

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation and Science Portfolio
2016 - 2017 Additional Estimates
2 March 2017

AGENCY: NATIONAL OFFSHORE PETROLEUM SAFETY AND ENVIRONMENTAL
MANAGEMENT AUTHORITY

TOPIC: NOPSEMA

REFERENCE: Written Question – Senator Ketter

QUESTION No.: AI-172

- 1) Does any office use a garden service for indoor or outdoor pot plants/flowers maintenance?
 - a. Who are the contracts with?
 - b. How much does each contract cost?
 - c. How often do they visit?
- 2) Have any floral displays or indoor plants or pot plants been hired or leased for display in any offices?
 - a. Who were the contracts with?
 - b. How much was each contract cost?
- 3) What was the total cost of all subscriptions by you and your staff to online news services, newspapers, magazines, journals and periodicals from 1 January 2016?
 - a. What are these services / newspapers / magazines / journals / periodicals?
- 4) What was the total value of all gifts purchased for use by the department since 1 January 2016?
 - a. What were the gifts purchased?
 - i. Who were they gifted to?
- 5) Do you purchase bottled water or provide coolers for your department?
 - a. What is the monthly cost of this?
- 6) Do you provide fruit for your department?
 - a. What is the monthly cost of this?
- 7) What is the total bill for your department since 1 January 2016:
 - a. Taxi hire
 - b. Limousine hire
 - c. Private hire care
 - d. Hire car rental
 - e. Ridesharing services
- 8) How many media or public relations advisers are employed in the department?
- 9) What is the forecast for the current financial year for the number of media or public relations advisers to be employed and their total cost?
- 10) What is the total cost of media monitoring services used by Department?
- 11) How much did your department spend on Facebook advertising or sponsored posts in 2015-16?
- 12) How much has the Department spend in legal costs since 1 January 2016?
 - a. For what specific purposes or matters was legal advice sought?
- 13) Has the Department engaged any consultants to provide the following services or advice since 1 January 2016?
 - a. Social media
 - i. And the cost of these services
 - b. Photography
 - i. corporate photography services:
 - c. Acting training
 - i. And the cost of these services
 - d. Ergonomics

- i. And the cost of these services
- 14) Have any staff who received a redundancy from the Department in the last two years undertaken any paid work or provided any paid services for the Department?
 - a. What was the nature of these works/services?
 - b. What was the total cost of these works or services?
- 15) How many redundancies were processed by the Department since 1 January 2016?
 - a. Of these redundancies, how many were:
 - i. Voluntary?
 - ii. Forced?
 - b. What was the total cost of all redundancies?
- 16) Does the department have an iTunes account?
 - a. What is the total expenditure since 2016 on iTunes?
 - i. What applications/subscriptions/services were purchased through iTunes? 131.
- 17) Does the department have an Android account?
 - a. What was the total expenditure in 2015-16 on Android?
 - b. What applications/subscriptions/services were purchased through Android?
- 18) What were the top 20 most utilised (by data sent and received) unique domain names accessed by the department this year?
- 19) What were the top 20 most accessed (by number of times accessed) unique domain names accessed by the department this year?
- 20) How much is spent on tea/coffee/milk for staff?
- 21) Does any office have coffee machines?
 - a. How many?
 - b. What was their purchase cost?
 - c. What is their maintenance cost?
 - d. Who has access to them?
- 22) How many mobile phones are given to staff?
 - a. How many new mobile phones in the last year?
 - b. What is the total cost of these phones?
 - c. How many had to be replaced due to damage?
 - d. How many were reported as lost?
- 23) How many tablets are given to staff?
 - a. How many new tablets in the last year?
 - b. What is the total cost of these tablets?
 - c. How many had to be replaced due to damage?
 - d. How many were reported as lost?
- 24) 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?
- 25) How many staff 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?
- 26) What was the annual cost of stationary?
- 27) What brand of paper does the Department use?
 - a. Is this paper Australian made?
- 28) Were any refurbishments on office buildings carried out in the last year?
 - a. What were they?
 - b. What was the cost?
- 29) Were any internal fitouts/maintenance carried out on office buildings in the last year?
 - a. What was the cost?
- 30) How many functions did the Department cater for since 1 January 2016?
 - a. List of functions,
 - b. List of attendees including departmental officials and members of the Minister's family or personal staff;

- c. Function venue;
 - d. Itemised list of costs;
 - e. Details of any food served;
 - f. Details of any wines or champagnes served including brand and vintage;
 - g. Details of any spirits served including brand and vintage;
 - h. Details of any floral arrangements or other decorations; and
 - i. Details of any entertainment provided.
- 31) Please provide a list of all statutory, board and legislated office vacancies and other significant appointments vacancies within the department, including length of time vacant and current acting arrangements.
- 32) How much has the Department spent on media monitoring since 1 January 2016?
- a. Please provide a list of all Contact Notice IDs for the Austender website in relation to media monitoring contracts.
- 33) How much has the Department spent on advertising and information campaigns since 1 January 2016?
- a. Please provide a list of all Contract Notice IDs for the Austender website in relation to advertising and information campaign contracts please be provided.
- 34) Were any members of your department charged with fraud?
- a. How many staff members?
 - b. What disciplinary action was taken?
- 35) Has the Department undertaken / contracted any market research in the last 12 months?
- a. With whom?
 - b. For what?
 - c. What was the value of the contract?

ANSWER

- 1) Does any office use a garden service for indoor or outdoor pot plants/flowers maintenance?
No
- 2) Have any floral displays or indoor plants or pot plants been hired or leased for display in any offices?
No
- 3) What was the total cost of all subscriptions by you and your staff to online news services, newspapers, magazines, journals and periodicals from 1 January 2016?
The total cost of subscriptions for the period 1 January to 31 December 2016 was \$83,872. The subscriptions comprised of:
- online news services - \$18,410
 - newspapers - \$8,102
 - magazines, journals and periodicals - \$57,360
- a. What are these services/newspapers/magazines/journals/periodicals?
The services included:
- SAI Global Standard - \$19,471
 - IHS Australia - \$18,606
 - Meltwater - \$9,688
 - ISentia - \$8,722
 - Newspapers - \$8,102
 - New relic - \$3,945
 - Smartkpis - \$3,632
 - Oil and Gas Radar - \$2,886
 - Techniworks - \$2,400
 - APSC Subscription Allowance Service - \$1,400
 - Aspermont Media - Energy News - \$794

- Survey Monkey - \$780
- IMO-VEGA database update - \$700
- Mailchimp - \$642
- Macquarie Dictionary - \$363
- Print media monitoring - \$276
- Oil and Gas UK - \$212
- Misc small value Items <\$200 - \$1,253
- **Total cost of services** **\$83,872**

4) What was the total value of all gifts purchased for use by the department since 1 January 2016?
Nil.

5) Do you purchase bottled water or provide coolers for your department?
Yes, NOPSEMA provides one water cooler.

- a. What is the monthly cost of this?
The monthly cost of the water cooler is \$55 per month.

6) Do you provide fruit for your department?
No

7) What is the total bill for your department since 1 January 2016:
For the period 1 January to 31 December 2016 the total bill for transport-related costs was \$42,211.

- a. Taxi hire
Taxi services were utilised for the following purposes:
- traveling to training - \$19,730
 - traveling to regulatory inspections – \$16,454
 - business travel - \$15,433
 - **total taxi hire cost - \$33,860**
- b. Limousine hire
Nil
- c. Private hire care/motor vehicle allowance
\$6,397
- d. Hire car rental
\$1,954
- e. Ridesharing services
Nil.

8) How many media or public relations advisers are employed in the department?
NOPSEMA has three staff employed on a fulltime basis to fulfill duties associated with communication and liaison. Media liaison comprises approximately 25% of their duties as these staff members are also responsible for liaison with industry, government, and ministerial offices. The three communications personnel include:

- Manager, Legislative Change, Communications and Stakeholder Relations
- Senior Communications and Stakeholder Relations Advisor
- Communications and Stakeholder Relations Advisor.

9) What is the forecast for the current financial year for the number of media or public relations advisers to be employed and their total cost?
25% of the annual cost (for the 2017 financial year) for media liaison duties for NOPSEMA's three communications personnel is \$103,920.

10) What is the total cost of media monitoring services used by Department?

For the period 1 January to 31 December 2016, the total cost of media monitoring services was \$18,410. This included Isentia Pty Ltd (\$8,722) and Meltwater News (\$9,688).

11) How much did your department spend on Facebook advertising or sponsored posts in 2015-16?
Nil.

12) How much has the Department spend in legal costs since 1 January 2016?

For the period 1 January to 31 December 2016 \$89,486 was spent on legal costs comprising:

- \$14,941 Legal advice (counsel costs)
- \$63,460 Legal advice (AGS costs)
- \$11,085 Legal advice (other)

a. For what specific purposes or matters was legal advice sought?

NOPSEMA sought legal advice for matters related to:

- Human resources employment matters
- Freedom of Information requests
- Fair Work Commission (FWC) matters
- Briefs to counsel on FWC matters.

13) Has the Department engaged any consultants to provide the following services or advice since 1 January 2016?

Yes

a. Social media

Nil

b. Photography

\$4,988.50 (staff photos)

c. Acting training

Nil

d. Ergonomics

Ergonomic workstation assessments were conducted for a number of staff by BodySmart. The cost of these services was \$1,119.

14) Have any staff who received a redundancy from the Department in the last two years undertaken any paid work or provided any paid services for the Department?

No.

15) How many redundancies were processed by the Department since 1 January 2016?

There have been no redundancies for the period 1 January to 31 December 2016.

16) Does the department have an iTunes account?

No.

17) Does the department have an Android account?

No.

18) What were the top 20 most utilised (by data sent and received) unique domain names accessed by the department this year?

NOPSEMA retains website access data for the previous 24 hour period only, and therefore cannot provide data consumption information related to unique domain names to date this year.

19) What were the top 20 most accessed (by number of times accessed) unique domain names accessed by the department this year?

NOPSEMA retains website access data for the previous 24 hour period only and therefore cannot

provide website information related to the number of times unique domain names are accessed.

20) How much is spent on tea/coffee/milk for staff?

For the period 1 January to 31 December 2016 a total of \$16,108 was spent on coffee, milk and kitchen supplies as detailed below:

- coffee supplies – \$6,409
- kitchen supplies – \$1,431
- milk – \$8,268

21) Does any office have coffee machines?

Yes

a. How many?

Two

b. What was their purchase cost?

The net cost to NOPSEMA for the two coffee machines was \$3,777.

c. What is their maintenance cost?

The maintenance costs are approximately \$296 per year.

d. Who has access to them?

All NOPSEMA personnel have access to the coffee machines and guests of the National Offshore Petroleum Titles Administrator (NOPTA) and NOPSEMA have access to the coffee machines. Guests may include, visitors from industry and other stakeholder groups when attending meetings and events at NOPSEMA.

22) How many mobile phones are given to staff?

a. How many new mobile phones in the last year?

Six mobile phones were issued to staff during the period 1 January to 31 December 2016.

b. What is the total cost of these phones?

The total cost of the phones issued to staff during the period 1 January to 31 December 2016 was \$6,808.

c. How many had to be replaced due to damage?

13 Phones were recorded during 2016-2017 financial year as being replaced due to damage. As a result six new phones were purchased as replacements

d. How many were reported as lost?

Nil.

23) How many tablets are given to staff?

N/A

24) How many people have both a smart phone and a tablet?

One member of NOPSEMA's staff has both a smart phone and a tablet.

a. What is the lowest ranked official who has both a work smart phone and tablet?

NOPSEMA's Chief Executive Officer

25) How many staff overspent on their phone or tablet data bill?

During the period 1 January to 31 December 2016, 10 unique staff members exceeded their data allowance.

a. By how much?

A combined \$241.12 was over spent on excess data fees in the same 12 month period.

b. What was the average cost of data bills for tablets and mobile phones?

Average cost of data across all staff is \$21.78 per month.

c. What was the highest monthly cost?

The highest monthly cost for a single data service was \$160 and the highest monthly cost for all data services was \$950.34.

26) What was the annual cost of stationary?

\$13,080

27) What brand of paper does the Department use?

“Australian” – Bright White recycled paper

a. Is this paper Australian made?

Yes – 80% recycled Australian Forestry Standard AFS/01-31-08

28) Were any refurbishments on office buildings carried out in the last year?

Yes.

a. What were they?

The refurbishment costs were attributed to the removal of partition/dividing wall in a breakout room shared by NOPSEMA and the National Offshore Petroleum Titles Administrator (NOPTA). The refurbishment allowed for greater standing room and usability of floor space.

b. What was the cost?

NOPSEMA contributed \$3,574 towards the refurbishment.

29) Were any internal fitouts/maintenance carried out on office buildings in the last year?

No.

30) How many functions did the Department cater for since 1 January 2016?

NOPSEMA catered for two functions for the period 1 January to 31 December 2016.

a. List of functions

NOPSEMA's finance department does not keep such details, however, financial records were kept for the following functions for the period 1 January to 31 December 2016:

- Annual staff (only) Christmas function
- International Offshore Petroleum Environmental Regulators (IOPER) midyear meeting.

b. List of attendees including departmental officials and members of the Minister's family or personal staff

- Annual staff (only) Christmas function (approximately 50 staff attended)
- IOPER - delegates attending the IOPER conference – meeting hosted by NOPSEMA's Head of Division - Environment, Cameron Grebe

c. Function venue

- Annual staff (only) Christmas function - The Reveley Bar, Perth \$1,862.28
- IOPER midyear meeting – Louve café, Perth \$255

d. Itemised list of costs

NOPSEMA contributed towards venue hire and a portion of the catering costs for finger food and light snacks. NOPSEMA staff also contributed towards further catering costs and met all costs associated with alcohol.

e. Details of any food served

NOPSEMA does not hold records of individual menus for those functions, however, the food served included finger food and light snacks only.

f. Details of any wines or champagnes served including brand and vintage;

NOPSEMA does not pay for alcohol at events.

g. Details of any spirits served including brand and vintage;

NOPSEMA does not pay for alcohol at events.

- h. Details of any floral arrangements or other decorations; and
Nil.
- i. Details of any entertainment provided.
Nil.

31) Please provide a list of all statutory, board and legislated office vacancies and other significant appointments vacancies within the department, including length of time vacant and current acting arrangements.

The NOPSEMA Advisory Board comprises six to eight members. In the past 12 months, three members of the Board have departed the Board and three new members have commenced, ensuring a minimum of six members currently.

32) How much has the Department spent on media monitoring since 1 January 2016?

- a. Please provide a list of all Contract Notice IDs for the Austender website in relation to media monitoring contracts.

Online news services / Media Monitoring \$18,410 comprising;

- o \$8,722 - Isentia Pty Ltd: CN3296969 (1-Oct-2015 to 6-Oct-2016)
- o \$9,688 - Meltwater News: CN3366160 (2-Aug-2016 to 1-Aug-2017)

33) How much has the Department spent on advertising and information campaigns since 1 January 2016?

- Advertising – Nil.
- Information campaigns - \$191 (Offshore oil and gas open days in South Australia. The costs were associated with venue hire fees).

- a. Please provide a list of all Contract Notice IDs for the Austender website in relation to advertising and information campaign contracts please be provided.

N/A

34) Were any members of your department charged with fraud?

Nil.

35) Has the Department undertaken/contracted any market research in the last 12 months?

NOPSEMA has not undertaken any marketing research in the last 12 months.