

## FINANCE AND SMALL BUSINESS

### Questions from the Hon Mark Buttigieg MLC (on behalf of the NSW Labor Opposition)

#### Ministerial Travel/Meal Allowance

1. How many nights travel were claimed by the Minister during the 2018-19 period?
2. How many nights travel were claimed by the Minister's spouse during the 2018-19 period?
3. What was the total amount of travel allowances claimed by the Minister and their spouse (if applicable) during 2018-19?
4. What is the total amount of meal allowances claimed by the Minister and their spouse (if applicable) during 2018-19?

**Answer 1-4: In 2018-19, total expenditure by the Ministry on domestic travel was \$1,093,735.**

#### Efficiency dividends

5. What was the forecast efficiency dividend saving for each department, statutory agency and/or other body within your portfolio in 2018-19?
6. What is the forecast efficiency dividend saving for each department, statutory agency and/or other body within your portfolio in
  - (a) 2019-20?
  - (b) 2020-21?
  - (c) 2021-22?
7. What was the total efficiency dividend that was achieved for each department, statutory agency and/or other body within your portfolio between 2011-12 and 2018-19 inclusively?

**Answer 5-7: Savings from the NSW Government's efficiency dividend are outlined in the 2018-19 Budget Paper No. 1 Page 6-4.**

#### Ministerial Office Administration

8. How many staff are in your ministerial office?
  - (a) What was the average salary for staff members in your office during 2018-19?
  - (b) What is the estimated average salary for a ministerial staffer in your office in 2019-20 based on current appointments?

9. How many iPhone/smart phones are assigned to your staff?
  - (a) For each phone, how much was each bill in 2018-19?
  - (b) How many phones have been lost or replaced due to damage in your office?
  - (c) What is the cost of replacing those phones?
10. How many iPads or tablets has DPC assigned to your Ministerial office and to whom have they been issued?
  - (a) What was the cost of providing iPads or tablets to your Ministerial Office in 2018-19?
  - (b) How many iPads or tablets have been replaced due to lost or damage in 2018-19?
  - (c) What was the cost of replacing these devices?
11. Has any artwork been purchased or leased for display in your ministerial office in 2018-19?
  - (a) What is the cost of this?
12. Have any floral displays or indoor plants or pot plants been hired or leased for display in your ministerial office in 2018-19?
  - (a) If so, what was the cost of these items?
13. Have any floral displays or indoor plants or pot plants been purchased for display in your ministerial office in 2018-19?
  - (a) If so, what was the cost of these items?
14. What was the total cost of all subscriptions by you and your staff to news services, newspapers, magazines, journals and periodicals (including online services) in 2018-19?
  - (a) What are these services/newspapers/magazines/journals/periodicals?
  - (b) Who is the subscriber for each of these?
15. What was the total value of all gifts purchased for use by you and your office in 2018-19?
  - (a) What were the gifts purchased?
  - (b) Who were they gifted to?
16. Do you purchase bottled water or provide water coolers for your office?
  - (a) What is the monthly cost of this?
17. How much did your ministerial office spend on hospitality, including catering and beverages, in 2018-19?

18. What non-standard features are fitted to your ministerial vehicle?
  - (a) What is the cost of each non-standard feature?
19. What was the total bill for your office in 2018-19 for:
  - (a) Taxi hire
  - (b) Limousine hire
  - (c) Private hire care
  - (d) Hire car rental
  - (e) Ridesharing services?
20. Were any planes or helicopters chartered by you or your office and paid for with public money in 2018-19?
  - (a) If yes, will you please detail each trip, the method of transport and the cost?
21. Have you had media training or speech training?
  - (a) If yes, who paid for it?
  - (b) If paid by taxpayers, what was the amount paid in 2018-19?

**Answer 8-21:**

8. **Ministers' Office staff numbers and salary bands are available on the DPC website. Refer to: <https://www.dpc.nsw.gov.au/publications/premiers-and-ministers-staff-numbers/>**
9. **There were 261 smartphones and other mobile devices allocated across the Ministers' IT Network in 2018-2019. The total usage cost of these smart phones and other mobile devices (including iPads) was \$334,630, compared to 2009-10 expenditure of \$434,854 under Labor. There were 6 devices lost/stolen across the Ministerial Offices during 2018-2019. The cost of replacing any lost or stolen devices is claimed through the NSW Treasury Managed Fund. Repairs are funded by the Department of Premier and Cabinet, Corporate and Ministerial Services.**
10. **There were 111 iPads allocated across the Ministers' IT Network in 2018-2019. The cost of replacing any lost or stolen devices is claimed through the NSW Treasury Managed Fund. Repairs are funded by the Department of Premier and Cabinet, Corporate and Ministerial Services.**
11. **Artwork in Ministers' Offices includes art donated at no cost.**

- 12-13. Floral arrangements purchased by the Ministry are managed within Ministerial office budgets.
14. Ministers' offices subscribe to a modest number of publications, which are managed within Ministerial office budgets.
15. Gifts are presented to dignitaries during overseas missions and to dignitaries visiting NSW in accordance with established protocol.
16. The Ministry spent \$466 on filtered water for their offices in 2018-19.
17. Expenditure on hospitality across the Ministry totalled \$27,782 in 2018-19, which includes catering for stakeholder meetings and courtesy calls with visiting dignitaries.
18. Ministers, the Leader of the Opposition, other nominated public office holders and certain former office holders are provided with official cars and drivers. During 2018-19, all costs associated with these vehicles were paid from the relevant Ministerial office budget.
19. Expenditure on taxis, hire cars and ride share services in 2018-19 across the Ministry was \$119,179, compared to 2009-10 expenditure of \$175,776 under Labor.
20. Expenditure on charter flights for the Ministry totalled \$83,845 in 2018-19, compared to 2009-10 expenditure of \$281,567 under Labor.
21. No.

#### **Agile Workspaces/Activity Based Working/Hot-desking**

22. Have any of your departments, statutory agencies and/or other bodies adopted agile working environment/activity based working practices e.g. hot-desking?
- (a) If not, are there plans to introduce activity based working practices in 2019-20?
23. How much have your departments, statutory agencies and/or other bodies spent in the roll-out of the agile working environment including laptops, furniture, lockers and other equipment in 2018-19?

**Answer 22-23: Accommodation planning for NSW Treasury's agencies is undertaken in accordance with the Government's accommodation strategy and design guidelines. Agile working environments are being rolled out as appropriate.**

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### **Hospitality**

24. For each department, statutory agency and/or other body in the Minister's portfolio please report:
- (a) How much was spent on hospitality, including catering and beverages, in 2018-19?
  - (b) Whether the department, statutory agency and/or other body has coffee machines? And if so:
    - i. How many?
    - ii. What was their purchase cost?
    - iii. What is their maintenance cost?
    - iv. Who has access to them?
    - v. Which staff have access to the machines?

**Answer 24: Expenditure on hospitality is limited to official work-related purposes with any related staff benefits subject to Fringe Benefits Tax provisions. The provision and acceptance of gifts, benefits and hospitality is subject to specific policies and agency Codes of Conduct and is strictly monitored.**

### **Labour Hire Firms**

25. Do any departments, statutory agency and/or other bodies within your portfolio responsibilities utilise the services of Labour Hire Firms? If yes, please advise in table form for 2018-19:
- (a) The names of the firms utilised
  - (b) The total amount paid to each firm engaged
  - (c) The average tenure period for an employee provided by a labour hire company
  - (d) The longest tenure for an employee provided by a labour hire company
  - (e) The duties conducted by employees engaged through a labour hire company
  - (f) The office locations of employees engaged through a labour hire company
  - (g) The highest hourly or daily rate paid to an employee provided by a labour hire company
  - (h) Who authorised the use of labour hire companies?

- (i) Do staff under these labour hire arrangements receive as much training and security clearance as permanent staff?

**Answer 25: NSW Treasury does not use Labour Hire firms.**

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### **Stationery**

26. For each department, statutory agency and/or other body in the Minister's portfolio please report:

(a) What was the cost of stationery for the following financial years:

- i. 2015-16
- ii. 2016-17
- iii. 2017-18
- iv. 2018-2019
- v. 2019-present

(b) What brand of paper is used?

- i. Is this paper Australian made?

**Answer 26: Stationery purchases by NSW Treasury Cluster agencies are made in accordance with the applicable policies and procedures on procurement.**

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### **Credit Cards**

27. For each department, statutory agency and/or other body in the Minister's portfolio please report:

(a) How many credit cards are currently on issue for staff?

- i. Please provide a break-down of this information by grade.

(b) What was the value of the largest reported purchase on a credit card for the following financial years:

- i. 2015-16

- ii. 2016-17
  - iii. 2017-18
  - iv. 2018-2019
  - v. 2019-present
- (c) What was each largest reported purchase for?
- (d) How much interest was paid on amounts outstanding from credit cards for the following financial years:
- i. 2015-16
  - ii. 2016-17
  - iii. 2017-18
  - iv. 2018-2019
  - v. 2019-present
- (e) How much was paid in late fees on amounts outstanding from credit cards for the following financial years
- i. 2015-16
  - ii. 2016-17
  - iii. 2017-18
  - iv. 2018-2019
  - v. 2019-present
- (f) What was the largest amount outstanding on a single card at the end of a payment period and what was the card holder's employment grade?
- (g) How many credit cards have been reported lost or stolen?
- i. What was the cost to replace them?
- (h) How many credit card purchases were deemed to be illegitimate or contrary to agency policy?
- i. What was the total value of those purchases?
  - ii. How many purchases were asked to be repaid on the basis that they were illegitimate or contrary to agency policy and what was the total value thereof?

- iii. Were all those amounts actually repaid?
- iv. If no, how many were not repaid, and what was the total value thereof?
- (i) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid, and what was the cardholder's employment grade?
  - i. What that amount actually repaid, in full?
  - ii. What amount was left unpaid?
- (j) Are any credit cards currently on issue connected to rewards schemes?
  - i. Do staff receive any personal benefit as a result of those reward schemes?
- (k) Can a copy of the staff credit card policy please be provided?

**Answer 27: The NSW Government has implemented a PCard program to realise a number of benefits including savings from the use of cards over traditional high cost procure-to-pay processes and the enhanced capability to track and monitor expenditure.**

**Cards are issued to staff according to business need and are managed in accordance with Treasury Policy TPP 17-09 *Use and Management of NSW Government Purchasing Cards*.**

**Staff are prohibited from using official PCards for personal or other unofficial purposes and cards are not connected to reward schemes or any other program that would provide a personal benefit to the cardholder.**

**All NSW Government card balances are paid within bank payments terms and therefore no late fees or interest charges are incurred.**

### **Media and Public Relations**

28. For each department, statutory agency and/or other body in the Minister's portfolio please report:

- (a) How many media/communications/public relations advisers are employed?
  - i. What is the total salary cost for media/communications/public relations advisers in 2018-19?
- (b) What is the forecast for the current financial year for the number of media/communications/public relations advisers to be employed and their total cost?
- (c) What is the total cost of media monitoring services?
  - i. Please provide a breakdown by department, statutory agency and/or other body.



- (d) Are any media or public relations advisers currently engaged as contractors?
- i. Who are these contracts with?
  - ii. What is the value of these contracts?
- (e) How much was spent on media or public relations advisers in financial year:
- i. 2015-16
  - ii. 2016-17
  - iii. 2017-18
  - iv. 2018-2019
  - v. 2019-present?

**Answer 28:**

**(a)-(b) NSW Treasury staff numbers are included in the Annual Report. NSW Treasury staff numbers undertaking media or public relations activities are commensurate with need and can go down or up as required.**

**(c)-(e) The Financial Statements, including legal, consulting and any other general costs from third party service providers, are available in the agency annual report. These are available in accordance with NSW Government Procurement Policy.**

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**Facebook**

29. How much did your ministerial office spend on Facebook advertising or sponsored posts in 2018-19?
30. How much did your department, statutory agency and/or other body in the Minister's portfolio spend on Facebook advertising or sponsored posts in 2018-19?

**Answer 29-30:**

29. **No taxpayer money has been spent on Facebook advertising or sponsored posts.**
30. **Where appropriate, social media is used by agencies alongside other forms of advertising as a cost effective medium of communication.**

**Overseas Trips**

31. Were any of your overseas trips in the last financial year paid for in part or in full by using public money?
- (a) If so, did any of your relatives or friends accompany you on these trips?
  - (b) Have you undertaken any official overseas travel that was privately funded?
  - (c) If so, what was the nature of these trips?
  - (d) Who paid for these trips?

**Answer 31: Details of overseas travel including costs are published on agency websites.**

### Department/Agency Travel

32. What was the total expenditure in 2018-19 by departments, statutory agencies and/or other bodies within your portfolio on:
- (a) Taxi hire
  - (b) Limousine
  - (c) Private car hire
  - (d) Hire car rental
  - (e) Ridesharing services
  - (f) Chartered flights?

**Answer 32: Agency travel was conducted in accordance with relevant NSW Government policies and guidelines including Treasury Circular TC18-15 and ATO determinations.**

### Drivers

33. Are any of the senior executives in the relevant department, statutory agency and/or other body provided drivers?
- (a) If so, can you please specify which positions are provided drivers?
  - (b) In total, how many drivers are used by senior executives in the department, statutory agency and/or other body?
  - (c) What is the total cost of drivers for senior executives in the department, statutory agency and/or other body?

**Answer 33: No senior executives in NSW Treasury are provided drivers.**

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### **Consulting**

34. For each department, statutory agency and/or other body in the Minister's portfolio please report:
- (a) How much was spent in legal costs in 2018-19?
    - i. For what specific purposes or matters was legal advice sought?
  - (b) Have departments, statutory agencies and/or other bodies under your portfolio engaged any consultants to provide the following services or advice in 2018-19:
    - i. Social media
    - ii. Photography
    - iii. Acting training
    - iv. Ergonomics
  - (c) What was the cost of these services?
    - i. Social media
    - ii. Photography
    - iii. Acting training
    - iv. Ergonomics

**Answer 34: The Financial Statements, including legal, consulting and any other general costs from third party service providers, are available in agency annual reports.**

### **Web Content**

35. For each department, statutory agency and/or other body in the Minister's portfolio please report:
- (a) What were the top 20 most utilised (by data sent and received) unique domain names accessed this year?
  - (b) What were the top 20 most accessed (by number of times accessed) unique domain names accessed this year?

**Answer 35:**

(a) Data sent and received is not tracked as a website metric as this does not provide customer benefit.

(b) NSW Treasury:

Site	Page views 2018-2019 FY 2019
visitnsw.com	11,055,000
sydney.com.au	10,884,000
vividsydney.com.au	1,932,000
Procurepoint.nsw.gov.au	1,340,000
destinationnsw.com.au	530,968
treasury.nsw.gov.au	478,165
Budget.nsw.gov.au	459,268
businessmonth.nsw.gov.au	260,541
jobsfornsw.com.au	203,321
smallbusiness.nsw.gov.au	196,019
sydneystartuphub.com	167,289
study.sydney	140,689
tcorp.nsw.gov.au	136,999
wcaa.sydney	30,633
productivity.nsw.gov.au	15,873
invest.nsw.gov.au	8,914

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### Department/Agency Staffing

36. How many redundancies were processed by departments, statutory agencies and/or other bodies within your portfolio responsibilities during 2018-19?

(a) Of these redundancies, how many were:

i. Voluntary?

ii. Involuntary?

37. What was the total cost of all redundancies?
38. Have any staff who received a redundancy in the last two years undertaken any paid work or provided any paid services for the department, statutory agency and/or other body with which they were formerly employed?
- (a) What was the nature of these works/services?
  - (b) What was the total cost of these works or services?
39. Are any staff formerly employed by your ministerial office now employed by departments, statutory agencies and/or other bodies under your portfolio responsibility?
40. How many staff were dismissed from departments, statutory agencies and/or other bodies under your portfolio responsibilities in 2018-19?
- (a) What were the reason/s for each dismissal?
41. How much was spent advertising for recruitment for the following financial years:
- (a) 2015-16
  - (b) 2016-17
  - (c) 2017-18
  - (d) 2018-2019
  - (e) 2019-present?

**Answer 36-41:**

**36-40. Voluntary redundancies are a component for agencies to achieve their efficiency dividends. Redundancy figures can be found in the Annual Report. The Labour Expense Cap introduced in the 2012-13 Budget also continues to give Secretaries as much flexibility as possible to achieve these savings in the most appropriate ways to meet the service requirements of their agencies. Frontline staff such as, nurses, police officers and school teachers and regional employees have been quarantined from this measure.**

**41. Advertising expenses can be found in the Annual Report.**

### **Smart Phone**

42. How many mobile phones are given to staff or board members?
- (a) How many new mobile phones were purchased in the last year?

43. What is the total cost of these phones for the following financial years:
  - (a) 2015-16
  - (b) 2016-17
  - (c) 2017-18
  - (d) 2018-2019
  - (e) 2019-present?
44. How many had to be replaced due to damage?
45. How many were reported as lost?
46. How many tablets are given to staff or board members?
  - (a) How many new tablets in the last year?
47. What is the total cost of these tablets for the following financial years?
  - (a) 2015-16
  - (b) 2016-17
  - (c) 2017-18
  - (d) 2018-2019?
48. How many phones and tablets had to be replaced due to damage?
49. How many were reported as lost?
50. How many people have both a smart phone and a tablet?
  - (a) What is the lowest ranked official who has both a work smart phone and tablet?
51. How many staff or board members overspent on their phone or tablet data bill?
  - (a) By how much?
  - (b) What was the average cost of data bills for tablets and mobile phones?
  - (c) What was the highest monthly cost?
52. Do the departments, statutory agencies and/or other bodies within your portfolio have an iTunes account?
  - (a) What was the total expenditure in 2018-19 on iTunes?
  - (b) What applications/subscriptions/services were purchased through iTunes?

53. Do the departments, statutory agencies and/or other bodies within your portfolio have a Google Play Store account?
- (a) What was the total expenditure in 2018-19 on through the Google Play Store?
  - (b) What applications/subscriptions/services were purchased through the Google Play Store?

**Answer 42-53: IT costs are managed within each agency's budget and in accordance with NSW Government's ICT and procurement policies and frameworks.**

#### **Merchant fees**

54. Please provide a list of all transactions where customers need to pay a merchant fee on credit and/or debit card payments to a department, statutory agency and/or other body within your portfolio.
55. Please provide the percentage and/or amount of the merchant fees applied to all credit and/or debit card payments/transactions to a department, statutory agency and/or other body within your portfolio.
56. What was the total amount paid in merchant fees on credit and/or debit card payments to departments, statutory agencies and/or other bodies within your portfolio in 2018-19?

**Answer 54-56: There have been no instances where customers need to pay a merchant fee to NSW Treasury.**

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#### **Advertising and Sponsorships**

57. For each department, statutory agency and/or other body in the Minister's portfolio please report:
- (a) How much was spent on advertising in the following financial years:
    - i. 2015-16
    - ii. 2016-17
    - iii. 2017-18
    - iv. 2018-2019?
58. Has your department, statutory agency and/or other body within your portfolio engaged in any corporate sponsorships?

- (a) Who were these sponsorships with?
- (b) What was the purpose of these sponsorships?
- (c) What was the value of these sponsorships, by case and year?
- (d) What was the value of these sponsorships in the following financial years:
  - i. 2015-16
  - ii. 2016-17
  - iii. 2017-18
  - iv. 2018-19?

**Answer 57-58: The Financial Statements, including advertising and sponsorship, are available in agency annual reports. The NSW Government may use advertising to inform the public of their rights, obligations and entitlements as well as to explain government policies, programs, services and initiatives. Government advertising is conducted within guidelines outlined in the NSW Government Advertising Handbook. Any sponsorship arrangements are conducted within ICAC principles.**

#### **Probity Auditor**

59. Has your office or department, statutory agency and/or other body within your portfolio used a Probity Auditor or Probity Advisors, or similar, in the past five years? If so please list the company and/or individual, the project, the engagement dates, and their total remuneration in tabular format.

**Answer 59: In accordance with the NSW Procurement Policy Framework, NSW Treasury has internal mechanisms in place to ensure that probity considerations are routinely taken into account in its procurement decisions, and the use of external probity advisers and auditors is the exception rather than the rule. NSW Treasury's Annual Report includes all consultancies including those involving probity advisors valued more than \$50,000.**

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#### **Energy**

60. For each department, statutory agency and/or other body within your portfolio by name, how much electricity did it consume for each of:
- (a) 2014-15?



- (b) 2015-16?
  - (c) 2016-17?
  - (d) 2017-18?
  - (e) 2018/19?
61. What proportion of the electricity consumed by each department, statutory agency and/or other body within your portfolio by name for those years came from renewable sources? Please name each source of energy (coal, solar, wind, etc.) and the proportion of the total electricity used.
62. How much money was spent on electricity for each department, statutory agency and/or other body within your portfolio by name in each of the above financial years?
63. What was the name of the energy supplier to each department, statutory agency and/or other body within your portfolio by name for those financial years?
64. How much electricity is it estimated that each department, statutory agency and/or other body within your portfolio will consume in:
- (a) 2019-20?
  - (b) 2020-21?
  - (c) 2021-22?
65. What proportion of that electricity is it estimated will come from renewable sources, for each year?
66. For each department, statutory agency and/or other body within your portfolio by name, please provide the estimated proportion of energy to be used from each kind of energy (coal, gas, solar, wind etc.)?
67. What is the name of the energy supplier to each department, statutory agency and/or other body within your portfolio for each of:
- (a) 2019-20?
  - (b) 2020-21?
  - (c) 2021-22?

**Answer 60-67: Energy purchases by NSW Treasury Cluster agencies are made in accordance with the applicable policies and procedures on procurement under whole of government Contracts 776 (small sites under 100,000 kwh per annum) and 777.**

**Under these contracts the following suppliers are mandated:**

- 776 – Origin Energy Electricity Limited
- 777 – ERM Power Retail Pty Ltd

The NSW Government Resource Efficiency Policy was introduced in 2014 to reduce the NSW Government's operating costs and lead by example in increasing the efficiency of the resources it uses.

NSW Government agencies are required to report on energy use under the Government Resource Efficiency Policy. The Department of Planning, Industry and Environment publishes progress reports on compliance with the policy.

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### **General Costs**

68. For each department, statutory agency and/or other body in the Minister's portfolio please report:

(a) Any gardening services used for indoor or outdoor pot plants/flowers maintenance?

- i. Who are the contracts with?
- ii. How much does each contract cost?
- iii. How often do they visit?
- iv. How much was spent on this service in financial year:
  - 2015-16
  - 2016-17
  - 2017-18
  - 2018-19?

(b) Any floral displays or indoor plants or pot plants hired or leased for display in any offices?

- i. Who were the contracts with?
- ii. How much was each contract cost?
- iii. How much was spent on this service in financial year:

- 2015-16
- 2016-17
- 2017-18
- 2018-19?

**Answer 68: The Financial Statements, including expenditure on any general costs, are available in an agency's annual report. Plant and related purchases are made in accordance with the applicable policies and procedures on procurement.**

### **Domestic Violence Leave Policies, Awareness and Usage**

69. For each department, statutory agency and/or other body in the Minister's portfolio please report:

- (a) A copy of the entity's policy or web link to the entity's domestic violence leave policy;
- (b) Date of introduction of domestic violence leave into enterprise agreements/contracts of employment, awards as applicable;
- (c) Whether or not all employees and/or contractors are eligible for domestic violence leave;
- (d) Number of days of domestic violence leave that have been taken in each financial year since the introduction of such leave;
- (e) Number of days available for eligible staff to access domestic violence leave in each financial year;
- (f) Number of other personal days of leave that have been taken in each financial year since the introduction of domestic violence leave;
- (g) Number of sick days available for eligible staff to access domestic violence leave in each financial year;
- (h) Whether or not all staff and/or contractors have access to Employee Assistance Programs?
- (i) What training has been undertaken with management and administration for those involved in approving and/or processing domestic violence leave on issues such as?
  - i. Privacy and confidentiality of information about domestic violence
  - ii. Access to emotional, psychological, financial and medical support which may be required

70. Who has provided training on domestic violence in the workplace?

71. What percentage of staff in each agency has undertaken domestic violence training?
72. What efforts have been made to ensure that perpetrators (or their accomplices) within the staffing profile are not able to access personal information of victims in order to identify their location, or other information which may assist in committing domestic violence against them, including changing or accessing records in such a way as to disadvantage them financially or legally?

**Answer 69-72:**

69. (a) Section 6.18 of the Public Service Industrial Relations Guide provides guidance to staff and management on appropriate strategies for supporting a staff member experiencing domestic violence. This guidance further references Section 84A of the Award (leave for matters arising from domestic violence) and Treasury Circular 19-08 Domestic and Family Violence Workplace Support Policy – Guiding Principles for Agencies.
- (b) Section 84A was added to the Award in 2011.
- (c) All staff members employed under the Award in a cluster agency are entitled to be absent from the workplace due to an incident of domestic violence if required. Similar clauses apply to agencies covered by their own negotiated agreements.
- (d) From 1 January 2019, a separate leave type of Domestic & Family Violence Leave was made available as a separate leave type. In 2018-19, there were no reported leave days of this type taken.
- (e)-(g) In accordance with the Award, NSW Government Sector employees are entitled to ten days paid domestic and family violence leave per calendar year. This leave is non-cumulative and can be taken in part-days, single days, or consecutive days. Staff may also utilise all available Family and Community Service Leave, Sick Leave and Carer’s Leave to assist with managing domestic violence circumstances. If this leave is unavailable special leave may be granted up to five days per calendar year.
- (h) All staff, their families and contractors have access to the Employee Assistance Program.
- (i) An e-learning module has been developed in consultation with Family and Community Services. NSW Treasury is working to ensure all staff are trained in line with the developed modules.
70. NSW Treasury is an accredited White Ribbon Workplace through White Ribbon Australia. NSW Treasury continues to provide ongoing support and guidance to cluster

agencies on best practice approaches to supporting women who are experiencing domestic violence.

71. An e-learning module has been developed in consultation with Family and Community Services. NSW Treasury is working to ensure all staff are trained in line with the developed modules.
72. NSW Treasury complies with the highest levels of document and privacy management consistent with the *Privacy and Personal Information Act 1998* (NSW).

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### Sexual harassment and Anti-bullying training and awareness programs

73. For each department, statutory agency and/or other body in the Minister's portfolio please report:
  - (a) Date of introduction of sexual harassment and anti-bullying training and awareness programs and a copy of such documentation.
    - i. Whether or not all employees and/or contractors have received such training?
    - ii. Is this course mandatory for all employees/ contractors?
    - iii. How long for each session, how many sessions?
    - iv. Who delivers it?
    - v. Is the program tailored to take into consideration specific needs of LGBTQIA, ATSI and CALD or other at risk groups?
      - How?
  - (b) What percentage of staff in each department, statutory agency and/or other body within your portfolio have undertaken sexual harassment and anti-bullying training and awareness programs?
  - (c) How many complaints have been initiated in relation to:
    - i. Sexual harassment
    - ii. Bullying
    - iii. Workplace violence

**Answer 73:**

- (a) This training was formally introduced first in July 2013 and is regularly reviewed and updated in accordance with policies and guidance.
  - (i)-(ii) Attendance at sexual harassment and anti-bullying training courses is mandatory for NSW Treasury and a number of other agencies in the cluster.
  - (iii) Session times vary between trainers and agencies but range from 2 hours up to half a day.
  - (iv) Various specialist providers as well as EAP providers. Some agencies utilise training courses organised by others within the cluster to maximise efficiencies.
  - (v) The needs of at-risk groups are considered in the training provided.
- (b) Participation is mandatory in NSW Treasury and a number of agencies in the cluster.
- (c) Complaints of this nature are addressed through NSW Treasury Complaints and Investigation Policy. Not all complaints are raised as a formal complaint and may be addressed informally and directly between the complainant and the individual being complained of.

Revenue NSW is a business unit within the Department of Customer Service and has been captured within Minister Dominello's responses.

### Participation of women in Government

74. For each department, statutory agency and/or other body in the Minister's portfolio please report:
- (a) What number and percentage of women are employed within the department, statutory agency and/or other body within your portfolio?
  - (b) What number and percentage of women are employed within the management levels of the department, statutory agency and/or other body within your portfolio?
  - (c) What number and percentage of women are employed in the top ten leadership positions of the department, statutory agency and/or other body within your portfolio?
  - (d) What strategies does the department, statutory agency and/or other body within your portfolio use to encourage women in to management and leadership positions?
  - (e) What is the gender pay gap within your department, statutory agency and/or other body within your portfolio?

- (f) Does the department, statutory agency and/or other body within your portfolio report participation of women figures to Women NSW on a regular basis?

**Answer 74:**

- (a)-(c) This information is available in each agency's Annual Report.
- (d) All agencies use gender balance on interview panels as well as offering flexible working arrangements to allow better management of work and home commitments. Agencies continue to promote diversity and inclusion strategies which promote a workplace free from social biases of any kind.
- (e) All equivalent positions determined by an objective assessment of their work value are paid the same salary within all agencies. The relevant distribution of women in each classification of work across the sector is reported by the Public Service Commission (PSC) but is also available in the agency's Annual Report.
- (f) The workforce profile data collected by the PSC is made available to Women NSW.

### **Professional Photography**

75. How much has been spent on professional photography for the following financial years:

- (a) 2015-16
- (b) 2016-17
- (c) 2017-18
- (d) 2018-2019
- (e) 2019-present?

**Answer 75: The Financial Statements, including expenditure on professional photography, are available in agency annual reports.**

### **Unmanned Aerial Services**

76. How much has been spent on Unmanned Aerial Services for the following financial years:

- (a) 2015-16
- (b) 2016-17
- (c) 2017-18
- (d) 2018-2019

- (e) 2019-present?

**Answer 76: The Financial Statements, including expenditure on unmanned aerial services, are available in agency annual reports.**

### Seconded Staff

77. How many staff from your department, statutory agency and/or other body within your portfolio have been seconded to your Ministerial Office, for the following financial years:

- (a) 2015-16
- (b) 2016-17
- (c) 2017-18
- (d) 2018-2019
- (e) 2019-present?

78. Please provide their names, their substantive work title, and their seconded work title.

**Answer 77-78: NSW Government sector employees may be seconded from agencies to Ministers' offices in accordance with Clause 35 of the Government Sector Employment Regulation 2014.**

### Consultant Costs

79. For each department, statutory agency and/or other body in the Minister's portfolio please report, the total expenditure on consultants by financial year:

- (a) 2015-16
- (b) 2016-17
- (c) 2017-18
- (d) 2018-2019
- (e) 2019-present?

80. What are names and values of the five most expensive reports produced by consultancies for each department, statutory agency and/or other body in the Minister's portfolio by financial year:

- (a) 2015-16
- (b) 2016-17
- (c) 2017-18



- (d) 2018-2019
- (e) 2019-present?

**Answer 79-80: The Financial Statements, including expenditure on consultants, are available in agency annual reports.**

### **GIPA Questions to the CEOs/ Department Secretaries**

- 81. Since March 30, how many formal GIPAs have your cluster/department received?
- 82. Out of the received formal GIPAs, how many have you determined to:
  - (a) Grant full access to the information?
  - (b) Grant partial access to the information?
  - (c) Not grant access to the information?
- 83. Out of the GIPA where partial information or no information was granted, how many have decided to appeal?
  - (a) Out of those who have decided to appeal, how many have decided to use:
    - i. The agency's internal appeals' mechanism?
    - i. Review by the Information Commissioner?
    - ii. Review by NCAT?
  - (b) How many of those GIPAs have been overturned on appeal?
    - i. Internal appeals' mechanism?
    - ii. Review of the Information Commissioner?
    - iii. Review by NCAT?
- 84. GIPAs that have been granted full or partial access, how many appear on the agency's disclosure log?
  - (a) What is the rationale for not putting GIPAs on the agency's disclosure log (excluding GIPAs asking for personal information)?
- 85. Has any GIPAs that appeared on the agency's disclosure log been taken down?
  - (a) For what reason/s?

**Answer 81-85: Please note that from 1 July, the Treasury Cluster integrated various functions from the then Department of Industry and Department of Finance and Services due to**

Machinery of Government changes. Figures for GIPA applications for these integrated functions have been included from 1 July 2019.

The Treasury Cluster has received 226 formal GIPA applications since 30 March 2019; 86 of which were decided to grant full access to the information, 62 of which were decided to grant partial access to the information, and 21 of which were decided to not grant access to the information.

Where partial or no access was granted, 5 have decided to appeal; 3 of which used the agency's internal appeals mechanism, and 2 of which used Review by the Information Commissioner. None of those applications have been overturned on appeal, noting that some reviews are still ongoing.

Across the Treasury cluster, a total of 21 applications where full or partial access have been granted appear in respective agencies' disclosure logs. No GIPAs that have appeared on agencies' disclosure logs have been taken down.

As a division within the Customer Service cluster, Revenue NSW GIPAs are managed centrally by the Department of Customer Service and are not reported separately. Revenue NSW data will be included in the Department of Customer Service Annual Report which will be publicly available shortly.