

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation and Science Portfolio
2017 - 2018 Budget Estimates
31 May – 1 June 2017

AGENCY/DEPARTMENT: National Offshore Petroleum Safety and Environment Management Authority (NOPSEMA)

TOPIC: NOPSEMA

REFERENCE: Written Question – Senator Ketter

QUESTION No.: BI-184

- 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 July 2016?
 - a. What are these services / newspapers / magazines / journals / periodicals?
- 4) What was the total value of all gifts purchased for use by NOPSEMA since 1 July 2016?
 - a. What were the gifts purchased?
 - i. Who were they gifted to?
- 5) Does NOPSEMA purchase bottled water or provide coolers?
 - a. What is the monthly cost of this?
- 6) Does NOPSEMA provide fruit?
 - a. What is the monthly cost of this?
- 7) What is the total bill for NOPSEMA since 1 July 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 NOPSEMA?
- 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 2016-17?
- 12) How much has the Department spend in legal costs since 1 July 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 July 2016?
 - a. Social media
 - i. And the cost of these services
 - b. Photography
 - i. And the cost of these 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 NOPSEMA in the last two years undertaken any paid work or provided any paid services for the agency?
 - 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 NOPSEMA since 1 July 2016?
 - a. Of these redundancies, how many were:
 - i. Voluntary?
 - ii. Forced?
 - b. What was the total cost of all redundancies?
- 16) Does NOPSEMA have an iTunes account?
 - a. What is the total expenditure since 2016 on iTunes?
 - i. What applications/subscriptions/services were purchased through iTunes?
- 17) Does NOPSEMA 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 NOPSEMA this year?
- 19) What were the top 20 most accessed (by number of times accessed) unique domain names accessed by NOPSEMA 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 July 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 NOPSEMA spent on media monitoring since 1 July 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 NOPSEMA spent on advertising and information campaigns since 1 July 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 NOPSEMA undertaken / contracted any market research in the last 12 months?
 - a. With whom?
 - b. For what?
 - c. What was the value of the contract?
- 36) Does NOPSEMA use any labour hire companies to source staff?
- 37) Does NOPSEMA use Labour Hire Agreements?
- 38) How long has NOPSEMA used labour hire companies?
- 39) How many staff are employed under via these arrangements?
- 40) How many staff are employed by the NOPSEMA as contractors?
- 41) Who authorised the use of labour hire companies?
- 42) Do staff under these labour hire arrangements receive as much training and security clearance as permanent staff?
- 43) Do staff under these arrangements receive the same pay and conditions as permanent staff?
- 44) Do these temporary staff have access to the same systems and databases?
- 45) Is this a concern from a security perspective?
- 46) Does this impact productivity of NOPSEMA if staff employed via labour hire arrangements are unable to access the required resources to do their job?
- 47) How many work health and safety have been reported to NOPSEMA in the last four years?
- 48) How many have led to prosecution?
- 49) How many credit cards are currently on issue for staff in NOPSEMA and agencies within the portfolio? If possible, please provide a break-down of this information by APS/ SES level.
- 50) What was the value of the largest reported purchase on a credit card since 1 July 2016 and what was it for?
- 51) How much interest was paid on amounts outstanding from credit cards since 1 July 2016?
- 52) How much was paid in late fees on amounts outstanding from credit cards since 1 July 2016?
- 53) What was the largest amount outstanding on a single card at the end of a payment period since 1 July 2016 and what was the card holder's APS/ SES level?
- 54) How many credit cards were reported as lost or stolen since 1 July 2016 and what was the cost of their replacement?
- 55) How many credit card purchases were deemed to be illegitimate or contrary to agency policy since 1 July 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis since 1 July 2016 and what was the total value thereof? Were all those amounts

actually repaid? If no, how many were not repaid, and what was the total value thereof?

- 56) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid since 1 July 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
- 57) Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
- 58) Can a copy of NOPSEMA staff credit card policy please be provided?

ANSWER

- 1) Does any office use a garden service for indoor or outdoor pot plants/flowers maintenance?
No and N/A.
- 2) Have any floral displays or indoor plants or pot plants been hired or leased for display in any offices?
No and N/A.
- 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 July 2016?
The total cost of subscriptions from 1 July 2016 to 31 May 2017 was \$91,073.68.
The subscriptions comprised of:
 - online news services - \$10,778.00
 - newspapers - \$7,205.84
 - magazines, journals and periodicals - \$73,089.84
- a. What are these services/newspapers/magazines/journals/periodicals?
 - Newspapers - \$7,205.84 - West Australian; Financial Review; Australian
 - Magazines - \$1,050 - WA Business News
 - SAI Global Standard - \$18,974.35
 - IHS Australia - \$32,440.19
 - ISentia - \$1,090.00
 - Meltwater - \$9,688.00
 - Lexis Nexis - \$2,484.00
 - New Relic - \$3,944.69
 - Oil and Gas Radar - \$2,727.27
 - Energy News - \$926.36
 - Techniworks - \$2,438.40
 - APNIC - \$1,050.00
 - IMCA - \$3,999.10
 - Survey Monkey - \$780
 - IMO-VEGA Database update - \$700.00
 - Macquarie Dictionary - \$362.73
 - Lynda.com online subscription - \$486.32
 - AIM - \$500.00
 - Misc small value items <\$200 - \$251.15
- 4) What was the total value of all gifts purchased for use by NOPSEMA since 1 July 2016?
Nil.

5) Does NOPSEMA purchase bottled water or provide coolers?

Yes, NOPSEMA provides one water cooler.

a. What is the monthly cost of this?

The monthly cost of the water cooler is \$59.12

6) Does NOPSEMA provide fruit?

No.

7) What is the total bill for NOPSEMA since 1 July 2016:

For the period 1 July 2016 to 31 May 2017, the total bill for transport-related costs was \$31,119.48

a) Taxi Hire - \$30,313.06

b) Limousine hire - Nil

c) Private hire care - Nil

d) Hire car rental - \$806.42

e) Ridesharing services - Nil

8) How many media or public relations advisers are employed in NOPSEMA?

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 comprise:

- 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?

One quarter 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?

NOPSEMA does not have visibility of the Department's total cost of media monitoring service.

NOPSEMA only costs are provided at the response to Question 32.

11) How much did your department spend on Facebook advertising or sponsored posts in 2016-17?

Nil.

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

For the period 1 July 2016 to 31 May 2017 \$104,028.97 (Exclusive of GST) was spent on legal costs.

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

- Briefs to counsel for offence provisions
- Statutory interpretation advice
- Freedom of Information requests
- Human resources employment matters.

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

For the period, 1 July 2016 to 31 May 2017 NOPSEMA has engaged consultants to provide services as outlined below.

a. Social media

Nil.

b. Photography

\$5,340.10 (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 \$2,663.11

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

No.

- 15) How many redundancies were processed by NOPSEMA since 1 July 2016?

There have been no redundancies for the period 1 July 2016 to 31 May 2017.

- 16) Does NOPSEMA have an iTunes account?

No.

- 17) Does NOPSEMA have an Android account?

No.

- 18) What were the top 20 most utilised (by data sent and received) unique domain names accessed by NOPSEMA 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 NOPSEMA 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 July 2016 to 31 May 2017, a total cost of \$12,816.25 was spent on coffee, tea and milk.

- 21) Does any office have coffee machines?

Yes.

a. How many?

NOPSEMA has a total of three coffee machines, with one machine in Melbourne and two machines in the Perth office.

b. What was their purchase cost?

The net cost for the three coffee machines was \$4023.91

c. What is their maintenance cost?

The maintenance costs are approximately \$296 per annum.

d. Who has access to them?

All National Offshore Petroleum Titles Administrator (NOPTA) and NOPSEMA personnel have access to the coffee machines together with guests of the agencies who are offered refreshments. Guests may include visitors from industry and other stakeholder groups when attending meetings and events at NOPTA or NOPSEMA.

- 22) How many mobile phones are given to staff?

Thirty five members of staff are issued with mobile phones.

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

One new mobile phone was issued to staff during the period 1 July 2016 to 31 May 2017. This result does not include phones issued as replacements, as specified in part b.

- b. What is the total cost of these phones?
The total cost of the phone issued to staff during the period 1 July 2016 to 31 May 2017 was \$844.55 (GST exclusive).
 - c. How many had to be replaced due to damage?
Eight phones were replaced due to damage during the period 1 July 2016 to 31 May 2017.
The total cost was \$7032.00 (GST exclusive).
 - d. How many were reported as lost?
Nil
- 23) How many tablets are given to staff?
One member of staff is issued with a tablet.
- 24) How many people have both a smart phone and a tablet?
One member of 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?
The Chief Executive Officer.
- 25) How many staff overspent on their phone or tablet data bill?
During the period 10 June 2016 to 10 June 2017, eight unique staff exceeded their data allowance.
- a. By how much?
A combined \$3,325.38 was spent on excess data fees in the same period of time.
 - b. What was the average cost of data bills for tablets and mobile phones?
The average cost of data across all staff is \$19.97 per month.
 - c. What was the highest monthly cost?
The highest monthly cost for a single data service was \$1,308.86. This cost was attributed to data roaming for international executive travel.
- 26) What was the annual cost of stationery?
For the period 1 July 2017 to 31 May 2017 the cost of stationery was \$12,122.82.
- 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?
No.
- 29) Were any internal fitouts/maintenance carried out on the office buildings in the last year?
Yes.
- a) What was the cost?
Property maintenance - \$36,322.88
- 30) How many functions did the Department cater for since 1 July 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:
 - o NOPSEMA made a contribution to some of the food and venue cost associated with the annual staff (only) Christmas function
 - o 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 staff met all costs associated with drinks.

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. Members of NOPSEMA's Advisory Board are appointed by the Minister for Resources and Northern Australia.

- 32) How much has NOPSEMA spent on media monitoring since 1 July 2016?

During the period 1 July 2016 to 31 May 2017, \$13,262 was spent on media monitoring.

- a. Please provide a list of all Contact Notice IDs for the Austender website in relation to media monitoring contracts.
- Meltwater News – CN3366160 (2 Aug 2016 to 1 Aug 2017).

- 33) How much has NOPSEMA spent on advertising and information campaigns since 1 July 2016?

- Advertising - \$2391.79 (Public Service Gazette (APSC) & Adcorp Australia).

- Information campaigns – Nil.

- 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?

No.

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

No.

- 36) Does NOPSEMA use any labour hire companies to source staff?

Yes.

- 37) Does NOPSEMA use Labour Hire Agreements?

No

- 38) How long has NOPSEMA used labour hire companies?
Five years.
- 39) How many staff are employed under via these arrangements?
Five staff are employed under labor hire agreements.
- 40) How many staff are employed by the NOPSEMA as contractors?
Nil.
- 41) Who authorised the use of labour hire companies?
NOPSEMA's Chief Executive Officer and Chief Financial Officer authorised the use of relevant hire companies via business case approval.
- 42) Do staff under these labour hire arrangements receive as much training and security clearance as permanent staff?
Yes.
- 43) Do staff under these arrangements receive the same pay and conditions as permanent staff?
Labor hire staff are paid by the relevant labour hire agency under their terms and conditions. NOPSEMA ensures the same pay is provided.
- 44) Do these temporary staff have access to the same systems and databases?
Yes.
- 45) Is this a concern from a security perspective?
NOPSEMA provides the appropriate training to mitigate any potential security risks.
- 46) Does this impact productivity of NOPSEMA if staff employed via labour hire arrangements are unable to access the required resources to do their job?
N/A.
- 47) How many work health and safety have been reported to NOPSEMA in the last four years?
Please refer to NOPSEMA's responses to BI-72.
- 48) How many have led to prosecution?
Please refer to NOPSEMA's responses to BI-72.
- 49) How many credit cards are currently on issue for staff in NOPSEMA and agencies within the portfolio?
Please refer to NOPSEMA's responses to BI-88.
- 50) What was the value of the largest reported purchase on a credit card since 1 July 2016 and what was it for?
Please refer to NOPSEMA's responses to BI-88.
- 51) How much interest was paid on amounts outstanding from credit cards since 1 July 2016?
Please refer to NOPSEMA's responses to BI-88.
- 52) How much was paid in late fees on amounts outstanding from credit cards since 1 July 2016?
Please refer to NOPSEMA's responses to BI-88.

- 53) What was the largest amount outstanding on a single card at the end of a payment period since 1 July 2016 and what was the card holder's APS/ SES level?
Please refer to NOPSEMA's responses to BI-88.
- 54) How many credit cards were reported as lost or stolen since 1 July 2016 and what was the cost of their replacement?
Please refer to NOPSEMA's responses to BI-88.
- 55) How many credit card purchases were deemed to be illegitimate or contrary to agency policy since 1 July 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis since 1 July 2016 and what was the total value thereof? Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
Please refer to NOPSEMA's responses to BI-88.
- 56) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid since 1 July 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
Please refer to NOPSEMA's responses to BI-88.
- 57) Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
Please refer to NOPSEMA's responses to BI-88.
- 58) Attached Credit Card Policy
Please refer to NOPSEMA's responses to BI-88.