

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Taxi costs

Senator: Senator Ludwig

Question reference number: 136

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. ONA spent \$10,007.00 on taxi fares for the period 14 September 2015 to 28 February 2016. ONA does not record taxi fares against individual business groups. To attempt to provide data against business groups would involve unreasonable diversion of departmental resources.
2. ONA staff attendance at meetings, training, conferences, forums and travel to and from the airport for official travel.
3. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Hospitality and entertainment

Senator: Senator Ludwig

Question reference number: 137

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. ONA hospitality spend from 14 September 2015 to 28 February 2016 is \$19,732.79.
2. Nil.
3. Nil.
4. Nil.
5. The ONA budget for official hospitality for 2015-16 financial year is \$34,545.84 ONA hospitality and liaison expenditure relates to maintenance and management of foreign intelligence relationships. To attempt to provide a greater level of detail would be an unreasonable diversion of departmental resources.

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6. Nil
7. Nil
8. Nil
9. ONA has reduced expenditure across all areas to meet budget restraints, including official hospitality.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Executive coaching and leadership training

Senator: Senator Ludwig

Question reference number: 138

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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 list under (4), 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
 - 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)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. 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?

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7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

ONA Response:

1. \$5,500.
2. 1 person: Director-General, ONA.
3. 1 person, the Director-General; 3 days (including one day over the weekend).
4.
 - a. ANZOG CEO forum, ANZOG.
 - b. Group based (but only one ONA attendee).
 - c. Director-General, ONA.
 - d. Three working days (including a Saturday).
 - e. \$5,500.
 - f. Complete package.
5.
 - a. Sydney.
 - b. One.
 - c. Three days (two working days and one Saturday).
 - d. No.
6. None.
7. Not applicable.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Staffing profile

Senator: Senator Ludwig

Question reference number: 139

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has there been any change to the staffing profile of the department/agency?
2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)

ONA Response:

1. The staffing profile of ONA has changed as follows between 14 September 2015 to 29 February 2016:

Employment Category	Commencements/ Returns	Separations (Perm/Temp)	Net Change
Senior Executive Staff	1	1	0
Analysts	15	17	-2
Corporate Staff	3	5	-2
EFIC Staff	4	3	1
Liaison Officers/Locally Engaged Staff	2	1	1
TOTAL STAFF	25	27	-2

2. ONA staff are primarily located in the Robert Marsden Hope Building in Barton, ACT. Changes to staffing numbers by classification are as follows:

Classification	Commencements/ Returns	Separations (Perm/Temp)	Net Change
Director General-ONA	-	-	-
SES Band 2	-	-	-
SES Band 1	1	1	-
ONA Band 3 (EL2)	12	8	4
ONA Band 2 (EL1)	5	7	-2
ONA Band 1A (APS5/6)	5	8	-3
ONA Band 1B (APS3/4)	2	3	-1
TOTAL STAFF	25	27	-2

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Staffing reductions

Senator: Senator Ludwig

Question reference number: 140

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. How many staff reductions/voluntary redundancies have occurred?
 - a. 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?
10. How is the department/agency funding the packages?

ONA Response:

1. Nil.
 - a. N/A.
2. No.
3. No.
4. N/A.
5. No.
6. 12 Staff left ONA during the period 14/9/15 to 29/2/16 as follows: APS4 (3) APS5 (2) APS6 (1) EL1 (2) EL2 (3) SESB1 (1)
7. Nil.
8. Nil.

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9. N/A.

10. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Staffing recruitment

Senator: Senator Ludwig

Question reference number: 141

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

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

ONA Response:

1. 10 ongoing staff have been recruited as follows: APS6 (2) EL1 (3) EL2 (5)
2. ONA does not have specific non-ongoing positions. We have had 6 non-ongoing staff working in ONA over this reporting period as follows:
 - 1 x ONA Band 3 (Executive Level 2)
 - 1 x ONA Band 2 (Executive Level 1)
 - 1 x ONA Band 1A (APS5/6)
 - 3 x ONA Band 1B (APS3/4)
3. As outlined in the *Office of National Assessments Act 1997*, employees engaged to perform the functions of the agency are employed under the *Public Service Act 1999* and not under contract. ONA engaged 6 non-ongoing staff (including casuals) over this period. The average length of their employment was 2 ½ years.

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Kitchen Appliances

Senator: Senator Ludwig

Question reference number: 142

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?
 - a. 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?
 - b. Why were the appliances purchased?
 - c. 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?
 - d. Where did the funding for the appliances come from?
 - e. Who has access?
 - f. 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?
 - g. What are the other ongoing costs of the appliances?

ONA Response:

1. No.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Boards (for Departments or agencies with boards)

Senator: Senator Ludwig

Question reference number: 143

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. Nil.
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.

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: 144

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. Nil.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
2. ONA lease 2 Cars
 - a. Barton.
 - b. Courier Vehicles.
 - c. \$6,992.83 and \$2,740.32.
 - d. 1,591 kms and 863kms.

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ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: 145

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. ONA pays its accounts in accordance with Government policy on receipt of goods and services and a correctly rendered invoice. All ONA accounts have been paid within 30 days since 14 September 2015. To attempt to provide more detailed data would be an unreasonable diversion of departmental resources.
2. As above.
3. As above.
4. As above.
5. As above.
6. As above.
7. As above.

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ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Hire cars

Senator: Senator Ludwig

Question reference number: 146

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. ONA's total expenditure on car hire within Australia for the period 14 September 2015 to 29 February 2016 was \$858. ONA does not record this expenditure against business group. To attempt to break down the cost against business groups would be an unreasonable diversion of departmental resources.
2. Transport for official business.
3. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Credit cards

Senator: Senator Ludwig

Question reference number: 147

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Has 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.

ONA Response:

1. ONA has no changes since the 14 September 2015.
2. No.
3. No.
4. No.
5. N/A.
6. No.
7. Nil.

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Functions

Senator: Senator Ludwig

Question reference number: 148

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

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:
 - a. The guest list of each function;
 - b. The party or individual who initiated the request for the function;
 - c. The menu, program or list of proceedings for the function;
 - d. A list of drinks consumed at the function.
2. 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/

ONA Response:

1. Nil – ONA has not provided any hospitality or formal functions for the Minister since 14 September 2015.
2. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Red tape reduction

Senator: Senator Ludwig

Question reference number: 149

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. Nil.
 - a. ONA is reviewing processes to minimise red tape, this is being undertaken in the normal course of business and has no direct cost. ONA has no structures or staff dedicated to red tape reduction.
2. Nil.
3. Nil.
4. Nil.
5. Nil.
6. Nil.
7. N/A.
8. N/A.
9. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Land costs

Senator: Senator Ludwig

Question reference number: 150

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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 occupancy of the items identified in (3)?
 - b. What is the value of the items identified in (3)?
 - c. What contractual or other arrangement 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?

ONA Response:

1. Nil.
2. N/A.
3. N/A.
 - a. N/A
 - b. N/A
 - c. N/A
4. One building is leased.

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5. N/A.
6. ONA is the sole occupant of the building. Occupies 100%.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Contracts for Temporary Staff

Senator: Senator Ludwig

Question reference number: 151

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

Since the change of Prime Minister of 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?

ONA Response:

1. \$96,700
2. Six
3. Five
4. Nil
5. No

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Printing

Senator: Senator Ludwig

Question reference number: 152

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?
 - c. What was the total cost of this printing by item?

ONA Response:

1. Nil.
 - a. N/A.
2.
 - a. N/A.
 - b. N/A.
 - c. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Communications staff

Senator: Senator Ludwig

Question reference number: 153

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

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.

ONA Response:

1. N/A.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Reviews

Senator: Senator Ludwig

Question reference number: 154

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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 breakdown 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 of 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,

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- 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?
 - i. If so, when? If not, why not?

ONA Response:

1. Since 14 September 2015 no reviews have been commenced.
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Commissioned reports

Senator: Senator Ludwig

Question reference number: 155

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?
3. What is the current status of each report? When is the Government intending to respond to these reports?

ONA Response:

1. Since 14 September 2015, no reports (including paid external advice) have been commissioned by the Office of National Assessments.
2. N/A
3. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Appointments

Senator: Senator Ludwig

Question reference number: 156

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. ONA does not have a board.
2. N/A.
3. N/A.
4. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Stationery Requirements

Senator: Senator Ludwig

Question reference number: 157

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. Nil.
 - a. Nil.
 - b. Nil.
2. Since 14 September 2015 a total of \$14,072.21 was spent on departmental stationery.
3. Nil.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Electronic equipment

Senator: Senator Ludwig

Question reference number: 158

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. Nil.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.
 - g. 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: Office of National Assessments

Outcome/Program: 1

Topic: Media subscriptions

Senator: Senator Ludwig

Question reference number: 159

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 4

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?

ONA Response:

1.
 - a. ONA maintains subscriptions to a number of TV services in order to provide analysts with localised news reports from a wide range of sources:

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- Foxtel news package – A-PAC, Sky News, Sky News Business and the Weather Channel (News and current affairs).
 - CNN International (News and current affairs).
 - NHK Premium (Japanese news and current affairs).
- b. From 14 September, ONA has spent \$35,598.13.
- c. Nil.
- d. N/A.

2.

- a. ONA maintains the following subscriptions to provide analysts with a wide range of research material:

Hardcopy newspapers;

- Australian Financial Review
- Sydney Morning Herald
- The Australian
- Canberra Times
- The Age

Online newspapers;

- Australian Financial Review
- Financial Times
- EU Observer
- Haaretz
- Pacnews
- Kaselehlle Press
- Kyiv Post
- Washington Trade Daily

- b. From 14 September, ONA has spent \$10,153.76.
- c. Nil.
- d. N/A.

3.

- a. ONA purchases magazines to provide analysts with research material from a wide range of sources to support ONA awareness of, and analysis on regional and international affairs and foreign policy. ONA subscribes to the following magazines;
- American Interest
 - Economist
 - Foreign Affairs
 - New Scientist
 - Petroleum Intelligence Weekly
 - Tempo

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- Foreign Policy
 - ASEAN Confidential
- b. ONA does not record data in a way that would readily allow a detailed answer to be provided to this question. To attempt to provide a cost for magazines would be an unreasonable diversion of departmental resources.
- c. Nil.
- d. N/A.
- 4.
- a. ONA purchases publications to provide analysts with research material from a wide range of sources to support ONA awareness of, and analysis on regional and international affairs and foreign policy. ONA subscribes to the following publications;
- China Journal
 - International Institute for Strategic Studies (IISS)
 - Cook Political Report
 - Indonesia
 - Inside US Trade
 - Journal of Pacific History
 - Kompas
 - Marshall Islands Journal
 - Nature Climate Change
 - Oriental Economist
 - PNG Industry News
 - World Trade Online
 - GAVEKAL Dragonomics
 - Africa Confidential
 - Factiva
 - Macquarie Dictionary
 - Oxford Analytical
 - Roubini.com
 - Strategic Forecasting
 - ASPI
 - Feedly Pro
 - Feedity.com
 - HMA – VPN – Privax Ltd

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- b. ONA does not record data in a way that would readily allow a detailed answer to be provided to this question. To attempt to provide a cost for magazines would be an unreasonable diversion of departmental resources.
- c. Nil.
- d. N/A.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Meeting costs

Senator: Senator Ludwig

Question reference number: 160

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.
4. 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.

ONA Response:

1. ONA does not record expenditure in a way that would readily identify meeting costs other than those already covered by official hospitality reporting. ONA hospitality spend from 14 September 2015 to 28 February 2016 is \$19,732.79.
2. Nil
3. The ONA budget for official hospitality for 2015-16 financial year is \$34,545.84 ONA hospitality and liaison expenditure relates to maintenance and management of foreign intelligence relationships. To attempt to provide a greater level of detail would be an unreasonable diversion of departmental resources.
4. Nil

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Media training

Senator: Senator Ludwig

Question reference number: 161

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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

ONA Response:

1. Nil.

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2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Consultancies

Senator: Senator Ludwig

Question reference number: 162

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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 (i.e. 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?

ONA Response:

1. During the period 14 September 2015 to 31 January 2016, two contracts were awarded as a consultancy:
 - a. The Australian Government Solicitor was engaged to provide legal advice over a two month period at a cost of \$15,500.00. This was a limited tender procurement.
 - b. Maestro Partners Pty Ltd was engaged for three years to provide an independent Audit and Risk Assessment Committee member, a requirement under the PGPA Act, at a cost of \$28,750.00. This was a limited tender procurement.
 - c. The total cost of contracts awarded as a consultancy for the period was \$44,250.00.
2. There are four procurements planned for this calendar year that will involve contracts awarded as a consultancy. These pending procurements have not been published to ONA's APP because providers will be sourced via a panel arrangement. As per Department of Finance advice, procurement conducted via a panel arrangement should not be published to an agency's APP. The four pending consultancy engagements are:
 - a. multiple Employee Assistance Program (EAP) providers, each potentially under a three year contract, via a panel arrangement (open tender). Cost not yet determined.
 - b. In the absence of a legal department ONA will have an on-going need to source external legal advice, with the anticipated spend of each engagement determining the procurement method.

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- c. a Workplace Health and Safety (WHS) provider, potentially under a three year contract, via a panel arrangement (open tender). Cost not yet determined.
 - d. a Market Research provider for a short term project, at an anticipated cost of \$15,000, via a limited tender procurement.
3. There are no consultancies that have not gone out for tender.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Provision of equipment - ministerial

Senator: Senator Ludwig

Question reference number: 163

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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).
7. A breakdown of what staff and staff classification receives each item.

ONA Response:

1. Nil.
2. No.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.

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Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Provision of equipment - departmental

Senator: Senator Ludwig

Question reference number: 164

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

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).
6. A breakdown of what staff and staff classification receives each item.

ONA Response:

1. ONA provided electronic equipment to key staff with an identified business requirement.
2. Since 14 September 2015 ONA has issued two iPad Air 2 tablets and two iPhone 6 smartphones.
3. Under the Whole of Government panel contract arrangement, ONA pays \$984 for iPad Air 2 tablets and \$1080 for iPhone 6 smartphones.
4. Each of the devices above is paired with a mobile data contract. The total ongoing per-month contract cost is \$220.
5. No additional accessories have been provided.
6. The devices were issued to:
 - a. One senior analyst (EL2) received one iPad Air 2.
 - b. One Assistant Director-General (SES1) received one iPad Air 2 and one iPhone 6.
 - c. One Deputy Director-General (SES2) received one iPhone 6.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Computers

Senator: Senator Ludwig

Question reference number: 165

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers 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 departments computers, the contractual arrangements for operating software and the on-going costs

ONA Response:

1. NIL.
2. ONA owns 400 desktop computers and 30 laptops which are located in Canberra. ONA also owns 8 laptop computers located overseas. The total purchase cost of these computers was \$517,589 inclusive of GST.
3. The ONA Standard Operating Environment is Windows 7. Licenses have been purchased under the Whole of Government VSA2 Microsoft licensing contract. ONA pays an ongoing license fee of \$75,000 per year for desktop software licensing.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Travel costs - department

Senator: Senator Ludwig

Question reference number: 166

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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 approved 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?
10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

ONA Response:

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. No Departmental officers accompanied the Prime Minister and/or Parliamentary Secretary on their travel.
7. ONA travel is related to the provision of assessments on international developments, including political, strategic and economic developments, which are reported to the Prime Minister, Senior Ministers and Senior Officials. Travel is also related to ONA being responsible for

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advancement of Australia's national interest through the effective coordination and evaluation of Australia's foreign intelligence activities.

- The total cost for domestic travel expenses from 14 September 2015 to 29 February 2016 was \$34,911. This includes 62 domestic trips. ONA officials fly economy class for domestic travel. SES officers may fly business class if travelling to Darwin, Perth or a location with a similar distance.
- The total cost for international travel expenses from 14 September 2015 to 29 February 2016 was \$532,895. This includes 54 international trips. ONA officials fly business class for international travel. There are occasions when international travel is taken in economy class due to availability and routing.
- ONA does not record travel data in a way that would readily allow more detailed answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

8. N/A

9. N/A

10. ONA travel is related to the provision of assessments on international developments, including political, strategic and economic developments, which are reported to the Prime Minister, Senior Ministers and Senior Officials. Travel is also related to ONA being responsible for advancement of Australia's national interest through the effective coordination and elevation of Australia's foreign intelligence activities.

- There are 100 domestic trips planned for the rest of the calendar year.
- Between 1 March and 30 June 2016, 45 international trips are planned.
- As of 1 March 2016, planned international trip expenditure to 30 June 2016 is estimated at \$620,000.
- ONA has not finalised any travel plans from 1 July to 31 December 2016.
- ONA does not record travel data in a way that would readily allow more detailed answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Grants

Senator: Senator Ludwig

Question reference number: 167

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. N/A – ONA has not granted or received any grants.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Departmental Rebranding

Senator: Senator Ludwig

Question reference number: 168

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. No.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Media monitoring

Senator: Senator Ludwig

Question reference number: 169

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. Nil. ONA does not subscribe to a commercial media monitoring service.
2. Nil. ONA does not subscribe to a commercial media monitoring service.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Procedure Manuals (Ministerial)

Senator: Senator Ludwig

Question reference number: 170

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. No.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator Ludwig

Question reference number: 171

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. Please list all related EBAs with coverage of the department.
2. Please list their starting and expiration dates.
3. What is the current status of negotiations for the next agreement/s? Please detail.

ONA Response:

1. Office of National Assessments Enterprise Agreement 2011-2014.
2. It came into effect on 27 June 2011 and has a nominal expiry date of 30 June 2014.
3. Negotiations for a replacement enterprise agreement began in July 2014. Parties to the negotiations include ONA, the Community and Public Sector Union (CPSU) and six ONA employee representatives. Formal negotiation meetings with employee representatives have now concluded.

The proposed Enterprise Agreement 2016-2019 (EA) has been endorsed by the Public Service Commissioner as being consistent with the Workplace Bargaining Policy 2015.

Preparations are underway to conduct a ballot of staff to approve the new EA. The ballot is scheduled for 5-7 April 2016. If the EA is supported by staff in the ballot it will be submitted to the Fair Work Commission for formal approval.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Existing Resources Program

Senator: Senator Ludwig

Question reference number: 172

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. Nil.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: 173

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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 on 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?
9. 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?

ONA Response:

1. No.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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8. N/A.

9. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Statutory Review Provisions

Senator: Senator Ludwig

Question reference number: 174

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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 obligations 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.
16. Will the report will be tabled in parliament or made public. If so, when?

ONA Response:

1. N/A.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

- 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 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Sunset Provisions

Senator: Senator Ludwig

Question reference number: 175

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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
 - m. Will the the report will be tabled in parliament or made public. If so, when?

ONA Response:

1. The *ONA Act 1977* does not contain a sunset provision
2. 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: Office of National Assessments

Outcome/Program: 1

Topic: Legal Costs

Senator: Senator Ludwig

Question reference number: 176

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. For the period 14 September 2015 to 31 January 2016, ONA expended \$9,936.30 on legal costs.
2. All external legal advice provided by the Australian Government Solicitor involving approximately 18 hours of counsel input and 5.5 hours of senior counsel input.
3. Advice was provided via two male counsels and two female counsels. The advice was required for a departmental matter.
4. The advice was procured by way of a prequalified tender via the Legal Services Multi-Use List (LSMUL).

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Procedure Manuals (Departmental)

Senator: Senator Ludwig

Question reference number: 177

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. ONA does not have a procedure manual prescribing how communications between the agency and the minister should be undertaken.
2. N/A
3. N/A
4. N/A
5. Published ONA product and other significant communications with the Prime Minister's office are normally cleared by the Director-General of ONA or an ONA Deputy Director-General although other staff may communicate directly on routine or administrative matters.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Vending machines

Senator: Senator Ludwig

Question reference number: 178

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. Nil.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.
 - g. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Self-initiated work

Senator: Senator Ludwig

Question reference number: 179

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. No
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. 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: Office of National Assessments

Outcome/Program: 1

Topic: Staff Awards

Senator: Senator Ludwig

Question reference number: 180

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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?

ONA Response:

1. Yes
 - a. Australia Day Awards.
 - b. High performance or exceptional contributions from a team and/or individual
 - c. Certificate and medallion.
 - d. Australia Day Awards - \$73.99
2. In-house staff functions.
3. The Director-General.
4. Yes.
 - a. ONA's office
 - b. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

- c. Nil.
- d. 80 to 100.
- e. No.
- f. No.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Change Management

Senator: Senator Ludwig

Question reference number: 181

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. No
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Departmental Staff Misconduct

Senator: Senator Ludwig

Question reference number: 182

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. ONA complies with the APS Code of Conduct as outlined in Section 13 of the Public Service Act 1999. The Act can be accessed at the following:
<http://www.comlaw.gov.au/Details/C2014C00511>
2. No
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Fee for services

Senator: Senator Ludwig

Question reference number: 183

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. No.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Documents provided to minister

Senator: Senator Ludwig

Question reference number: 184

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. ONA provides a number of classified documents on regular basis to the Minister's office, security considerations preclude further detail being disclosed in response to this question.
2. National security considerations preclude further detail being disclosed in response to this question.
3. ONA safe-hand courier.
4. Hardcopy.
5. Documents are provided to the Minister and appropriately cleared advisors.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: merchandise or promotional material

Senator: Senator Ludwig

Question reference number: 185

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. For the period 14 September 2015 to 31 January 2016, ONA did not have any expenditure for promotional material or merchandise.
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.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Domain Usage

Senator: Senator Ludwig

Question reference number: 186

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. ONA does not provide internet services to the Minister's office.
 - a. N/A.
 - b. N/A.
 - c. 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: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial Website

Senator: Senator Ludwig

Question reference number: 187

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. \$0
 - a. N/A.
2. No ONA person is responsible for uploading information to the Minister's website.
3. 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: Office of National Assessments

Outcome/Program: 1

Topic: Report Printing

Senator: Senator Ludwig

Question reference number: 188

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. No.
2. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: FOI Requests

Senator: Senator Ludwig

Question reference number: 189

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. ONA is exempt from the Freedom of Information Act, and therefore does not deal with FOI reviews or requests.
2. N/A.
3. 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: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial Motor vehicle

Senator: Senator Ludwig

Question reference number: 190

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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.

ONA Response:

1. No.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.
 - g. N/A.
 - h. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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- i. N/A.
- j. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial Staff vehicles (non-MoPS)

Senator: Senator Ludwig

Question reference number: 191

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

1. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Lobbyist Register Meetings

Senator: Senator Ludwig

Question reference number: 192

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. The Office of National Assessments has not had any interaction with any representative listed on the lobbyist register.
2. N/A
3. The Department of Prime Minister and Cabinet is best placed to provide an answer to this question.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Workplace assessments

Senator: Senator Ludwig

Question reference number: 193

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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

ONA Response:

1. The total cost of workplace ergonomic assessments for the period 14 September 2015 to 21 March 2016 was \$2,440.
 - a. A total of 13 workplace ergonomic assessments were conducted, representing an average cost of \$187.75. Assessments vary in price reflective of individual employee needs, duration and modifications to existing set-up of office related equipment.
2. Yes. A common outcome of workstation assessments is to make minor adjustments to the work area set-up including desk height, chair size/type, ergonomic layout of computer and related equipment to ensure it is appropriate for the individual user. Of the 13 workstation assessments conducted, 3 sit-stand units were recommended and supplied to staff.
3. Total cost for three sit-stand units was \$1,295.

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ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: 194

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. ONA is exempt from the Freedom of Information Act, and therefore does not deal with FOI reviews or requests.
2. N/A.
3. N/A.
4. N/A.
5. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Multiple tenders

Senator: Senator Ludwig

Question reference number: 195

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Market Research

Senator: Senator Ludwig

Question reference number: 196

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

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.

ONA Response:

1. Nil.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.
 - g. N/A.
 - h. N/A.
 - i. N/A.
 - j. N/A.

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k. N/A.

l. N/A.

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ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Departmental Upgrades

Senator: Senator Ludwig

Question reference number: 197

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. No.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Wine Coolers / Fridges

Senator: Senator Ludwig

Question reference number: 198

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. No.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.
 - g. N/A.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Office Plants

Senator: Senator Ludwig

Question reference number: 199

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1.
 - a. Approximately 180 plants are provided in the ONA tenancy.
 - b. Since 14 September 2015 to 31 January 2016, ONA has spent \$4,294.36 on the maintenance of Indoor office plants.
 - c. The plants are maintained through Instyle Indoor Plant Hire and not itemised as separate expenses
 - d. N/A.
 - e. N/A.
 - f. Throughout the ONA office.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Office recreation facilities

Senator: Senator Ludwig

Question reference number: 200

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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?

ONA Response:

1. No.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.
 - g. N/A.

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Building Lease Costs

Senator: Senator Ludwig

Question reference number: 201

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

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ONA Response:

1. From 14 September 2015 to 31 January 2016, the building lease expense is \$1,225,661.52.
2.
 - a. 16 October 2011.
 - b. 15 October 2026.
 - c. It is yet to be determined whether the lease will be renewed.
 - d. Barton, ACT.
 - e. The annual building lease expense is \$3,195,474.68.
 - f. The building provides ONA with secure accommodation for receiving, analysing and storing highly classified information, and producing and distributing reports to senior Ministers and other clients.
3. Nil.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - e. N/A.
 - f. N/A.
4. Nil.
 - a. N/A.
 - b. N/A.
 - c. N/A.
 - d. N/A.
 - i. N/A.
 - e. N/A.
5.
 - a. ONA is the sole occupant of the building. ONA occupies 100%.
 - b. N/A.

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Government advertising/marketing

Senator: Senator Ludwig

Question reference number: 202

Type of Question: Written

Date set by the committee for the return of answer: 1 April 2016

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.

ONA Response:

Senate Finance and Public Administration Legislation Committee

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1. No money spent on marketing 14/9/15 to 29/2/16; costs for advertising jobs detailed below (Q2)
2.
 - a. The total cost of recruitment advertising for the period 14/9/15 to 29/2/16 was \$404.73.
 - b. Linked in job Posting (\$195.64), Australian Psych Society Job posting (\$209.09)
 - c. The recruitment advertising appeared on Linked In and the Australian Psych Society Website.
 - d. Approving Officer was, Director – People and Development.
 - e. There was no ministerial or ministerial staff involvement in this process.
 - f. The outlets paid were Linked In and Australian Psych Society.
3. No government advertising, other than job advertisements, is planned for the rest of the financial year.
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A
 - e. N/A
 - f. N/A
4. N/A