



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?

#### 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?
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.
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?

## 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?
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.
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.

- 8. What is the commercial value of Lot 100 DP 1004331?
  - (a) Does Hunter TAFE plan to sell this site?
- 9. Is the Government planning to cut the amount of hours and days that cleaners will spend cleaning at TAFE?
- 10. Will the Minister exclude cuts to hours for cleaners in TAFE?
- 11. Will the learning environment for teachers and students still be cleaned to the highest standards if hours are reduced for cleaners in TAFE?

#### **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?

#### **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?

**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?
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?
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?
22. Has any artwork been purchased or leased for display in your ministerial office in 2018-19?
- (a) What is the cost of this?
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?

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?
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?
27. Do you purchase bottled water or provide water coolers for your office?
  - (a) What is the monthly cost of this?
28. How much did your ministerial office spend on hospitality, including catering and beverages, in 2018-19?
29. What non-standard features are fitted to your ministerial vehicle?
  - (a) What is the cost of each non-standard feature?
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?
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?
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?

### **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?

### **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?

### **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?

## **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?

## **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?

## **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?

## **Facebook**

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

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?

## **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?

**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?

**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?

## **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

## **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?

## **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?
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?

**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?

**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?

### **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?

### **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.

## 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?

**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?

**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;
- (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

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

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

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?

#### **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

### **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?
  - (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?

### **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?

### **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?

### **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.

### **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?

**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)?

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

(a) For what reason/s?

## TERTIARY EDUCATION

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

### **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?

### **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?

### **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?
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?
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?
111. Has any artwork been purchased or leased for display in your ministerial office in 2018-19?
- (a) What is the cost of this?
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?
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?
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?
116. Do you purchase bottled water or provide water coolers for your office?
- (a) What is the monthly cost of this?
117. How much did your ministerial office spend on hospitality, including catering and beverages, in 2018-19?
118. What non-standard features are fitted to your ministerial vehicle?
- (a) What is the cost of each non-standard feature?
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?
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?
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?

**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?

**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?

### **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?

### **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?

### **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?

### **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?
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?

### **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?

### **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?

## **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?

## **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

## **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?

### **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?
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?



## 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?

### **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?

### **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?

### **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.

### **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?

### **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?

### **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

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

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

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?

### **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

### **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?

### **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?

### **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?

### **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.

**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?

**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)?
185. Has any GIPAs that appeared on the agency's disclosure log been taken down?
- (a) For what reason/s?