would it then seek to appeal the case before the High Court? What would be the projected additional legal and other costs associated with bringing this case before the High Court, in the cases of both the office succeeding and failing in an appeal?

**Answer:**

a. The Office has not pursued any legal case against Ms Kline. Ms Kline has taken legal action against this Office. The Office has an obligation to respond to legal cases brought against it. At all times the Office has acted in accordance with the Commonwealth's obligation to act as a model litigant.

Ms Kline's FOI request to which Senator Ronaldson referred, related to more than "*working manuals, policy guidelines and criteria related to the administration of the awards*". Ms Kline's request was as follows:

1. My nomination dated 31 March 2007 of [the nominee] for an Order of Australia. This includes the nomination form and all accompanying material i.e. testimonial, newspaper articles and referee details. A list of which of my nomination documents were presented to the Council [in] August 2008.
2. My 2009 nomination of [the nominee] for an Order of Australia. This includes nomination forms and accompanying material sent in 2009 and 2010 i.e. journal articles, referee reports, submissions and updates. All correspondence held by the Official Secretary in relation to this nomination. A list of which of my nomination documents were presented to the Council [in] August 2010.
3. Working manuals, policy guidelines and criteria related to the administration of awards within the Order of Australia.
4. Documents relating to review processes i.e. right of appeal in cases of maladministration.
5. All file notes from the Secretariat contained in my nominations of 2007 and 2009.

Total legal costs paid associated with responding to the legal action brought against this Office by Ms Kline in relation to her FOI request are \$125,621 (as at 15 October 2012).

The Office does not have available records regarding total other costs incurred, although Office travel costs associated with briefing Counsel and appearing before the AAT have totalled \$3,237.66 (as at 15 October 2012).

The dollar cost of staff hours is not known.

b. Projected legal and other costs from start to finish are not yet known. If the Office succeeds in the Federal Court it would seek to recover costs (as yet unknown) in line with Commonwealth Legal Directions. If the matter is appealed by the applicant to the High Court, there would be further costs incurred in defending such action. If successful in the High Court, the Office would again seek to recover costs (as yet unknown) in line with the Commonwealth Legal Directions. If unsuccessful the Office may be liable for the applicant's costs in the Federal and/or High Court (as yet unknown).

c. The Office does not have a formal budget allocation set aside for this matter. It will meet any necessary costs incurred by adjusting expenditure in other areas.

- d. The Office has engaged the Australian Government Solicitor (AGS) to act on its behalf in relation to these proceedings. The AGS has provided legal advice from its own staff resources and has engaged appropriate legal counsel to represent the Office in this matter before the AAT and Federal Court (Senior Counsel Peter Flanagan and Counsel Nitra Kidson). Total legal costs (as at 15 October 2012) paid to the AGS in relation to this matter are approximately \$125,621 (of which \$15,250 relates to the services of Peter Flanagan, and \$14,054 relates to the services of Nitra Kidson). Costs incurred are as per established Commonwealth rates for legal services.
- e. The Office has been responding to this FOI matter since it was first raised in January 2011. The Office has spent considerable time and resources defending the legal matters brought against it. Since Ms Kline first raised concerns with this Office regarding her unsuccessful nomination within the Australian honours system, the Office has spent approximately 5682 staff hours responding to the various issues raised. Whilst the Office would prefer not to have had to divert significant resources to this matter, it has responded thoroughly to every matter raised.
- f. The Office will consider its position on further legal action once it is aware of the outcome of the Federal Court case. Legal and other costs associated with further legal action are not known.

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**Topic:** Provision of documents requested by Ms Kline to the Committee

**Senator:** Ronaldson

**Question reference number:** PM56

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 3

With reference to the *Proof Hansard*, 15 October 2012, pp.59-61, the office again refused to provide the documents requested by Ms Kline to the Committee, without any *public interest immunity* being claimed. Given that the office stated in its Answers to Questions of Notice (reference PM117) that these documents “do not form part of the Council’s decision-making processes” and that these documents are “better described as a reference guide...a compilation of timeline templates, technical and formatting advice, suggestions, protocols, database instructions, research tips and examples...to assist staff in their work”:

- g. What does the office see is the *public interest* in not providing these seemingly administrative documents (of a trivial nature as reported by the office) to Ms Kline in the first place as against pursuing this case in the courts (with the associated current and projected legal and other costs, as well as time wasted)?
- h. How does the office’s answer that these documents “do not form part of the Council’s decision-making processes” correspond to the office’s previous comments in Senate Estimates on 13 February 2012 that the public release of the material “...could inadvertently damage the public interest and the confidentiality and privacy that underpins the Australian honours process”?
- i. What information is contained within the documents which are, as the office state, a “compilation of timeline templates, technical and formatting advice, suggestions, protocols, database instructions, research tips and examples” that could possibly

compromise the Honours system? How could the release of any of this information result in an individual's privacy being breached?

- j. Why are these documents not of an administrative nature, given that the office has already declared that they are documents of a seemingly trivial nature?

Does the office claim *public interest immunity* with respect to these documents? If so, on what basis? In asking this question, please state that the provision of these documents under FOI to an individual is a separate matter to providing these documents to the Finance and Public Administration Legislation Committee when requested, noting that these documents must be provided unless a public interest immunity is claimed, in accordance with Resolution 8 agreed to by the Senate.

**Answer:**

- g. The Office does not consider the documents sought to be of a trivial nature. They form part of the substantive functions of the Governor-General, as Chancellor of the Order of Australia, in administering the honours system and in conferring awards. The matter of public interest immunity has been addressed by Senator Evans to the Committee separately. The Office has not pursued this case in the courts. Rather, it has responded to legal action brought against it. The Office would prefer not to have had to incur the legal and other costs and spend the time and resources associated with responding to these matters. However it would be unethical not to properly uphold and defend the law.
- h. The documents to which the Committee has sought public access relate to the manner in which nominations are processed and researched and the nature and form of deliberations by the Council.

The "*working manuals, policy guidelines and criteria related to the administration of the awards*" referred to by the Committee, are not seen or accessed by the Council. However, the documents form a necessary part of the work undertaken by the staff of the Secretariat in preparing nominations for consideration by the Council and as such, they shape the form and substance of Council's deliberative processes and the manner in which the Council performs its functions.

General public access to the documents sought could inadvertently damage the public interest and the confidentiality and privacy that underpins the Australian honours process, by enabling individuals to exploit or manipulate the process to their advantage, or could give rise to an expectation of a right or entitlement to a particular process or outcome, all of which could undermine public confidence in the honours system.

- i. General public access to the documents sought could inadvertently damage the public interest and the confidentiality and privacy that underpins the Australian honours process, by enabling individuals to exploit or manipulate the process to their advantage, or could give rise to an expectation of a right or entitlement to a particular process or outcome, all of which could undermine the system itself. What is at stake is the confidentiality and privacy of the system,

rather than any individuals necessarily, although individuals are referenced in the documents sought.

- j. The documents sought form part of the substantive work of the Governor-General, as Chancellor of the Order of Australia in the conferral of awards under a royal prerogative. The question before the Federal Court is whether the documents relate to matters of an administrative nature. The matter with respect to this request, is not a matter of an administrative nature.

No claim of public interest immunity is being sought at this time. Refer to correspondence from Senator Chris Evans to the Chair, Senate Finance and Public Administration Committee, regarding Senate Standing Order 165 where the royal prerogative is concerned.

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**Topic:** Travel – Mr Brady

**Senator:** Ryan

**Question reference number:** PM57

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

In addition to matters already taken on notice in the Proof Hansard, 15 October 2012, pp. 64-65, with respect to whether the Secretary, Mr Brady, had returned early from any trips he had been on, can the office also:

- k. Provide all details of commercial flights, class, date/s and cost of travel, and the date that the booking change was made?
- l. Advise who authorised the amendment to the travel plans?

**Answer:**

The only early return from an overseas trip by the Official Secretary was in relation to flight changes necessary as a result of the volcanic ash cloud which enveloped northern Europe in May 2010. There was no cost to the Commonwealth associated with the itinerary change.

k. Commercial overseas travel undertaken by Mr Brady as Official Secretary:

<b>Date of travel</b>	<b>Destination</b>	<b>Purpose of travel</b>	<b>Class of travel</b>	<b>Cost</b>	<b>Date of change made</b>
5-19 Nov 08	France Malta Singapore	Accompany Governor-General on State Visits to France, Malta and Singapore	First Class to and from Europe Business class within Europe	\$17064.86	No change
11-15 Feb 09	New Zealand	Meetings with Official	Economy class	\$1957.31	Sydney – to Canberra

		Secretary to the Governor-General of NZ, Clerk of the NZ Executive Council and the Chief of Staff to the Prime Minister of New Zealand	Canberra to Sydney Business class Sydney to Wellington return and from Sydney to Canberra		return leg on earlier flight than booked - 5.30 pm instead of 6.50 pm. No cost.
5-18 May 10	London	Meetings at Buckingham Palace: call on HM The Queen, meeting with the Private Secretary to HM The Queen, meeting with the Private Secretary to the Prince of Wales, address meeting of all Private Secretaries to senior Royals and meeting with the Commonwealth Secretariat	Business class	\$8694.97	To avoid volcanic ash cloud, left London on 15/5 instead of 17/5. Flew to Zurich at <b>own expense</b> on 15/5, departed Zurich on 17/5, arrived in Sydney on 18/5, instead of 20/5 as originally planned.
26 Nov-6 Dec 11	Zurich	To support Australia's bid for the Soccer World Cup - travelled in advance of the Governor-General	Business class	\$4,567.83	Returned to Australia with Governor-General on RAAF as scheduled.

1. In practice the Deputy Official Secretary approves all travel relating to the Official Secretary, although the Official Secretary is his own approving authority.

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**Topic:** 2012-13 Budget Appropriations

**Senator:** Ryan

**Question reference number:** PM58

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

To date, how much of the 2012-13 budget appropriations has your department received?

**Answer:**

Response provided by Department of Finance and Deregulation

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**Topic:** 2012-13 Grant Program

**Senator:** Ryan

**Question reference number:** PM59

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For 2012-13 please list each grant program your department administers, and the total funding of each program.

**Answer:**

Response provided by Department of Finance and Deregulation

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**Topic:** Government Programs not Paused

**Senator:** Ryan

**Question reference number:** PM60

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please list each grant program that has not been paused as part of the Government wide grants pause.

**Answer:**

N/A

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**Topic:** Cash Value of Programs not paused

**Senator:** Ryan

**Question reference number:** PM61

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please provide the total cash value of each program that has not been paused?

**Answer:**

N/A

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**Topic:** Paused Grants

**Senator:** Ryan

**Question reference number:** PM62

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please list each grant program that has currently been "paused" as part of the Government wide grants pause.

**Answer:**

Response provided by Department of Finance and Deregulation

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**Topic:** Cash Value of Paused Grants

**Senator:** Ryan

**Question reference number:** PM63

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please provide the total cash value of each program that has been paused, and the total value of all grants paused?

**Answer:**

Response provided by Department of Finance and Deregulation

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**Topic:** Paused Grants – Date and Authority

**Senator:** Ryan

**Question reference number:** PM64

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

On what date did your department receive advice from the government to pause certain grants programs?

How was the instruction received, and from whom was it received?

**Answer:**

Response provided by Department of Finance and Deregulation

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Discussions with Finance

**Senator:** Ryan

**Question reference number:** PM65

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please list the dates the Minister for Finance met with senior department officials to discuss the grants pause and the Minister overseeing your department met with senior department officials

**Answer:**

N/A

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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Implementation Date

**Senator:** Ryan

**Question reference number:** PM66

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

From what date was your department told to implement the grants pause?

- a) When did it do so?

**Answer:**

Response provided by Department of Finance and Deregulation

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Information on Cessation of Pause

**Senator:** Ryan

**Question reference number:** PM67

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Has your department been provided with information regarding when the grants pause would end?

- a) If so, what was the date?
- b) Was your department advised if it could communicate when the grants pause would end to grant applicants?

**Answer:**

Response provided by Department of Finance and Deregulation

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Advice to Finance on Inclusion

**Senator:** Ryan

**Question reference number:** PM68

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please provide the advice your department gave to Department of Finance regarding which programs should be included in the grants pause.

**Answer:**

Response provided by Department of Finance and Deregulation

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Advice from Finance on Communication with Applicants

**Senator:** Ryan

**Question reference number:** PM69

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Did your department receive advice/instruction from the Department of Finance regarding how best to communicate the grants pause to grant applicants, the media and other external stakeholders?

**Answer:**

Response provided by Department of Finance and Deregulation

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Information to Applicants

**Senator:** Ryan

**Question reference number:** PM70

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

What information has been provided to grant applicants regarding the grants pause? Please provide scripts if these have been given to call centres, or any other information sheets which have been used internally for discussing the grants pause with applicants.

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Advice from Finance on Further Pauses

**Senator:** Ryan

**Question reference number:** PM71

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Has your department been advised by the Department of Finance of further grants pauses in the future? If so

- a) When did you receive notification of future grants pauses?
- b) What is the date of future grants to be paused
- c) Which grants programs will be paused?
- d) What is total value of pauses in future grants programs?
- e) When will notification of these future grants pauses be made public?

**Answer:**

Response provided by Department of Finance and Deregulation

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Staffing Numbers

**Senator:** Ryan

**Question reference number:** PM72

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How many staff are employed to administer grant programs within the department?

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Staff Activities During Pause

**Senator:** Ryan

**Question reference number:** PM73

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

During the Grants Pause what activities are these staff involved with?

- a) Have staff been moved to other divisions during the grants pause?

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paused Grants – Decision Process

**Senator:** Ryan

**Question reference number:** PM74

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

During the Grants Pause are decisions on grants being made, but applicants not being alerted?

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Staffing - recruited

**Senator:** Ryan

**Question reference number:** PM75

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How many ongoing staff recruited this financial year to date? What classification are these staff?

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?

**Answer:**

10 ongoing staff have been recruited this FY; 7 x GHO3, 1 x GHO5, 1 x GHO6, 1 x GHO7.

Nil; N/A

All staff were employed on contracts of up to 5 years, with 5 years being the norm.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Staffing – Departures 2011-12

**Senator:** Ryan

**Question reference number:** PM76

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How many ongoing staff left the department/agency in the year 2011-12? What classification were these staff?

How many non ongoing staff left department/agency in the year 2011-12? What classification were these staff?

How many contract staff left department/agency in the year 2011-12? What classification were these staff?

**Answer:**

11 ongoing staff left the Office in 2011-12; 1 x GHO1, 2 x GHO2, 2 x GHO4, 2 x GHO5, 1 x GHO6, 3 x GHO7

Nil; N/A

Nil; N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Staffing – Recruitment 2011-12

**Senator:** Ryan

**Question reference number:** PM77

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How many ongoing staff were recruited in the year 2011-12? What classification were these staff?

How many non ongoing staff were recruited in the year 2011-12? What classification were these staff?

How many contract staff were recruited in the year 2011-12? What classification were these staff? What is the average length of their employment period?

**Answer:**

11 ongoing staff were recruited in the 2011-12. 2 x GHO1, 1 x GHO2, 2 x GHO3, 2 x GHO4, 1 x GHO5, 1 x GHO6, 1 x GHO7, 1 x GHO8

Nil; N/A

All staff were employed on contracts of up to 5 years, with 5 years being the norm.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Staffing – Plans for Reduction

**Senator:** Ryan

**Question reference number:** PM78

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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.

**Answer:**

There are no current plans for staff reduction.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Public Service Efficiency

**Senator:** Ryan

**Question reference number:** PM79

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

Please detail how the department/agency will achieve savings over the forward estimates 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 [http://www.financeminister.gov.au/media/2012/mr\\_1982012.html](http://www.financeminister.gov.au/media/2012/mr_1982012.html)).

In addition, please provide the following detail:

How will reductions in air travel spending be achieved? What is the estimated savings for each year over the forward estimates?

What restrictions will be implemented for business flights? What are the estimated savings for each year over the forward estimates?

How will the use of external consultants and contractors be reduced? How will this impact on the Department/agency? What are the estimated savings for each year over the forward estimates?

How will the department/agency manage moving recruitment advertising online? Will all future recruitment advertisement be online only? If not, explain why. What are the estimated savings for each year over the forward estimates?

How will printing costs be reduced? Explain if and how the department/agency will reduce its printing costs by five per cent, or if it will not, why not? How will it be determined what documents will no longer be printed? What are the estimated savings for each year over the forward estimates?

**Answer:**

The Office manages its operations within the resources provided by Government through budget processes. The Office has reduced operational expenditure (including staffing and supplier expenses) over the past four years as part of a package of efficiency measures. The reduction in total supplier costs from 2008-09 to 2011-12 was 22%. The savings already achieved from 2008-09 to 2011-12 in the areas identified by the Government and to which this question relates are approximately 49%.

For domestic travel, as a general rule, all staff are required to travel economy class (except the Official Secretary and Deputy Official Secretary who are entitled to travel Business Class). In practice, the Official Secretary and Deputy Official Secretary travel in economy on domestic flights between Canberra and Sydney and to other destinations along the eastern seaboard, unless operational requirements dictate otherwise (eg. carrying and working on sensitive material).

Consultants and contractors are engaged on an as needs basis for urgent and essential work that cannot be undertaken by existing staff.

All recruitment advertising is online.

The Office has minimal printing expenditure, primarily related to the Annual Report.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Recruitment Costs 2011-12

**Senator:** Ryan

**Question reference number:** PM80

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How much was spent on recruitment advertising in 2011-12?

How much of this was spent online and how much of this was spent on print advertising?

Please list where recruitment advertising was listed online and in print media.

How much has been spent on recruitment advertising this financial year to date?

How much of this was spent online and how much of this was spent on print advertising?

Please list where recruitment advertising was listed online and in print media.

**Answer:**

\$1,195.51

All online

Seek and APS Jobs (all online)

Nil

N/A

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Printing Costs 2011-12

**Senator:** Ryan

**Question reference number:** PM81

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How much was spent on printing 2011-12? Of this amount, how much was for printing documents?

How many documents (include the amount of copies) were printed in 2011-12? How many of these printed documents were also published online?

Of the documents that were printed in 2011-12, where were they delivered and what was the cost?

How much has been spent on printing this financial year to date? Of this amount, how much was for printing documents?

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?

**Answer:**

\$15,842.59; \$15, 548.13 of the total amount was related to printing documents.

Two documents were printed (Annual Report - 650 copies; and Enterprise Agreement - 200 copies). Both documents were published online on the Office website.

Both documents were delivered to Government House. Delivery of the Annual Report was \$25. No cost was identified for delivery of the Enterprise Agreement.

\$267.50. Nil.

Nil. N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Graduate Recruitment

**Senator:** Ryan

**Question reference number:** PM82

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How much has been spent on 2013 Graduate Recruitment? Please itemise and detail costs.

Has any travel been incurred for 2013 Graduate Recruitment? Please itemise and detail costs.

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Graduate

**Senator:** Ryan

**Question reference number:** PM83

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How much is estimated to be spent on 2013 Graduate Training? Provide details of what training is to be provided, why and the estimated cost for each.

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Government Advertising

**Senator:** Ryan

**Question reference number:** PM84

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

What was the total cost of all advertising for the financial year to date?

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.

Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.

Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.

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.

Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.

What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

**Answer:**

Total cost of advertising for FYTD 2012-13 is Nil.

N/A

N/A

N/A

N/A

N/A

N/A

Recruitment advertising as required.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Government Advertising 2011-12

**Senator:** Ryan

**Question reference number:** PM85

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

What was the total cost of all advertising for 2011-12?

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.

Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.

Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.

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.

Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services that was undertaken in 2011-12.

**Answer:**

Total cost of advertising for 2011-12 was \$1,195.51. This includes the cost of advertising on SEEK which are detailed below (total \$698.25) plus \$497.26 subscription to APS Jobs for positions advertised.

Non-campaign advertising: five vacancies were advertised through Adcorp and SEEK:

Honours Branch – GH03-5 Admin and Trainee Case Officers advertised July 2011 cost \$136.63 – advertising provided by Adcorp and on SEEK.

Executive and Protocol Branch – GH04 Senior Household Attendant advertised September 2011 cost \$136.63 – advertising provided by Adcorp and on SEEK.

Executive and Protocol Branch – GH01 Household Attendant advertised September 2011 cost \$136.63 – advertising provided by Adcorp and on SEEK.

Honours Branch – GH03 Admin and Trainee Case Officers advertised May 2012 cost \$144.18 – advertising provided by Adcorp and on SEEK

Corporate Services Branch – GH05/6 Finance Officer advertised May 2012 cost \$144.18 – advertising provided by Adcorp and on SEEK

No

No

Yes

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Hospitality and Entertainment

**Senator:** Ryan

**Question reference number:** PM86

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.

What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.

What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.

What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.

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?

**Answer:**

The Office's total spend on hospitality 2012-13 FYTD is nil.

N/A

Nil

N/A

Nil

N/A

Nil

N/A

The Office is not planning on reducing spending on hospitality.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Hospitality and Entertainment 2011-12

**Senator:** Ryan

**Question reference number:** PM87

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

What is the Department/Agency's hospitality spend for 2011-12? Detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, please detail total hospitality spend for 2011-12. Detail date, location, purpose and cost of each event.

What is the Department/Agency's entertainment spend for 2011-12? Detail date, location, purpose and cost of all events.

For each Minister and Parliamentary Secretary office, please detail total entertainment spend for 2011-12. Detail date, location, purpose and cost of each event.

**Answer:**

The Office's total spend on hospitality for 2011-12 was \$438.45. All expenses were incurred by the Official Secretary, as follows: 25 August 2011 coffee meeting in Canberra (\$10.45); 30 September 2011 breakfast meeting in Sydney (\$14.20); 30 September 2011 lunch meeting in Sydney (\$79.15); 25 October 2011 lunch meeting in Canberra (\$130.45); 4 November 2011 lunch meeting in Sydney (\$60); 15 November 2011 coffee meeting in Canberra (\$9.83); 6 June 2012 dinner meeting in Brisbane (\$120.73); and 7 June 2012 afternoon tea meeting in Sydney (\$13.64). All expenditure was related to Office business.

N/A

Nil

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Board Appointments

**Senator:** Ryan

**Question reference number:** PM88

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.

What is the gender ratio on each board and across the portfolio?

Please detail any board appointments for this financial year to date

**Answer:**

Consolidated response provided by the Department of the Prime Minister and Cabinet.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Board Appointments

**Senator:** Ryan

**Question reference number:** PM89

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members for 2011-12.

What was the gender ratio on each board and across the portfolio for 2011-12?

**Answer:**

Consolidated response provided by the Department of the Prime Minister and Cabinet.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Freedom of Information

**Senator:** Ryan

**Question reference number:** PM90

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

Has the department/agency received any updated advice on how to respond to FOI requests?

What is the total cost to the department/agency to process FOI requests for 2011-12? How many FOI requests did the department/agency receive in 2011-12? How many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?

What is the total cost to the department to process FOI requests for this financial year to date?

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?

***Answer:***

The Department of the Prime Minister and Cabinet provided FOI Guidance Notes to all agencies within its portfolio on 28 July 2011. The Office has sought both general and specific advice from the Australian Government Solicitor in relation to FOI matters. The Office has also sought general advice on FOI matters from the Office of the Information Commissioner.

2011-12: \$1,007 (attributed to 19 staff hours)

2011-12: Eleven FOI requests were received

2011-12: Six requests were denied; three requests were granted; and two requests were referred to other agencies.

No, no

2012-13 (as at 15 October) - \$126.36 (attributed to 2.25 staff hours)

2012-13 (as at 15 October) – One FOI request was received

2012-13 (as at 15 October) – Request granted

No, no

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Community Cabinet Meetings

**Senator:** Ryan

**Question reference number:** PM91

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.

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, accommodation and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.

What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Community Cabinet Meetings 2011-12

**Senator:** Ryan

**Question reference number:** PM92

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How many Community Cabinet meetings did the Minister attend in 2011-12? List date and location.

How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for 2011-12? 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.

What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for 2011-12?

**Answer:**

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Reviews Undertaken

**Senator:** Ryan

**Question reference number:** PM93

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For this financial year to date:

- How many Reviews are being undertaken?
- What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?
- Which of these reviews has been provided to Government?
- When will the Government be responding to the respective reviews that have been completed?
- Has the Government responded to all reviews within the timeframe? If not, why not?
- What is the estimated cost of each of these Reviews?
- What reviews are planned?
- When will each of these reviews be concluded?

**Answer:**

Nil

N/A

N/A

N/A

N/A

Nil

Nil

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Reviews Undertaken 2011-12

**Senator:** Ryan

**Question reference number:** PM94

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For 2011-12:

- How many reviews were undertaken
- Where all reviews have, and for those that are still ongoing, when will those reviews be concluded?
- Which of these reviews has been provided to Government?
- Did the Government respond to all reviews within the timeframe? If not, why not?
- What was the estimated cost of each of these reviews

**Answer:**

Nil

N/A

N/A

N/A

Nil

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Consultancies

**Senator:** Ryan

**Question reference number:** PM95

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

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.

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.

**Answer:**

The total number of consultancies undertaken this financial year to date is 7. See table over for specific details:

<b>Date</b>	<b>Consultant</b>	<b>Subject Matter</b>	<b>Cost (incl GST)</b>	<b>Method of procurement</b>	<b>Justification</b>
16/07/2012	Hughes Trueman	Heritage Management	\$5,698	Direct	Needed for specialised or professional skills
27/08/2012	Synergy Group	Financial Services	\$7,200	Direct	Needed for specialised or professional skills
23/08/2012	Tanner Architects	Heritage Architects	\$8,621	Direct	Needed for specialised or professional skills
06/08/2012	Heymann-Cohen	Quantity Surveyors	\$3,754	Direct	Needed for specialised or professional skills
16/08/2012	Taylor Brammer Landscape Architects	Landscape Architects	\$15,436	Direct	Needed for specialised or professional skills
04/07/2012	Acor Consultants	Engineers	\$6,215	Direct	Needed for specialised or professional skills
29/08/2012	Phillip Leeson Architects	Heritage Architects	\$12,108	Direct	Needed for specialised or professional skills
		<b>Total YTD 30 Sep 2012</b>	<b>\$59,032</b>		

**Note:** As all were minor, short term procurements, duration data is not readily available.

Consultancies have not been specifically planned for, although are undertaken as and when required. They do not form part of the Annual Procurement Plan (APP), because they are not considered significant procurement activity.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General’s role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Consultancies 2011-12

**Senator:** Ryan

**Question reference number:** PM96

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 3

How many consultancies were undertaken in 2011-12? 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.

**Answer:**

The total number of consultancies undertaken in 2011-12 was 22. See table below for specific details:

<b>Date</b>	<b>Consultant</b>	<b>Subject Matter</b>	<b>Cost (incl GST)</b>	<b>Method of procurement</b>	<b>Justification</b>
9/12/2011	Harris Hobbs Landscape Architectural Services	Landscape Architects	\$ 550.00	Direct	Needed for specialised or professional skills
30/11/2011	Hughes Trueman	Heritage Management	\$8,525.00	Direct	Needed for specialised or professional skills
27/10/2011	Hughes Trueman	Heritage Management	\$5,390.00	Direct	Needed for specialised or professional skills
28/09/2011	Northrop	Engineers	\$ 990.00	Direct	Needed for specialised or professional skills
18/06/2012	Northrop	Engineers	\$ 550.00	Direct	Needed for specialised or

					professional skills
26/09/2011	Synergy Group	Financial Services	\$7,200.00	Direct	Needed for specialised or professional skills
15/07/2011	Tanner Architects	Heritage Architects	\$3,295.00	Direct	Needed for specialised or professional skills
15/08/2011	Tanner Architects	Heritage Architects	\$7,757.00	Direct	Needed for specialised or professional skills
30/11/2011	Tanner Architects	Heritage Architects	\$51,766.00	Direct	Needed for specialised or professional skills
30/11/2011	Tanner Architects	Heritage Architects	\$2,794.00	Direct	Needed for specialised or professional skills
13/09/2011	Tanner Architects	Heritage Architects	\$5,280.00	Direct	Needed for specialised or professional skills
26/09/2011	Taylor Brammer Landscape Architects	Heritage Architects	\$39,323.00	Direct	Needed for specialised or professional skills
17/10/2011	Taylor Brammer Landscape Architects	Heritage Architects	\$1,320.00	Direct	Needed for specialised or professional skills
19/12/2011	Taylor Brammer Landscape Architects	Heritage Architects	\$1,969.00	Direct	Needed for specialised or professional skills
16/11/2011	Metropolitan Local Aboriginal Land Council	Indigenous Consultants	\$ 935.00	Direct	Needed for specialised or professional skills
31/05/2012	Shreeji Consultant Structural Civil Engineers	Engineers	\$9,949.00	Direct	Needed for specialised or professional skills
25/06/2012	Casey & Lowe	Archaeologists	\$3,531.00	Direct	Needed for specialised or professional skills
6/12/2011	Heymann Cohen	Quantity Surveyors	\$7,343.00	Direct	Needed for specialised or professional skills
7/10/2012	Acor Consultants	Engineers	\$18,810.00	Direct	Needed for specialised or professional skills
14/07/2011	Kuttner Collins & Partners	Engineers	\$20,892.00	Direct	Needed for specialised or professional skills

13/09/2011	GB Geotronics	Geophysicists	\$5,280.00	Direct	Needed for specialised or professional skills
18/06/2012	Phillip Leeson Architects	Heritage Architects	\$8,041.00	Direct	Needed for specialised or professional skills
		<b>Total 2011-12</b>	<b>\$211,490</b>		

**Note:** As all were minor, short term procurements, duration data is not readily available. Total cost of consultancies agrees with the 2011-12 Annual Report. The number of consultancies as per the Annual Report is derived on a broader basis according to the number of consultants. However, for the purpose of Senate Estimates, the number of consultancies is derived from the number of purchase orders raised.

Consultancies have not been specifically planned for, although are undertaken as and when required. They do not form part of the Annual Procurement Plan (APP), because they are not considered significant procurement activity.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media Monitoring

**Senator:** Ryan

**Question reference number:** PM97

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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?

- Which agency or agencies provided these services?
- What is the estimated budget to provide these services for the year 2012-13?
- What has been spent providing these services this financial year to date?

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?

- Which agency or agencies provided these services?
- What is the estimated budget to provide these services for the year 2012-13?

What has been spent providing these services this financial year to date?

**Answer:**

N/A

The total cost of media monitoring services provided to the Office FYTD 2012-13 (as at 30 September 2012) is \$7,083.43.

All services were provided by Media Monitors. The estimated budget for these services in 2012-13 is \$30,882.64.

\$7,083.43 (as at 30 September 2012).

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media Monitoring 2011-12

**Senator:** Ryan

**Question reference number:** PM98

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2011-12?

- Which agency or agencies provided these services?
- What was the estimated budget to provide these services for the year 2011-12?

What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2011-12?

- Which agency or agencies provided these services?
- What was the estimated budget to provide these services for the year 2011-12?

**Answer:**

The total cost of media monitoring services provided to the Office in 2011-12 was \$31,944.15.

All services were provided by Media Monitors. The estimated budget for these services in 2011-12 was \$28,980.08.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Social Media

**Senator:** Ryan

**Question reference number:** PM99

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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.

Does the department/agency monitor usage of social media?

- If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks)
- If no, will the department/agency monitor usage in the future?

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)

**Answer:**

There have been no changes made as the Internet Usage Policy (issued in September 2010) already provides coverage of this matter.

No, no

Not measured.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Internet

**Senator:** Ryan

**Question reference number:** PM100

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Has the Department experienced any internet problems, such as but not limited to slow internet or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

**Answer:**

Occasional Internet slowness due to congestion or maintenance being undertaken.

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Staff Amenities

**Senator:** Ryan

**Question reference number:** PM101

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

What amenities are provided to staff? Provide a list include

**Answer:**

Within Government House there is a small gym for the personal use of Their Excellencies. The Governor-General allows staff to make use of the facility outside working hours. The Government House tennis court has also occasionally been made available to staff and outside groups. Most office accommodation is air-conditioned. Staff have access to small kitchen areas for the preparation of meals. Seating areas are available in some work areas for meal breaks. Staff car parking is available on the grounds of Government/Admiralty House.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Coffee Machines

**Senator:** Ryan

**Question reference number:** PM102

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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.

Why were coffee machines purchased?

Where did the funding for the coffee machines come from?

Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in 2011-12 and how much this financial year to date, include a list of what maintenance has been undertaken Where does the funding for maintenance come from?

**Answer:**

No

N/A

N/A

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Contractors

**Senator:** Ryan

**Question reference number:** PM103

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

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).
- Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).

- Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

**Answer:**

No

No

No

No

No

No

No

No

No

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Contractors 2011-12

**Senator:** Ryan

**Question reference number:** PM104

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

For 2011-12:

- Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).

- Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

**Answer:**

No  
No  
No  
No  
No  
No  
No  
No  
No

The Office employed one contractor through ACCSYS Consulting to carry out specific finance/accounting tasks. Total costs amounted to \$49,810.

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Grants

**Senator:** Ryan

**Question reference number:** PM105

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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.

Have all grant agreement details been published on its website within the required timeframe? If not, provide details.

**Answer:**

N/A

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Grants 2011-12

**Senator:** Ryan

**Question reference number:** PM106

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Could the department/agency provide a list of all grants, including ad hoc and one-off grants for 2011-12? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.

Were all grant agreement details published on its website within the required timeframe? If not, provide details.

**Answer:**

N/A

N/A

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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Commissioned Reports 2011-12

**Senator:** Ryan

**Question reference number:** PM107

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How many Reports were commissioned by the Government in your department/agency in 2011-12? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.

- How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
- What is the current status of each report? Did the Government report within the required timeframe? If not, when is the Government intending to respond to these reports?

**Answer:**

Consolidated response provided by the Department of the Prime Minister and Cabinet.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Commissioned Reports

**Senator:** Ryan

**Question reference number:** PM108

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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.

- How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
- What is the current status of each report? When is the Government intending to respond to these reports?

**Answer:**

Consolidated response provided by the Department of the Prime Minister and Cabinet.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Payment of Accounts

**Senator:** Ryan

**Question reference number:** PM109

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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)?

- If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
- For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
- Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

The Office has adopted a policy of paying invoices within one week of them being presented ready for payment at the Finance Section, by the appropriately delegated official. Under this policy the Office is confident that all invoices have and will be paid within 30 days of our agreement that they have been correctly rendered, as annotated by the delegated official on the invoice. The Office does not collect or hold statistics on this matter.

No interest has been paid or payable for overdue accounts as the Office has not been presented with an invoice (correctly rendered or otherwise) for interest by a supplier.

N/A

**Senate Finance and Public Administration Legislation Committee**  
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ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Payment of Accounts 2011-12

**Senator:** Ryan

**Question reference number:** PM110

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For 2011-12, did the department/agency pay its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?

- If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
- For accounts not paid within 30 days, is/was interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
- Where interest is being paid, what rate of interest is being paid and how is this rate determined?
- Have all accounts from 2011-12 been paid? If no, why not?

**Answer:**

The Office has adopted a policy of paying invoices within one week of them being presented ready for payment at the Finance Section, by the appropriately delegated official. It is possible that in the 2011-12 FY a small number of invoices may not have been paid within 30 days of our agreement that they have been correctly rendered, as annotated by the delegated official on the invoice, due to staffing changeovers. The Office does not collect or hold statistics on this matter.

No interest has been paid or payable for overdue accounts as the Office has not been presented with an invoice (correctly rendered or otherwise) for interest by a supplier.

N/A

Yes

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Stationery Requirements

**Senator:** Ryan

**Question reference number:** PM111

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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?

What is the department/agency's stationery costs for the financial year to date?

**Answer:**

N/A

The total stationery spend year to date is \$12,486.18 (this includes all printed stationery and office supplies).

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Stationery Requirements 2011-12

**Senator:** Ryan

**Question reference number:** PM112

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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) in 2011-12?

What is the department/agency's stationery costs for 2011-12?

**Answer:**

N/A

The total stationery spend FY 2011-12 was \$34,374.76 (this includes all printed stationery and office supplies).

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media Subscriptions

**Senator:** Ryan

**Question reference number:** PM113

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

Has there been any change to your pay TV subscription since the 2012-13 Budget Estimates (May 2012)

- If yes, please provide the reason why, the cost and what channels.
- What is the cost for this financial year to date?

Has there been any change to your newspaper subscriptions since the 2012-13 Budget Estimates (May 2012)

- If yes, please provide the reason why, the cost and what newspapers.
- What is the cost for this financial year to date?

Has there been any change to your magazine subscriptions since the 2012-13 Budget Estimates (May 2012)

- If yes, please provide the reason why, the cost and what magazines.
- What is the cost for this financial year to date?

What was the 2011-12 cost for:

- TV subscriptions
- Newspaper subscriptions
- Magazine subscriptions

Does the department/agency provide any media subscriptions to its Ministers/Parliamentary Secretaries? If yes, provide details of what is provided and the cost this financial year to date and for 2011-12.

**Answer:**

No  
\$899.10

No  
\$1,346.71

Yes, new subscription to *The Monthly*, to monitor local and international news and current affairs and for background in speechwriting.

\$673.27

\$3,596.40

\$7,653.78

\$2,335.25

No

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Travel costs

**Senator:** Ryan

**Question reference number:** PM114

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

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.

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.

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.

**Answer:**

N/A

A small number of Office employees travel to support the Governor-General's official program. The vast majority of travel is accompanying the Governor-General on the RAAF Special Purpose Aircraft, details of which are published in Parliament every six months. There is also occasional domestic travel, mostly to Sydney by road or air to support official events at Admiralty House. Total travel costs for the Office as well as details of all overseas travel are published in the Office's Annual Report. All details of the Governor-General's domestic program are published on the Office's website at [www.gg.gov.au](http://www.gg.gov.au). There is only occasional official travel by employees that does not relate to the Governor-General's official program. Itemised trip expenditure for each staff member is not readily available. It would be considered an unreasonable diversion of resources to compile such information.

Yes. Officials are expected to exercise due care and economy in planning travel to avoid unnecessary costs and to ensure the Office receives value for money. Travel is monitored by the authorising officer or delegate to ensure that it complies with the Office's Travel Policy.

As a general rule, the Office does not pay for staff membership of airline lounges. The Official Secretary may consider applications from staff who undertake a significant amount of official commercial travel on a case-by-case basis. Currently, one staff member in the GHO6 classification holds membership of an airline lounge at official expense (currently \$260 per annum).

Not generally. An Executive Assistant may on occasion travel to Admiralty House to provide support to the Governor-General and/or Official Secretary if required.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Travel costs 2011-12

**Senator:** Ryan

**Question reference number:** PM115

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For 2011-12, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

For 2011-12, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

**Answer:**

N/A

A small number of Office employees travel to support the Governor-General's official program. The vast majority of travel is accompanying the Governor-General on the RAAF Special Purpose Aircraft, details of which are published in Parliament every six months. There is also occasional domestic travel, mostly to Sydney by road or air to support official events at Admiralty House. Total travel costs for the Office as well as details of all overseas travel are published in the Office's Annual Report. All details of the Governor-General's domestic program are published on the Office's website at [www.gg.gov.au](http://www.gg.gov.au). There is only occasional official travel by employees that does not relate to the Governor-General's official program. Itemised trip expenditure for each staff member is not readily available. It would be considered an unreasonable diversion of resources to compile such information.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Legal Costs 2011-12

**Senator:** Ryan

**Question reference number:** PM116

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

What sum did each portfolio department and agency spend on legal services for 2011-12? Please provide a list of each service and costs.

What sum did each portfolio department and agency spend on legal services for 2011-12 from the Australian Government Solicitor? Please provide a list of each service and costs.

What sum did each portfolio department and agency spend on legal services for 2011-12 [from private firms]? Please provide a list of each service and costs.

What sum did each portfolio department and agency spend on legal services for 2011-12 from other sources? Please provide a list of each service and costs.

**Answer:**

\$142,150.06, comprising \$100,317.58 for advice on FOI and privacy matters and \$41,832.48 for advice on general legal and employment matters.

All advice was provided by the Australian Government Solicitor.

Nil.

Nil.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Legal Costs

**Senator:** Ryan

**Question reference number:** PM117

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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.

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.

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.

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.

**Answer:**

\$18,985.97 spent this FYTD (as at 15 October 2012), comprising \$15,208.69 for advice on FOI and privacy matters and \$3,777.28 for advice on general legal matters.

All advice was provided by the Australian Government Solicitor.

Nil.

Nil.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Education expenses

**Senator:** Ryan

**Question reference number:** PM118

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.

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.

**Answer:**

No

Nil formal qualification courses that the Office has paid for.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Education expenses 2011-12

**Senator:** Ryan

**Question reference number:** PM119

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For 2011-12, 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.

**Answer:**

Nil formal qualification courses that the Office has paid for.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Executive Coaching and Leadership Training

**Senator:** Ryan

**Question reference number:** PM120

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

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:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), please provide:

- a) The name and nature of the service purchased
- b) Whether the service is one-on-one or group based
- c) The number of employees who received the service and their employment classification
5. The total number of hours involved for all employees (provide a breakdown for each employment classification)
- d) The total amount spent on the service
- e) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
6. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
7. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- ii. Any costs the department or agency's incurred to use the location

**Answer:**

Nil/N/A to all.

**Senate Finance and Public Administration Legislation Committee**  
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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Executive Coaching and Leadership Training 2011-12

**Senator:** Ryan

**Question reference number:** PM121

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for 2011-12:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), please provide:

- f) The name and nature of the service purchased
- g) Whether the service is one-on-one or group based
- h) The number of employees who received the service and their employment classification
5. The total number of hours involved for all employees (provide a breakdown for each employment classification)
- i) The total amount spent on the service
- j) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- iii. The location used
6. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
7. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- iv. Any costs the department or agency's incurred to use the location

**Answer:**

Nil/N/A to all.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media Training

**Senator:** Ryan

**Question reference number:** PM122

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), please provide:

- a) The name and nature of the service purchased
- b) Whether the service is one-on-one or group based
5. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
6. The total number of hours involved for all employees (provide a breakdown for each employment classification)
- c) The total amount spent on the service
- d) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- i. The location used
- ii. The number of employees who took part on each occasion
- iii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
- iv. Any costs the department or agency's incurred to use the location

**Answer:**

Nil; N/A to all

**Senate Finance and Public Administration Legislation Committee**  
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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Media Training 2011-12

**Senator:** Ryan

**Question reference number:** PM123

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

In relation to media training services purchased by each department/agency, please provide the following information for 2011-12:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged

For each service purchased from a provider listed under (4), please provide:

- e) The name and nature of the service purchased
- f) Whether the service is one-on-one or group based
5. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
6. The total number of hours involved for all employees (provide a breakdown for each employment classification)
- g) The total amount spent on the service
- h) A description of the fees charged (i.e. per hour, complete package)

Where a service was provided at any location other than the department or agency's own premises, please provide:

- v. The location used
- vi. The number of employees who took part on each occasion
- vii. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)

viii. Any costs the department or agency's incurred to use the location

**Answer:**

Nil; N/A to all

**Senate Finance and Public Administration Legislation Committee**  
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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paid Parental Leave

**Senator:** Ryan

**Question reference number:** PM124

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?

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.

**Answer:**

This is determined by the Family Assistance Office. The Office is registered and the scheme is available for staff who meet the criteria determined by the Family Assistance Office.

Nil

**Senate Finance and Public Administration Legislation Committee**  
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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Paid Parental Leave 2011-12

**Senator:** Ryan

**Question reference number:** PM125

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For 2011-12 to date 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.

**Answer:**

The Office is registered and the scheme is available for staff who meet the criteria determined by the Family Assistance Office.

Nil

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Portfolio Minister and Parliamentary Secretaries Training

**Senator:** Ryan

**Question reference number:** PM126

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

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.

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.

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.

**Answer:**

Consolidated response provided by the Department of the Prime Minister and Cabinet.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Portfolio Minister and Parliamentary Secretaries Training 2011-12

**Senator:** Ryan

**Question reference number:** PM127

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For 2011-12, 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.

For 2011-12, 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.

For 2011-12, 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.

**Answer:**

Consolidated response provided by the Department of the Prime Minister and Cabinet.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Corporate Cars

**Senator:** Ryan

**Question reference number:** PM128

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):

- How cars are owned by each department/agency?
- Where is the car/s located?
- What is the car/s used for?
- What is the cost of each car for this financial year to date?
- How far did each car travel this financial year to date?

**Answer:**

The Office currently owns six cars.

Five cars are located at Government House, Canberra, and one is located at Admiralty House, Sydney.

All are used for official duties or general office use except for the Rolls Royce which is only used for ceremonial occasions.

Total running costs for this financial year to date are \$3,483.85. The value of each of the cars as at 30 September 2012 is as per the table below:

<b>Make/Model</b>	<b>Body Type</b>	<b>Rego</b>	<b>Written down value</b>	<b>Kilometres driven in YTD 30/09/2012</b>
<b>Asset No</b>			<b>YTD 30/09/2012</b>	
Rolls Royce (Phantom VI) 07994	Limousine	YZK 640	\$84,333	435
Holden Caprice I 09541	Sedan	YHA33Q	\$10,767	3,394
Holden Calais 09797	Sedan	YHJ73U	\$7,257	2,761
Toyota Tarago 09669	Passenger Van	YGT09A	\$10,622	8,029
Holden Rodeo 08956	Dual Cab	YFN17H	\$0	2,110
Holden Berlina 09542	Station Wagon	BE05XW	\$7,292	607

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Corporate Cars 2011-12

**Senator:** Ryan

**Question reference number:** PM129

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

For 2011-12:

- How cars are owned by each department/agency?
- Where is the car/s located?
- What is the car/s used for?
- What was the cost of each car?
- How far did each car travel?

**Answer:**

The Office owned six cars for FY2011-12.

Five cars are located at Government House, Canberra, and one is located at Admiralty House, Sydney.

All are used for official duties or general office use except for the Rolls Royce which is only used for ceremonial occasions.

Total running costs for FY 2011-12 are \$34,796.91. The 'written down value' and mileage of each of the cars mentioned above is as per table below:

<b>Make/Model</b>		<b>Kilometres Driven in 2011-12</b>
<b>Asset No</b>	<b>WDV as at 30/06/2012</b>	
Rolls Royce (Phantom VI) 07994	\$88,000	963
Holden Caprice I 09541	\$14,356	15,632
Holden Calais 9797	\$13,337	15,240
Toyota Tarago 09669	\$14,163	34,442
Holden Rodeo 08956	\$0	6,378
Holden Berlina 09542	\$9,723	8,657

**Senate Finance and Public Administration Legislation Committee**  
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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Taxi Costs

**Senator:** Ryan

**Question reference number:** PM130

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.

What are the reasons for taxi costs?

**Answer:**

As at 30 September 2012, the Office has spent \$3,785 on taxis, comprising \$2,267 for Executive and Protocol Branch and \$1,519 for Corporate Services Branch.

Taxis are primarily used by staff and Honorary Aides-de-Camp on official duty for the Office.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Taxi Costs 2011-12

**Senator:** Ryan

**Question reference number:** PM131

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

How much did each department/agency spend on taxis in 2011-12? Provide a breakdown of each business group in each department/agency.

What are the reasons for taxi costs?

**Answer:**

In 2011-12, the Office spent \$22,924 on taxis, comprising \$17,939 for Executive and Protocol Branch, \$1,172 for Honours and Awards Branch and \$3,813 for Corporate Services Branch.

Taxis are primarily used by staff and Honorary Aides-de-Camp on official duty for the Office.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Credit Cards

**Senator:** Ryan

**Question reference number:** PM132

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

Provide a breakdown for each employment classification that has a corporate credit card.

Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):

- What action is taken if the corporate credit card is misused?
- How is corporate credit card use monitored?
- What happens if misuse of a corporate credit card is discovered?
- Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
- What action is taken to prevent corporate credit card misuse?

**Answer:**

19 staff hold Office credit cards. See table over.

<b>Commonwealth Officer Classification</b>	<b>Number of Credit Cards Held</b>
GH01	1
GH02	1
GH04	1
GH04	1
GH04	1
GH05	1
GH06	1
GH07	1
GH08	1
GH08	1
GH08	1
Agency Head	1
SES 1	2
<b>Total</b>	<b>20</b>

No change since Budget Estimates 2011-12 (May 2012)

**Senate Finance and Public Administration Legislation Committee**  
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**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Credit Card Misuse 2011-12

**Senator:** Ryan

**Question reference number:** PM133

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

For 2011-12 how many instances of corporate credit card misuse were there? List staff classification and what the misuse was, and the action taken.

**Answer:**

Nil. N/A

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Provision of Equipment

**Senator:** Ryan

**Question reference number:** PM134

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 5

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? What were the running costs for 2009-10 and 2010-11?

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.

Please update if there have been any changes since Budget Estimates 2011-12 (May 2012): 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.

**Answer**

N/A

N/A

<b>ISSUED TO</b>	<b>CLASSIFICATION</b>	<b>MAKE</b>	<b>MODEL</b>	<b>DATE PURCHASED</b>	<b>COST OF PURCHASE</b>
<b>MOBILE PHONES</b>					
ADC Air Force	ADC	BlackBerry	9700 - NextG	9/06/2010	\$687.73
ADC Army	ADC	BlackBerry	9700 - NextG	9/06/2010	\$687.73
ADC Navy	ADC	BlackBerry	9700 - NextG	9/06/2010	\$687.73
AH Property Officer	GHO2	Nokia	6300	16/04/2010	\$170.91
Maintenance	GHO1	Nokia	6300	16/04/2010	\$170.91
Director Corporate	GHO8	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Official Secretary	OS	BlackBerry	9800 Torch - NextG	9/03/2011	\$793.64
Speechwriter	GHO7	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Manager Property	GHO7	BlackBerry	9810 Torch - NextG	10/7/2012	\$616.36
CFO	GHO8	BlackBerry	9810 Torch - NextG	1/12/2011	\$793.64
Transport Officer	GHO1	Nokia	6300	29/01/2009	\$583.64
Senior Events Adviser	GHO5	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Caretaker	GHO2	Nokia	6720C	18/05/2010	\$352.73
Manager Human Resources	GHO7	BlackBerry	9810 Torch - NextG	1/12/2011	\$795.00
Strategic Communications and Media Adviser	GHO7	BlackBerry	9800 Torch – NextG	22/03/2011	\$793.64

AH Property Coordinator	GHO5	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Head Gardener	GHO6	BlackBerry	9810	11/7/2012	\$616.36
Senior Chef	GHO6	Nokia	6300	16/04/2010	\$170.91
Deputy Official Secretary	SES1	BlackBerry	9800 Torch – NextG	22/03/2011	\$793.64
Media Adviser	GHO5	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Events Adviser	GHO4	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Honours Admin	GHO3	Nokia	3210	1/09/2000	Nil value
Household Staff	GHO1	Nokia	6300	11/11/2009	\$177.72
Gardening Overseer	GHO4	Nokia	6300	29/01/2009	\$177.72
Maintenance Officer	GHO1	Nokia	6720C	18/05/2010	\$352.73
Manager Household	GHO7	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Events Manager	GHO6	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Executive Assistant	GHO5	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Director Executive	GHO8	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Director Honours	GHO8	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Operations Manager	GHO6	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Snr Project Officer	GHO7	BlackBerry	9700 - NextG	9/06/2010	\$687.73

Gardening Overseer	GHO4	Nokia	6720c	18/5/2010	\$352.73
Household Attendant	GHO1	Nokia	6233	9/08/2007	\$373.64
Manager IT	GHO7	BlackBerry	9800 Torch – NextG	17/02/2011	\$687.73
IT Systems Administrator	GHO6	BlackBerry	9810 Torch – Next G	11/7/2012	\$616.36
<b>LAPTOPS</b>					
Administration	GHO4	Dell	Latitude D620	June 2006	\$2414.70
Manager IT	GH07	Dell	Latitude D630	Apr 2008	\$2079.00
Strategic Media & Communications Adviser	GHO7	Apple	Mac book Pro 17”	June 2009	\$4209.00
Manager Property Services	GHO7	HP	Elite Book 8460p	Dec 2011	\$795.00
CFO	GHO8	HP	Elite Book 8460p	Dec 2011	\$795.00
Deputy Official Secretary	SES1	HP	Elite Book 8460p	Dec 2011	\$795.00
Manager IT	GHO7	HP	Elite Book 8460p	Dec 2011	\$795.00
Director Corporate	GHO8	HP	Elite Book 8460p	Dec 2011	\$795.00
AH Property Co-ordinator	GHO5	HP	Elite Book 8460p	Dec 2011	\$795.00
Events Manager	GHO6	HP	Elite Book 8460p	Dec 2011	\$795.00
Operations Manager	GHO6	HP	Elite Book 8460p	Dec 2011	\$795.00

Speechwriter	GHO7	Dell	LatitudeD630	Nov 2007	\$2023.56
Media Adviser	GHO5	Apple	Macbook Pro 17"	Apr 2012	\$4115.76
<b>TABLETS</b>					
Official Secretary	OS	Apple	IPad 16GB	Sep 2010	\$907.23
Operations Manager	GHO6	RIM	BlackBerry playbook	Nov 2011	\$630.70
Manager Human Resources	GHO7	RIM	BlackBerry playbook	Nov 2011	\$630.70
Director Corporate	GHO8	RIM	BlackBerry playbook	Nov 2011	\$630.70
Events Manager	GHO6	RIM	BlackBerry playbook	Nov 2011	\$630.70
CFO	GHO8	RIM	BlackBerry playbook	Nov 2011	\$630.70
Deputy Official Secretary	SES1	RIM	BlackBerry playbook	Nov 2011	\$630.70
Corporate Co-ordinator	GHO7	RIM	BlackBerry playbook	Nov 2011	\$630.70
AsDC	ADC	RIM	BlackBerry playbook	Nov 2011	\$630.70

Total cost financial year to date (as at 30 September 2012) is \$12,177.19

N/A

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Provision of Equipment 2011-12

**Senator:** Ryan

**Question reference number:** PM135

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 5

For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided, the cost and what were the ongoing costs for 2011-12.

For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what type of electronic equipment was provided, the cost and what were the ongoing costs for 2011-12.

Is electronic equipment (such as ipad, laptop, wireless card, vasco token, BlackBerry, mobile phone (list type if relevant), thumb drive) was provided to department/agency staff for 2011-12, provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

**Answer**

N/A

N/A

<b>ISSUED TO</b>	<b>CLASSIFICATION</b>	<b>MAKE</b>	<b>MODEL</b>	<b>DATE PURCHASED</b>	<b>COST OF PURCHASE</b>
<b>FY 2011-12</b>					
<b>MOBILE PHONES</b>					
ADC Air Force	ADC Air Force	BlackBerry	9700 - NextG	9/06/2010	\$687.73
ADC Army	ADC Army	BlackBerry	9700 - NextG	9/06/2010	\$687.73
ADC Navy	ADC Navy	BlackBerry	9700 - NextG	9/06/2010	\$687.73
AH Property Officer	GHO2	Nokia	6300	16/04/2010	\$170.91
Maintenance	GHO1	Nokia	6300	16/04/2010	\$170.91
Director, Corporate	GHO8	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Official Secretary	OS	BlackBerry	9800 Torch - NextG	9/03/2011	\$793.64
Speechwriter	GHO7	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Snr Project Officer	GHO7	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Transport Officer	GHO1	Nokia	6300	29/01/2009	\$583.64
CFO	GHO8	BlackBerry	9810 Torch NextG	1/12/2011	\$793.64
Senior Events Adviser	GHO5	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Caretaker	GHO2	Nokia	6720C	18/05/2010	\$352.73
Manager, Human Resources	GHO7	BlackBerry	9810 Torch - NextG	1/12/2011	\$795.00

Strategic Media & Communications Adviser	GHO7	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
AH Property Coordinator	GHO5	BlackBerry	9700 - NextG	9/06/2010	\$687.73
Senior Chef	GHO6	Nokia	6300	16/04/2010	\$170.91
Deputy Official Secretary	SES1	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Media Adviser	GHO5	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Events Adviser	GHO4	BlackBerry	9800 Torch - NextG	22/03/2011	\$793.64
Honours Admin	GHO3	Nokia	3210	1/09/2000	Nil value
Household Staff	GHO1	Nokia	6300	11/11/2009	\$177.72
Gardening Overseer	GHO4	Nokia	6300	11/11/2009	\$177.72
Maintenance Officer	GHO1	Nokia	6720C	18/05/2010	\$352.73
Manager Household	GHO7	BlackBerry	9700 – NextG	9/06/2010	\$687.73
Events Manager	GHO6	BlackBerry	9800 Torch – NextG	22/03/2011	\$793.64
Executive Assistant	GHO5	BlackBerry	9700 – NextG	9/06/2010	\$687.73
Director Executive	GHO8	BlackBerry	9800 Torch – NextG	22/03/2011	\$793.64
Director Honours	GHO8	BlackBerry	9800 Torch – NextG	22/03/2011	\$793.64
Operations Manager	GHO6	BlackBerry	9800 Torch – NextG	22/03/2011	\$793.64

Gardening Overseer	GHO4	Nokia	6720C	18/5/2010	\$352.73
Manager IT	GHO7	BlackBerry	9800 Torch – NextG	17/02/2011	\$687.73
Travelling valet	GHO1	Nokia	6233	9/8/2007	\$373.64
<b>LAPTOPS</b>					
Administration	GHO4	Dell	Latitude D620	June 2006	\$2414.70
Manager IT	GH07	Dell	Latitude D630	Apr 2008	\$2079.00
Strategic Media & Communications Adviser	GHO7	Apple	Mac book Pro 17”	June 2009	\$4209.00
Manager Property Services	GHO7	HP	Elite Book 8460p	Dec 2011	\$795.00
CFO	GHO8	HP	Elite Book 8460p	Dec 2011	\$795.00
Deputy Official Secretary	SES1	HP	Elite Book 8460p	Dec 2011	\$795.00
Manager IT	GHO7	HP	Elite Book 8460p	Dec 2011	\$795.00
Director Corporate	GHO8	HP	Elite Book 8460p	Dec 2011	\$795.00
AH Property Co-ordinator	GHO5	HP	Elite Book 8460p	Dec 2011	\$795.00
Events Manager	GHO6	HP	Elite Book 8460p	Dec 2011	\$795.00
Operations Manager	GHO6	HP	Elite Book 8460p	Dec 2011	\$795.00
Speechwriter	GHO7	Dell	LatitudeD630	Nov 2007	\$2023.56
Media Adviser	GHO5	Apple	Macbook Pro	Apr 2012	\$4115.76

			17"		
<b>TABLETS</b>					
Official Secretary	OS	Apple	IPad 16GB	Sep 2010	\$907.23
Operations Manager	GHO6	RIM	BlackBerry playbook	Nov 2011	\$630.70
Manager Human Resources	GHO7	RIM	BlackBerry playbook	Nov 2011	\$630.70
Director Corporate	GHO8	RIM	BlackBerry playbook	Nov 2011	\$630.70
Events Manager	GHO6	RIM	BlackBerry playbook	Nov 2011	\$630.70
CFO	GHO8	RIM	BlackBerry playbook	Nov 2011	\$630.70
Deputy Official Secretary	SES1	RIM	BlackBerry playbook	Nov 2011	\$630.70
AsDC	ADC	RIM	BlackBerry playbook	Nov 2011	\$630.70

Total cost for 2011-12 was \$29,551.11

N/A

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Electricity Purchasing 2011-12

**Senator:** Ryan

**Question reference number:** PM136

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Provide details of any update of the department/agency electricity purchasing agreement if there has been a change since Budget Estimates 2011-12 (May 2012).

What are the department/agency electricity costs for 2011-12?

What are the department/agency electricity costs for this financial year to date?

**Answer**

Electricity purchasing is undertaken via a Whole of Government (WOG) contract with ERM Power Retail Pty Ltd. The contract period is 1 July 2011 – 30 June 2015.

2009-10	\$156,276	2010-11	\$173,492
2011-12	\$156,909	FYTD 30 September 2012	\$60,721

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Shredder Purchases

**Senator:** Ryan

**Question reference number:** PM137

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Did the department/agencies purchased any shredders in 2011-12? 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.

Has the department/agencies purchased any shredders since Budget Estimates 2011-12 (May 2012)? ? 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.

**Answer**

Nil

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Protective Security Policy Framework

**Senator:** Ryan

**Question reference number:** PM138

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

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.

**Answer:**

The Office has applied the Protective Security Policy Framework to cover the requirements for governance, personnel security, information security and physical security. The Office is currently developing a Protective Security Plan that will be appropriate to the functions and security risks faced by the Office. The Office Security Plan will link with and support the current Office Risk Management Plan and the Office Fraud Control Plan and other security policies and procedures. All staff are security cleared to the appropriate level for their assigned duties.

The Office has the following policies/procedures in place:

- Protective Security Policy / Guideline
- ITC Security Policy
- Security Policy and Guidelines
- Security CEI
- Office Code of Conduct / Office Values

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Electricity Usage

**Senator:** McKenzie

**Question reference number:** PM139

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

For the financial year 2011-2012, how many kilowatt hour of electricity did the department consume? What was the total cost?

What does this cost work out to per employee?

What increases in electricity costs has the Department experienced since the introduction of the carbon tax?

How has this changed the Department's spending pattern? What programs or services have been cut to meet the increased costs?

What measures is the Department taking to reduce its electricity expenditure? When did these commence? What impact have they had?

**Answer:**

1,068,073 KWH; \$158,793.64

\$813.63\* per employee (FTE); 32% increase in average electricity costs per unit from 1 July to 30 September 2012 compared with the period 1 July to 30 September 2011 (unit costs). \* this covers total electricity costs for both heritage listed official properties and residences of Their Excellencies. No itemised electricity costs are available for office space only.

No change, nil

The Office is strongly committed to reducing carbon pollution by improving energy efficiency at both properties. Electricity usage is carefully monitored to track spikes in usage and facilitate consumption reductions where possible. Energy efficient and LED lamps have been installed in various locations.

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Indigenous Expenditure

**Senator:** Scullion

**Question reference number:** PM140

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 1

Please indicate whether the program/measure listed below is still operating in 2012-13. If they are still operating, please provide by program/measure the current allocation and expenditure year to date (please indicate in respect of any of these programs/measures if information has already been provided):

- Recruitment and Retention of Indigenous employee's

**Answer:**

No specific program in place. The Office has several Indigenous employees and has a Reconciliation Action Plan.