From: Keily, Ben
To: s 47F @ag.gov.au; Janet Gavey [EXTERNAL]; s 47F [EXTERNAL]; Susanne Lander [EXTERNAL]; Bernadette Murphy [EXTERNAL]; s 47F @infrastructure.gov.au; Liane Pettitt; Melissa King [EXTERNAL]; Jamble, Ameet; Nick Loan [EXTERNAL]; Catherine Reid [EXTERNAL]; s 47F @infrastructure.gov.au; s 47F @ndis.gov.au; Amanda Kingston [EXTERNAL]; Angela CARNOVALE; s 47F [EXTERNAL]; Dana Sutton [EXTERNAL]; s 47F s 47F @finance.gov.au; Alice Ling [EXTERNAL]; s 47F
Cc: Martin, Gerard; s 47E(d)
Subject: Senate Estimates Question"s on Notice [SEC=OFFICIAL]
Date: Tuesday, 21 November 2023 3:08:41 PM
Attachments: image003.png
Approach to all agency SEQONs -November 2023.docx

OFFICIAL

Dear colleagues

Please find attached for your guidance suggested approaches to responding to Questions on Notice (QoNs) asked of all agencies/departments.

While individual ministers, departments and agencies are responsible for the answers that they provide to Parliament and committees, this document supports the development of responses that are consistent with the guidelines when the same or similar questions are asked across multiple departments and agencies.

Kind regards

Ben

Ben Keily
A/g Assistant Secretary | Ministerial and Parliamentary Support Branch
Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. ben.keily@pmc.gov.au | w. pmc.gov.au

EA: s 22(1)(a)(ii)

The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Approaches to SEQONs asked of all agencies

When the interests of several departments are involved, the guidelines for official witnesses (the guidelines) call for departments to consult with other departments as a part of the drafting process.

This includes instances where the same question, or similar questions are asked of all or multiple departments.

The handling advice outlined in this document is provided as a suggested approach to assisting Committees with responses to Questions on Notice that are directed to all agencies.

This approach also seeks to ensure the efficient use of resources across departments and agencies in responding to Senate Estimates Questions on Notice (QoN).

While individual ministers, departments and agencies are responsible for the answers that they provide to Parliament and committees, this document supports the development of responses that are consistent with the guidelines when the same or similar questions are asked across multiple departments and agencies. Departments may wish to consult with the Department of the Prime Minister and Cabinet if they are unsure about when to apply this format.

Suggested approaches in responding to questions include:

- ***Consistent approach***
  - In this case, a draft response has been suggested to offer consistency across all departments.

- ***Template approach***
  - In this case, a format is proposed to support departments and ensure consistent and comparable information is provided.

- ***Approach under consideration***
  - This section lists questions on notice where a proposed consistent approach across departments and agencies is under consideration.

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Consistent approach

The following draft responses are intended to provide broad guidance on how questions on notice directed at multiple departments/agencies may be answered or answered in part, subject to the specifics of a particular question and if it is accurate and correct for the department/agency responding.

Requests for data or information by electorate

Has the department / agency ever received a request from a minister's office seeking data or information by electorate?

Suggested draft response

Consistent with longstanding practice, the [insert Department/agency] on occasion provides information including to ministerial offices, with data broken down by a range of geographic categories. This can include by state/territory, electorate, remoteness classification, local government areas and postcode groupings.

Meetings between Department head and portfolio Ministers

How many meetings has the Secretary/agency head had with the Ministers in their portfolio since date?

Suggested draft response

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Meetings between Department head and Ministers outside portfolio

How many meetings has the Secretary/agency head had with the Ministers not in their portfolio since date?

Suggested draft response

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Ministerial brief turnaround time

What is the minimum processing time for consideration of briefs by the Minister?

Suggested draft response

The Department prepares briefs within agreed timeframes on a case-by-case basis.

Briefs to Ministers

How many briefs has the Department/agency provided to each Minister in its portfolio?

Suggested draft response

Statistics for the provision of submissions, briefs and correspondence provided by the Department and, where relevant, its agencies are reported in the Department's Annual Report.

[N.B. It is noted that not all Departments and agencies report this information in their Annual Reports however may wish to consider making this information publically available.]

New entities since DATE

Please provide details of any new entities (including advisory boards and agencies) that have been created within the portfolio.

Suggested draft response

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Entities ceased since DATE

Please provide details of any entities (including advisory boards and agencies) that have concluded, amalgamated, ceased or disbanded.

Suggested draft response

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Inter-departmental committees - Department participation or representation

What inter-departmental committees is the Department/agency a member of?

Suggested draft response

An Interdepartmental Committee (IDC) is a common governance body for cross-agency taskforces, where officials from representative agencies may discuss work and provide input on deliverables.

[Insert Department/Agency name] and its portfolio agencies [delete if not relevant] are regularly involved in the work of IDCs.

By their nature, IDCs can be established and conclude their work rapidly as the need arises.

Department FOI applications

What freedom of information applications has the department/agency received?

Suggested draft response

Agencies subject to the *Freedom of Information Act 1982* must provide their quarterly and annual statistical returns, in relation to freedom of information matters within the statutory timeframes set out in the Freedom of Information (Prescribed Authorities, Principal Offices and Annual Report) Regulations 2017.

These statistics are available from Office of the Australian Information Commissioner and the Australian Government Transparency Portal.

Template approach

Reviews completed

What reviews has the department/agency completed.

Suggested approach

The table below lists all reviews that have been released since DATE.

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- Austender details have been provided where relevant.
- Where no Austender details have been provided, the review was completed within departmental resources.

Review name	[Review name]
Review released by	[Releasing entity – i.e. Minister XXX; or Department of XXX]
Review release date	[Released date]
Web resources	[Link to review or minister's media release]
Austender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Current reviews conducted by Department

What reviews are the department/agency currently conducting.

Suggested approach

The table below lists all reviews that have been announced since DATE [i.e. last Estimates].

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- Austender details have been provided where relevant.
- Where no Austender details have been provided, the review is being completed within departmental resources.

Review name	[Review name]
Web resources	[Link to review announcement or minister's media release]
Austender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Departmental Liaison Officers

How many Departmental Liaison Officers have been allocated to each Minister in the portfolio?

Suggested approach

A Departmental Liaison Officer (DLO) is a public servant who is temporarily placed in a Minister's office to act as a conduit between their Department and the Minister's office.

Information on the allocation of DLOs to Portfolio Ministers is provided below. The information is correct as of [DATE].

Minister	DLO allocation and classification
XXX	[Enter allocation consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX XXX	

Department staff provided to Ministers Offices

Identify the number of staff that have been provided to Ministers offices not in a capacity as a Departmental Liaison Officer?

Suggested approach

Option 1 – where no staff provided except for backfill of 12 weeks or less:

No staff other than in the capacity of a Departmental Liaison Officer have been allocated to portfolio Ministers' offices. From time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Option 2 – where Option 1 not relevant:

Please see the table below.
Note, in addition to the below, from time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Minister	classification
XXX	[Enter classification consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Workplace culture / compensation / Comcare / Fair Work Commission

In relation to questions asked about workplace culture, workers' compensation, Comcare matters and Fair Work Commission matters the suggested approach answers similar questions on notice in one answer.

Suggested approach

The Department is committed to promoting and sustaining a robust safety and wellbeing culture –valuing physical and psychological health, safety and wellbeing and promoting inclusivity.

Referrals were made to agencies as indicated below

- X matter referred to the Fair Work Commission
- X matter referred to Comcare

Taskforces

Please provide a list of all the taskforces of which the Department/agency has membership.

Suggested approach

Taskforces have become a dynamic method of doing business across the APS.

Some are short term (3-6 months), some longer (1-3 years), but all require dedicated focus, varying timescales, set-up and delivery resourcing and effort from many parts of APS – including with contributions from this Department.

[If the Department hosts a taskforce, also add:]

The following taskforces are hosted by this Department:

- XXX Taskforce
- XXX Taskforce

Approach under consideration

This section lists questions on notice where a consistent approach will be developed.

PM&C will aim to share a consistent approach within five days of the question being identified as benefiting from a consistent approach

Largest estimate variations

For the portfolio, please provide a list of the ten largest estimate variations in the most recent financial year.

Largest movement of funds

For the portfolio, please provide a list of the ten largest movements of funds in the most recent financial year, including a profile of the forward estimates for the impact of the movement.

Flexible working

How many staff have a flexible work arrangement in place that enables them to work from home? Please provide a copy of the department/agency's work from home policy and a breakdown of arrangements.

From: s 47E(d)

To: s 47F @DVA.gov.au"; Jamble, Ameet; s 47F @health.gov.au"; "Bernadette.murphy@education.gov.au"; "Joanna.CAREY@dss.gov.au"; "Nick.Loan@treasury.gov.au"; Catherine Reid [EXTERNAL]; s 47F @defence.gov.au"; s 47F @dss.gov.au"; "Amanda.kingston@aff.gov.au"; s 47F @education.gov.au"; s 47F s 47F @defence.gov.au"; s 47F [EXTERNAL]; Dana Sutton [EXTERNAL]; Peter Matheson [EXTERNAL]; s 47F @industry.gov.au"; Alice Ling [EXTERNAL]; s 47F @TREASURY.GOV.AU"; 's 47F @defence.gov.au"; "Penny.Edwards@dewr.gov.au"; s 47F @ato.gov.au"; s 47F @infrastructure.gov.au"; Susanne Lander [EXTERNAL]; s 47F [EXTERNAL]; Amara Torressanetlices [EXTERNAL]; s 47F AFF [EXTERNAL]; 's 47F @ag.gov.au"; s 47F @dewr.gov.au"; s 47F @dewr.gov.au"; s 47F @dcceew.gov.au"; s 47F @dcceew.gov.au"; s 47F @dcceew.gov.au"; s 47F @ag.gov.au"; s 47F @ag.gov.au"; 's 47F @ag.gov.au"; s 47F @defence.gov.au"; 's 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @education.gov.au"; s 47F @defence.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; s 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @austrade.gov.au"; s 47F @austrade.gov.au"; s 47F @austrade.gov.au"; s 47F @health.gov.au"; s 47F @health.gov.au"; s 47F @health.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @abf.gov.au"; s 47F @nema.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; 's 47F @infrastructure.gov.au"; s 47F ; s 47F ; s 47F s 47F @dss.gov.au"; s 47F @dss.gov.au"; s 47F @ndis.gov.au"; s 47F @ndis.gov.au"; s 47E(d) @ndiscommission.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; 's 47F @treasury.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; 's 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; 's 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @acnc.gov.au"; s 47F @ato.gov.au"; s 47F @ato.gov.au"; s 47F @ato.gov.au"; s 47F @dva.gov.au"; s 47F @Health.gov.au"; 's 47F @aff.gov.au"; 's 47E(d) ". s 47E(d) s 47E(d) "; s 47E(d) @defence.gov.au"; s 47F @defence.gov.au"; s 47F [EXTERNAL]; 's 47F @industry.gov.au"; s 47F @DVA.gov.au"; "Joanna.CAREY@dss.gov.au"; "Nick.Loan@treasury.gov.au"; s 47F @ndis.gov.au"; "Amanda.kingston@aff.gov.au"; s 47F @education.gov.au"; s 47F @defence.gov.au"; "Angela CARNOVALE"; s 47F [EXTERNAL]; Peter Matheson [EXTERNAL]; s 47F @industry.gov.au"; Alice Ling [EXTERNAL]; s 47F @TREASURY.GOV.AU"; s 47F @finance.gov.au"; s 47F @defence.gov.au"; s 47F @homeaffairs.gov.au; s 47F @defence.gov.au"; "Penny.Edwards@dewr.gov.au"; s 47F @ato.gov.au"; Susanne Lander [EXTERNAL]; s 47F [EXTERNAL]; Amara Torressanetlices [EXTERNAL]; Mischke, Scott; s 47F AFF [EXTERNAL]; 's 47F @ag.gov.au"; s 47F @dewr.gov.au"; s 47F @dewr.gov.au"; s 47F @dcceew.gov.au"; 's 47F @dcceew.gov.au"; s 47F @dcceew.gov.au"; s 47F @ag.gov.au"; s 47F @ag.gov.au"; s 47F @ag.gov.au"; s 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @education.gov.au"; s 47F @defence.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; 's 47F @dfat.gov.au"; s 47F l@dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @austrade.gov.au"; s 47F @austrade.gov.au"; s 47F @austrade.gov.au"; s 47F @health.gov.au"; s 47F @health.gov.au"; s 47F @health.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @abf.gov.au"; 's 47F @nema.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; 's 47F @infrastructure.gov.au"; s 47F s 47F ; s 47F @dss.gov.au"; s 47F @dss.gov.au"; 's 47F @ndis.gov.au"; s 47F @ndis.gov.au"; 's 47E(d) @ndiscommission.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; 's 47F @servicesaustralia.gov.au"; 's 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @treasury.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @acnc.gov.au"; 's 47F @ato.gov.au"; s 47F @ato.gov.au"; s 47F @ato.gov.au"; s 47F @dva.gov.au"; s 47F @Health.gov.au"; s 47F @aff.gov.au"; s 47E(d) "; 's 47E(d) "; s 47E(d) @defence.gov.au"; s 47F @defence.gov.au"; s 47F [EXTERNAL]; s 47F @industry.gov.au"; s 47E(d) @industry.gov.au"; s 47E(d) @ato.gov.au; s 47F Tegan.Johnson@industry.gov.au; s 47E(d) @infrastructure.gov.au;

Cc:	s 47F @ndis.gov.au; s 47F @ndis.gov.au; s 47F ; s 47E(d) ; s 47F @acnc.gov.au; s 47F ; s 47F @dva.gov.au; s 47E(d) @exporttinance.gov.au; s 47E(d) @dfsvc.gov.au; s 47F @dfsvc.gov.au; s 47E(d) @dva.gov.au"; s 47F @dva.gov.au"; s 47F @dva.gov.au" s 47E(d) @wqea.gov.au"; s 47E(d) @anao.gov.au"; s 47E(d) ; s 47F s 47E(d) @qg.gov.au"; s 47E(s 47E(d) s 47E(d) s 47E(d)
Subject:	UPDATE 11/04/24: For Information - Approach to all-agency SEQoNs - Additional Estimates 2023-24 [SEC=OFFICIAL]
Date:	Thursday, 11 April 2024 4:38:53 PM
Attachments:	image005.png Approach to all-agency SEQoNs_As at 11.04.2024.docx

OFFICIAL

Good afternoon

PM&C appreciates that the tabling deadline for most entities for Senate Estimates Questions on Notice (SEQoN) for the 2023-24 Additional Estimates round has passed, and that Departments and agencies will be in the final stages of the preparation of their responses or have tabled their responses.

Attached is updated guidance on approaches to responding to written questions asked of all or multiple Departments and agencies. In particular, I draw your attention to the 'general principles' section now included in the document.

As noted in the guidance document, the handling advice outlined is provided as a suggested approach to assisting with responses to written questions that are directed to all or multiple Departments and agencies. The suggested approaches also seeks to ensure the efficient use of resources across Departments and agencies in responding to SEQoNs.

As suggested approaches to any further all-agency questions become available, these will be added to the guidance document and recirculated.

Kind regards

Ben

Ben Keily
Assistant Secretary | Ministerial and Parliamentary Support Branch
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EA: s 22(1)(a)(ii)

The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Keily, Ben <Ben.Keily@pmc.gov.au>
Sent: Tuesday, 26 March 2024 4:42 PM

Subject: UPDATE 26/3/24: For Information - Approach to all agency SEQoNs - Additional Estimates 2023-24 [SEC=OFFICIAL]

OFFICIAL

Good afternoon

The Department of the Prime Minister and Cabinet are continuing to work on guidance to questions asked of all agencies from Additional Estimates. I appreciate that the tabling deadline for questions is approaching and understand that you will be considering your responses. As previously suggested I would encourage you to review the suggested approaches previously circulated and also consider whether there are sources of publically available information, where appropriate, to assist Senate Committees in accessing relevant materials. This may include previously respond to questions.

Guidance will be circulated as it becomes available. I will provide an update next week.

Kind regards

Ben

Ben Keily

Assistant Secretary | Ministerial and Parliamentary Support Branch
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EA: s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Keily, Ben
Sent: Friday, 15 March 2024 3:01 PM
Subject: UPDATE 15/3/24: For Information - Approach to all agency SEQoNs - Additional Estimates 2023-24 [SEC=OFFICIAL]

OFFICIAL

Good afternoon

Following the earlier request to pause on the preparation of responses to written questions asked of all departments and agencies for Additional Estimates, Secretaries and Agency Heads are encouraged to consider how their organisation best manages responding and the impact it may have on their organisation, including on their ability to deliver Government priorities.

You may wish to consider options to best respond to the relevant Senate Committee.

An option Secretaries and Agency Heads may wish to consider is writing to the Chair of their respective Senate Legislation Committees outlining the volume and complexity of questions received, the resources required to respond and the impact on the organisation. It may also include reference to sources of publically available information, where appropriate, to assist Senate Committees in accessing relevant materials relating to the operation of their entity.

I would also draw your attention to guidance previously circulated including approaches to responding to questions asked of all agencies. As suggested approaches to questions from Additional Estimates become available these will be added to the document and it will be recirculated.

Regards

Ben

Ben Keily

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s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Approaches to SEQoNs asked of all (or multiple) agencies

When the interests of several Departments are involved, the Government Guidelines for Official Witnesses before Parliamentary Committees and Related Matters (the Guidelines) call for Departments to consult with other Departments as a part of the drafting process. This includes instances where the same, or similar, Senate Estimates Questions on Notice (SEQoNs) are asked of all or multiple Departments and agencies.

The handling advice outlined in this document is provided as a suggested approach to assisting with responses to such SEQoNs that are directed to all or multiple Departments and agencies. This suggested approach also seeks to ensure the efficient use of resources across Departments and agencies in responding to SEQoNs.

While individual Ministers, Departments and agencies are ultimately responsible for the answers that they provide to Parliament and its Senate Committees, this document supports the development of responses that are consistent with the Guidelines. Departments may wish to consult with the Department of the Prime Minister and Cabinet (PM&C) if they are unsure about when to apply this format.

Suggested approaches in responding to SEQoNs known to have been asked of all or multiple Departments and agencies have been presented under the most appropriate of the following sections:

- ***General principles***
  - General guidance principles are provided for consideration in the drafting of responses to SEQoNs asked of all or multiple Departments and agencies.
- ***Consistent approach***
  - A draft response has been suggested to offer consistency across Departments and agencies.
- ***Template approach***
  - A format is proposed to support Departments and agencies, and ensure consistent and comparable information is provided.

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General principles

The following general principles are intended to provide broad guidance on how SEQoNs directed at all or multiple departments and agencies may be answered subject to the specifics of a particular question and if it is accurate and correct for the department/agency responding.

* *Please note that the principles outlined in this section can be applied both to 'all-agency' SEQoNs, as well as those SEQoNs asked only of a particular Department or agency.*

Refer to publicly available information

Wherever possible and appropriate, refer to publically available information—for example, information in the Department's Annual Report, published on the Department's website or on the website of another entity

Departments and agencies may wish to consider making information publically available that is routinely sought through Questions on Notice. For example, data and information relevant to questions on matters such as those listed below may be suitable for this sort of approach.

For reference, PM&C proactively publishes information that is routinely sought through Questions on Notice on the PM&C Website, twice-yearly: https://www.pmc.gov.au/about-us/accountability-and-reporting/half-yearly-reporting

Information PM&C reports on includes:

- Working with ministers offices (e.g. relating to DLOs and Ministerial briefs);
- Portfolio entities, Interdepartmental Committees, Taskforces and Reviews; and
- Operational matters:
    - Travel (including SES travel);
    - Facilities;
    - Employee data (including contractors and ASL);
    - Work Health and Safety;
    - Advertising and information campaigns, promotional merchandise, and media monitoring;
    - Procurement activities; and
    - Use of consultants.

Provide only information required to answer the question

It is suggested that answers only include information necessary to respond to the question asked.

For example, if the answer to a question is simply 'No', consider only including 'No' as the response. It is not necessary to provide justification or additional context to such a response if it is not specifically requested in the question asked.

Refer to previously tabled responses, where applicable

When the same (or a very similar) question has been asked for a previous Estimates round/s, and the answer remains the same, suggest the answer should either:

- Refer to the previous response using a standard form of words below (example below),

  "*Refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 202[X]-2[X].*"

  or;

- Where appropriate/advised, repeats the previous response, word-for-word.

Refer to another a Department or agency, where appropriate

Where an answer to a question is best sought from a Department or agency outside of the portfolio, and the question cannot be transferred as it has been asked of all Departments/agencies, consider using the standard form of words below

> "*Questions on [insert topic] are best directed to the [Department/agency name].*"

Consistent approach

The following draft responses are intended to provide broad guidance on how Senate Estimates Questions on Notice directed at all or multiple Departments and agencies may be answered, or answered in part, subject to the specifics of a particular question and if it is accurate and correct for the Department or agency responding.

Requests for data or information by electorate

Has the department / agency ever received a request from a minister's office seeking data or information by electorate?

Suggested draft response, if applicable

Consistent with longstanding practice, the [insert Department/agency] on occasion provides information including to ministerial offices, with data broken down by a range of geographic categories. This can include by state/territory, electorate, remoteness classification, local government areas and postcode groupings.

Meetings between Department head and portfolio Ministers

How many meetings has the Secretary/agency head had with the Ministers in their portfolio since date?

Suggested draft response, if applicable

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Meetings between Department head and Ministers outside portfolio

How many meetings has the Secretary/agency head had with the Ministers not in their portfolio since date?

Suggested draft response, if applicable

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Ministerial brief turnaround time

What is the minimum processing time for consideration of briefs by the Minister?

Suggested draft response, if applicable

The Department prepares briefs within agreed timeframes on a case-by-case basis.

Briefs to Ministers

How many briefs has the Department/agency provided to each Minister in its portfolio?

Suggested draft response, if applicable

Statistics for the provision of submissions, briefs and correspondence provided by the Department and, where relevant, its agencies are reported in the Department's Annual Report.

[*N.B. It is noted that not all Departments and agencies report this information in their Annual Reports however may wish to consider making this information publically available.*]

New entities since DATE

Please provide details of any new entities (including advisory boards and agencies) that have been created within the portfolio.

Suggested draft response, if applicable

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Entities ceased since DATE

Please provide details of any entities (including advisory boards and agencies) that have concluded, amalgamated, ceased or disbanded.

Suggested draft response, if applicable

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Inter-departmental committees - Department participation or representation

What inter-departmental committees is the Department/agency a member of?

Suggested draft response, if applicable

An Interdepartmental Committee (IDC) is a common governance body for cross-agency taskforces, where officials from representative agencies may discuss work and provide input on deliverables.

[Insert Department/Agency name] and its portfolio agencies [delete if not relevant] are regularly involved in the work of IDCs.

By their nature, IDCs can be established and conclude their work rapidly as the need arises.

Department FOI applications

How many freedom of information applications has the department/agency received since 1 July 2023?...

Suggested draft response, if applicable

Agencies subject to the *Freedom of Information Act 1982* must provide their quarterly and annual statistical returns, in relation to freedom of information matters within the statutory timeframes set out in the *Freedom of Information (Prescribed Authorities, Principal Offices and Annual Report) Regulations 2017.*

These statistics are available from Office of the Australian Information Commissioner and the Australian Government Transparency Portal.

Freedom of Information – staffing

How many staff in the Department/Agency are allocated to the processing of Freedom of Information applications?

Suggested draft response, if applicable

Agencies subject to the *Freedom of Information Act 1982* must provide annual statistical returns in relation to staffing and costs associated with freedom of information matters, as set out in the *Freedom of Information (Prescribed Authorities, Principle Office and Annual Report) Regulations 2017*.

Statistics available, and routinely reported, are available from the Office of the Australian Information Commissioner, and at the Australian Government Transparency Portal.

Alternatively you can access the data online at Freedom of information statistics | Datasets | data.gov.au.

Underpayments of worker entitlements

Are you aware of any underpayments of worker entitlements in your [department/] agencies since the 2021-22 Financial year?

a) *If yes, please provide how many instances it has occurred, what was the quantum of underpayment, and how many workers were impacted?*

b) *Did you report it to the Fair Work Ombudsman as a self-report?*

Information for consideration when drafting response

In the context of this QoN, departments/agencies may define an underpayment as being **where an employee has been underpaid for an extended period of time (12 months or longer) due to a systemic error in the correct application and processing of their entitlements**. Ad-hoc and isolated payroll errors, due to receiving late advice for example, resulting in underpayments for a short period (less than 12 months) should not be included.

This advice is aligned to the Fair Work Ombudsman Compliance and Enforcement Policy and APSC Circular 2020-2. The definition suggested above should **only** be applied for the purpose of responding to this type of QoN.

New Policy Proposals

How many New Policy Proposals has the Department/agency provided to each Minister in its portfolio (since the Ministers assumed their portfolio)? Please provide a list with the number of New Policy Proposals by Minister, and the date of the first provided New Policy Proposal

Suggested draft response, if applicable

It is a longstanding practice of successive governments not to disclose information about the operation and business of the Cabinet and its Committees, as to do so could potentially reveal the confidential deliberations of the Cabinet.

Information on the number of New Policy Proposals (NPP) provided to each Minister, and the date of the first NPP, would reveal information about matters proposed, and ultimately considered, by Cabinet.

Largest estimate variations

For the portfolio, please provide a list of the ten largest estimate variations in the most recent financial year.

Suggested draft response, if applicable

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Largest movement of funds

For the portfolio, please provide a list of the ten largest movements of funds in the most recent financial year, including a profile of the forward estimates for the impact of the movement.

Suggested draft response, if applicable

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Flexible working/working from home arrangements

How many staff have a flexible work arrangement in place that enables them to work from home?...

Suggested draft response, if applicable

Details regarding the [insert Department/agency] flexible work arrangements, including working from home, is reported in the Australian Public Service Employee Census Results (https://www.pmc.gov.au/about-us/accountability-and-reporting/corporate-reporting/aps-employee-census) and [insert Department/agency]'s Annual Report.

Details regarding [insert Department/agency]'s building lease arrangements are available from [insert Department/agency]'s Annual Report.

The [insert Department/agency] Flexible Work policy outlines the approach to flexible work consistent with the requirements of the Fair Work Act 2009 and Principles of Flexible Work in the APS.

Use of Artificial Intelligence

To what extent is Artificial Intelligence (AI) being utilised in the agency/department?...

Suggested draft response, if applicable

The [insert Department/agency] has provided guidance to staff regarding the use of Artificial Intelligence (AI), in accordance with the Digital Transformation Agency and the Department of Industry, Science and Resources interim guidance, available at https://architecture.digital.gov.au/generative-ai.

The use of AI for official purposes is assessed on a case-by-case basis for individual access, in accordance with the interim guidance.

Has the agency/department been advised by any federal departments or agencies on how to develop policies and procedures on the utilisation of AI in the workplace? If so, please table this advice and correspondence.

Suggested draft response, if applicable

The Digital Transformation Agency and the Department of Industry, Science and Resources released interim guidance to all government agencies, available at https://architecture.digital.gov.au/generative-ai

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Does the agency/department have any internal policies or procedures relating to the utilisation of AI in the agency/department?…

If there are internal policies or procedures relating to the utilisation of AI in the agency/department, has there been any breaches of these policies and procedures?...

Suggested draft response, if applicable

The [insert Department/agency] is currently developing policy and procedures on the utilisation of Artificial Intelligence (AI) in [insert Department/agency].

The [insert Department/agency] has provided guidance to staff regarding the use of AI, in accordance with the Digital Transformation Agency and the Department of Industry, Science and Resources interim guidance, available at https://architecture.digital.gov.au/generative-ai.

Current turnover rate for staff

What is the current turnover rate for staff within the Department/Agency?

Suggested draft response, if applicable

The turnover rate for the [define time frame – e.g. 12 months] ending [DATE] is [XX] per cent.

External retreats/External speakers

Has the Department/Agency held any organised external retreats /external speakers…

Suggested draft response, if applicable

The data requested is not captured centrally and obtaining it would be an unreasonable diversion of resources.

Social media influencers - communications campaigns

Has the Department/Agency held any organised external retreats for staff? Please provide a list including the number of staff who attended, the location of the retreat and the cost incurred by the Department/Agency.

Suggested draft response, if applicable

The [insert Department/agency] has not engaged any social media influencers for promotional or communications campaigns.

Election Commitments

Has the Department/Agency provided advice to the Minister in relation to the delivery of election commitments?

Is the Department/Agency tracking the implementation of relevant election commitments made by the Government at the 2022 election?

PM&C's response

The Department of the Prime Minister and Cabinet provides advice to the Priority and Delivery Committee of Cabinet in relation to the delivery of election commitments.

It is a longstanding practice not to disclose information about the operation and business of the Cabinet, including what matters are considered by the Cabinet, and when.

[N.B. It is noted that not all Departments and agencies provide information directly to the Priority and Delivery Committee however may provide it to PM&C for tracking purposes.]

Responses to Questions on Notice

Does the Department/Agency adjust the quality of their responses to Questions on Notice based on the number of Questions on Notice received?

Suggested draft response, if applicable

No.

APS Academy

How many staff within the Department/Agency have participated in courses, programmes or activities operated by the APS Academy?

Suggested draft response, if applicable

Between [Insert date range e.g. 1 July and 31 December 2023], [XX] staff participated in courses, programmes or activities operated by the APS Academy.

Request for additional funding for operational expenditure

How many times in the current financial year has the Department/Agency made a request for additional funding for operational expenditure?

Suggested draft response, if applicable

It is a longstanding practice of successive governments not to disclose information about the operation and business of the Cabinet and its Committees, as to do so could potentially reveal the confidential deliberations of the Cabinet.

Maintenance costs/contracts

Please provide an annual expenditure breakdown of the general expenses the Department/agency has for general property maintenance costs from 2018 until 2023…

Suggested draft response, if applicable

All contracts for Property Operating Expenses for the Department of the Prime Minister and Cabinet since 1 July 2018 are managed by the Property Service Provider under the mandatory whole-of-government Deed for Property Services, arranged through the Department of Finance.

All procurement contracts with a maximum contract value of $10,000 (GST inclusive) and above are reported on AusTender.

Please provide a list of the contracts the Department/Agency has for gardening, clearing and building maintenance.

Suggested draft response, if applicable

The Department of the Prime Minister and Cabinet's procurement contracts with a maximum contract value of $10,000 (GST inclusive) are reported on AusTender.

Public Holiday - working arrangements

As at 1 February 2024, how many staff within the Department/Agency have put in place agreements to work on The King's/Australia Day/Anzac Day Birthday Public Holiday?

Suggested draft response, if applicable

Substitution arrangements for public holidays are locally managed and data on the number of employees who substitute a public holiday is not recorded centrally.

Office space leases

As at 1 February 2024, please provide a list of the office space leased by the Department/Agency, with addresses and the accommodation capacity.

Suggested draft response, if applicable

Information regarding the Department of the Prime Minister and Cabinet's (PM&C) office spaces are outlined in PM&C's Annual Report 2022-23.

Office space leased by PM&C is managed in accordance with Commonwealth guidelines and policies, including the Commonwealth Procurement Rules.

PM&C's procurement contracts with a maximum contract value of $10,000 (GST inclusive) and above are reported on AusTender.

Departmental/agency positions

List of positions that are currently vacant...

How many positions within the Department/Agency have been filled without advertising externally to the public..

How many positions within the Department/Agency have been vacant for longer than 90 days..

Suggested draft response, if applicable

The data requested is not captured for reporting purposes and obtaining it would be an unreasonable diversion of resources.

Workplace culture

In relation to employees that have made claims of bullying, harassment, discrimination, actions that are not administrative in nature, or have made a Comcare claim

Suggested draft response, if applicable

The [insert Department/agency] does not publish details of employee wellbeing management to protect personal privacy.
Records of conversations may be kept in relation to a number of employment matters. [insert Department/agency] does not publish details of these to protect personal privacy.

The data requested is not captured for reporting purposes and obtaining it would be an unreasonable diversion of resources.

How many people have been terminated for incapacity?

Suggested draft response, if applicable

The Department of the Prime Minister and Cabinet does not publish details of employment terminations to protect personal privacy.

Domestic air travel

What processes does the Department have in place for staff to book domestic air travel?...

Suggested draft response, if applicable

The [insert Department/agency] has an Official Travel Policy for staff booking official domestic air travel.

[insert Department/agency] Official Travel Policy advises staff to select the Lowest Practical Fare (LPF) of the day when undertaking official domestic air travel, where it suits the practical business needs of the official. The LPF of the day is offered through [insert Department/agency] travel booking processes.

Officials are encouraged to ensure maximum value for money is achieved when booking travel. Should an official not select the LPF, they must identify the reason for this when booking; this information is provided to the delegate during the travel review and approval.

Department expenditure - paper

Please provide the amount of paper the Department/agency sources from Australian producers and from overseas producers.

Please provide the amount in dollar value on a financial year basis for the last five financial years.

Suggested draft response, if applicable

For financial year 2023-24 (as at DATE), the [insert Department/agency] purchased through the Whole of Australian Government Stationery and Office Supplies panel arrangement (panel arrangement):

- [XXXX] reams of overseas made copy paper at a total value of approximately $[XXXX] (GST exclusive).

Australian made copy paper is no longer able to be purchased.

For the preceding four financial years, refer to the response to Senate Estimates Question on Notice [XXX] for Budget Estimates 2023-24.

Template approach

Reviews completed

What reviews has the department/agency completed?

Suggested approach

Refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 2023-24. Additional completed reviews:

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- AusTender details have been provided where relevant.
- Where no AusTender details have been provided, the review was completed within departmental resources.

Review name	[Review name]
Review released by	[Releasing entity – i.e. Minister XXX; or Department of XXX]
Review release date	[Released date]
Web resources	[Link to review or minister's media release]
AusTender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Current/internal reviews conducted by Department

What reviews are the department/agency currently conducting?

Suggested approach

The table below lists all reviews that have been announced since DATE [i.e. last Estimates].

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- Austender details have been provided where relevant.
- Where no Austender details have been provided, the review is being completed within departmental resources.

Review name	[Review name]
Web resources	[Link to review announcement or minister's media release]
Austender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Departmental Liaison Officers

How many Departmental Liaison Officers have been allocated to each Minister in the portfolio?

Suggested approach

A Departmental Liaison Officer (DLO) is a public servant who is temporarily placed in a Minister's office to act as a conduit between their Department and the Minister's office.

Information on the allocation of DLOs to Portfolio Ministers is provided below. The information is correct as of [DATE].

Minister	DLO allocation and classification
XXX	[Enter allocation consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Department staff provided to Ministers Offices

Identify the number of staff that have been provided to Ministers offices not in a capacity as a Departmental Liaison Officer?

Suggested approach

Option 1 – where no staff provided except for backfill of 12 weeks or less:

No staff other than in the capacity of a Departmental Liaison Officer have been allocated to portfolio Ministers' offices. From time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Option 2 – where Option 1 not relevant:

Please see the table below.

Note, in addition to the below, from time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Minister	classification
XXX	[Enter classification consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Workplace culture / compensation / Comcare / Fair Work Commission

In relation to questions asked about workplace culture, workers' compensation, Comcare matters and Fair Work Commission matters the suggested approach answers similar questions on notice in one answer.

Suggested approach

The Department is committed to promoting and sustaining a robust safety and wellbeing culture –valuing physical and psychological health, safety and wellbeing and promoting inclusivity.

Referrals were made to agencies as indicated below

- X matter referred to the Fair Work Commission
- X matter referred to Comcare

Taskforces

Please provide a list of all the taskforces of which the Department/agency has membership.

Suggested approach

Taskforces have become a dynamic method of doing business across the APS.

Some are short term (3-6 months), some longer (1-3 years), but all require dedicated focus, varying timescales, set-up and delivery resourcing and effort from many parts of APS – including with contributions from this Department.

[If the Department hosts a taskforce, also add:]

The following taskforces are hosted by this Department:

- XXX Taskforce
- XXX Taskforce

Secretary/Agency Head leave and acting arrangements

Please provide a list of dates the Secretary/Agency head took leave since 1 July 2023, and which officer of the Department/Agency acted for the Secretary during this time.

Suggested approach

Leave dates	Acting Secretary/Agency Head
XXX	Name and Position
XXX	
XXX	

Senior Executive Service – contract dates

Please advise the contracted start date for each Senior Executive Service Officer in the Department, plus their contracted end dates.

Suggested approach

As at [DATE], the following Senior Executive Service (SES) employees were engaged on non-ongoing contracts under the Public Service Act 1999:

Surname	Frist name	Contract Start Date	Contract End Date

Ongoing SES employees are not engaged via contract.

From: s 47E(d)

To: s 47F @DVA.gov.au"; Jamble, Ameet; s 47F @health.gov.au"; "Bernadette.murphy@education.gov.au"; "Joanna.CAREY@dss.gov.au"; "Nick.Loan@treasury.gov.au"; Catherine Reid [EXTERNAL]; s 47F @defence.gov.au"; s 47F @dss.gov.au"; "Amanda.kingston@aff.gov.au"; s 47F @education.gov.au"; s 47F s 47F @defence.gov.au"; s 47F EXTERNAL]; Dana Sutton [EXTERNAL]; Peter Matheson [EXTERNAL]; s 47F @industry.gov.au"; Alice Ling [EXTERNAL]; s 47F @TREASURY.GOV.AU"; s 47F @defence.gov.au"; "Penny.Edwards@dewr.gov.au"; s 47F @ato.gov.au"; s 47F @infrastructure.gov.au"; Susanne Lander [EXTERNAL]; s 47F [EXTERNAL]; Amara Torressanetlices [EXTERNAL]; s 47F AFF [EXTERNAL]; s 47F @ag.gov.au"; 's 47F @dewr.gov.au"; 's 47F @dcceew.gov.au"; s 47F @dcceew.gov.au"; s 47F @dcceew.gov.au"; s 47F @ag.gov.au"; s 47F @ag.gov.au"; s 47F @ag.gov.au"; 's 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @defence.gov.au"; s 47F @education.gov.au"; s 47F @defence.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; 's 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @austrade.gov.au"; s 47F @austrade.gov.au"; s 47F @austrade.gov.au"; s 47F @health.gov.au"; s 47F @health.gov.au"; s 47F @health.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @homeaffairs.gov.au"; s 47F s @homeaffairs.gov.au"; s 47F @abf.gov.au"; s 47F @nema.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F ; s 47F , s 47F ; s 47F @dss.gov.au"; s 47F @dss.gov.au"; s 47F @ndis.gov.au"; s 47F @ndis.gov.au"; s 47E(d) @ndiscommission.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; 's 47F @servicesaustralia.gov.au"; s 47F @treasury.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @acnc.gov.au"; s 47F @ato.gov.au"; s 47F @ato.gov.au"; s 47F @ato.gov.au"; 's 47F @dva.gov.au"; s 47F @Health.gov.au"; s 47F @aff.gov.au"; s 47E(d) s 47E(d) s 47E(d) @defence.gov.au"; s 47F @defence.gov.au"; s 47F [EXTERNAL]; 's 47F @industry.gov.au"; s 47F @DVA.gov.au"; "Joanna.CAREY@dss.gov.au"; "Nick.Loan@treasury.gov.au"; s 47F @ndis.gov.au"; "Amanda.kingston@aff.gov.au"; s 47F @education.gov.au"; s 47F @defence.gov.au"; "Angela CARNOVALE"; s 47F [EXTERNAL]; Peter Matheson [EXTERNAL]; s 47F @industry.gov.au"; Alice Ling [EXTERNAL]; s 47F 's 47F @TREASURY.GOV.AU"; s 47F @finance.gov.au"; s 47F @defence.gov.au"; s 47F @homeaffairs.gov.au; s 47F @defence.gov.au"; "Penny.Edwards@dewr.gov.au"; s 47F @ato.gov.au"; Susanne Lander [EXTERNAL]; s 47F [EXTERNAL]; Amara Torressanetlices [EXTERNAL]; Mischke, Scott; s 47F AFF [EXTERNAL]; s 47F @ag.gov.au"; 's 47F @dewr.gov.au"; s 47F @dewr.gov.au"; 's 47F @dcceew.gov.au"; 's 47F @dcceew.gov.au"; s 47F @dcceew.gov.au"; s 47F @ag.gov.au"; s 47F @ag.gov.au"; s 47F @ag.gov.au"; s 47F @defence.gov.au"; s 47F @defence.gov.au"; 's 47F @defence.gov.au"; s 47F @defence.gov.au"; 's 47F @education.gov.au"; s 47F @defence.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; s 47F @finance.gov.au"; s 47F @dfat.gov.au"; 's 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @dfat.gov.au"; s 47F @austrade.gov.au"; 's 47F @austrade.gov.au"; s 47F @austrade.gov.au"; s 47F @health.gov.au"; 's 47F @health.gov.au"; s 47F @health.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @homeaffairs.gov.au"; s 47F @homeaffairs.gov.au"; 's 47F @abf.gov.au"; s 47F @nema.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @industry.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F @infrastructure.gov.au"; s 47F ; s 47F , s ; s 47F ; s 47F @dss.gov.au"; s 47F @dss.gov.au"; s 47F @ndis.gov.au"; s 47F @ndis.gov.au"; s 47E(d) @ndiscommission.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; s 47F @servicesaustralia.gov.au"; 's 47F @servicesaustralia.gov.au"; s 47F @treasury.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @abs.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @accc.gov.au"; s 47F @acnc.gov.au"; s 47F @ato.gov.au"; 's 47F @ato.gov.au"; 's 47F @ato.gov.au"; s 47F @dva.gov.au"; s 47F @Health.gov.au"; s 47F @aff.gov.au"; s 47E(d) "; s 47E(d) s 47E(d) @defence.gov.au"; 's 47F @defence.gov.au"; s 47F [EXTERNAL]; s 47F @industry.gov.au"; s 47E(d) @industry.gov.au"; s 47E(d) @ato.gov.au; s 47F s 47F ; Tegan.Johnson@industry.gov.au; s 47E(d) @infrastructure.gov.au; s 47F @ndis.gov.au; s 47F @ndis.gov.au; s 47F s 47E(d)

	s 47F @acnc.gov.au; s 47F ; s 47F @dva.gov.au; s 47E(d) @exporttinance.gov.au; s 47E(d) @dfsvc.gov.au; s 47F @dfsvc.gov.au; s 47E(d) @dva.gov.au"; s 47F @dva.gov.au"; s 47F @dva.gov.au"; s 47E(d) @aciar.gov.au"; s 47E(d) @dewr.gov.au"; s 47F @dewr.gov.au"; s 47E(d) s 47F
Cc:	s 47E(d) @wgea.gov.au"; s 47E(d) @anao.gov.au"; s 47E(d) s 47F ; s 47E(d) @gg.gov.au"; s 47E(d)
Subject:	UPDATE 23/04/24: For Information - Approach to all-agency SEQoNs - Additional Estimates 2023-24 [SEC=OFFICIAL]
Date:	Tuesday, 23 April 2024 3:43:22 PM
Attachments:	image002.png Approach to all-agency SEQoNs_As at 23.04.2024.docx

OFFICIAL

Good afternoon

Further to my previous email, attached is updated guidance on approaches to responding to written questions asked of all or multiple Departments and agencies.

The guidance outlined in the document is provided as a suggested approach to assisting with responses to written questions that have been directed to all or multiple Departments and agencies.

Kind regards

Ben

Ben Keily
Assistant Secretary | Ministerial and Parliamentary Support Branch
Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. ben.keily@pmc.gov.au | w. pmc.gov.au

EA: s 22(1)(a)(ii)

The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 47E(d) @pmc.gov.au>
Sent: Thursday, 11 April 2024 4:39 PM
Subject: UPDATE 11/04/24: For Information - Approach to all-agency SEQoNs - Additional Estimates 2023-24 [SEC=OFFICIAL]

OFFICIAL

Good afternoon

PM&C appreciates that the tabling deadline for most entities for Senate Estimates Questions on Notice (SEQoN) for the 2023-24 Additional Estimates round has passed, and that Departments and agencies will be in the final stages of the preparation of their responses or have tabled their responses.

Attached is updated guidance on approaches to responding to written questions asked of all or multiple Departments and agencies. In particular, I draw your attention to the 'general principles' section now included in the document.

As noted in the guidance document, the handling advice outlined is provided as a suggested approach to assisting with responses to written questions that are directed to all or multiple Departments and agencies. The suggested approaches also seeks to ensure the efficient use of resources across Departments and agencies in responding to SEQoNs.

As suggested approaches to any further all-agency questions become available, these will be added to the guidance document and recirculated.

Kind regards

Ben

Ben Keily

Assistant Secretary | Ministerial and Parliamentary Support Branch
Department of the Prime Minister and Cabinet
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Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
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EA: s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Keily, Ben <Ben.Keily@pmc.gov.au>
Sent: Tuesday, 26 March 2024 4:42 PM
Subject: UPDATE 26/3/24: For Information - Approach to all agency SEQoNs - Additional Estimates 2023-24 [SEC=OFFICIAL]

OFFICIAL

Good afternoon

The Department of the Prime Minister and Cabinet are continuing to work on guidance to questions asked of all agencies from Additional Estimates. I appreciate that the tabling deadline for questions is approaching and understand that you will be considering your responses. As previously suggested I would encourage you to review the suggested approaches previously circulated and also consider whether there are sources of publically available information, where appropriate, to assist Senate Committees in accessing relevant materials. This may include previously respond to questions.

Guidance will be circulated as it becomes available. I will provide an update next week.

Kind regards

Ben

Ben Keily

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EA s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Keily, Ben
Sent: Friday, 15 March 2024 3:01 PM
Subject: UPDATE 15/3/24: For Information - Approach to all agency SEQoNs - Additional Estimates 2023-24 [SEC=OFFICIAL]

OFFICIAL

Good afternoon

Following the earlier request to pause on the preparation of responses to written questions asked of all departments and agencies for Additional Estimates, Secretaries and Agency Heads are encouraged to consider how their organisation best manages responding and the impact it may have on their organisation, including on their ability to deliver Government priorities.

You may wish to consider options to best respond to the relevant Senate Committee.

An option Secretaries and Agency Heads may wish to consider is writing to the Chair of their respective Senate Legislation Committees outlining the volume and complexity of questions received, the resources required to respond and the impact on the organisation. It may also include reference to sources of publically available information, where appropriate, to assist Senate Committees in accessing relevant materials relating to the operation of their entity.

I would also draw your attention to guidance previously circulated including approaches to responding to questions asked of all agencies. As suggested approaches to questions from Additional Estimates become available these will be added to the document and it will be recirculated.

Regards

Ben

Ben Keily

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EA: s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Approaches to SEQoNs asked of all (or multiple) agencies

When the interests of several Departments are involved, the Government Guidelines for Official Witnesses before Parliamentary Committees and Related Matters (the Guidelines) call for Departments to consult with other Departments as a part of the drafting process. This includes instances where the same, or similar, Senate Estimates Questions on Notice (SEQoNs) are asked of all or multiple Departments and agencies.

The handling advice outlined in this document is provided as a suggested approach to assisting with responses to such SEQoNs that are directed to all or multiple Departments and agencies. This suggested approach also seeks to ensure the efficient use of resources across Departments and agencies in responding to SEQoNs.

While individual Ministers, Departments and agencies are ultimately responsible for the answers that they provide to Parliament and its Senate Committees, this document supports the development of responses that are consistent with the Guidelines. Departments may wish to consult with the Department of the Prime Minister and Cabinet (PM&C) if they are unsure about when to apply this format.

Suggested approaches in responding to SEQoNs known to have been asked of all or multiple Departments and agencies have been presented under the most appropriate of the following sections:

- ***General principles***
  - General guidance principles are provided for consideration in the drafting of responses to SEQoNs asked of all or multiple Departments and agencies.
- ***Consistent approach***
  - A draft response has been suggested to offer consistency across Departments and agencies.
- ***Template approach***
  - A format is proposed to support Departments and agencies, and ensure consistent and comparable information is provided.

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General principles

The following general principles are intended to provide broad guidance on how SEQoNs directed at all or multiple departments and agencies may be answered subject to the specifics of a particular question and if it is accurate and correct for the department/agency responding.

* *Please note that the principles outlined in this section can be applied both to 'all-agency' SEQoNs, as well as those SEQoNs asked only of a particular Department or agency.*

Refer to publicly available information

Wherever possible and appropriate, refer to publically available information—for example, information in the Department's Annual Report, published on the Department's website or on the website of another entity

Departments and agencies may wish to consider making information publically available that is routinely sought through Questions on Notice. For example, data and information relevant to questions on matters such as those listed below may be suitable for this sort of approach.

For reference, PM&C proactively publishes information that is routinely sought through Questions on Notice on the PM&C Website, twice-yearly: https://www.pmc.gov.au/about-us/accountability-and-reporting/half-yearly-reporting

Information PM&C reports on includes:

- Working with ministers offices (e.g. relating to DLOs and Ministerial briefs);
- Portfolio entities, Interdepartmental Committees, Taskforces and Reviews; and
- Operational matters:
    - Travel (including SES travel);
    - Facilities;
    - Employee data (including contractors and ASL);
    - Work Health and Safety;
    - Advertising and information campaigns, promotional merchandise, and media monitoring;
    - Procurement activities; and
    - Use of consultants.

Provide only information required to answer the question

It is suggested that answers only include information necessary to respond to the question asked.

For example, if the answer to a question is simply 'No', consider only including 'No' as the response. It is not necessary to provide justification or additional context to such a response if it is not specifically requested in the question asked.

Refer to previously tabled responses, where applicable

When the same (or a very similar) question has been asked for a previous Estimates round/s, and the answer remains the same, suggest the answer should either:

- Refer to the previous response using a standard form of words below (example below),

  "*Refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 202[X]-2[X].*"

  or;

- Where appropriate/advised, repeats the previous response, word-for-word.

Refer to another a Department or agency, where appropriate

Where an answer to a question is best sought from a Department or agency outside of the portfolio, and the question cannot be transferred as it has been asked of all Departments/agencies, consider using the standard form of words below

> "*Questions on [insert topic] are best directed to the [Department/agency name].*"

Consistent approach

The following draft responses are intended to provide broad guidance on how Senate Estimates Questions on Notice directed at all or multiple Departments and agencies may be answered, or answered in part, subject to the specifics of a particular question and if it is accurate and correct for the Department or agency responding.

Requests for data or information by electorate

Has the department / agency ever received a request from a minister's office seeking data or information by electorate?

Suggested draft response, if applicable

Consistent with longstanding practice, the [insert Department/agency] on occasion provides information including to ministerial offices, with data broken down by a range of geographic categories. This can include by state/territory, electorate, remoteness classification, local government areas and postcode groupings.

Meetings between Department head and portfolio Ministers

How many meetings has the Secretary/agency head had with the Ministers in their portfolio since date?

Suggested draft response, if applicable

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Meetings between Department head and Ministers outside portfolio

How many meetings has the Secretary/agency head had with the Ministers not in their portfolio since date?

Suggested draft response, if applicable

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Ministerial brief turnaround time

What is the minimum processing time for consideration of briefs by the Minister?

Suggested draft response, if applicable

The Department prepares briefs within agreed timeframes on a case-by-case basis.

Briefs to Ministers

How many briefs has the Department/agency provided to each Minister in its portfolio?

Suggested draft response, if applicable

Statistics for the provision of submissions, briefs and correspondence provided by the Department and, where relevant, its agencies are reported in the Department's Annual Report.

[*N.B. It is noted that not all Departments and agencies report this information in their Annual Reports however may wish to consider making this information publically available.*]

New entities since DATE

Please provide details of any new entities (including advisory boards and agencies) that have been created within the portfolio.

Suggested draft response, if applicable

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Entities ceased since DATE

Please provide details of any entities (including advisory boards and agencies) that have concluded, amalgamated, ceased or disbanded.

Suggested draft response, if applicable

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Inter-departmental committees - Department participation or representation

What inter-departmental committees is the Department/agency a member of?

Suggested draft response, if applicable

An Interdepartmental Committee (IDC) is a common governance body for cross-agency taskforces, where officials from representative agencies may discuss work and provide input on deliverables.

[Insert Department/Agency name] and its portfolio agencies [delete if not relevant] are regularly involved in the work of IDCs.

By their nature, IDCs can be established and conclude their work rapidly as the need arises.

Department FOI applications

How many freedom of information applications has the department/agency received since 1 July 2023?...

Suggested draft response, if applicable

Agencies subject to the *Freedom of Information Act 1982* must provide their quarterly and annual statistical returns, in relation to freedom of information matters within the statutory timeframes set out in the *Freedom of Information (Prescribed Authorities, Principal Offices and Annual Report) Regulations 2017.*

These statistics are available from Office of the Australian Information Commissioner and the Australian Government Transparency Portal.

Freedom of Information – staffing

How many staff in the Department/Agency are allocated to the processing of Freedom of Information applications?

Suggested draft response, if applicable

Agencies subject to the *Freedom of Information Act 1982* must provide annual statistical returns in relation to staffing and costs associated with freedom of information matters, as set out in the *Freedom of Information (Prescribed Authorities, Principle Office and Annual Report) Regulations 2017*.

Statistics available, and routinely reported, are available from the Office of the Australian Information Commissioner, and at the Australian Government Transparency Portal.

Alternatively you can access the data online at Freedom of information statistics | Datasets | data.gov.au.

Underpayments of worker entitlements

Are you aware of any underpayments of worker entitlements in your [department/] agencies since the 2021-22 Financial year?

a) *If yes, please provide how many instances it has occurred, what was the quantum of underpayment, and how many workers were impacted?*

b) *Did you report it to the Fair Work Ombudsman as a self-report?*

Information for consideration when drafting response

In the context of this QoN, departments/agencies may define an underpayment as being **where an employee has been underpaid for an extended period of time (12 months or longer) due to a systemic error in the correct application and processing of their entitlements**. Ad-hoc and isolated payroll errors, due to receiving late advice for example, resulting in underpayments for a short period (less than 12 months) should not be included.

This advice is aligned to the Fair Work Ombudsman Compliance and Enforcement Policy and APSC Circular 2020-2. The definition suggested above should **only** be applied for the purpose of responding to this type of QoN.

New Policy Proposals

How many New Policy Proposals has the Department/agency provided to each Minister in its portfolio (since the Ministers assumed their portfolio)? Please provide a list with the number of New Policy Proposals by Minister, and the date of the first provided New Policy Proposal

Suggested draft response, if applicable

It is a longstanding practice of successive governments not to disclose information about the operation and business of the Cabinet and its Committees, as to do so could potentially reveal the confidential deliberations of the Cabinet.

Information on the number of New Policy Proposals (NPP) provided to each Minister, and the date of the first NPP, would reveal information about matters proposed, and ultimately considered, by Cabinet.

Largest estimate variations

For the portfolio, please provide a list of the ten largest estimate variations in the most recent financial year.

Suggested draft response, if applicable

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Largest movement of funds

For the portfolio, please provide a list of the ten largest movements of funds in the most recent financial year, including a profile of the forward estimates for the impact of the movement.

Suggested draft response, if applicable

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Flexible working/working from home arrangements

How many staff have a flexible work arrangement in place that enables them to work from home?...

Suggested draft response, if applicable

Details regarding the [insert Department/agency] flexible work arrangements, including working from home, is reported in the Australian Public Service Employee Census Results (https://www.pmc.gov.au/about-us/accountability-and-reporting/corporate-reporting/aps-employee-census) and [insert Department/agency]'s Annual Report.

Details regarding [insert Department/agency]'s building lease arrangements are available from [insert Department/agency]'s Annual Report.

The [insert Department/agency] Flexible Work policy outlines the approach to flexible work consistent with the requirements of the Fair Work Act 2009 and Principles of Flexible Work in the APS.

Use of Artificial Intelligence

To what extent is Artificial Intelligence (AI) being utilised in the agency/department?...

Suggested draft response, if applicable

The [insert Department/agency] has provided guidance to staff regarding the use of Artificial Intelligence (AI), in accordance with the Digital Transformation Agency and the Department of Industry, Science and Resources interim guidance, available at https://architecture.digital.gov.au/generative-ai.

The use of AI for official purposes is assessed on a case-by-case basis for individual access, in accordance with the interim guidance.

Has the agency/department been advised by any federal departments or agencies on how to develop policies and procedures on the utilisation of AI in the workplace? If so, please table this advice and correspondence.

Suggested draft response, if applicable

The Digital Transformation Agency and the Department of Industry, Science and Resources released interim guidance to all government agencies, available at https://architecture.digital.gov.au/generative-ai

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Does the agency/department have any internal policies or procedures relating to the utilisation of AI in the agency/department?…

If there are internal policies or procedures relating to the utilisation of AI in the agency/department, has there been any breaches of these policies and procedures?...

Suggested draft response, if applicable

The [insert Department/agency] is currently developing policy and procedures on the utilisation of Artificial Intelligence (AI) in [insert Department/agency].

The [insert Department/agency] has provided guidance to staff regarding the use of AI, in accordance with the Digital Transformation Agency and the Department of Industry, Science and Resources interim guidance, available at https://architecture.digital.gov.au/generative-ai.

Please provide any correspondence, briefing notes, file notes, memoranda, emails, or other records relating to internal policies on AI since May 2022.

Suggested draft response, if applicable

The [insert Department/agency] is currently developing policy and procedures on the utilisation of Artificial Intelligence (AI) in[insert Department/agency].

Please provide any briefing notes, file notes, memoranda, emails, or other records relating to correspondence between the agency/department and other federal departments and agencies on AI since May 2022.

Suggested draft response, if applicable

The data requested is not captured centrally and obtaining it would be an unreasonable diversion of resources.

Current turnover rate for staff

What is the current turnover rate for staff within the Department/Agency?

Suggested draft response, if applicable

The turnover rate for the [define time frame – e.g. 12 months] ending [DATE] is [XX] per cent.

External retreats/External speakers

Has the Department/Agency held any organised external retreats /external speakers…

Suggested draft response, if applicable

The data requested is not captured centrally and obtaining it would be an unreasonable diversion of resources.

Social media influencers - communications campaigns

Has the Department/Agency held any organised external retreats for staff? Please provide a list including the number of staff who attended, the location of the retreat and the cost incurred by the Department/Agency.

Suggested draft response, if applicable

The [insert Department/agency] has not engaged any social media influencers for promotional or communications campaigns.

Election Commitments

Has the Department/Agency provided advice to the Minister in relation to the delivery of election commitments?

Is the Department/Agency tracking the implementation of relevant election commitments made by the Government at the 2022 election?

PM&C's response

The Department of the Prime Minister and Cabinet provides advice to the Priority and Delivery Committee of Cabinet in relation to the delivery of election commitments.

It is a longstanding practice not to disclose information about the operation and business of the Cabinet, including what matters are considered by the Cabinet, and when.

[N.B. It is noted that not all Departments and agencies provide information directly to the Priority and Delivery Committee however may provide it to PM&C for tracking purposes.]

Responses to Questions on Notice

Does the Department/Agency adjust the quality of their responses to Questions on Notice based on the number of Questions on Notice received?

Suggested draft response, if applicable

No.

APS Academy

How many staff within the Department/Agency have participated in courses, programmes or activities operated by the APS Academy?

Suggested draft response, if applicable

Between [Insert date range e.g. 1 July and 31 December 2023], [XX] staff participated in courses, programmes or activities operated by the APS Academy.

Request for additional funding for operational expenditure

How many times in the current financial year has the Department/Agency made a request for additional funding for operational expenditure?

Suggested draft response, if applicable

It is a longstanding practice of successive governments not to disclose information about the operation and business of the Cabinet and its Committees, as to do so could potentially reveal the confidential deliberations of the Cabinet.

Maintenance costs/contracts

Please provide an annual expenditure breakdown of the general expenses the Department/agency has for general property maintenance costs from 2018 until 2023…

Suggested draft response, if applicable

All contracts for Property Operating Expenses for the Department of the Prime Minister and Cabinet since 1 July 2018 are managed by the Property Service Provider under the mandatory whole-of-government Deed for Property Services, arranged through the Department of Finance.

All procurement contracts with a maximum contract value of $10,000 (GST inclusive) and above are reported on AusTender.

Please provide a list of the contracts the Department/Agency has for gardening, clearing and building maintenance.

Suggested draft response, if applicable

The Department of the Prime Minister and Cabinet's procurement contracts with a maximum contract value of $10,000 (GST inclusive) are reported on AusTender.

Public Holiday - working arrangements

As at 1 February 2024, how many staff within the Department/Agency have put in place agreements to work on The King's/Australia Day/Anzac Day Birthday Public Holiday?

Suggested draft response, if applicable

Substitution arrangements for public holidays are locally managed and data on the number of employees who substitute a public holiday is not recorded centrally.

Office space leases

As at 1 February 2024, please provide a list of the office space leased by the Department/Agency, with addresses and the accommodation capacity.

Suggested draft response, if applicable

Information regarding the Department of the Prime Minister and Cabinet's (PM&C) office spaces are outlined in PM&C's Annual Report 2022-23.

Office space leased by PM&C is managed in accordance with Commonwealth guidelines and policies, including the Commonwealth Procurement Rules.

PM&C's procurement contracts with a maximum contract value of $10,000 (GST inclusive) and above are reported on AusTender.

Departmental/agency positions

List of positions that are currently vacant...

How many positions within the Department/Agency have been filled without advertising externally to the public..

How many positions within the Department/Agency have been vacant for longer than 90 days..

Suggested draft response, if applicable

The data requested is not captured for reporting purposes and obtaining it would be an unreasonable diversion of resources.

Workplace culture - independent medical examinations

In relation to employees that have made claims of bullying, harassment, discrimination, actions that are not administrative in nature, or have made a Comcare claim

Suggested draft response, if applicable

The [insert Department/agency] does not publish details of employee wellbeing management to protect personal privacy.
Records of conversations may be kept in relation to a number of employment matters. [insert Department/agency] does not publish details of these to protect personal privacy.

The data requested is not captured for reporting purposes and obtaining it would be an unreasonable diversion of resources.

How many people have been terminated for incapacity?

Suggested draft response, if applicable

The Department of the Prime Minister and Cabinet does not publish details of employment terminations to protect personal privacy.

Domestic air travel

What processes does the Department have in place for staff to book domestic air travel?...

Suggested draft response, if applicable

The [insert Department/agency] has an Official Travel Policy for staff booking official domestic air travel.

[insert Department/agency] Official Travel Policy advises staff to select the Lowest Practical Fare (LPF) of the day when undertaking official domestic air travel, where it suits the practical business needs of the official. The LPF of the day is offered through [insert Department/agency] travel booking processes.

Officials are encouraged to ensure maximum value for money is achieved when booking travel. Should an official not select the LPF, they must identify the reason for this when booking; this information is provided to the delegate during the travel review and approval.

Department expenditure - paper

Please provide the amount of paper the Department/agency sources from Australian producers and from overseas producers.

Please provide the amount in dollar value on a financial year basis for the last five financial years.

Suggested draft response, if applicable

For financial year 2023-24 (as at DATE), the [insert Department/agency] purchased through the Whole of Australian Government Stationery and Office Supplies panel arrangement (panel arrangement):

- [XXXX] reams of overseas made copy paper at a total value of approximately $[XXXX] (GST exclusive).

Australian made copy paper is no longer able to be purchased.

For the preceding four financial years, refer to the response to Senate Estimates Question on Notice [XXX] for Budget Estimates 2023-24.

Senate Estimates - preparation

Has the Department/agency engaged any external companies or individuals to provide training or advice to officials on the preparation for Senate Estimates?

Suggested draft response, if applicable

This is not centrally recorded.

Senate Estimates – ministerial direction

Has the Department/agency been provided with direction or instruction from the Minister's office on how to answer questions at Senate Estimates?

Suggested draft response, if applicable

In line with the Government Guidelines for Official Witnesses before Parliamentary Committees and Related Matters, the [insert Department/agency] regularly consults with the Minister's Office and other portfolio Ministers' Offices, including on responses to Senate Estimates questions.

Senate Estimates briefs – index

Please provide a copy of the index of Senate Estimates briefs that were prepared for the Department/Agency for the Senate Estimates hearings held 12 February to 16 February 2024.

Suggested draft response, if applicable

Government departments and agencies prepare briefing materials to support the Senate Estimates process. The release of documents relating to these briefing materials would restrict the ability of officials and ministers to assist Committee hearings.

Template approach

Reviews completed

What reviews has the department/agency completed?

Suggested approach

Refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 2023-24. Additional completed reviews:

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- AusTender details have been provided where relevant.
- Where no AusTender details have been provided, the review was completed within departmental resources.

Review name	[Review name]
Review released by	[Releasing entity – i.e. Minister XXX; or Department of XXX]
Review release date	[Released date]
Web resources	[Link to review or minister's media release]
AusTender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Current/internal reviews conducted by Department

What reviews are the department/agency currently conducting?

Suggested approach

The table below lists all reviews that have been announced since DATE [i.e. last Estimates].

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- Austender details have been provided where relevant.
- Where no Austender details have been provided, the review is being completed within departmental resources.

Review name	[Review name]
Web resources	[Link to review announcement or minister's media release]
Austender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Departmental Liaison Officers

How many Departmental Liaison Officers have been allocated to each Minister in the portfolio?

Suggested approach

A Departmental Liaison Officer (DLO) is a public servant who is temporarily placed in a Minister's office to act as a conduit between their Department and the Minister's office.

Information on the allocation of DLOs to Portfolio Ministers is provided below. The information is correct as of [DATE].

Minister	DLO allocation and classification
XXX	[Enter allocation consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Department staff provided to Ministers Offices

Identify the number of staff that have been provided to Ministers offices not in a capacity as a Departmental Liaison Officer?

Suggested approach

Option 1 – where no staff provided except for backfill of 12 weeks or less:

No staff other than in the capacity of a Departmental Liaison Officer have been allocated to portfolio Ministers' offices. From time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Option 2 – where Option 1 not relevant:

Please see the table below.

Note, in addition to the below, from time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Minister	classification
XXX	[Enter classification consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Workplace culture / compensation / Comcare / Fair Work Commission

In relation to questions asked about workplace culture, workers' compensation, Comcare matters and Fair Work Commission matters the suggested approach answers similar questions on notice in one answer.

Suggested approach

The Department is committed to promoting and sustaining a robust safety and wellbeing culture –valuing physical and psychological health, safety and wellbeing and promoting inclusivity.

Referrals were made to agencies as indicated below

- X matter referred to the Fair Work Commission
- X matter referred to Comcare

Taskforces

Please provide a list of all the taskforces of which the Department/agency has membership.

Suggested approach

Taskforces have become a dynamic method of doing business across the APS.

Some are short term (3-6 months), some longer (1-3 years), but all require dedicated focus, varying timescales, set-up and delivery resourcing and effort from many parts of APS – including with contributions from this Department.

[If the Department hosts a taskforce, also add:]

The following taskforces are hosted by this Department:

- XXX Taskforce
- XXX Taskforce

Secretary/Agency Head leave and acting arrangements

Please provide a list of dates the Secretary/Agency head took leave since 1 July 2023, and which officer of the Department/Agency acted for the Secretary during this time.

Suggested approach

Leave dates	Acting Secretary/Agency Head
XXX	Name and Position
XXX	
XXX	

Senior Executive Service – contract dates

Please advise the contracted start date for each Senior Executive Service Officer in the Department, plus their contracted end dates.

Suggested approach

As at [DATE], the following Senior Executive Service (SES) employees were engaged on non-ongoing contracts under the Public Service Act 1999:

Surname	Frist name	Contract Start Date	Contract End Date

Ongoing SES employees are not engaged via contract.

Functions or official receptions

Please provide details in relation to expenditure on any functions or official receptions etc hosted by the Department or agencies in the portfolio in financial year 2023/24 to date.

Suggested approach

Information on the [insert Department/agency] official hospitality for the period [DATE to DATE] are provided at Attachment A.

Attachment A

Date	**Description**	**Venue**	**Location**	**Cost (GST inclusive)**
			TOTAL	$XX,XXX.XX

Functions or receptions hosted by Ministers

Please provide details in relation to any functions or official receptions hosted by Ministers or Assistant Ministers in the portfolio in financial year 2023/24 to date.

Suggested approach

For [DATE range for previous response if same financial year], refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 2023-24.

Details of official functions organised and/or funded by the [insert Department/agency] and hosted by the Minister from [DATE to DATE] are provided below.

	Date	**Official Function**	**Function Venue**	**Menu**	**Costs as at [DATE]**
1.				Lunch/Dinner morning tea etc. No Alcohol /Alcohol served	

From: s 47F
To: s 47F
Cc: Keily, Ben; s 47F ; s 47E(d) s 47F
Subject: FOR INFORMATION: s 22(1)(a)(ii) [SEC=OFFICIAL]
Date: Wednesday, 3 April 2024 11:58:47 AM
Attachments: s 22(1)(a)(ii)
D - Approach to all agency SEQoNs_As at 21.02.2024.docx
s 22(1)(a)(ii)
image002.png
image004.png
image006.png
image008.jpg
Importance: High

OFFICIAL

H s 22(1)(a)(ii)

s 22(1)(a)(ii)

- D: *Approaches to SEQoNs asked of all agencies* document, as circulated to Departments;

s 22(1)(a)(ii)

s 47F

The department acknowledges and pays respect to the past and present Elders and Traditional Custodians of Country, and recognises any other people or families with connection to the lands of



the ACT and region. We respect the continuing culture and the contribution that Aboriginal and Torres Strait Islander people make to the life of this city and this region.

Approaches to SEQoNs asked of all agencies

When the interests of several departments are involved, the guidelines for official witnesses (the guidelines) call for departments to consult with other departments as a part of the drafting process.

This includes instances where the same question, or similar questions are asked of all or multiple departments.

The handling advice outlined in this document is provided as a suggested approach to assisting Committees with responses to Questions on Notice that are directed to all agencies.

This approach also seeks to ensure the efficient use of resources across departments and agencies in responding to Senate Estimates Questions on Notice (QoN).

While individual ministers, departments and agencies are responsible for the answers that they provide to Parliament and committees, this document supports the development of responses that are consistent with the guidelines when the same or similar questions are asked across multiple departments and agencies. Departments may wish to consult with the Department of the Prime Minister and Cabinet if they are unsure about when to apply this format.

Suggested approaches in responding to questions include:

- ***Consistent approach***
  - In this case, a draft response has been suggested to offer consistency across all departments.

- ***Template approach***
  - In this case, a format is proposed to support departments and ensure consistent and comparable information is provided.

- ***Approach under consideration***
  - This section lists questions on notice where a proposed consistent approach across departments and agencies is under consideration.

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Consistent approach

The following draft responses are intended to provide broad guidance on how questions on notice directed at multiple departments/agencies may be answered or answered in part, subject to the specifics of a particular question and if it is accurate and correct for the department/agency responding.

Requests for data or information by electorate

Has the department / agency ever received a request from a minister's office seeking data or information by electorate?

Suggested draft response

Consistent with longstanding practice, the [insert Department/agency] on occasion provides information including to ministerial offices, with data broken down by a range of geographic categories. This can include by state/territory, electorate, remoteness classification, local government areas and postcode groupings.

Meetings between Department head and portfolio Ministers

How many meetings has the Secretary/agency head had with the Ministers in their portfolio since date?

Suggested draft response

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Meetings between Department head and Ministers outside portfolio

How many meetings has the Secretary/agency head had with the Ministers not in their portfolio since date?

Suggested draft response

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Ministerial brief turnaround time

What is the minimum processing time for consideration of briefs by the Minister?

Suggested draft response

The Department prepares briefs within agreed timeframes on a case-by-case basis.

Briefs to Ministers

How many briefs has the Department/agency provided to each Minister in its portfolio?

Suggested draft response

Statistics for the provision of submissions, briefs and correspondence provided by the Department and, where relevant, its agencies are reported in the Department's Annual Report.

[N.B. It is noted that not all Departments and agencies report this information in their Annual Reports however may wish to consider making this information publically available.]

New entities since DATE

Please provide details of any new entities (including advisory boards and agencies) that have been created within the portfolio.

Suggested draft response

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Entities ceased since DATE

Please provide details of any entities (including advisory boards and agencies) that have concluded, amalgamated, ceased or disbanded.

Suggested draft response

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Inter-departmental committees - Department participation or representation

What inter-departmental committees is the Department/agency a member of?

Suggested draft response

An Interdepartmental Committee (IDC) is a common governance body for cross-agency taskforces, where officials from representative agencies may discuss work and provide input on deliverables.

[Insert Department/Agency name] and its portfolio agencies [delete if not relevant] are regularly involved in the work of IDCs.

By their nature, IDCs can be established and conclude their work rapidly as the need arises.

Department FOI applications

What freedom of information applications has the department/agency received?

Suggested draft response

Agencies subject to the *Freedom of Information Act 1982* must provide their quarterly and annual statistical returns, in relation to freedom of information matters within the statutory timeframes set out in the Freedom of Information (Prescribed Authorities, Principal Offices and Annual Report) Regulations 2017.

These statistics are available from Office of the Australian Information Commissioner and the Australian Government Transparency Portal.

Underpayments of worker entitlements

Are you aware of any underpayments of worker entitlements in your [department/] agencies since the 2021-22 Financial year?

a) *If yes, please provide how many instances it has occurred, what was the quantum of underpayment, and how many workers were impacted?*

b) *Did you report it to the Fair Work Ombudsman as a self-report?*

Information for consideration when drafting response

In the context of this QoN, departments/agencies may define an underpayment as being **where an employee has been underpaid for an extended period of time (12 months or longer) due to a systemic error in the correct application and processing of their entitlements**. Ad-hoc and isolated payroll errors, due to receiving late advice for example, resulting in underpayments for a short period (less than 12 months) should not be included.

This advice is aligned to the Fair Work Ombudsman Compliance and Enforcement Policy and APSC Circular 2020-2. The definition suggested above should **only** be applied for the purpose of responding to this type of QoN.

New Policy Proposals

How many New Policy Proposals has the Department/agency provided to each Minister in its portfolio (since the Ministers assumed their portfolio)? Please provide a list with the number of New Policy Proposals by Minister, and the date of the first provided New Policy ProposalSuggested draft response

Suggested draft response

It is a longstanding practice of successive governments not to disclose information about the operation and business of the Cabinet and its Committees, as to do so could potentially reveal the confidential deliberations of the Cabinet.

Information on the number of New Policy Proposals (NPP) provided to each Minister, and the date of the first NPP, would reveal information about matters proposed, and ultimately considered, by Cabinet.

Largest estimate variations

For the portfolio, please provide a list of the ten largest estimate variations in the most recent financial year.

Suggested draft response

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Largest movement of funds

For the portfolio, please provide a list of the ten largest movements of funds in the most recent financial year, including a profile of the forward estimates for the impact of the movement.

Suggested draft response

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Flexible working

How many staff have a flexible work arrangement in place that enables them to work from home? Please provide a copy of the department/agency's work from home policy and a breakdown of arrangements.

Suggested draft response

Details regarding the [insert Department/agency] flexible work arrangements, including working from home, is reported in the Australian Public Service Employee Census Results (https://www.pmc.gov.au/about-us/accountability-andreporting/
corporate-reporting/aps-employee-census) and [insert Department/agency]'s Annual Report.

Details regarding [insert Department/agency]'s building lease arrangements are available from [insert Department/agency]'s Annual Report.

The [insert Department/agency] Flexible Work policy outlines the approach to flexible work consistent with the requirements of the Fair Work Act 2009 and Principles of Flexible Work in the APS.

Template approach

Reviews completed

What reviews has the department/agency completed.

Suggested approach

The table below lists all reviews that have been released since DATE.

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- Austender details have been provided where relevant.
- Where no Austender details have been provided, the review was completed within departmental resources.

Review name	[Review name]
Review released by	[Releasing entity – i.e. Minister XXX; or Department of XXX]
Review release date	[Released date]
Web resources	[Link to review or minister's media release]
Austender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Current reviews conducted by Department

What reviews are the department/agency currently conducting.

Suggested approach

The table below lists all reviews that have been announced since DATE [i.e. last Estimates].

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- Austender details have been provided where relevant.
- Where no Austender details have been provided, the review is being completed within departmental resources.

Review name	[Review name]
Web resources	[Link to review announcement or minister's media release]
Austender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Departmental Liaison Officers

How many Departmental Liaison Officers have been allocated to each Minister in the portfolio?

Suggested approach

A Departmental Liaison Officer (DLO) is a public servant who is temporarily placed in a Minister's office to act as a conduit between their Department and the Minister's office.

Information on the allocation of DLOs to Portfolio Ministers is provided below. The information is correct as of [DATE].

Minister	DLO allocation and classification
XXX	[Enter allocation consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX XXX	

Department staff provided to Ministers Offices

Identify the number of staff that have been provided to Ministers offices not in a capacity as a Departmental Liaison Officer?

Suggested approach

Option 1 – where no staff provided except for backfill of 12 weeks or less:

No staff other than in the capacity of a Departmental Liaison Officer have been allocated to portfolio Ministers' offices. From time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Option 2 – where Option 1 not relevant:

Please see the table below.
Note, in addition to the below, from time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Minister	classification
XXX	[Enter classification consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Workplace culture / compensation / Comcare / Fair Work Commission

In relation to questions asked about workplace culture, workers' compensation, Comcare matters and Fair Work Commission matters the suggested approach answers similar questions on notice in one answer.

Suggested approach

The Department is committed to promoting and sustaining a robust safety and wellbeing culture –valuing physical and psychological health, safety and wellbeing and promoting inclusivity.

Referrals were made to agencies as indicated below

- X matter referred to the Fair Work Commission
- X matter referred to Comcare

Taskforces

Please provide a list of all the taskforces of which the Department/agency has membership.

Suggested approach

Taskforces have become a dynamic method of doing business across the APS.

Some are short term (3-6 months), some longer (1-3 years), but all require dedicated focus, varying timescales, set-up and delivery resourcing and effort from many parts of APS – including with contributions from this Department.

[If the Department hosts a taskforce, also add:]

The following taskforces are hosted by this Department:

- XXX Taskforce
- XXX Taskforce

From: s 47E(d)
To: s 47F
Cc: s 47F ; s 47E(d) ; s 47E(d) Keily, Ben; s 47F
Subject: All-Agency SEQoNs Guidance Doc - As at 23 April 2024 [SEC=OFFICIAL]
Date: Tuesday, 23 April 2024 2:28:19 PM
Attachments: Approach to all-agency SEQoNs_As at 23.04.2024.docx
image001.png
image002.png
image003.png
image004.jpg
Importance: High

OFFICIAL

Hi s 47F

As requested, please see ***attached*** the most up to date version of the all-agency SEQoNs guidance document.

Kind regards,

s 47F







The department acknowledges and pays respect to the past and present Elders and Traditional Custodians of Country, and recognises any other people or families with connection to the lands of the ACT and region. We respect the continuing culture and the contribution that Aboriginal and Torres Strait Islander people make to the life of this city and this region.

Approaches to SEQoNs asked of all (or multiple) agencies

When the interests of several Departments are involved, the Government Guidelines for Official Witnesses before Parliamentary Committees and Related Matters (the Guidelines) call for Departments to consult with other Departments as a part of the drafting process. This includes instances where the same, or similar, Senate Estimates Questions on Notice (SEQoNs) are asked of all or multiple Departments and agencies.

The handling advice outlined in this document is provided as a suggested approach to assisting with responses to such SEQoNs that are directed to all or multiple Departments and agencies. This suggested approach also seeks to ensure the efficient use of resources across Departments and agencies in responding to SEQoNs.

While individual Ministers, Departments and agencies are ultimately responsible for the answers that they provide to Parliament and its Senate Committees, this document supports the development of responses that are consistent with the Guidelines. Departments may wish to consult with the Department of the Prime Minister and Cabinet (PM&C) if they are unsure about when to apply this format.

Suggested approaches in responding to SEQoNs known to have been asked of all or multiple Departments and agencies have been presented under the most appropriate of the following sections:

- ***General principles***
  - General guidance principles are provided for consideration in the drafting of responses to SEQoNs asked of all or multiple Departments and agencies.
- ***Consistent approach***
  - A draft response has been suggested to offer consistency across Departments and agencies.
- ***Template approach***
  - A format is proposed to support Departments and agencies, and ensure consistent and comparable information is provided.

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General principles

The following general principles are intended to provide broad guidance on how SEQoNs directed at all or multiple departments and agencies may be answered subject to the specifics of a particular question and if it is accurate and correct for the department/agency responding.

* *Please note that the principles outlined in this section can be applied both to 'all-agency' SEQoNs, as well as those SEQoNs asked only of a particular Department or agency.*

Refer to publicly available information

Wherever possible and appropriate, refer to publically available information—for example, information in the Department's Annual Report, published on the Department's website or on the website of another entity

Departments and agencies may wish to consider making information publically available that is routinely sought through Questions on Notice. For example, data and information relevant to questions on matters such as those listed below may be suitable for this sort of approach.

For reference, PM&C proactively publishes information that is routinely sought through Questions on Notice on the PM&C Website, twice-yearly: https://www.pmc.gov.au/about-us/accountability-and-reporting/half-yearly-reporting

Information PM&C reports on includes:

- Working with ministers offices (e.g. relating to DLOs and Ministerial briefs);
- Portfolio entities, Interdepartmental Committees, Taskforces and Reviews; and
- Operational matters:
    - Travel (including SES travel);
    - Facilities;
    - Employee data (including contractors and ASL);
    - Work Health and Safety;
    - Advertising and information campaigns, promotional merchandise, and media monitoring;
    - Procurement activities; and
    - Use of consultants.

Provide only information required to answer the question

It is suggested that answers only include information necessary to respond to the question asked.

For example, if the answer to a question is simply 'No', consider only including 'No' as the response. It is not necessary to provide justification or additional context to such a response if it is not specifically requested in the question asked.

Refer to previously tabled responses, where applicable

When the same (or a very similar) question has been asked for a previous Estimates round/s, and the answer remains the same, suggest the answer should either:

- Refer to the previous response using a standard form of words below (example below),

  "*Refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 202[X]-2[X].*"

  or;

- Where appropriate/advised, repeats the previous response, word-for-word.

Refer to another a Department or agency, where appropriate

Where an answer to a question is best sought from a Department or agency outside of the portfolio, and the question cannot be transferred as it has been asked of all Departments/agencies, consider using the standard form of words below

> "*Questions on [insert topic] are best directed to the [Department/agency name].*"

Consistent approach

The following draft responses are intended to provide broad guidance on how Senate Estimates Questions on Notice directed at all or multiple Departments and agencies may be answered, or answered in part, subject to the specifics of a particular question and if it is accurate and correct for the Department or agency responding.

Requests for data or information by electorate

Has the department / agency ever received a request from a minister's office seeking data or information by electorate?

Suggested draft response, if applicable

Consistent with longstanding practice, the [insert Department/agency] on occasion provides information including to ministerial offices, with data broken down by a range of geographic categories. This can include by state/territory, electorate, remoteness classification, local government areas and postcode groupings.

Meetings between Department head and portfolio Ministers

How many meetings has the Secretary/agency head had with the Ministers in their portfolio since date?

Suggested draft response, if applicable

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Meetings between Department head and Ministers outside portfolio

How many meetings has the Secretary/agency head had with the Ministers not in their portfolio since date?

Suggested draft response, if applicable

The Secretary regularly meets with portfolio ministers and, at times, ministers outside the portfolio.

Ministerial brief turnaround time

What is the minimum processing time for consideration of briefs by the Minister?

Suggested draft response, if applicable

The Department prepares briefs within agreed timeframes on a case-by-case basis.

Briefs to Ministers

How many briefs has the Department/agency provided to each Minister in its portfolio?

Suggested draft response, if applicable

Statistics for the provision of submissions, briefs and correspondence provided by the Department and, where relevant, its agencies are reported in the Department's Annual Report.

[*N.B. It is noted that not all Departments and agencies report this information in their Annual Reports however may wish to consider making this information publically available.*]

New entities since DATE

Please provide details of any new entities (including advisory boards and agencies) that have been created within the portfolio.

Suggested draft response, if applicable

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Entities ceased since DATE

Please provide details of any entities (including advisory boards and agencies) that have concluded, amalgamated, ceased or disbanded.

Suggested draft response, if applicable

The Australian Government Organisations Register, available at www.directory.gov.au, provides information on the function, composition, origins and other details of Australian Government bodies.

Inter-departmental committees - Department participation or representation

What inter-departmental committees is the Department/agency a member of?

Suggested draft response, if applicable

An Interdepartmental Committee (IDC) is a common governance body for cross-agency taskforces, where officials from representative agencies may discuss work and provide input on deliverables.

[Insert Department/Agency name] and its portfolio agencies [delete if not relevant] are regularly involved in the work of IDCs.

By their nature, IDCs can be established and conclude their work rapidly as the need arises.

Department FOI applications

How many freedom of information applications has the department/agency received since 1 July 2023?...

Suggested draft response, if applicable

Agencies subject to the *Freedom of Information Act 1982* must provide their quarterly and annual statistical returns, in relation to freedom of information matters within the statutory timeframes set out in the *Freedom of Information (Prescribed Authorities, Principal Offices and Annual Report) Regulations 2017.*

These statistics are available from Office of the Australian Information Commissioner and the Australian Government Transparency Portal.

Freedom of Information – staffing

How many staff in the Department/Agency are allocated to the processing of Freedom of Information applications?

Suggested draft response, if applicable

Agencies subject to the *Freedom of Information Act 1982* must provide annual statistical returns in relation to staffing and costs associated with freedom of information matters, as set out in the *Freedom of Information (Prescribed Authorities, Principle Office and Annual Report) Regulations 2017*.

Statistics available, and routinely reported, are available from the Office of the Australian Information Commissioner, and at the Australian Government Transparency Portal.

Alternatively you can access the data online at Freedom of information statistics | Datasets | data.gov.au.

Underpayments of worker entitlements

Are you aware of any underpayments of worker entitlements in your [department/] agencies since the 2021-22 Financial year?

a) *If yes, please provide how many instances it has occurred, what was the quantum of underpayment, and how many workers were impacted?*

b) *Did you report it to the Fair Work Ombudsman as a self-report?*

Information for consideration when drafting response

In the context of this QoN, departments/agencies may define an underpayment as being **where an employee has been underpaid for an extended period of time (12 months or longer) due to a systemic error in the correct application and processing of their entitlements**. Ad-hoc and isolated payroll errors, due to receiving late advice for example, resulting in underpayments for a short period (less than 12 months) should not be included.

This advice is aligned to the Fair Work Ombudsman Compliance and Enforcement Policy and APSC Circular 2020-2. The definition suggested above should **only** be applied for the purpose of responding to this type of QoN.

New Policy Proposals

How many New Policy Proposals has the Department/agency provided to each Minister in its portfolio (since the Ministers assumed their portfolio)? Please provide a list with the number of New Policy Proposals by Minister, and the date of the first provided New Policy Proposal

Suggested draft response, if applicable

It is a longstanding practice of successive governments not to disclose information about the operation and business of the Cabinet and its Committees, as to do so could potentially reveal the confidential deliberations of the Cabinet.

Information on the number of New Policy Proposals (NPP) provided to each Minister, and the date of the first NPP, would reveal information about matters proposed, and ultimately considered, by Cabinet.

Largest estimate variations

For the portfolio, please provide a list of the ten largest estimate variations in the most recent financial year.

Suggested draft response, if applicable

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Largest movement of funds

For the portfolio, please provide a list of the ten largest movements of funds in the most recent financial year, including a profile of the forward estimates for the impact of the movement.

Suggested draft response, if applicable

The Portfolio Additional Estimates Statements (PAES) inform the Parliament of changes to the total resources available for an entity since the Budget. The PAES, annual Appropriation Bills (Nos. 3 and 4) and Appropriation (Parliamentary Departments) Bill (No. 2) are tabled in the Parliament usually in February each year.

Flexible working/working from home arrangements

How many staff have a flexible work arrangement in place that enables them to work from home?...

Suggested draft response, if applicable

Details regarding the [insert Department/agency] flexible work arrangements, including working from home, is reported in the Australian Public Service Employee Census Results (https://www.pmc.gov.au/about-us/accountability-and-reporting/corporate-reporting/aps-employee-census) and [insert Department/agency]'s Annual Report.

Details regarding [insert Department/agency]'s building lease arrangements are available from [insert Department/agency]'s Annual Report.

The [insert Department/agency] Flexible Work policy outlines the approach to flexible work consistent with the requirements of the Fair Work Act 2009 and Principles of Flexible Work in the APS.

Use of Artificial Intelligence

To what extent is Artificial Intelligence (AI) being utilised in the agency/department?...

Suggested draft response, if applicable

The [insert Department/agency] has provided guidance to staff regarding the use of Artificial Intelligence (AI), in accordance with the Digital Transformation Agency and the Department of Industry, Science and Resources interim guidance, available at https://architecture.digital.gov.au/generative-ai.

The use of AI for official purposes is assessed on a case-by-case basis for individual access, in accordance with the interim guidance.

Has the agency/department been advised by any federal departments or agencies on how to develop policies and procedures on the utilisation of AI in the workplace? If so, please table this advice and correspondence.

Suggested draft response, if applicable

The Digital Transformation Agency and the Department of Industry, Science and Resources released interim guidance to all government agencies, available at https://architecture.digital.gov.au/generative-ai

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Does the agency/department have any internal policies or procedures relating to the utilisation of AI in the agency/department?…

If there are internal policies or procedures relating to the utilisation of AI in the agency/department, has there been any breaches of these policies and procedures?...

Suggested draft response, if applicable

The [insert Department/agency] is currently developing policy and procedures on the utilisation of Artificial Intelligence (AI) in [insert Department/agency].

The [insert Department/agency] has provided guidance to staff regarding the use of AI, in accordance with the Digital Transformation Agency and the Department of Industry, Science and Resources interim guidance, available at https://architecture.digital.gov.au/generative-ai.

Please provide any correspondence, briefing notes, file notes, memoranda, emails, or other records relating to internal policies on AI since May 2022.

Suggested draft response, if applicable

The [insert Department/agency] is currently developing policy and procedures on the utilisation of Artificial Intelligence (AI) in[insert Department/agency].

Please provide any briefing notes, file notes, memoranda, emails, or other records relating to correspondence between the agency/department and other federal departments and agencies on AI since May 2022.

Suggested draft response, if applicable

The data requested is not captured centrally and obtaining it would be an unreasonable diversion of resources.

Current turnover rate for staff

What is the current turnover rate for staff within the Department/Agency?

Suggested draft response, if applicable

The turnover rate for the [define time frame – e.g. 12 months] ending [DATE] is [XX] per cent.

External retreats/External speakers

Has the Department/Agency held any organised external retreats /external speakers…

Suggested draft response, if applicable

The data requested is not captured centrally and obtaining it would be an unreasonable diversion of resources.

Social media influencers - communications campaigns

Has the Department/Agency held any organised external retreats for staff? Please provide a list including the number of staff who attended, the location of the retreat and the cost incurred by the Department/Agency.

Suggested draft response, if applicable

The [insert Department/agency] has not engaged any social media influencers for promotional or communications campaigns.

Election Commitments

Has the Department/Agency provided advice to the Minister in relation to the delivery of election commitments?

Is the Department/Agency tracking the implementation of relevant election commitments made by the Government at the 2022 election?

PM&C's response

The Department of the Prime Minister and Cabinet provides advice to the Priority and Delivery Committee of Cabinet in relation to the delivery of election commitments.

It is a longstanding practice not to disclose information about the operation and business of the Cabinet, including what matters are considered by the Cabinet, and when.

[N.B. It is noted that not all Departments and agencies provide information directly to the Priority and Delivery Committee however may provide it to PM&C for tracking purposes.]

Responses to Questions on Notice

Does the Department/Agency adjust the quality of their responses to Questions on Notice based on the number of Questions on Notice received?

Suggested draft response, if applicable

No.

APS Academy

How many staff within the Department/Agency have participated in courses, programmes or activities operated by the APS Academy?

Suggested draft response, if applicable

Between [Insert date range e.g. 1 July and 31 December 2023], [XX] staff participated in courses, programmes or activities operated by the APS Academy.

Request for additional funding for operational expenditure

How many times in the current financial year has the Department/Agency made a request for additional funding for operational expenditure?

Suggested draft response, if applicable

It is a longstanding practice of successive governments not to disclose information about the operation and business of the Cabinet and its Committees, as to do so could potentially reveal the confidential deliberations of the Cabinet.

Maintenance costs/contracts

Please provide an annual expenditure breakdown of the general expenses the Department/agency has for general property maintenance costs from 2018 until 2023…

Suggested draft response, if applicable

All contracts for Property Operating Expenses for the Department of the Prime Minister and Cabinet since 1 July 2018 are managed by the Property Service Provider under the mandatory whole-of-government Deed for Property Services, arranged through the Department of Finance.

All procurement contracts with a maximum contract value of $10,000 (GST inclusive) and above are reported on AusTender.

Please provide a list of the contracts the Department/Agency has for gardening, clearing and building maintenance.

Suggested draft response, if applicable

The Department of the Prime Minister and Cabinet's procurement contracts with a maximum contract value of $10,000 (GST inclusive) are reported on AusTender.

Public Holiday - working arrangements

As at 1 February 2024, how many staff within the Department/Agency have put in place agreements to work on The King's/Australia Day/Anzac Day Birthday Public Holiday?

Suggested draft response, if applicable

Substitution arrangements for public holidays are locally managed and data on the number of employees who substitute a public holiday is not recorded centrally.

Office space leases

As at 1 February 2024, please provide a list of the office space leased by the Department/Agency, with addresses and the accommodation capacity.

Suggested draft response, if applicable

Information regarding the Department of the Prime Minister and Cabinet's (PM&C) office spaces are outlined in PM&C's Annual Report 2022-23.

Office space leased by PM&C is managed in accordance with Commonwealth guidelines and policies, including the Commonwealth Procurement Rules.

PM&C's procurement contracts with a maximum contract value of $10,000 (GST inclusive) and above are reported on AusTender.

Departmental/agency positions

List of positions that are currently vacant...

How many positions within the Department/Agency have been filled without advertising externally to the public..

How many positions within the Department/Agency have been vacant for longer than 90 days..

Suggested draft response, if applicable

The data requested is not captured for reporting purposes and obtaining it would be an unreasonable diversion of resources.

Workplace culture - independent medical examinations

In relation to employees that have made claims of bullying, harassment, discrimination, actions that are not administrative in nature, or have made a Comcare claim

Suggested draft response, if applicable

The [insert Department/agency] does not publish details of employee wellbeing management to protect personal privacy.
Records of conversations may be kept in relation to a number of employment matters. [insert Department/agency] does not publish details of these to protect personal privacy.

The data requested is not captured for reporting purposes and obtaining it would be an unreasonable diversion of resources.

How many people have been terminated for incapacity?

Suggested draft response, if applicable

The Department of the Prime Minister and Cabinet does not publish details of employment terminations to protect personal privacy.

Domestic air travel

What processes does the Department have in place for staff to book domestic air travel?...

Suggested draft response, if applicable

The [insert Department/agency] has an Official Travel Policy for staff booking official domestic air travel.

[insert Department/agency] Official Travel Policy advises staff to select the Lowest Practical Fare (LPF) of the day when undertaking official domestic air travel, where it suits the practical business needs of the official. The LPF of the day is offered through [insert Department/agency] travel booking processes.

Officials are encouraged to ensure maximum value for money is achieved when booking travel. Should an official not select the LPF, they must identify the reason for this when booking; this information is provided to the delegate during the travel review and approval.

Department expenditure - paper

Please provide the amount of paper the Department/agency sources from Australian producers and from overseas producers.

Please provide the amount in dollar value on a financial year basis for the last five financial years.

Suggested draft response, if applicable

For financial year 2023-24 (as at DATE), the [insert Department/agency] purchased through the Whole of Australian Government Stationery and Office Supplies panel arrangement (panel arrangement):

- [XXXX] reams of overseas made copy paper at a total value of approximately $[XXXX] (GST exclusive).

Australian made copy paper is no longer able to be purchased.

For the preceding four financial years, refer to the response to Senate Estimates Question on Notice [XXX] for Budget Estimates 2023-24.

Senate Estimates - preparation

Has the Department/agency engaged any external companies or individuals to provide training or advice to officials on the preparation for Senate Estimates?

Suggested draft response, if applicable

This is not centrally recorded.

Senate Estimates – ministerial direction

Has the Department/agency been provided with direction or instruction from the Minister's office on how to answer questions at Senate Estimates?

Suggested draft response, if applicable

In line with the Government Guidelines for Official Witnesses before Parliamentary Committees and Related Matters, the [insert Department/agency] regularly consults with the Minister's Office and other portfolio Ministers' Offices, including on responses to Senate Estimates questions.

Senate Estimates briefs – index

Please provide a copy of the index of Senate Estimates briefs that were prepared for the Department/Agency for the Senate Estimates hearings held 12 February to 16 February 2024.

Suggested draft response, if applicable

Government departments and agencies prepare briefing materials to support the Senate Estimates process. The release of documents relating to these briefing materials would restrict the ability of officials and ministers to assist Committee hearings.

Template approach

Reviews completed

What reviews has the department/agency completed?

Suggested approach

Refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 2023-24. Additional completed reviews:

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- AusTender details have been provided where relevant.
- Where no AusTender details have been provided, the review was completed within departmental resources.

Review name	[Review name]
Review released by	[Releasing entity – i.e. Minister XXX; or Department of XXX]
Review release date	[Released date]
Web resources	[Link to review or minister's media release]
AusTender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Current/internal reviews conducted by Department

What reviews are the department/agency currently conducting?

Suggested approach

The table below lists all reviews that have been announced since DATE [i.e. last Estimates].

- For each review, a web link is provided that typically provides the purpose of the review, name of the reviewer(s) and other relevant information.
- Austender details have been provided where relevant.
- Where no Austender details have been provided, the review is being completed within departmental resources.

Review name	[Review name]
Web resources	[Link to review announcement or minister's media release]
Austender	[Delete if irrelevant] [If relevant, insert contract number – i.e. CN1111111]

Departmental Liaison Officers

How many Departmental Liaison Officers have been allocated to each Minister in the portfolio?

Suggested approach

A Departmental Liaison Officer (DLO) is a public servant who is temporarily placed in a Minister's office to act as a conduit between their Department and the Minister's office.

Information on the allocation of DLOs to Portfolio Ministers is provided below. The information is correct as of [DATE].

Minister	DLO allocation and classification
XXX	[Enter allocation consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Department staff provided to Ministers Offices

Identify the number of staff that have been provided to Ministers offices not in a capacity as a Departmental Liaison Officer?

Suggested approach

Option 1 – where no staff provided except for backfill of 12 weeks or less:

No staff other than in the capacity of a Departmental Liaison Officer have been allocated to portfolio Ministers' offices. From time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Option 2 – where Option 1 not relevant:

Please see the table below.

Note, in addition to the below, from time to time, when an adviser position is vacant for less than 12 weeks within a portfolio Minister's office, the Department may provide staffing relief by an Australian Public Service employee.

Minister	classification
XXX	[Enter classification consistent with this format: 1 x EL2, 1 x EL1, 1 x APS6]
XXX	
XXX	

Workplace culture / compensation / Comcare / Fair Work Commission

In relation to questions asked about workplace culture, workers' compensation, Comcare matters and Fair Work Commission matters the suggested approach answers similar questions on notice in one answer.

Suggested approach

The Department is committed to promoting and sustaining a robust safety and wellbeing culture –valuing physical and psychological health, safety and wellbeing and promoting inclusivity.

Referrals were made to agencies as indicated below

- X matter referred to the Fair Work Commission
- X matter referred to Comcare

Taskforces

Please provide a list of all the taskforces of which the Department/agency has membership.

Suggested approach

Taskforces have become a dynamic method of doing business across the APS.

Some are short term (3-6 months), some longer (1-3 years), but all require dedicated focus, varying timescales, set-up and delivery resourcing and effort from many parts of APS – including with contributions from this Department.

[If the Department hosts a taskforce, also add:]

The following taskforces are hosted by this Department:

- XXX Taskforce
- XXX Taskforce

Secretary/Agency Head leave and acting arrangements

Please provide a list of dates the Secretary/Agency head took leave since 1 July 2023, and which officer of the Department/Agency acted for the Secretary during this time.

Suggested approach

Leave dates	Acting Secretary/Agency Head
XXX	Name and Position
XXX	
XXX	

Senior Executive Service – contract dates

Please advise the contracted start date for each Senior Executive Service Officer in the Department, plus their contracted end dates.

Suggested approach

As at [DATE], the following Senior Executive Service (SES) employees were engaged on non-ongoing contracts under the Public Service Act 1999:

Surname	Frist name	Contract Start Date	Contract End Date

Ongoing SES employees are not engaged via contract.

Functions or official receptions

Please provide details in relation to expenditure on any functions or official receptions etc hosted by the Department or agencies in the portfolio in financial year 2023/24 to date.

Suggested approach

Information on the [insert Department/agency] official hospitality for the period [DATE to DATE] are provided at Attachment A.

Attachment A

Date	**Description**	**Venue**	**Location**	**Cost (GST inclusive)**
			TOTAL	$XX,XXX.XX

Functions or receptions hosted by Ministers

Please provide details in relation to any functions or official receptions hosted by Ministers or Assistant Ministers in the portfolio in financial year 2023/24 to date.

Suggested approach

For [DATE range for previous response if same financial year], refer to the response to Senate Estimates Question on Notice [QoN No.] for [Budget/Supplementary Budget/Additional] Estimates 2023-24.

Details of official functions organised and/or funded by the [insert Department/agency] and hosted by the Minister from [DATE to DATE] are provided below.

	Date	**Official Function**	**Function Venue**	**Menu**	**Costs as at [DATE]**
1.				Lunch/Dinner morning tea etc. No Alcohol /Alcohol served	