

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates For 2015-16
22 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Taxi costs

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 136

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much did each department/agency spend on taxis during the specified period? Provide a breakdown for each business group in each department/agency.

2. What are the reasons for taxi costs?

How much did the department spend on taxis during the specified period for their minister or minister's office?

Answer:

1. Since 14 September, 2015 \$22,081.30 has been spent on taxis.

2.

Business Group	Sum of Amount in local currency
Delivery	2,030.79
Strategy	1,127.73
Policy	380.85
General	18,5541.93
Grand Total	22,081.30

3. Taxi costs are for work related travel.

4. The DTO spent \$0.00 on taxis for the Minister's office.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates For 2015-16
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Hospitality and entertainment

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 137

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What has been the Department/Agency's hospitality spend including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.

Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer:

1. During this period the DTO's hospitality spend came in at a cost of approximately \$1645 inclusive of expenditure on food and drinks for the purpose of hospitality.
2. This Question should be addressed to the Department of the Prime Minister and Cabinet as the portfolio department responsible for the Minister.
3. During this period, the DTO has not had any entertainment spend.

4. This Question should be addressed to the Department of the Prime Minister and Cabinet as the portfolio department responsible for the Minister.
5. At this time, no further hospitality spend is anticipated.
6. This Question should be addressed to the Department of the Prime Minister and Cabinet as the portfolio department responsible for the Minister.
7. At this time, no entertainment spend is anticipated.
8. This Question should be addressed to the Department of the Prime Minister and Cabinet as the portfolio department responsible for the Minister.
9. The DTO expects that costs will reduce as a result of there being no anticipated expenditure on hospitality and entertainment.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates For 2015-16
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Executive coaching and leadership training

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 138

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:
 1. The name and nature of the service purchased
 2. Whether the service is one-on-one or group based
 3. The number of employees who received the service and their employment classification
 4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 5. The total amount spent on the service
 6. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
 1. The location used
 2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)

3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
4. Any costs the department or agency's incurred to use the location
6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?
For graduate or postgraduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer:

1. The DTO has not spent any money on executive coaching and/or other leadership training services in the relevant period.
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A
9. N/A
10. N/A
11. N/A
12. N/A
13. N/A
14. N/A
15. N/A
16. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates For 2015-16
22 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Staffing profile

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 139

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

Has there been any change to the staffing profile of the department/agency?

Answer:

Yes. As the DTO was a newly formed agency at that time its staffing profile consisted of mostly employees seconded from other agencies and labour hire contractors. Since then, the DTO has been recruiting a mix of ongoing and non-ongoing employees. There continues to be a small percentage of seconded employees and labour hire contractors.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Staffing reductions

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 140

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many staff reductions/voluntary redundancies have occurred?

1. What was the reason for these reductions?

2. Were any of these reductions involuntary redundancies? If yes, provide details.

3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.

4. If there are plans for staff reductions, please give the reason why these are happening.

5. Are there any plans for involuntary redundancies? If yes, provide details.

6. How many ongoing staff left the department/agency? What classification were these staff?

7. How many non-ongoing staff left department/agency from? What classification were these staff?

8. What are the voluntary redundancy packages offered? Please detail for each staff level and position

9. How do the packages differ from the default public service package?
How is the department/agency funding the packages?

Answer:

Since the change of Prime Minister on 14 September, 2015:

1. How many staff reductions/voluntary redundancies have occurred?

Nil

1. What was the reason for these reductions?

N/A

2. Were any of these reductions involuntary redundancies? If yes, provide details.

N/A

3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.

There are no plans to reduce staffing levels.

4. If there are plans for staff reductions, please give the reason why these are happening.

N/A

5. Are there any plans for involuntary redundancies? If yes, provide details.

There are no plans for involuntary redundancies

6. How many ongoing staff left the department/agency? What classification were these staff?

One- Executive Level 1 transferred to another Department on promotion

7. How many non-ongoing staff left department/agency from? What classification were these staff?

Nil

8. What are the voluntary redundancy packages offered? Please detail for each staff level and position

N/A

9. How do the packages differ from the default public service package?

How is the department/agency funding the packages?

N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Staffing reductions

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 141

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many ongoing staff have been recruited? What classification are these staff?

2. How many non-ongoing positions exist or have been created? What classification are these staff?

How many staff have been employed on contract and what is the average length of their employment period?

Answer:

1. 28 ongoing employees have commenced since 14 September 2015

APS 3	1
APS 5	2
APS 6	5
EL 1	11
EL 2	8
SES B2	1

2. 32 non-ongoing employees have commenced since 14 September 2015

APS 5	2
APS 6	4
EL 1	7
EL 2	14
SES B1	4
SES B3	1

3. 15 labour hire contractors have worked with the DTO since 14 September 2015. Their average periods of employment is 6 months

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Kitchen Appliances

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 142

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000?

If yes, provide a list that includes the type of appliance, the cost, the amount, and any ongoing costs such as purchase of consumables and when the appliance was purchased?

2. Why were the appliances purchased?

3. Has there been a noticeable difference in staff productivity since the appliances were purchased? Are staff leaving the office premises less during business hours as a result?

4. Where did the funding for the appliances come from?

5. Who has access?

6. Who is responsible for the maintenance of the appliances? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?

What are the other ongoing costs of the appliances?

Answer:

1. The DTO has not purchased, leased or rented any kitchen appliances over the value of \$1000 in the relevant period.

2. N/A

3. N/A

4. N/A

5. N/A

6. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office
Topic: Boards (for Departments or agencies with boards)

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 143

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. how often has each board met, break down by board name;
2. what travel expenses have been incurred;
3. what has been the average attendance at board meetings;
4. List each member's attendance at meetings;
5. how does the board deal with conflict of interest;
6. what conflicts of interest have been registered;
7. what remuneration has been provided to board members;
8. how does the board dismiss board members who do not meet attendance standards?
9. Have any requests been made to ministers to dismiss board members?
10. Please list board members who have attended less than 51% of meetings
11. what have been the catering costs for the board meetings held during this period? Please break down the cost list.

Answer:

The Digital Transformation Office does not have a governing board.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Corporate Cars

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 144

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many cars are owned by each department/agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost of each car during the specified period?
 - d. How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost of each car during the specified period?
 - d. How far did each car travel during the specified period?

Answer:

The Digital Transformation Office does not own any corporate cars.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Government payments of accounts

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 145

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?

2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?

3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?

4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?

5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?

6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates, 2014?

Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

Q1 On average the DTO pays its accounts within 30 days.

Q2 In the relevant period 231 invoices representing 90.94% of payments owed by the DTO have been paid in under 30 days.

Q3 In the relevant period 21 invoices representing 8.27% of payments owed by the DTO were paid in 31-60 days.

Q4 In the relevant period 2 invoices representing 0.79% of payments owed by the DTO were paid in 60 or more days

Q5 In the relevant period 2 invoices representing 0.79% of payments owed by the DTO were paid in 60 or more days

Q6/7 Answering this question would require an unreasonable diversion of departmental resources to provide the level of detail requested in the question.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office
Topic: 146

Senator: Senator the Hon. Joseph Ludwig

Question reference number: Hire cars

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much did each department/agency spend on hire cars during the specified period?
Provide a breakdown of each business group in each department/agency.

2. What are the reasons for hire car costs?

How much did the department spend on hire cars during the specified period for their minister or minister's office?

Answer:

1. During this period, \$1,170.49 was spent on hire cars.
2. Travel between workplaces in Sydney & Canberra
3. During this period, \$0.00 was spent on hire cars for the Minister or the Minister's office.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates For 2015-16

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Credit cards

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 147

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?

How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

1. During this period, the DTO's credit card policy has not changed.
2. During this period, the DTO's credit card policy has not changed.
3. During this period, the DTO's credit card policy has not changed.
4. Yes.
5. The misuse was by an SES Band 1 officer who inadvertently used their Commonwealth credit card instead of their personal card. Upon discovery arrangements were made to repay the amount, this has been received by the DTO.
6. The officer was counselled and the DTO Credit Card policy is under review..
7. Nil

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Functions

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 148

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: ...

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister .

Include:

1. The guest list of each function
2. The party or individual who initiated the request for the function
3. The menu, program or list of proceedings of the function
4. A list of drinks consumed at the function

Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

Answer:

We have not conducted any formal functions or forms of hospitality for the Minister since 14 September 2015.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Red tape reduction

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 149

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Please detail changes to structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?

a) What is the progress of that red tape reduction target

2. How many officers have been placed in those units and at what level?

3. How have they been recruited?

4. What process was used for their appointment?

5. What is the total cost of this unit?

6. What is the estimated total salary cost of the officers assigned to the unit.

7. Do members of the unit have access to cabinet documents?

8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.

What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

Answer:

The Digital Transformation Office is a new organisation and has not needed to change its structure or other processes to meet the government's red tape reduction targets.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Land costs

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 150

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?

2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)

3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.

a. What is the current occupancy level and occupant of the items identified in (3)?

b. What is the value of the items identified in (3)?

c. What contractual or other arrangements are in place for the items identified in (3)?

4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?

5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).

6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used.

Answer: Not applicable. The DTO does not own or lease any buildings.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates For 2015-16
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Contracts for Temporary Staff

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 151

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much did the department/agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

Answer:

1. During this period, the DTO spent \$3,280,216.94 on contract staff.
2. Numbers of temporary staff at the DTO fluctuate due to the project specific nature of the agency.
3. As at 18th March the DTO employed 7 labour hire contractors.
4. During this period, the DTO spent \$129,625.58 on recruitment costs.
5. There has been no change in policy/criteria that governs the appointment of contract staff at the DTO.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: 152

Senator: Senator the Hon. Joseph Ludwig

Question reference number:

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Please list all documents that have been printed at the expense of the department/agency where 500 or more copies have been produced? Please include the total number produced as well.

a) How many of these printed documents were also published online?

2. Has the Department/Agency used external printing services for any print jobs?

a) If so, what companies were used?

b) How were they selected?

What was the total cost of this printing by item?

Answer:

1. The DTO has not printed any documents of more than 500 copies in total since 14 September 2015.

a) The DTO has not printed any documents of more than 500 copies in total, but would publish most public documents online by default.

2. On 10 December, the DTO arranged for the printing of 3 x A1 size colour posters on short notice for use in a workshop with APS Digital Transformation Coordinators.

a) The company used was QPrint, which is located at 24 Marcus Clarke Street, Canberra City.

b) The company was chosen based on their proximity to the office, and their ability to supply high-quality printed materials for an affordable cost on very short notice.

The total cost of printing for the three items was \$140.00.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Communications staff

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 153

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
2. How many ongoing staff, the classification, the type of work they undertake and their location.
3. How many non-ongoing staff, their classification, type of work they undertake and their location
4. How many contractors, their classification, type of work they undertake and their location
5. How many are graphic designers?
6. How many are media managers?
7. How many organise events?

Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail.

Answer:

2. The DTO has one ongoing Visual Communications Designer as part of the communications team. He is appointed at the EL1 level and is based in Canberra and recruited to the DTO through a merit selection process
3. The DTO has two APS non-ongoing employees as part of the communications team. One is the Head of Communications who is appointed at the EL2 level. One is a Senior Communications Officer and is appointed at the EL1 level. Both are based in Canberra.

4. The DTO does not currently have any contractors as part of the communications team.
5. The Visual Communications Designer undertakes graphic design duties as part of his role.
6. Both the Head of Communications and the Senior Communications Officer undertake some media relations responsibilities as part of their roles.
7. Both the Head of Communications and the Senior Communications Officer undertake some event management responsibilities as part of their roles. An APS6 level Communications Officer is expected to commence with the DTO on 29 March 2016 on a 6-month contract, to assist further with event management responsibilities. She will be based in Canberra.

Since 14 September 2016, the Head of Communications and Senior Communications Officer have moved from external contracts to non-ongoing APS roles (as of early December). The Visual Communications Designer was appointed permanently to the DTO in February 2016, after previously being seconded from another government agency since mid 2015.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates For 2015-16
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Reviews

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 154

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:

- a. the date they were ordered
- b. the date they commenced
- c. the minister responsible
- d. the department responsible
- e. the nature of the review
- f. their terms of reference
- g. the scope of the review
- h. Who is conducting the review
- i. the number of officers, and their classification level, involved in conducting the review
- j. the expected report date
- k. the budgeted, projected or expected costs
- l. If the report will be tabled in parliament or made public

2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review?

- a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
- b. If so, please list their managing director and the board of directors or equivalent
- c. If yes, for each is the cost associated with their involvement, including a break down for each cost item
- d. If yes, for each, what is the nature of their involvement

- e. If yes, for each, are they on the lobbyist register, provide details.
 - f. If yes, for each, what contact has the Minister or their office had with them
 - g. If yes, for each, who selected them
 - h. If yes, for each, did the minister or their office have any involvement in selecting them,
 - i. If yes, please detail what involvement it was
 - ii. If yes, did they see or provided input to a short list
 - iii. If yes, on what dates did this involvement occur
 - iv. If yes, did this involve any verbal discussions with the department
 - v. If yes, on what dates did this involvement occur
3. Which reviews are on-going?
- a. Please list them.
 - b. What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
5. Which reviews have concluded? Please list them.
6. How many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
- a. When will each planned review be commenced?
 - b. When will each of these reviews be concluded?
 - c. When will government respond to each review?
 - d. Will the government release each review?
- If so, when? If not, why not?

Answer:

The Digital Transformation Office has not conducted any reviews of this nature.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Commissioned reports

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 155

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
 - a. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

The DTO has no reports that have been commissioned by or on behalf of the Minister.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Appointments

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 156

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Please detail any board appointments made to date.
2. What is the gender ratio on each board and across the portfolio?
3. Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.

Please specify when these gender ratio or participation policies were changed.

Answer:

The Digital Transformation Office (DTO) does not have any boards.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Stationery Requirements

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 157

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
 - a. Detail the items provided to the minister's office.
 - b. Please specify how many reams of paper have been supplied to the Minister's office.
2. How much has been spent on departmental stationery requirements to date.
3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

Answer:

1. The DTO has not spent anything on the Minister's stationery requirements.
 - a. Nothing has been supplied to the Minister's office.
 - b. Nil.
2. During this period, \$10,590.08 has been spent on departmental stationery requirements.
3. No customised stationery has been requested or provided to the Minister or Ministerial staff.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Electronic equipment

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 158

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office.

a. List the items

b. List the items location or normal location

c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level

d. List the total cost of the items

e. List an itemised cost breakdown of these items

f. List the date they were provided to the office

Note if the items were requested by the office or proactively provided by the department

Answer:

The DTO has not provided any equipment to the Minister's office.

Senate Finance and Public Administration Legislation Committee

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Media subscriptions

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 159

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What pay TV subscriptions does your department/agency have?
 - a. Please provide a list of channels and the reason for each channel.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
2. What newspaper subscriptions does your department/agency have?
 - a. Please provide a list of newspaper subscriptions and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
3. What magazine subscriptions does your department/agency have?
 - a. Please provide a list of magazine subscriptions and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?
4. What publications does your department/agency purchase?
 - a. Please provide a list of publications purchased by the department and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?

Answer:

1. The DTO does not have any pay television subscriptions.
2. The DTO does not have any newspaper subscriptions.
3. The DTO does not have any magazine subscriptions.
4. The DTO has purchased a 12-month subscription to The Macquarie Dictionary Online online, to assist in improving the quality and consistency of written communication . The cost was \$253.64 exclusive of GST. This is not provided to the Minister's office.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Meeting costs

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 160

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.

For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

1. The DTO is unable to determine how much has been spent on meeting costs, as this would be an unreasonable diversion of departmental resources. The DTO meets regularly with stakeholders at all levels both internally and externally and does not track routine expenditure on these meetings.
2. The DTO has not spent any money on meetings involving Ministers.
3. The DTO does not have a set budget for meeting spend.
4. The DTO is not planning any expenditure on meetings involving the Prime Minister or the Assistant Minister's offices.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Media training

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 161

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. In relation to media training services purchased by each department/agency, please provide the following information:
 - a. Total spending on these services
 - b. An itemised cost breakdown of these services
 - c. The number of employees offered these services and their employment classification
 - d. The number of employees who have utilised these services and their employment classification
 - e. The names of all service providers engaged
 - f. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 4. The location used
 5. The number of employees who took part on each occasion
 6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 7. Any costs the department or agency's incurred to use the location

Answer:

The DTO has not purchased any media training services since 14 September 2015.

Senate Finance and Public Administration Legislation Committee

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Consultancies

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 162

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.
3. Have any consultancies not gone out for tender?
 - a. List each, including name, cost and purpose
 - b. If so, why?

Answer:

1. Further to data available on AusTender, two contracts for consultancy services were entered into from 14 September, 2015 to 29 February, 2016:
 - Synergy was contracted to provide Internal Financial Audit Services from 04 December, 2015 to 24 December, 2015 at a total cost of \$9,680.00. This was an Open Tender procurement; and
 - Synergy was contracted to provide Internal Human Resources Audit Services from 14 January, 2016 to 31 January, 2016 at a total cost of \$9,880.00. This was an Open Tender procurement.During this period, the total value of contracts for consultancy services was \$340,920.00.
2. Contracts for consultancy services entered into after 29 February, 2016 are available on AusTender. At this point in time, no further consultancies are anticipated for this year.
3. All contracts for consultancy services have gone through either an open or prequalified tender process.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Provision of equipment - ministerial

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 163

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs?
 - a. Itemise equipment and cost broken down by staff or minister classification
 2. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of:
 3. What is provided?
 4. The purchase cost.
 5. The ongoing cost.
 6. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
- A breakdown of what staff and staff classification receives each item.

Answer:

The DTO has not provided mobile phones to ministers, parliamentary secretaries or their officers.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Provision of equipment - departmental

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 164

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:
 2. What has been provided?
 3. The purchase cost.
 4. The ongoing cost.
 5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
- A breakdown of what staff and staff classification receives each item.

Answer:

1. Since the 14th of September DTO staff have been provided with equipment.

2, 3 and 4

Device	Cost	Ongoing Cost
Mac Book Pro 13	2625	None
Mac Book Pro 15	3651	None
Lenovo Yoga	1885	None

Mac Book Air high spec	2143	None
Mac Book Air low spec	1591	None
Ipad Air 2	869	None
Monitor	320	None
Iphone 6	973	Dependant on usage
Iphone 6+	1115	Dependant on usage
Dock	160	None
Keyboard mouse combo	47	None
Laptop Bag	40	None

5

All staff at the DTO are provided with a laptop as part of the mobile solution. The laptop varies dependant on their function e.g. a developer gets a Mac Book Pro 13 inch and a designer gets a Mac Book pro 15 inch.

Staff are offered a laptop bag but most staff chose to purchase their own.

All E12s are provided with an Iphone 6.

All SES are provided with an Iphone 6+.

Phones are provided to EL1s and APS staff based on a needs basis.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Computers

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 165

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Minister's office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location
3. Please detail the operating systems used by the department's computers, the contractual arrangements for operating software and the on-going costs

Answer:

- 1) The DTO is not storing any computers for the Minister's Office or providing any access of computers to the Minister's office.
- 2) Please see the below table for an inventory of computers owned, stored or leased by the DTO.

Device	Cost per unit	Computers owned, leased, and stored.
Mac Book Pro 13	2625	30
Mac Book Pro 15	3651	9
Lenovo Yoga	1885	160

Mac Book Air high spec	2143	20
Mac Book Air low spec	1591	10

3) The DTO is using a mixture of Ubuntu, Windows 10, Windows 8.1 and OSX10 El Capitan as its operating systems. The software the DTO uses is as per the table below, please note not all DTO users get to access all software packages:

Software	Approximate monthly cost
Google for work	\$10 (AUD) per user
Slack	\$12.50 (USD) per user
Protected Environment provided by Department of the Communications and the Arts (Soon to move to Prime Minister and Cabinet), this includes the Microsoft Office Suite and desktop support	Approximately \$1000 (AUD) per user
Github	\$100 (USD) per user
Amazon	(Variable cost) \$2996 (USD) last month
Trello	\$0 (AUD)
SAP (Provided via Shared Service Centre)	\$1945.11 (AUD)
Adobe Suite	\$57.98 (AUD) per user
Zen Desk	\$0 (AUD)
Mail Chimp	\$4.15 (AUD)
Lucid Charts	\$6.67 (USD) per user.
Hitwise	\$6,667 (AUD)

Software	One off cost
Sketch	\$126 per user

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Travel costs - department

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 166

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
 2. If so, under what policy?
 3. Provide a copy of that policy.
 4. When was this policy implemented?
 5. When is the minister notified, when is approval provided?
 6. Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
 7. Detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
 8. What date was the minister or their office notified of the travel?
 9. What date did the minister or their office approve the travel?
- What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

1. Domestic travel does not require the approval of the Minister's Office. As a rule the Minister's Office would be consulted about international travel.
- 2,3,4. N/A
5. If the travel is international then the Minister is notified prior to travel commencing. If approval is required it is also provided prior to travel commencing.
6. The DTO has not had any officers undergoing travel with the Minister.
7. Answering this question would require an unreasonable diversion of departmental resources to provide the level of detail requested in the question.
- 8,9. N/A
10. Answering this question would require an unreasonable diversion of departmental resources to provide the level of detail requested in the question.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Grants

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 167

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What guidelines are in place to administer grants?
2. How are grants applied for?
3. Are there any restrictions on who can apply for a grant? If yes, please detail.
 - a. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.
4. What is the procedure for selecting who will be awarded a grant?
5. Who is involved in this selection process?
6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.
 - a. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

Answer:

The Digital Transformation Office does not administer any grants programs.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Departmental Rebranding

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 168

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/Agency undergone a name change or any other form of rebranding? If so:

a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?

i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.

b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:

i. Signage.

ii. Stationery (please include details of existing stationery and how it was disposed of).

iii. Logos

iv. Consultancy

v. Any relevant IT changes.

vi. Office reconfiguration.

c. How was the decision reached to rename and/or rebrand the department?

i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

Answer:

The DTO has not undergone any name change or rebranding since 14 September 2015.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Media monitoring

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 169

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?

- a. Which agency or agencies provided these services?
- b. What has been spent providing these services during the specified period?
- c. Itemise these expenses.

2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?

- a. Which agency or agencies provided these services?
- b. What has been spent providing these services during the specified period?
- c. Itemise these expenses

Answer:

1. The DTO does not provide any media monitoring services to the Minister's office.

- a. N/A
- b. N/A
- c. N/A

2. The DTO commenced engaged a media monitoring service in February 2016.

- a. These services are being provided by iSentia.
- b. The cost of these services is \$15,000 plus GST for an initial monitoring and analysis report covering the period July 2015 to January 2016, and \$3,000 plus GST per month (\$36,000 plus GST over the course of a 12-month contract to February 2017) for ongoing media monitoring.
- c. The itemised deliverables are an initial detailed media monitoring analysis report, and ongoing daily delivery of media monitoring across all mediums in Australia, accessible via an online portal.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Procedure Manuals (Ministerial)

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 170

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and:

2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Who is the manual distributed to?

Is anyone responsible for clearing communications before they are sent to the department?

Answer:

1. The DTO is not aware of the office of the Prime Minister or the Assistant Minister for Cities and Digital Transformation having a procedures manual for communication with the organisation.
2. The DTO is not aware of the existence of a manual or when any such publication would be updated.
3. The DTO is not aware of the existence of a manual or who would be responsible for updating such a publication.
4. The DTO is not aware of the existence of a manual or whether, and how, such a publication would be distributed.

The DTO is not aware of whether the office of the Prime Minister or the Assistant Minister responsible Cities and Digital Transformation has a clearance process for communication with the organisation..

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 171

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. Please list all related EBAs with coverage of the department.

2. Please list their starting and expiration dates.

What is the current status of negotiations for the next agreement/s? Please detail.

Answer:

Employment conditions at the Digital Transformation Office are governed by the National Employment Standards, the Australian Public Service Enterprise Award 2015 and are complemented by a set of additional conditions as determined by the CEO under section 24(1) of the Public Service Act 2009. Those additional conditions are taken from the Department of Communications Enterprise Agreement 2015 -2018, our portfolio agency at the time of determination.

The DTO has on its agenda to commence drafting and negotiating an enterprise agreement with its employees prior to the end of 2016.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Existing Resources Program

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 172

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?
2. List each
3. List the staffing assigned to each task
4. What is the nominal total salary cost of the officers assigned to the project?
5. What resources or equipment has been assigned to the project?

Answer:

1 The Digital Transformation Office has not been asked to carry out additional projects, work, programs or other tasks as a result of government policies or priorities that are not within the remit of its role as described in the Governor General's order establishing the DTO as an executive agency.

2 N/A

3 N/A

4 N/A

5 N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Conditions of Government Contracts and Agreements

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 173

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations or restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?
4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?
7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?
8. If no consultation has occurred, why not?

Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Answer:

No.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Statutory Review Provisions

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 174

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:

1. What work has been done towards preparing for the review? If none, why not?
 2. Please provide a schedule or a workplan for the review
 3. When did/will this work begin?
 4. When is/was the review due to commence.
 5. What is the expected report date.
 6. Who is the minister responsible for the review
 7. What department is responsible for the review
 8. List the specific clauses or legislation under review caused by the statutory provision.
 9. List the terms of reference.
 10. What is the scope of the review.
 11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 12. What is the budgeted, projected or expected costs of the review?
 13. When was the Minister briefed on this matter?
 14. What decision points are upcoming for the minister on this matter?
 15. List the number of officers, and their classification level, involved in conducting the review
- Will the the report will be tabled in parliament or made public. If so, when?

Answer:

The Digital Transformation Office does not administer any legislation.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Sunset Provisions

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 175

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
 - a. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 - b. Has any consideration been given to delaying or alerting the sunset provisions?
 - c. Please provide a schedule or a workplan for the sunset provisions becoming active
 - d. When did/will this work begin?
 2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes:
 - a. When is/was the review due to commence.
 - b. What is the expected report date.
 - c. Who is the minister responsible for the review
 - d. What department is responsible for the review
 - e. List the specific clauses or legislation under review caused by the statutory provision.
 - f. List the terms of reference.
 - g. What is the scope of the review.
 - h. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 - i. What is the budgeted, projected or expected costs of the review?
 - j. When was the Minister briefed on this matter?
 - k. What decision points are upcoming for the minister on this matter?
 - l. List the number of officers, and their classification level, involved in conducting the review
- Will the the report will be tabled in parliament or made public. If so, when?

Answer:

The Digital Transformation Office does not administer any legislation.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Legal Costs

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 176

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. List all legal costs incurred by the department or agency
2. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external
3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)
4. How was each piece of advice procured? Detail the method of identifying legal advice

Answer:

- 1: Since 14 September 2015 the DTO has spent \$4,303.00 on legal costs via the Australian Government Solicitor.
- 2: This level of detail is not provided in the costings of the Australian Government Solicitor.
- 3: This level of detail is not provided in the costings of the Australian Government Solicitor.
- 4: This level of detail is not provided in the costings of the Australian Government Solicitor.

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Procedure Manuals (Departmental)

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 177

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?

Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

The Digital Transformation Office (DTO) does not have a procedure manual for communication between the Department and the Minister.

There is no formal clearance process for communications between the DTO and ministers or their offices.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Vending machines

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 178

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?

a. If so, list these

b. If so, list the total cost for these items

c. If so, list the itemised cost for each item of expenditure

d. If so, where were these purchased

e. If so, list the process for identifying how they would be purchased

f. If so, what is the current location for these items?

If so, what is the current usage for each of these items?

Answer:

The Digital Transformation Office has not purchased, leased or taken under contract any vending machine facilities.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Self-initiated work

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 179

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?
2. Please list all ongoing projects. For each, please detail:
3. When did the project commence?
4. When is it expected to conclude?
5. What will the total cost of the project be?
6. Where did the money for the project come from?
7. Where is the project based?

Answer:

The Digital Transformation Office does not have a program for staff to engage in self-initiated work.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Staff Awards

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 180

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department / Agency given out awards to staff for any reason? If yes:
 - a. What was the reason for the awards?
 - b. What was the criteria for the awards?
 - c. What form did the award take? (e.g. Certificate, gift vouchers etc)
 - d. How much was spent on the award?
2. How were the awards presented?
3. Who presented the awards?
4. Was there a ceremony or party for the awards? If yes:
 - a. Where was it held?
 - b. Was there a fee for the venue? If yes, how much?
 - c. How much was spent on catering?
 - d. How many people attended?
 - e. Did the minister attend?
 - f. Did the minister's staff attend? If yes, how many?

Answer:

The Digital Transformation Office has not given out any staff awards.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Change Management

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 181

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department/Agency engaged in a policy of Change Management? If yes:
 - a. Please detail the policy.
 - b. When was the policy introduced?
 - c. What are the goals of the policy?
 - d. How much was spent on consulting for the policy and who was contracted for this consultation?
 - e. How much was spent implementing this policy?

Answer:

The Digital Transformation Office does not have a change management policy.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Departmental Staff Misconduct

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 182

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Please provide a copy of the departmental staff code of conduct.
2. Have there been any identified breaches of this code of conduct by departmental staff?
 - a. If yes, list the breaches identified, broken by staffing classification level.
 - b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 - c. If yes, when was the breach identified? By whom? When was the Minister made aware?
 - d. If yes, were there any legal ramifications for the department or staff member? Please detail.

Answer:

The DTO follows the APS code of conduct. There have been no reported breaches of the Code of Conduct.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Fee for services

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 183

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:
2. Name of the fee and a short description of what it covers.
3. How much is the fee (and is it a flat fee or a percentage of the service).
4. The date the fee came into place.
5. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.
6. What consultation was carried out before the fee was put into place?
7. How was the fee put into place (e.g. through legislation, regulation changes etc)?
8. What justification is there for the fee?

Answer:

The Digital Transformation Office does not provide any user-pay services.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Documents provided to minister

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 184

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

Answer:

The DTO does not provide Ministers' offices with any documents on a regular and scheduled basis outside of regular updates and occasional event or topic-specific briefs.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Merchandise or promotional material

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 185

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department purchased any merchandise or promotional material?
2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested these material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

Answer:

The DTO has not purchased any promotional material since 14 September 2015.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Domain Usage

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 186

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:
 - a. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).
 - b. Amount of data downloaded and uploaded to the site.
 - c. Number of times the site was accessed.

Answer:

This question should be directed to the Department of the Prime Minister and Cabinet as the department responsible.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Ministerial Website

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 187

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on the Minister's website?
 - a. List each item of expenditure and cost
2. Who is responsible for uploading information to the Minister's website?
3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.

Answer:

The DTO has not spent anything on the Minister's website. The DTO does not upload information onto the Minister's Website. The DTO has not required staff to work outside regular hours to maintain the Minister's Website.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Report Printing

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 188

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of?
2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal

Answer:

No final reports, budget papers, statements, white papers or report-like documents have been pulped, put in storage, shredded or disposed of.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: FoI Requests

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 189

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
 - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 - b. For how many has a redacted document been provided?

Answer:

1. On 9 October 2015, the DTO received an FOI request for documents relating to communications within the Digital Transformation Office on the service known as Slack.

On 11 November 2015, the DTO received an FOI request for information relating to the sixteen federal government agencies that have submitted draft Digital Transformation Plans to the Digital Transformation Office (DTO).

2. None of the documents requested were determined to be deliberative documents.
3. N/A
 - a. N/A
4. The documents provided in response to the 10 November 2015 FOI request regarding Slack communications were redacted to remove the names and protect the privacy of DTO staff.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Ministerial Motor vehicle

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 190

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the minister been provided with or had access to a motor vehicle? If so:

a. What is the make and model?

b. How much did it cost?

c. When was it provided?

d. Was the entire cost met by the department? If not, how was the cost met?

e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.

f. Are these costs met by the department? If not, how are these costs met?

g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.

h. Have these guidelines changed during the specified period of time? If so, please detail.

i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.

j. Have these guidelines changed during the specified period of time? If so, please detail.

Answer:

The DTO has not provided the Minister with a motor vehicle or granted access to one owned by the DTO.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Ministerial Staff vehicles (non-MoPS)

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 191

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:

- a. What is the make and model?
- b. How much did it cost?
- c. When was it provided?
- d. Was the entire cost met by the department? If not, how was the cost met?
- e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
- f. Are these costs met by the department? If not, how are these costs met?
- g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
- h. Have these guidelines changed during the specified period? If so, please detail.
- i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
- j. Have these guidelines changed during the specified period? If so, please detail.

Answer:

The DTO has not provided any of the Minister's staff with a motor vehicle.

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Lobbyist Register Meetings

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 192

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. List all interactions between the department/agency with any representative listed on the lobbyist register
2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting

Answer:

- 1) As far as the DTO is aware there have been no meetings between DTO personnel and people listed on the lobbyist register since 14 September 2015.
- 2) N/A
- 3) This question should be directed to the Department of the Prime Minister and Cabinet as the portfolio agency responsible for the Prime Minister.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Workplace assessments

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 193

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on workplace ergonomic assessments?
 - a. List each item of expenditure and cost
2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?
3. If so, list each item of expenditure and cost related to those changes

Answer:

1. The DTO has spent \$4,999.50 on workplace ergonomic assessments this expenditure covered assessment of most DTO staff in Canberra and some in Sydney.
2. There was no cost to the DTO in the relevant period for changes to any workplace equipment that was not related to a disability.
3. N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Freedom of Information - Stats

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 194

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How many FOI requests were received to date.
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

Answer:

1. Since 14 September 2015, two FOI requests have been received by the DTO.
2. Of these two requests, both were finalised within the timeframes provided under the FOI Act (including one that was considered withdrawn as the applicant failed to respond to correspondence within the required timeframes).
3. No extensions of time were granted.
4. No extensions of time were granted.
5. Of the two requests, neither was finalised outside the timeframes provided under the FOI Act.

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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Multiple tenders

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 195

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. List any tenders that were re-issued or issued multiple times:

a. Why were they re-issued or issued multiple times?

b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?

c. Were those applicants asked to resubmit their tender proposal?

Answer:

None applicable.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Market Research

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 196

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. List any market research conducted by the department/agency:

- a. List the total cost of this research
- b. List each item of expenditure and cost, broken down by division and program
- c. Who conducted the research?
- d. How were they identified?
- e. Where was the research conducted?
- f. In what way was the research conducted?
- g. Were focus groups, round tables or other forms of research tools used?
- h. How were participants for these focus groups et al selected?
- i. How was the firm or individual that conducted the review selected?
- j. What input did the Minister have?
- k. How was it approved?
- l. Were other firms or individuals considered? If yes, please detail.

Answer:

The DTO has not conducted any market research since 14 September 2015.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Departmental Upgrades

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 197

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
 - a. If so, list these
 - b. If so, list the total cost for these changes
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, who conducted the works?
 - e. If so, list the process for identifying who would conduct these works
 - f. If so, when are the works expected to be completed?

Answer:

Q1 Yes.

1A The DTO fitted out new office location in Canberra with AV equipment, security equipment and general office equipment as part of a general office fitout.

1B the cost of this work is approximately \$1.18million.

1C This figure includes approximately \$996,745 for work conducted by Shape and approximately \$183,961 for work conducted by Routledge in providing a comprehensive fit out of the Canberra Office.

1D The work was conducted by Routledge and Shape

1E They were identified through the memorandum of understanding with shared services.

1F This work has already been completed.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Wine Coolers / Fridges

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 198

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current stocking level for each of these items?

Answer:

The Digital Transformation Office has not purchased or leased any storage containers for the purpose of housing alcohol beverages.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Office Plants

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 199

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased any office plants?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?

Answer:

The DTO has not purchased or leased any plants in the relevant period.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Office recreation facilities

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 200

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 1

Question:

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current usage for each of these items?

Answer:

The Digital Transformation Office has not purchased, leased or constructed any office recreation facilities, activities or games.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates For 2015-16

22 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Building Lease Costs

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 201

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

1. What has been the total cost of building leases for the agency / department?
2. Please provide a detailed list of each building that is currently leased. Please detail by:
 - a. Date the lease agreement is active from.
 - b. Date the lease agreement ends.
 - c. Is the lease expected to be renewed? If not, why not?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building is necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
 - a. Date from which the lease agreement was active.
 - b. Date the lease agreement ended.
 - c. Why was the lease not renewed?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building was necessary for the operations of the agency / department.
4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 - a. Date the lease agreement is expected to become active.
 - b. Date the lease agreement is expected to end.
 - c. Expected location of the building (City and state).
 - d. Expected cost of the lease.
 - i. Has this cost been allocated into the budget?
 - e. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
 - a. What is the current occupancy rate for the building?
 - b. If the rate is less than 100%, detail what the remaining being used for.

Answer:

1: \$565,979.48

2: DTO Sydney Office

2A: January 2016

2B: 30 April 2016

2C: No, there is no formal lease in place for this property. It was a temporary arrangement only.

2D: University of Technology Sydney, NSW.

2E: \$57,383.00

2F: The work of the DTO means that it is necessary to access people with technical and other skills based out of both Sydney and Canberra. Therefore the DTO requires building space in both cities.

2: DTO Canberra Office

2A: 1st July 2015

2B: 30 June 2020

2C: Not known

2D: 50 Marcus Clarke St Canberra City ACT.

2E: \$3,919,500

2F: The work of the DTO means that it is necessary to access people with technical and other skills based out of both Sydney and Canberra. Therefore the DTO requires building space in both cities.

3A: N/A

3B: N/A

3C: N/A

3D: N/A

3E: N/A

3F: N/A

4A: 18 April 2016;

4B: 17 April 2017

4C Sydney NSW

4D \$380,000

4I Yes this cost has been allocated for in the budget

4E Space is required for the Sydney office and no suitable surplus space was identified within the Commonwealth.

5A Occupancy rates for sections which are occupied by the DTO are at full capacity.

5B N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Estimates For 2015-16
22 February 2016
Prime Minister and Cabinet Portfolio

Department/Agency: Digital Transformation Office

Topic: Government advertising/marketing

Senator: Senator the Hon. Joseph Ludwig

Question reference number: 202

Type of question: Written

Date set by the committee for the return of answer: 23 March

Number of pages: 2

Question:

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by the department / agency on marketing?
 - a. List the total cost
 - b. List each item of expenditure and cost
 - c. List the approving officer for each item.
 - d. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - e. Which firm provided the marketing?
2. How much has been spent by the department / agency on government advertising (including job ads)?
 - a. List the total cost
 - b. List each item of expenditure and cost
 - c. Where the advertising appeared
 - d. List the approving officer for each item.
 - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - f. Detail the outlets that were paid for the advertising.
3. What government advertising is planned for the rest of the financial year?
 - a. List the total expected cost.
 - b. List each item of expenditure and cost.
 - c. Where the advertising will appear
 - d. List the approving officer for each item.
 - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - f. Detail the outlets that have been or will be paid for the advertising.
4. Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate.

Answer:

1. Based on a definition of marketing as paid promotion or selling of products or services (including market research and advertising), the DTO has not undertaken any marketing activities in the period specified.
2. The DTO has not undertaken any paid advertising or marketing, including issuing no paid job advertisements.
3. No government advertising is currently planned.
4. No advertising has been approved or placed.