



LEGISLATIVE COUNCIL

PORTFOLIO COMMITTEES

## **BUDGET ESTIMATES 2019-2020 Supplementary Questions**

**Portfolio Committee No. 3 – Education**

**SKILLS AND TERTIARY EDUCATION**

**Hearing: Friday 6 September 2019**

**Answers due by: Wednesday 2 October 2019**

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## SKILLS AND TERTIARY EDUCATION

### Questions from the Hon Mark Latham MLC

#### Ratio of Teachers to Staff

1. **What is the ratio of administrative staff to teachers in 1) NSW TAFE colleges and 2) Connected Learning Centres?**

I am advised that preliminary figures show that there were 5,827 FTE teachers and 4,324 FTE support staff as at 30 June 2019. This is compared to 5,458 FTE teachers and 4,568 FTE support staff as at 30 June 2018. Final figures will be available in the 2018-19 Annual Report. Further information on TAFE NSW staff numbers can be found in the TAFE NSW annual report available at: <https://www.tafensw.edu.au/corporate/annual-report>.

2. I am advised that the location and number of teachers varies across CLCs. For all new CLCs, the teaching profile is determined by the course profile and enables TAFE NSW to bring specialist teachers into each location.

#### Contact Hours of Full-Time TAFE teachers

2. **What is the average annual salary of full-time TAFE teachers in NSW, and what is their hourly rate?**

2. I am advised that the annual salary and hourly rate of full time TAFE NSW teachers is included in TAFE Commission of NSW Teachers and Related Employees Enterprise Agreement, which can be found at <https://www.tafensw.edu.au/corporate/enterprise-bargaining/teachers-and-related-employees>.

3. **What are the contact hours of a full-time TAFE teacher, broken down by:**

- (a) **Time spent delivering content in front of class; and**
- (b) **Time spent working with students one-on-one.**

3. I am advised that fulltime teachers are required to undertake 720 hours a year direct teaching including face to face teaching in any environment or setting including, but not limited to: classrooms, workshops, industry, in the field; by distance mode and online; and including workplace training and assessment.

4. **On average, how are the non-contact hours of NSW TAFE teachers spent?**

- (a) **How much time is spent on:**
  - i. **course content development**
  - ii. **marking and assessing remotely**
  - iii. **any reporting, or**
  - iv. **administration time?**

4. Duties related to teaching include but are not limited to: Preparation; marking; support and advice to clients; enrolment and administration; course, curriculum and program development and review; industry and community liaison and promotion; training and professional development; development of learning materials; research; attendance at staff meetings; recognition of prior learning; workplace consultancy and advisory services; skills analysis and audit; work placement coordination and supervision; leading approved staff development activities; student selection; course coordination as specified in curriculum documents.

## SKILLS

<b>Questions from the Hon Mark Buttigieg MLC (on behalf of the NSW Labor Opposition)</b>
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### Hunter TAFE

5. What were the enrolments at Hunter TAFE for each of the following years:

- (a) 2011;
- (b) 2012;
- (c) 2013;
- (d) 2014;
- (e) 2015;
- (f) 2016;
- (g) 2017;
- (h) 2018; and
- (i) 2019?

I am advised that information on enrolments is available in the TAFE annual report, which can be found at <https://www.tafensw.edu.au/about-tafensw/annual-report>.

6. How many FTE teachers were employed by Hunter TAFE for each of the following years:

- (a) 2011;
- (b) 2012;
- (c) 2013;
- (d) 2014;
- (e) 2015;
- (f) 2016;
- (g) 2017;
- (h) 2018; and
- (i) 2019?

- i. **Please provide a breakdown of permanent and casual staff for the years above.**

I am advised that information on TAFE NSW staff numbers can be found in the TAFE NSW annual report available at: <https://www.tafensw.edu.au/corporate/annual-report>.

7. **How many FTE support staff were employed by Hunter TAFE for each of the following years:**

- (a) **2011;**
- (b) **2012;**
- (c) **2013;**
- (d) **2014;**
- (e) **2015;**
- (f) **2016;**
- (g) **2017;**
- (h) **2018; and**
- (i) **2019?**

- i. **Please provide a breakdown of permanent and casual staff for the years above.**

I am advised that information on TAFE NSW staff numbers can be found in the TAFE NSW annual report available at: <https://www.tafensw.edu.au/corporate/annual-report>.

8. **What is the commercial value of Lot 100 DP 1004331?**

- (a) **Does Hunter TAFE plan to sell this site?**

I am advised that TAFE NSW does not have current plans to sell this site and does not have a commercial valuation.

9. **Is the Government planning to cut the amount of hours and days that cleaners will spend cleaning at TAFE?**

I am advised that there have been no cuts to cleaning services and that cleaning contractors for TAFE NSW are engaged under the Whole-of-Government Facilities Management Contract which is coordinated by Property NSW.

10. **Will the Minister exclude cuts to hours for cleaners in TAFE?**

Refer to Answer 9.

11. **Will the learning environment for teachers and students still be cleaned to the highest standards if hours are reduced for cleaners in TAFE?**

Refer to Answer 9.

#### **Ministerial Travel/Meal Allowance**

12. **How many nights travel were claimed by the Minister during the 2018-19 period?**
13. **How many nights travel were claimed by the Minister's spouse during the 2018-19 period?**
14. **What was the total amount of travel allowances claimed by the Minister and their spouse (if applicable) during 2018-19?**
15. **What is the total amount of meal allowances claimed by the Minister and their spouse (if applicable) during 2018-19?**

12. - 15. In 2018-19, total expenditure by the Ministry on domestic travel was \$1,093,735.

#### **Efficiency dividends**

16. **What was the forecast efficiency dividend saving for each department, statutory agency and/or other body within your portfolio in 2018-19?**
17. **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?**
18. **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?**

16. - 18. Savings from the NSW Government's efficiency dividend are outlined in the Budget Papers.

#### **Ministerial Office Administration**

19. **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?**

19. 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/>

20. **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?**

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.

21. **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?**

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.

22. **Has any artwork been purchased or leased for display in your ministerial office in 2018-19?**

- (a) **What is the cost of this?**

Artwork only includes art donated or loaned by TAFE NSW at no cost.

23. **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?**

24. **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?**

23. - 24. Floral arrangements purchased by the Ministry are managed within Ministerial office budgets.

25. **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?**

Ministers' offices subscribe to a modest number of publications, which are managed within Ministerial office budgets.

26. **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?**

Gifts are presented to dignitaries during overseas missions and to dignitaries visiting NSW in accordance with established protocol.

27. **Do you purchase bottled water or provide water coolers for your office?**

- (a) **What is the monthly cost of this?**

The Ministry spent \$466 on filtered water for their offices in 2018-19.

28. **How much did your ministerial office spend on hospitality, including catering and beverages, in 2018-19?**

Expenditure on hospitality across the Ministry totalled \$27,782 in 2018-19, which includes catering for stakeholder meetings and courtesy calls with visiting dignitaries.

29. **What non-standard features are fitted to your ministerial vehicle?**

- (a) **What is the cost of each non-standard feature?**

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.

30. **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?**

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.



31. **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?**

Expenditure on charter flights for the Ministry totalled \$83,845 in 2018-19, compared to 2009-10 expenditure of \$281,567 under Labor.

32. **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?**

No.

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

33. **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?**

34. **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?**

33. - 34. Accommodation planning for the Education Cluster is undertaken in accordance with the Government's accommodation strategy and design guidelines. Agile working environments are being rolled out as appropriate.

### **Hospitality**

35. **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?**

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**

**36. 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?**

The Education Cluster uses Labour Hire firms, in accordance with NSW Public Service policies to cover temporary vacancies as required. There are no central records maintained by the Department of Education, with operations authorised to make such arrangements, subject to their overall labour expense cap.

TAFE NSW commenced using Contractor Central in November 2018 who now maintain these records.

**Stationary**

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

- (a) **What was the cost of stationary 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?**

Stationery purchases by the Education Cluster agencies are made in accordance with the applicable policies and procedures on procurement.

**Credit Cards**

38. **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?

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**

**39. 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 advisors in financial year:**
  - i. 2015-16**
  - ii. 2016-17**
  - iii. 2017-18**
  - iv. 2018-2019**
  - v. 2019-present?**

39. (a-b) Staff numbers are included in the relevant agency annual report. Staff numbers undertaking media or public relations activities are commensurate with need and can go down or up as required.

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

### **Facebook**

40. **How much did your ministerial office spend on Facebook advertising or sponsored posts in 2018-19?**

No taxpayer money has been spent on Facebook advertising or sponsored posts.

41. **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?**

Where appropriate, social media is used by agencies alongside other forms of advertising as a cost effective medium of communication.

### **Overseas Trips**

42. **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?**

Details of overseas travel including costs are published on agency websites.

### **Department/Agency Travel**

43. **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?**

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

## **Drivers**

44. **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?**

No senior executives in the Department of Education or TAFE NSW are provided drivers.

## **Consulting**

45. **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**

The Financial Statements, including expenditure on consultants, are available in agency annual reports.

## Web Content

46. 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?

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

(b) See tables below:-

<b>Department of Education Site</b>	<b>Page views 2018-2019 FY</b>
education.nsw.gov.au	91,923,339
schoolinfrastructure.nsw.gov.au	622,688
deinternational.nsw.edu.au/	609,088
cese.nsw.gov.au	583,878
shellcove-p.schools.nsw.gov.au	371,217
data.cese.nsw.gov.au/	337,062
huntperfor-h.schools.nsw.gov.au	329,535
healthyschoolcanteens.nsw.gov.au/	305,068
glenmorepark-lc.schools.nsw.gov.au	272,950
killarney-h.schools.nsw.gov.au	260,823
tempe-h.schools.nsw.gov.au	239,107
stives-h.schools.nsw.gov.au	206,982
websitetraining.schools.nsw.gov.au	190,696
hornsbynt-h.schools.nsw.gov.au	184,711
castlehill-h.schools.nsw.gov.au	181,775
caringbah-h.schools.nsw.gov.au	180,744
whitebridg-h.schools.nsw.gov.au	175,509
glenwood-h.schools.nsw.gov.au	172,583
eppingboy-h.schools.nsw.gov.au	168,038
menai-h.schools.nsw.gov.au	167,838

<b>TAFE NSW Site</b>	<b>Page views 2018-19 FY</b>
tafensw.edu.au	50,999,363
tafenow.com.au	5,661,532
enrolmentportal.ebs.tafensw.edu.au	4,839,120
learn.taferiverina.edu.au	3,460,517
oten.tafensw.edu.au	2,915,588



<b>TAFE NSW Site</b>	<b>Page views 2018-19 FY</b>
wsi.tafensw.edu.au	1,434,407
northcoasttafe.edu.au	839,891
studyintafe.edu.au	776,695
nsi.tafensw.edu.au	730,124
hunter.tafensw.edu.au	709,461
swwsi.tafensw.edu.au	550,319
skillsforbusiness.edu.au	314,267
illawarra.tafensw.edu.au	268,581
rit.tafensw.edu.au	265,168
tne.edu.au	195,072
sydneytafe.edu.au	89,811
tafewestern.edu.au	60,382
wsiinternational.tafensw.edu.au	32,978
tafebytes.com.au	6,305

### **Department/Agency Staffing**

47. **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?**
48. **What was the total cost of all redundancies?**
49. **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?**
50. **Are any staff formerly employed by your ministerial office now employed by departments, statutory agencies and/or other bodies under your portfolio responsibility?**
51. **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?**

47 -51. 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.

52. **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?**

Advertising expenses can be found in the annual report.

#### **Smart Phone**

53. **How many mobile phones are given to staff or board members?**

- (a) **How many new mobile phones were purchased in the last year?**

54. **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?**

55. **How many had to be replaced due to damage?**

56. **How many were reported as lost?**

57. **How many tablets are given to staff or board members?**

- (a) **How many new tablets in the last year?**

58. **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?
59. How many phones and tablets had to be replaced due to damage?
60. How many were reported as lost?
61. 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?
62. 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?
63. 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?
64. 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?
53. - 64. IT costs are managed within each agency's budget and in accordance with NSW Government's ICT and procurement policies and frameworks.

#### **Merchant fees**

65. 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.
66. 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.

67. **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?**

65. - 67. The Department of Education is exempt from the requirement to recoup merchant interchange fees.

Detail on merchant interchange fees is not held centrally for the Education cluster.

TAFE NSW does not pass merchant fees on to students.

### **Advertising and Sponsorships**

68. **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?**

69. **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?**

68. - 69. 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**

70. **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.**

In accordance with the NSW Procurement Board's Direction (PBD-2013-05), the Education Cluster 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. The Annual Reports include all consultancies including those involving probity advisers valued more than \$50,000.

## **Energy**

71. **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?**
72. **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.**
73. **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?**
74. **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?**
75. **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?**

76. **What proportion of that electricity is it estimated will come from renewable sources, for each year?**
77. **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.)?**
78. **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?**
71. - 78. Energy purchases by Premier and Cabinet 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.

### **General Costs**

79. **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?

The Financial Statements, including expenditure on any general costs, are available in the relevant agency's annual report. Plant and related purchases by the Education Cluster agencies are made in accordance with the applicable policies and procedures on procurement.

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

80. **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;**

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) **Date of introduction of domestic violence leave into enterprise agreements/contracts of employment, awards as applicable;**

80 (b) Section 84A was added to the Award in 2011.

- (c) **Whether or not all employees and/or contractors are eligible for domestic violence leave;**

80 (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) **Number of days of domestic violence leave that have been taken in each financial year since the introduction of such leave;**

80 (d) It is not a separate leave code. These requests are processed under the special leave code.

(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;**

80 (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 maybe granted up to five days per calendar year.

(h) **Whether or not all staff and/or contractors have access to Employee Assistance Programs?**

All staff, their families and contractors have access to the Employee Assistance Program.

(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**

80 (i) An e-learning module has been developed in consultation with Family and Community Services. DPC is working to ensure all staff are trained in line with the developed modules.

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

DPC is an accredited White Ribbon Workplace through White Ribbon Australia. DPC continues to provide ongoing support and guidance to cluster agencies on best practice approaches to supporting women who are experiencing domestic violence.

82. **What percentage of staff in each agency has undertaken domestic violence training?**

An e-learning module has been developed in consultation with Family and Community Services. DPC is working to ensure all staff are trained in line with the developed modules.



83. **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?**

DPC complies with the highest levels of document and privacy management consistent with the *Privacy and Personal Information Act 1998* (NSW).

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

84. **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**
84. (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 the Department of Premier and Cabinet 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 the Department of Premier and Cabinet and a number of agencies in the cluster.
  - (c) Complaints of this nature are addressed through the Department of Premier and Cabinet 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.

### **Participation of women in Government**

85. **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?**

(a)-(c) This information is available in each agency's Annual Report.

- (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?**

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) **What is the gender pay gap within your department, statutory agency and/or other body within your portfolio?**

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

The workforce profile data collected by the PSC is made available to Women NSW.

### **Professional Photography**

86. **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?**

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

### **Unmanned Aerial Services**

87. **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?**

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

### **Seconded Staff**

88. **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?**

89. **Please provide their names, their substantive work title, and their seconded work title.**

88. – 89. 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**

90. **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?**

91. **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?**

90. - 91. The Financial Statements, including expenditure on consultants, are available in agency annual reports.

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

92. **Since March 30, how many formal GIPAs have your cluster/ department received?**

93. **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?**

94. **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?

ii. Review by the Information Commissioner?

iii. 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?

95. 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)?

92. - 95. Information on GIPA requests is contained in Agency Annual Reports.

96. Has any GIPAs that appeared on the agency's disclosure log been taken down?

(a) For what reason/s?

No.

## TERTIARY EDUCATION

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

#### Country Universities Centre

97. The decision was made between 23 February 2017 and 27 February 2017 to increase the grant to Country Universities Centre from \$5 million to \$8 million – What pool of funds did the additional \$3 million come from?

(a) When did the Minister approve the increase from \$5 million to \$8 million?

Funds were allocated from available Smart and Skilled funding.

On 3 April 2017, the Deputy Premier approved the Department of Industry's recommendation to provide a grant of \$8 million to Country University Centre.

98. The Department of Industry Deputy Premier Briefing – Policy Grant to Country Universities Centre for \$8 million is signed and dated by the Deputy Premier on 3 April 2017 – Why was the funding deed signed by Duncan Taylor and Gabrielle M Curtin on behalf of CUC signed and dated 15 March 2017? – Is it normal and common practice for funding deeds to be prepared and signed by the recipients prior to receiving Ministerial approval?

A funding deed is not in force until it is executed by all parties.

99. What regional locations have requested Country Universities Centres to be located in their towns?

(a) Did each of the successful recipients submit a request?

i. If no, which locations were chosen with no request received?

ii. If yes, what was the timeframe from request receipt to confirmation of a successful request?

iii. Did each successful location have to meet the same selection criteria?

The communities who have submitted a proposal are the five successful centres listed below, and the community of Young.

(a) Yes.

i. N/A

ii. See table below

<b>Centre Name</b>	<b>Request Received</b>	<b>Confirmation</b>
CUC Far West	16/9/17	15/11/17
CUC Goulburn	7/11/17	30/11/17
CUC North West	1/5/18	27/6/18
CUC Clarence Valley	1/7/18	7/8/18
CUC Western Riverina	23/7/18	21/12/18

iii. Yes.

100. **How many applications for funding were refused in the Smart and Skilled budget for 2016-2017 financial year?**

(a) **How many facilities/businesses/training organisations closed in the 2016-2017 and 2017-2018 financial years due to the lack of students being unable to access Smart and Skilled funding?**

(b) **How many existing students were affected by their facility closing and had to:**

i. **Transfer to another facility/business/training organisation?**

ii. **Discontinue their course?**

Training Services NSW does not collect data on registered training organisations (RTOs) that are not contracted to deliver subsidised training.

#### **Ministerial Travel/Meal Allowance**

101. **How many nights travel were claimed by the Minister during the 2018-19 period?**

102. **How many nights travel were claimed by the Minister's spouse during the 2018-19 period?**

103. **What was the total amount of travel allowances claimed by the Minister and their spouse (if applicable) during 2018-19?**

104. **What is the total amount of meal allowances claimed by the Minister and their spouse (if applicable) during 2018-19?**

101 – 104. Refer to Answer 12-15.

#### **Efficiency dividends**

105. **What was the forecast efficiency dividend saving for each department, statutory agency and/or other body within your portfolio in 2018-19?**

106. **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?**
107. **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?**

105 – 107. Refer to Answer 16-18.

### **Ministerial Office Administration**

108. **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?**

Refer to Answer 19.

109. **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?**

Refer to Answer 20.

110. **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?**

Refer to Answer 21.



111. **Has any artwork been purchased or leased for display in your ministerial office in 2018-19?**

(a) **What is the cost of this?**

Refer to Answer 22.

112. **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?**

113. **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?**

Refer to Answer 23-24.

114. **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?**

Refer to Answer 25.

115. **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?**

Refer to Answer 26.

116. **Do you purchase bottled water or provide water coolers for your office?**

(a) **What is the monthly cost of this?**

Refer to Answer 27.

117. **How much did your ministerial office spend on hospitality, including catering and beverages, in 2018-19?**

Refer to Answer 28.

118. **What non-standard features are fitted to your ministerial vehicle?**

(a) **What is the cost of each non-standard feature?**

Refer to Answer 29.

119. **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?**

Refer to Answer 30.

120. **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?**

Refer to Answer 31.

121. **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?**

Refer to Answer 32.

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

122. **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?**

123. **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?**

122 – 123 Refer to Answer 33-34.

#### **Hospitality**

124. **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?**

Refer to Answer 35.

### **Labour Hire Firms**

125. **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?**

Refer to Answer 36.

### **Stationary**

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

- (a) What was the cost of stationary 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?

Refer to Answer 37.

### **Credit Cards**

127. 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?

Refer to Answer 38.

## **Media and Public Relations**

128. 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 advisors in financial year:
  - i. 2015-16
  - ii. 2016-17
  - iii. 2017-18
  - iv. 2018-2019
  - v. 2019-present?

## **Facebook**

129. How much did your ministerial office spend on Facebook advertising or sponsored posts in 2018-19?

Refer to Answer 40.

130. 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?

Refer to Answer 41.

### **Overseas Trips**

131. **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?**

Refer to Answer 42.

### **Department/Agency Travel**

132. **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?**

Refer to Answer 43.

### **Drivers**

133. **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?**

Refer to Answer 44.

## **Consulting**

134. 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

Refer to Answer 45.

## **Web Content**

135. 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?

Refer to Answer 46.

## **Department/Agency Staffing**

136. 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?**

137. **What was the total cost of all redundancies?**

138. **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?**

139. **Are any staff formerly employed by your ministerial office now employed by departments, statutory agencies and/or other bodies under your portfolio responsibility?**

140. **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?**

Refer to Answer 47-51.

141. **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?**

Refer to Answer 52.

### **Smart Phone**

142. **How many mobile phones are given to staff or board members?**

(a) **How many new mobile phones were purchased in the last year?**

143. **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?
144. How many had to be replaced due to damage?
145. How many were reported as lost?
146. How many tablets are given to staff or board members?
- (a) How many new tablets in the last year?
147. 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?
148. How many phones and tablets had to be replaced due to damage?
149. How many were reported as lost?
150. 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?
151. 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?
152. 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?
153. 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?**

Refer to Answer 53-64.

#### **Merchant fees**

154. **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.**
155. **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.**
156. **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?**

Refer to Answer 65-67.

#### **Advertising and Sponsorships**

157. **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?
158. **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?

Refer to Answer 68-69.

### **Probity Auditor**

159. **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.**

Refer to Answer 70.

### **Energy**

160. **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?
161. **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.**
162. **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?**
163. **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?**
164. **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?
165. What proportion of that electricity is it estimated will come from renewable sources, for each year?
166. 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.)?
167. 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?

Refer to Answer 71-78.

### **General Costs**

168. 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?

Refer to Answer 79.

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

169. 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**

Refer to Answer 80.

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

Refer to Answer 81.

171. **What percentage of staff in each agency has undertaken domestic violence training?**

Refer to Answer 82.

172. **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?**

Refer to Answer 83.

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

173. **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

Refer to Answer 84.

#### **Participation of women in Government**

174. 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?

Refer to Answer 85.

#### **Professional Photography**

175. 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?



Refer to Answer 86.

### **Unmanned Aerial Services**

176. **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?**

Refer to Answer 87.

### **Seconded Staff**

177. **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?**

178. **Please provide their names, their substantive work title, and their seconded work title.**

177 – 178. Refer to Answer 88-89.

### **Consultant Costs**

179. **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?

180. 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?

179 – 180. Refer to Answer 90.

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

181. Since March 30, how many formal GIPAs have your cluster/ department received?

182. 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?

183. 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?

ii. Review by the Information Commissioner?

iii. 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?

184. 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)?**

181 – 184. Refer to Answer 92-95.

185. **Has any GIPAs that appeared on the agency's disclosure log been taken down?**

- (a) **For what reason/s?**

Refer to Answer 96.