

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Commissioned reports

**Senator:** Ludwig

**Question reference number:**67

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
  1. 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?

**Answer:**

Q1 – 3 Nil to all questions.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Statutory Review Provisions

**Senator:** Ludwig

**Question reference number:**68

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

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

**Answer:**

The *Auditor-General Act 1997* does not contain a statutory review provision.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Self initiated work

**Senator:** Ludwig

**Question reference number:** 69

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

Nil to all questions. All work undertaken by the ANAO is approved by the Auditor-General and/or ANAO Executives.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Graduate intake

**Senator:** Ludwig

**Question reference number:** 70

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. What was the graduate intake for 2012-2013?
2. What was the graduate intake for 2013-2014?
3. What is the graduate intake for 2014-2015?
4. What will be the graduate intake for 2015-2016?

**Answer:**

- Q1. The ANAO's graduate intake for 2012-2013 was 26.
- Q2. The ANAO's graduate intake for 2013-2014 was 16.
- Q3. The ANAO's graduate intake for 2014-2015 will be 12, commencing February 2015.
- Q4. The ANAO's graduate intake for 2015-2016 will be determined in consultation with the APSC and have regard to the APSCs entry-level recruitment cap.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** G20 Expenses

**Senator:** Ludwig

**Question reference number:** 71

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.

For each item, please provide:

1. The name of the event/meeting that the expense related to.
2. The location of the event.
3. The date of the event.
4. The name and ABN of the service provider.
5. Advise whether the contract was awarded through an open tender process.
6. The total value of the contract/invoice.
7. The date the contract was executed by the Department.
8. The number of attendees at the event, if applicable.
9. Advise whether an Australian Government Minister was in attendance. Please detail.
10. Advise whether foreign delegates were in attendance. Please detail.

Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

**Answer:**

Nil to all questions. The ANAO has not incurred any expenses as a result of the G20.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** G20 Brisbane

**Senator:** Ludwig

**Question reference number:**72

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:
2. How long will the minister be in Brisbane for?
3. Please provide a copy of the minister's program and a list of any meetings that are scheduled.
4. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles.
5. How many ministerial staff will attended with the minister?
6. How many departmental staff attended the G20?
7. For each minister and staff member attending, how much was spent on airfares to and from Brisbane?
8. For each minister and staff member attending, how much was spent on accommodation in Brisbane?
9. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.
10. Has the department purchased any merchandise or promotional material for the G20? Please detail.
11. Will the department be preparing a report following the G20? If yes:
  1. What will be the scope of the report?
  2. When will it be complete?
  3. Will it be available to the public?

**Answer:**

Nil to all questions. The ANAO has not incurred any expenses as a result of the G20.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Procedure Manuals (Ministerial)

**Senator:** Ludwig

**Question reference number:**73

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**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?

**Answer:**

Nil to all questions. The ANAO does not provide support to a Ministerial Office and so does not have a procedural manual for communication.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Procedure Manuals (Departmental)

**Senator:** Ludwig

**Question reference number:**74

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**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?

**Answer:**

Nil to all questions. The ANAO does not provide support to a Ministerial Office and so does not have a procedural manual for communication.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Domain Usage

**Senator:** Ludwig

**Question reference number:** 75

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).
  2. Amount of data downloaded and uploaded to the site.
  3. Number of times the site was accessed?

**Answer:**

Nil to all questions. The ANAO does not provide support to a Ministerial office.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Reviews

**Senator:** Ludwig

**Question reference number:** 76

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
  1. the date they were ordered
  2. the date they commenced
  3. the minister responsible
  4. the department responsible
  5. the nature of the review
  6. their terms of reference
  7. the scope of the review
  8. Who is conducting the review
  9. the number of officers, and their classification level, involved in conducting the review
  10. the expected report date
  11. the budgeted, projected or expected costs
  12. If the report will be tabled in parliament or made public
2. For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?
  1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
  2. If so, please list their managing director and the board of directors or equivalent
  3. If yes, for each is the cost associated with their involvement, including a break down for each cost item
  4. If yes, for each, what is the nature of their involvement
  5. If yes, for each, are they on the lobbyist register, provide details.
  6. If yes, for each, what contact has the Minister or their office had with them
  7. If yes, for each, who selected them

8. If yes, for each, did the minister or their office have any involvement in selecting them,
  1. If yes, please detail what involvement it was
  2. If yes, did they see or provided input to a short list
  3. If yes, on what dates did this involvement occur
  4. If yes, did this involve any verbal discussions with the department
  5. If yes, on what dates did this involvement occur
3. Which reviews are on-going?
  1. Please list them.
  2. 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?
  1. When will each planned review be commenced?
  2. When will each of these reviews be concluded?
  3. When will government respond to each review?
    1. Will the government release each review? If so, when? If not, why not?

**Answer:**

Nil to all questions. Other than the ongoing program of performance audits and internal management activity, the ANAO has not commenced any reviews.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Sunset Provisions

**Senator:** Ludwig

**Question reference number:**77

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**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:
  1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
  2. Has any consideration been given to delaying or alerting the sunset provisions?
  3. Please provide a schedule or a work plan for the sunset provisions becoming active
  4. When did/will this work begin?
  5. When is/was the review due to commence.
  6. What is the expected report date.
  7. Who is the minister responsible for the review
  8. What department is responsible for the review
  9. List the specific clauses or legislation under review caused by the statutory provision.
  10. List the terms of reference.
  11. What is the scope of the review.
  12. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
  13. What is the budgeted, projected or expected costs of the review?
  14. When was the Minister briefed on this matter?
  15. What decision points are upcoming for the minister on this matter?
  16. List the number of officers, and their classification level, involved in conducting the review
  17. Will the report will be tabled in parliament or made public. If so, when?

**Answer:**

Nil to all questions. The *Auditor-General Act 1997* does not include any sunset provisions.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Wine Coolers-Fridges

**Senator:** Ludwig

**Question reference number:** 78

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current stocking level for each of these items?

**Answer:**

Q1. Nil to all parts of the question.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** FoI Requests

**Senator:** Ludwig

**Question reference number:**79

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
  2. For how many has a redacted document been provided?

**Answer:**

Nil to all questions. The Auditor-General is exempt from the provisions of the Freedom of Information Act.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency: Australian National Audit Office**

**Outcome/Program:**

**Topic:** Building Lease Costs

**Senator:** Ludwig

**Question reference number: 83**

**Type of question: WRITTEN**

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages: 2**

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. Date the lease agreement is active from.
  2. Date the lease agreement ends.
  3. Is the lease expected to be renewed? If not, why not?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. 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:
  1. Date from which the lease agreement was active.
  2. Date the lease agreement ended.
  3. Why was the lease not renewed?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. 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:
  1. Date the lease agreement is expected to become active.
  2. Date the lease agreement is expected to end.
  3. Expected location of the building (City and state).
  4. Expected cost of the lease.
    1. Has this cost been allocated into the budget?
  5. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
  1. What is the current occupancy rate for the building?

2. If the rate is less than 100%, detail what the remaining being used for.

**Answer:**

Q1. The ANAO has one accommodation lease in the ACT at a total cost of \$1,466,175 between June and October 2014.

Q2.

1. The lease commenced on 23 September 2008.
2. The lease expires on 22 September 2018.
3. At this stage no decision has been made on future leasing options. The ANAO plans to explore various alternatives prior to lease expiry and will ensure any new lease arrangement is fit for purpose and represents value for money for the Commonwealth.
4. Barton, ACT
5. The ANAO's current lease cost is \$330,987 per month inclusive of GST. Rent is increased each September at a rate commensurate with CPI.
6. The current accommodation is used for delivery of both the assurance and performance audit programmes.

Q3. Nil to this question. Refer response to Q1.

Q4. The ANAO does not plan to enter any lease arrangements in the next 12 months.

Q5.

1. The occupancy rate for the ANAO is 94.5%
2. The ANAO subleases surplus space equal to 5.5% of the building.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Government Advertising

**Senator:** Ludwig

**Question reference number:** 84

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How much has been spent on government advertising (including job ads)?
  1. List each item of expenditure and cost
  2. List the approving officer for each item
  3. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
  1. List the total expected cost
  2. List each item of expenditure and cost
  3. List the approving officer for each item
  4. Detail the outlets that have been or will be paid for the advertising

**Answer:**

- Q1. Since Budget Estimates in June, 2014 the ANAO has not incurred any expenditure on government advertising (including job ads)
- Q2. The ANAO plans to advertise its 2016 Graduate Program commencing in November 2014.
1. The ANAO anticipates a total expected cost of \$900.
  2. All recruitment activity will be placed through the Media Placement Agency (Adcorp) in line with the Department of Finance Guidelines on Non-Campaign Recruitment Advertising.
  3. The Senior Director Human Resources is the financial delegate for this expenditure.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency: Australian National Audit Office**

**Outcome/Program:**

**Topic:** Workplace Assessments

**Senator:** Ludwig

**Question reference number: 85**

**Type of question: WRITTEN**

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages: 1**

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1. \$6,321 has been spent on workplace ergonomic assessments between 1 June to 31 October 2014.

1. 26 workstation assessments at a total cost of \$6,321.

Q2. Yes, equipment has been issued to staff who did not have an existing disability following a recommendation by an ergonomist or advice from the individual's medical practitioner.

Q3. The table below lists each item of expenditure and their cost:

Item Description	Units	Cost (\$)
Desk sleeve	1	660
Document holder	7	308
Ergonomic keyboard	4	977
Ergonomic chair	1	465
Footrest	2	400
Laptop raiser	3	53
Sit to stand adjustable desk	1	150
Telephone handset	1	145
<b>Total</b>		<b>3,159</b>

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Multiple Tenders

**Senator:** Ludwig

**Question reference number:** 88

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. List any tenders that were re-issued or issued multiple times:
  - a. Why were they re-issued or issued multiple times?
  - b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
  - c. Were those applicants asked to resubmit their tender proposal?

**Answer:**

Q1. Nil to all parts of the question. The ANAO had no tenders that were re-issued or issued multiple times.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency: Australian National Audit Office**

**Outcome/Program:**

**Topic:** Enterprise Bargaining Agreements (EBAs)

**Senator:** Ludwig

**Question reference number: 89**

**Type of question: WRITTEN**

**Date set by the committee for the return of answer: 31 December 2014**

**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.

**Answer:**

- Q1. The ANAO has only one EBA - the Australian National Audit Office Enterprise Agreement 2011 – 2014.
- Q2. The ANAO's current Enterprise Agreement commenced on 16 November 2011 and notionally expired on 30 June 2014.
- Q3. The ANAO bargaining position has received ministerial approval and the Agreement Making Team meets regularly.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Departmental Upgrades

**Senator:** Ludwig

**Question reference number:** 90

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
  1. If so, list these
  2. If so, list the total cost for these changes
  3. If so, list the itemised cost for each item of expenditure
  4. If so, who conducted the works?
  5. If so, list the process for identifying who would conduct these works
  6. If so, when are the works expected to be completed?

**Answer:**

- Q1. The ANAO has not engaged in any refurbishments, upgrades or changes to its buildings facilities since the Budget Estimates in June 2014.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Non-Conventional Therapies

**Senator:** Ludwig

**Question reference number:** 91

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since 7 September 2013:

1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:
  1. What is the process by which these therapies can be approved?
  2. Who are they available to?
  3. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?
2. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:
  1. What therapies have been provided?
  2. What were they used to treat?
  3. What was the cost of the therapy?

**Answer:**

Q1 and Q2      Nil Response. The ANAO has not procured or provided any form of non-conventional therapies to its staff or for any other purpose.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Office Plants

**Senator:** Ludwig

**Question reference number:** 92

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any office plants?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?

**Answer:**

- Q1. Since Budget Estimates in June 2014, ANAO has not purchased or leased any new office plants.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Office Recreation Facilities

**Senator:** Ludwig

**Question reference number:** 93

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question**

Since Budget Estimates in June, 2014:

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)?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer:**

- Q1. The ANAO has not purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others).

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Vending Machines

**Senator:** Ludwig

**Question reference number:** 94

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer:**

- Q1. The ANAO has not purchased or leased or taken under contract any vending machine facilities.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Legal Costs

**Senator:** Ludwig

**Question reference number:** 95

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1 to Q2.      The ANAO obtains all legal advice from external providers. Where available the details are presented in the table below.

Date	Provider	Cost (\$)	Hours	Level of counsel
2/6/2014	Clayton Utz	2,096	0.7	Partner
			3.7	Special Counsel
4/6/2014	King & Wood Mallesons	1,731	4.2	Partner
4/6/2014	King & Wood Mallesons	801	2.2	Partner
4/6/2014	King & Wood Mallesons	1,455	2.4	Law Graduate
			2.0	Partner
30/6/2014	King & Wood Mallesons	11,598	15.7	Law Graduate
			6.5	Partner
			14.5	Senior Counsel
2/7/2014	Australian Government Solicitor	2,288	7.2	Lawyer
			1.1	Senior Executive Lawyer
2/7/2014	Clayton Utz	1,297	0.7	Partner
			2.0	Special Counsel
2/7/2014	Australian Government Solicitor	3,792	11.9	Lawyer
			1.7	Senior Executive Lawyer
10/7/2014	Australian Government Solicitor	276	3.3	Lawyer
10/7/2014	Australian Government Solicitor	1,018	3.4	Lawyer
			0.6	Senior Lawyer
			0.6	Senior Executive Lawyer
31/7/2014	Clayton Utz	6,364	2.2	Partner
			5.2	Special Counsel
			8.3	Senior Lawyer
7/8/2014	King & Wood Mallesons	1,891	5.1	Law Graduate
			1.4	Partner
9/9/2014	Clayton Utz	1,379	2.5	Special Counsel
			0.6	Senior Lawyer
11/9/2014	Maddocks	2,478	5.9	Special Counsel
1/10/2014	Australian Government Solicitor	3,987	7.2	Senior Executive Lawyer
2/10/2014	Australian Government Solicitor	6,600	15.5	Senior Lawyer
			3.1	Senior Executive Lawyer
7/10/2014	Maddocks	2,100	5.0	Special Counsel
9/10/2014	Minter Ellison	3,328	0.5	Partner
			7.3	Senior Associate
20/10/2014	Maddocks	504	1.2	Special Counsel
31/10/2014	Maddocks	760	0.2	Partner
			1.8	Senior Associate
	<b>Total</b>	<b>55,741</b>		

Q3. Nil to this question.

Q4. The ANAO utilises the Legal Services Multi-Use List and obtains quotes for each request for legal advice and compares the rates from the LSMUL to assess they are value for money prior to negotiating and accepting the quote.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency: Australian National Audit Office**

**Outcome/Program:**

**Topic:** Provision of equipment - departmental

**Senator:** Ludwig

**Question reference number: 96**

**Type of question: WRITTEN**

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages: 1**

**Question:**

Since Budget Estimates in June, 2014:

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.

**Answer:**

Q1. Yes ANAO staff use electronic equipment

Q2 – Q6 Electronic equipment and its allocation to staff by level and the purchase and ongoing costs

Staffing Level	Laptop	Blackberry	Vasco	4G Data Card	Mobile Phone	USB Thumb Drive	iPad
SES	✓	✓	✓	✓	✗	✓	✗
Executive Level 1 and 2	✓	✓ <sup>3</sup>	✓	✓	✓ <sup>2</sup>	✓	✓ <sup>1</sup>
APS 3 to 6	✓	✗	✓	✓	✗	✓	✓ <sup>1</sup>
Purchase Cost (unit)	\$915	\$670	\$90	\$0	\$490	\$180	\$812
Ongoing cost (unit per month)	\$0	\$35	\$0	\$39	\$10	\$0	\$39

Notes:

1 The ANAO has 6 ipads for staff to utilise for business travel and selected audit tasks.

2 Audit Managers at the EL level have access to pool mobile phones for field work periods.

3 Limited EL staff are issued with a Blackberry based on a business need



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Lobbyist Register Meetings

**Senator:** Ludwig

**Question reference number:** 97

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Nil to all questions.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Staff Transfers

**Senator:** Ludwig

**Question reference number:** 99

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 8

**Question:**

1. How many people does your department employ?
2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. with co
7. How many of these people are employed in Canberra?
8. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
9. How many employees have been transferred out of Canberra since the 2013
10. How many of your employees have been transferred to Canberra since the 2013 federal election?
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
14. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.
15. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
16. For every transferred employee please provide and explanation for their transfer?

17. For every transferred employee please provide any other cost incurred by the department because of that transfer?
18. Please provide all relevant dates.

#### *Redundancies*

19. How may positions have been made redundant in your department since the 2013 federal election?
  1. How many of these positions were non-ongoing?
  2. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
  1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide the reason a voluntary redundancy was offered for their position.
  5. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
  1. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
  2. Please specify any other costs incurred by the department because of this redeployment.

3. Please provide the reason for that redeployment.
4. Please provide all relevant dates.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
10. For employees who were made forcibly redundant since the 2013 federal election please provide:
  1. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide the reason for that redundancy.
  5. Please provide all relevant dates.

### *Hiring*

20. How many people are employed in your department on non-ongoing contracts?
21. How many people are employed in your department on ongoing contracts?
22. How many non-ongoing contracts has your department extended since the 2013 federal election?
23. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
24. How many of these extensions were approved by the Public Service Commission?
  1. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
  2. How many of these extensions were rejected by the Public Service Commission?
    1. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
  3. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
    1. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length

of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.

4. How many non-ongoing contracts have expired without extension since the 2013 federal election?
  1. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
5. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
6. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
7. How many of these new non-ongoing engagements were approved by the Public Service Commission?
  1. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
8. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
  1. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
9. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
  1. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.
10. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
11. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
12. How many of these new ongoing engagements were approved by the Public Service Commission?
  1. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason

given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.

13. How many of these new ongoing employee applications were rejected by the Public Service Commission?
1. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
14. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
1. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

**Answer:**

**(Note: Figures do not include staff currently on temporary transfer to other agencies or on leave without pay)**

Q1. As at 31 October 2014 the ANAO employed 349 staff.

Q2. The ANAO only has staff employed in the ACT. As at the 30 June 2013 363 staff were employed. Information on classification and gender is available from *The Auditor-General Annual Report 2012-2013, Table A1.3: Paid Full-time, Part-Time and Non-ongoing staff as at 30 June 2013*, p123. The average age of staff at the ANAO at 30 June 2013 was 39.

Q3. The ANAO currently employs 349 staff in its Canberra office. The average age of staff employed is 40. The table below provides information on their gender and classification level.

	<b>No. of Staff</b>
<b>MALES</b>	156
<b>FEMALES</b>	193
<b>APS 1</b>	2
<b>APS 2</b>	3
<b>APS 3</b>	14
<b>GRADUATE</b>	16
<b>APS 4</b>	55
<b>APS 5</b>	35
<b>APS 6</b>	66
<b>EXEC 1</b>	54
<b>EXEC 2</b>	75
<b>SES 1</b>	23

<b>SES 2</b>	5
<b>SES 3</b>	1

Q4. No functions have been transferred from one state to another since the federal election in 2013.

Q5. Not applicable

Q6. Not applicable

Q7. All ANAO staff are employed in Canberra.

Q8. As at 31 August 2013 the ANAO employed 365 staff.

Q9. No employees have been transferred out of Canberra since 2013.

Q10. No employees have been transferred to Canberra since the 2013 federal election?

Q11. Not applicable

Q12. Not applicable

Q13. Not applicable

Q14. Not applicable

Q15. Not applicable

Q16. Not applicable

Q17. Not applicable

Q18. Not applicable

#### *Redundancies*

Q19. No positions have been made redundant in the ANAO since the 2013 federal election.

#### *Hiring*

Q20. As at 31 October 2014 the ANAO employed 17 non-ongoing staff.

Q21. As at 31 October 2014 the ANAO employed 349 ongoing staff. Please note: this figure excludes staff currently on temporary transfer to other agencies or on leave without pay.

Q22. The ANAO provided information on non-ongoing contracts from the 2013 federal election to 31 May 2014 in its response to previous QoN. Since 1 June 2014 it has not extended any non-ongoing contracts.

Q23. Nil response. The ANAO has not submitted any non-ongoing contract extensions to the Public Service Commission for approval.

Q24 1 – 3. Not applicable. ANAO has not submitted any non-ongoing contract extensions to the Public Service Commission for approval.

4. Activities up to 31 May 2014 were responded to as part of the QoN responses at that time. From 1 June, eight non-ongoing contracts have expired without extension. The table below provides more detail:

	Age	Gender	Wage	APS Level	Description of job	Length of continuous employment in the APS	Reason why an extension was not sought	All relevant dates (employed from.. to..)
Employee #1	35	Male	\$72,931	APS5	IT Services	6 months	End of contract	Hire date – 13/01/14 Ceased – 17/07/14
Employee	51	Female	\$91,342	APS6	Senior	9 months	End of	Hire date

e #2					Auditor, Performance Audit Services Group		contract	– 13/11/13 Ceased – 13/08/14
Employee #3	37	Female	\$52,963	APS 1	Undergraduate Assurance Audit Services Group	6 months	End of contract	Hire date – 25/02/14 Ceased – 27/08/14
Employee #4	41	Female	\$83,390	APS 6	Senior Auditor, Performance Audit Services Group	12 months	End of contract	Hire date – 02/09/13 Ceased – 02/09/14
Employee #5	49	Male	\$109,913	EL 1	Director, Assurance Audit Services Group	7 months	End of contract	Hire date – 17/02/14 Ceased – 01/10/14
Employee #6	31	Female	\$58,409	APS 3	Executive Assistant	12 months	End of contract	Hire date – 08/10/13 Ceased – 08/10/14
Employee #7	21	Female	\$52,963	APS 1	Undergraduate Assurance Audit Services Group	9 months	End of contract	Hire date – 03/02/14 Ceased – 01/11/14
Employee #8	23	Male	\$52,963	APS 1	Undergraduate Assurance Audit Services Group	9 months	End of contract	Hire date – 10/02/14 Ceased – 01/11/14
Employee #9	42	Male	\$83,390	APS 6	Learning & Development Officer, Corporate Management Branch	7 months	End of contract	Hire date – 06/01/14 Ceased – 28/06/2014
Employee #10	59	Female	\$104,770	APS 6	Publications Unit, Corporate Management Branch	2 months	End of contract	Hire date – 28/04/14 Ceased – 27/06/14

5. Activities up to May 2014 were responded to as part of the QoN responses at that time. From 1 June, the ANAO has engaged 8 new non-ongoing employees.



6. Nil. The ANAO has not submitted any new non-ongoing engagements to the Public Service Commission for approval since the 2013 federal election. Under the APSC's Interim Recruitment Arrangements, the Auditor-General has the delegation to approve non-ongoing employment.
7. Not applicable. The ANAO has not submitted any new non-ongoing employee
8. Not applicable.
9. Activities up to May 2014 were responded to as part of the QoN responses at that time. From 1 June, the ANAO has engaged eight new non-ongoing employees without the approval of the Public Service Commission, as the Agency Head is authorised to approve non-ongoing employment. The ANAO has reported that information to the Australian Public Service Commission (APSC) at the end of each month as required under the Interim arrangements of APS recruitment.
10. Activities up to May 2014 were responded to as part of the QoN responses at that time. From 1 June, the ANAO has not engaged any ongoing employees.
11. Activities up to May 2014 were responded to as part of the QoN responses at that time. From 1 June The ANAO has not submitted any new ongoing engagements to the Public Service Commission for approval
12. Not applicable
13. Not applicable
14. Nil. The ANAO has not submitted any new ongoing engagements to the Public Service Commission for approval.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Existing Resources Program

**Senator:** Ludwig

**Question reference number:** 100

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1 to Q5      Nil to all questions.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Conditions of Government contracts and agreements

**Senator:** Ludwig

**Question reference number:** 101

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. 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?

**Answer:**

Q1 – Q9. Nil to all parts of the question. The ANAO uses standard Commonwealth contracts that do not contain any limitations or restrictions on advocacy or criticising Government policy.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Market Research

**Senator:** Ludwig

**Question reference number:** 102

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. List any market research conducted by the department/agency:
  1. List the total cost of this research
  2. List each item of expenditure and cost, broken down by division and program
  3. Who conducted the research?
  4. How were they identified?
  5. Where was the research conducted?
  6. In what way was the research conducted?
  7. Were focus groups, round tables or other forms of research tools used?
  8. How were participants for these focus groups et al selected?
  9. How was the firm or individual that conducted the review selected?
  10. What input did the Minister have?
  11. How was it approved?
  12. Were other firms or individuals considered? If yes, please detail.

**Answer:**

- Q1. The ANAO engaged PriceWaterHouseCoopers (PwC) to undertake a review of the ANAO's website. This review included a research component.
1. \$3520 (GST Inclusive)
  2. Interviews with users of the ANAO website - \$3520 (GST Inclusive)
  3. PriceWaterHouseCoopers t/a PwC's Stamford Interactive Services
  4. The ANAO selected a number of suppliers from a panel arrangement to request quotes for the services required. PwC was selected as it was deemed that they represented the best value for money.
  5. Canberra
  6. One-on-one interviews with ANAO website users
  7. No
  8. N/A

9. See question 4
10. N/A
11. N/A

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Prequalified Multi-use list tenders

**Senator:** Ludwig

**Question reference number:** 103

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 6

**Question:**

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

**Answer:**

Q1. The ANAO has established the following panels for procurement:

Description	Actuarial review services
Standing Offer Notice ID	SON289614
Start Date	1/5/10
End Date	30/4/15
Participants	<ul style="list-style-type: none"><li>• Australian Government Actuary</li><li>• Deloitte Touche Tohmatsu</li><li>• Ernst and Young</li><li>• KPMG Actuaries Pty Limited</li><li>• PricewaterhouseCoopers</li></ul>

Description	Office machines and their supplies and accessories
Standing Offer Notice ID	SON750311
Start Date	28/2/12
End Date	27/5/15

Participants	<ul style="list-style-type: none"> <li>• Fuji Xerox</li> </ul>
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Description	Ongoing TechnologyOne support services
Standing Offer Notice ID	SON1893991
Start Date	15/11/13
End Date	15/11/16
Participants	<ul style="list-style-type: none"> <li>• Analytics Group Pty Ltd</li> <li>• ChartSmart Consulting Pty Ltd</li> <li>• Milura Pty Ltd</li> <li>• Technology One Limited</li> </ul>

Description	IT audit advisory panel
Standing Offer Notice ID	SON2015772
Start Date	1/1/14
End Date	31/12/16
Participants	<ul style="list-style-type: none"> <li>• Audit and Assurance Consulting Services Pty Ltd t/a AuditStaff</li> <li>• Aurec Pty Ltd</li> <li>• Axiom Associates Pty Ltd</li> <li>• Crowe Horwath Canberra</li> <li>• Deloitte Touche Tohmatsu</li> <li>• FinXL IT Professional Services</li> <li>• KPMG</li> <li>• Oakton Services Pty Ltd</li> <li>• PricewaterhouseCoopers</li> <li>• RSM Bird Cameron</li> <li>• Stantons International Audit and Consulting Pty Ltd</li> <li>• Synergy Group Australia Pty Ltd</li> <li>• KPMG</li> <li>• MGI Assurance (South QLD) Pty Ltd</li> <li>• Michelle Minaroy Pty Ltd</li> <li>• Moore Stephens Canberra Pty Ltd</li> <li>• Moore Stephens Sydney Pty Limited</li> <li>• Oakton Services Pty Ltd</li> <li>• PricewaterhouseCoopers</li> <li>• SouthPac Advisory Pty Limited</li> <li>• Stantons International Audit and Consulting Pty Ltd</li> <li>• Stirling International</li> <li>• Synergy Group Australia Pty Ltd</li> <li>• Vista Advisory Pty Limited</li> <li>• Walter Partners Pty Ltd</li> <li>• Yardstick Advisory Pty Ltd</li> </ul>

Description	Performance audit and related services
Standing Offer Notice ID	SON2197292
Start Date	1/1/14
End Date	31/3/17

Participants	<ul style="list-style-type: none"> <li>• Analytics Group</li> <li>• Australian National University</li> <li>• Axiom Associates Pty Ltd</li> <li>• Callida Pty Ltd</li> <li>• Canberra Management Consulting Pty Limited</li> <li>• Charterpoint Pty Ltd</li> <li>• Courage Partners Pty Ltd</li> <li>• Deloitte Touche Tohmatsu</li> <li>• FD &amp; A Pty Ltd</li> <li>• Galpins Accountants Auditors and Business Consultants</li> <li>• HIFTB Pty Ltd</li> <li>• Keogh Bay Consulting Pty Ltd</li> <li>• KPMG</li> <li>• McGrathNicol Advisory Partnership</li> <li>• Oakton Services Pty Ltd</li> <li>• Pitt Group Pty Ltd</li> <li>• PricewaterhouseCoopers</li> <li>• Protiviti Pty Ltd</li> <li>• Resolution Consulting Services Pty Ltd</li> <li>• Sapere Research Group Limited</li> <li>• Stantons International Audit and Consulting Pty Ltd</li> <li>• Vincents Audit and Assurance</li> <li>• Vista Advisory Pty Ltd</li> <li>• Vista Advisory Pty Limited</li> <li>• Walter Partners Pty Ltd</li> <li>• Yardstick Advisory Pty Ltd</li> </ul>
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Description	Contract financial statement auditors
Standing Offer Notice ID	SON2015602
Start Date	1/1/14
End Date	31/12/14
Participants	<ul style="list-style-type: none"> <li>• Analytics Group</li> <li>• Audit and Assurance Consulting Services Pty Ltd</li> <li>• Axiom Associates Pty Ltd</li> <li>• Blackdog Associates Pty Ltd</li> <li>• Canberra Management Consulting Pty Limited</li> <li>• Caskadel Pty Limited</li> <li>• Charterpoint Pty Ltd</li> <li>• Crossley Consulting Pty Ltd</li> <li>• Crowe Horwath Canberra</li> <li>• Deloitte Touche Tohmatsu</li> <li>• Duesburys Nexia</li> <li>• Hobereau Investments Pty Limited</li> <li>• KPMG</li> <li>• MGI Assurance (South QLD) Pty Ltd</li> <li>• Michelle Minaroy Pty Ltd</li> </ul>



	<ul style="list-style-type: none"> <li>• Moore Stephens Canberra Pty Ltd</li> <li>• Moore Stephens Sydney Pty Limited</li> <li>• Oakton Services Pty Ltd</li> <li>• PricewaterhouseCoopers</li> <li>• SouthPac Advisory Pty Limited</li> <li>• Stantons International Audit and Consulting Pty Ltd</li> <li>• Stirling International</li> <li>• Synergy Group Australia Pty Ltd</li> <li>• Vista Advisory Pty Limited</li> <li>• Walter Partners Pty Ltd</li> <li>• Yardstick Advisory Pty Ltd</li> </ul>
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Description	Accounting and auditing recruiting services
Standing Offer Notice ID	SON374284
Start Date	1/1/11
End Date	31/12/14
Participants	<ul style="list-style-type: none"> <li>• Brooklyn Group Pty Ltd</li> <li>• Cantlie Recruitment Services Pty Ltd</li> <li>• Continuum Recruitment Pty Ltd</li> <li>• Cordelta Pty Ltd</li> <li>• Frontier Group Pty Ltd</li> <li>• Hamilton James and Bruce Group Ltd</li> <li>• Hays Specialist Recruitment (Australia) Pty Ltd</li> <li>• Hudson Global Resources (Australia) Pty Ltd</li> <li>• PCA People Pty Ltd</li> </ul>

Description	Accounting, auditing and assurance consulting services
Standing Offer Notice ID	SON580671
Start Date	15/3/12
End Date	14/3/15
Participants	<ul style="list-style-type: none"> <li>• Courage Partners Pty Ltd</li> <li>• Deloitte Touche Tohmatsu</li> <li>• Dobes &amp; Associates</li> <li>• Duesburys Nexia</li> <li>• Equity Partners Accountants Advisers</li> <li>• Ernst and Young</li> <li>• KPMG</li> <li>• KPR Holdings Pty Ltd</li> <li>• Moore Stephens Canberra Audit Pty Ltd</li> <li>• Mr Lindsay Roe</li> <li>• PricewaterhouseCoopers</li> <li>• RSM Bird Cameron</li> <li>• UHY Haines Norton (Canberra) Pty Ltd</li> <li>• WHK Group Ltd</li> </ul>

- Q2. The ANAO engages mandatory whole-of-government providers where established. The ANAO also has access to the following panels / multi-use lists that have been established by other Commonwealth entities:

Department	Details of Panels	SON ID	Start Date	End Date
Department of the Prime Minister and Cabinet	Interior Design Services	SON322452	01 Aug 10	31 Jul 15
	Furniture relocation and storage services	SON323168	01 Aug 10	31 Jul 15
	Minor works and maintenance services	SON323548	01 Aug 10	31 Jul 15
	ICT cabling services	SON321962	01 Aug 10	31 Jul 15
	Software maintenance services	SON326567	01 Aug 10	30 Jun 16
	Security Guarding and Monitoring Services	SON2097281	01 Jul 13	30 Jun 16
Australian Public Service Commission	Executive search and recruitment	SON393566	01 Jun 11	31 May 15
	Learning and Development Panel	SON1598601	01 Jan 14	31 Dec 16
	Research Services Panel	SON1871051	01 Jan 14	31 Dec 16
	Business Services Panel	SON1877081	01 Jan 14	31 Dec 16
	eLearning Support Services and Solutions Panel	SON1877091	01 Jan 14	31 Dec 16
Department of Human Services	ICT Contractor Services Panel	SON867801	01 Sep 12	31 Aug 15
Department of Infrastructure and Regional Development	ICT services	SON466625	13 Feb 12	18 Feb 16
Department of Foreign Affairs and Trade	Deployee Support Services for Papua New Guinea	SON514892	08 May 12	30 Jun 16
Department of Finance	Information and Communication Technology (ICT) Services Commercial Off the Shelf (COTS) Software and Hardware Panel	SON661641	27 Jun 12	26 Jun 15
Department of Agriculture	Secure Internet Gateway Services	SON1183832	03 Oct 12	30 Jun 18
Department of the Environment	Enterprise Information and Communications Technology Panel	SON1617961	30 Jul 13	30 Jul 16
Australian Communications and Media Authority	Social and Market Research Services	SON445286	31 Oct 11	31 Dec 14

- Q3. The ANAO has one staff member with a declared financial interest in a publicly listed professional services company.

- Q4. Nil to this question. The ANAO does not employ ministerial staff.

- Q5. Nil to this question. The ANAO does not employ ministerial staff.

Q6. No ministers or ministerial staff have made representations concerning an ANAO panel.

Q7. No. Australian Public Affairs is not a provider on ANAO panels.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Communications Staff

**Senator:** Ludwig

**Question reference number:** 104

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**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?

**Answer:**

Nil to all questions. The ANAO does not employ public relations, communications and media staff. Audit and corporate staff may respond to media issues and undertake general communications activities as required.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency: Australian National Audit Office**

**Outcome/Program:**

**Topic:** Freedom of Information

**Senator:** Ludwig

**Question reference number: 105**

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 3

**Question:**

The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):

**Consultations with other Departments, Agencies and the Minister**

1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?
2. If so, for each instance provide a table setting out the following information:
  1. The Department or Agency which was consulted;
  2. The document;
  3. The purpose of the consultation;
  4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
  5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension
3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?
4. If yes, provide a table setting out the following information:
  1. The requests with respect to which the Minister or Ministerial office was consulted;
  2. The Minister or Ministerial office which was consulted;
  3. The purpose of the consultation;
  4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;

5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension
6. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

### **Staffing resources**

The following questions relate to the period from 18 September 2013:

1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

### **FOI Disclosure Log**

For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:

1. Maintain a webpage allowing download of documents released under section 11A (direct download)?
  2. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
  3. Facilitate to those documents in a different manner (if so, specify).
2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
1. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
  2. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
  3. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
  4. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
    1. What was the approximate cost for salaries for the FTE staff allocated to this task?
3. Has the Department or Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:
- | On how many occasions charges have been imposed;     | The amount charged for each document |
|------------------------------------------------------|--------------------------------------|
| 3. The total amount charged;                         |                                      |
| 4. What is the highest charge that has been imposed. |                                      |

### **With respect to FOI requests:**

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?

2. Of those, how many were:
  1. Released in full
  2. Released in part
  3. Refused access on the grounds that release of the document would be contrary to the public interest
  4. Other (please specify)?

**Answer:**

Nil to all questions. The Auditor-General is exempt from the provisions of the Freedom of Information Act.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Functions

**Senator:** Ludwig

**Question reference number:** 106

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister, include:
  1. The guest list of each function
  2. The party or individual who initiated the request for the function
  3. The menu, program or list of proceedings of the function
  4. A list of drinks consumed at the function
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.

**Answer:**

Nil to all questions. The ANAO does not provide support to a Ministerial office and so has not incurred any expenses for functions conducted by the Minister.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency: Australian National Audit Office**

**Outcome/Program:**

**Topic:** Red Tape Reduction

**Senator:** Ludwig

**Question reference number: 107**

**Type of question: WRITTEN**

**Date set by the committee for the return of answer: 31 December 2014**

**Number of pages: 1**

**Question:**

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

**Answer:**

Nil to all questions. The ANAO has not specifically dedicated officials, taskforces or processes in order to meet the Government's red tape reduction target.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Land Costs

**Senator:** Ludwig

**Question reference number:** 108

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**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 occupant of the items identified in (3)?
  - b. What is the value of the items identified in (3)?
  - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

**Answer:**

- Q1. Not applicable. ANAO does not own or lease any land.
- Q2. Not applicable. ANAO does not own or lease any land.
- Q3. Not applicable. ANAO does not own or lease any land.

- Q4. The ANAO lease one building at 19 National Circuit, Barton ACT.
- Q5. Not applicable. ANAO does not own or lease any land.
- Q6. The ANAO subleases 5.58% of surplus lease space on the ground floor. The rental income derived from the sublease is used to offset a portion of the rent expense. The remainder of the building is fully utilised by ANAO staff.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Boards

**Senator:** Ludwig

**Question reference number:** 110

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

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

**Answer:**

Nil to all questions. The ANAO does not administer any boards on behalf of the portfolio.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Shared resources following MOG changes

**Senator:** Ludwig

**Question reference number:** 111

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

**Answer:**

Nil to all parts of the question. The ANAO does not share any goods, services or accommodation with other government departments.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Departmental Rebranding

**Senator:** Ludwig

**Question reference number:** 112

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:
  - a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
    - i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
  - b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
    - i. Signage.
    - ii. Stationery (please include details of existing stationery and how it was disposed of).
    - iii. Logos
    - iv. Consultancy
    - v. Any relevant IT changes.
    - vi. Office reconfiguration.
  - c. How was the decision reached to rename and/or rebrand the department?
    - i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

**Answer:**

Q1. No.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Credit cards

**Senator:** Ludwig

**Question reference number:** 113

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

- Q1. Whole-of-Government procurement arrangements require that the Diners Club credit card is to be used for the payment of all flights, accommodation and rental cars. To facilitate compliance, the ANAO assigns each employee with a unique Diners card number in the travel booking system for payment of these services. The ANAO also issues a physical corporate credit card where an employee:
- is required to travel on official business and will incur additional costs while travelling, such as taxis;
  - is required to travel overseas. The employee will be provided with a Diners issued MasterCard for the duration of the travel; or
  - is employed in the corporate area and business requirements necessitate a purchasing card.

There has been an overall reduction of three credit cards issued to staff since Budget Estimates in June. The following table shows a breakdown by employment classification of staff issued a physical credit card as at 31 October 2014:

<b>APS 3</b>	<b>APS 4</b>	<b>APS 5</b>	<b>APS 6</b>	<b>EL1</b>	<b>EL2</b>	<b>SES</b>	<b>Total</b>
9	17	14	32	53	68	27	220

The following table shows the existing breakdown by employment classification of staff issued a physical credit card as at 31 May 2014:

<b>APS 3</b>	<b>APS 4</b>	<b>APS 5</b>	<b>APS 6</b>	<b>EL1</b>	<b>EL2</b>	<b>SES</b>	<b>Total</b>
15	13	14	29	55	70	27	223

Q2. There have been no changes to action taken in the event that the corporate credit card is misused.

Q3. There have been no changes to how the ANAO monitors credit card usage.

Q4 to Q7. There were no instances of credit card misuse in the period 1 June to 31 October 2014.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Contracts for Temporary Staff

**Senator:** Ludwig

**Question reference number:** 114

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1. The ANAO spent \$2.4 million on temporary or contract staff in the period 1 June to 31 October 2014.

Q2. There were a total of 42 temporary or contract staff employed in the period 1 June to 31 October 2014.

Q3. There are 9 temporary or contract staff employed as at 31 October 2014.

Q4. There were no additional expenses incurred in seeking the temporary/contract staff as the procurement was conducted through existing panels.

Q5. There has been no change to the policies/criteria that govern the appointment of contract staff. The ANAO conducts the procurement of contract staff consistent with the Commonwealth Procurement Rules.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Hire Cars

**Senator:** Ludwig

**Question reference number:** 115

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?

**Answer:**

Q1. The ANAO incurred \$11,562 on self-drive car hire during the period 1 June to 31 October 2014.

Q2. The ANAO does not use hire car with driver services (other than taxis). Car rental costs are incurred in the course of audit activities, particularly where work is to be conducted at remote locations.

Q3. Nil. The ANAO did not incur hire car costs on behalf of the Minister or Minister's office.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Unallocated Equipment

**Senator:** Ludwig

**Question reference number:** 116

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

**Answer:**

1.

<b>Device Type</b>	<b>Number Unallocated</b>
Laptop Light Weight	12
Laptop Standard	40
Desktop PC	4
Smart Phones	2

2.

<b>Device Type</b>	<b>Number Unallocated</b>	<b>Purchase Cost per device</b>	<b>Ongoing Cost per Device</b>
Laptop Light Weight	12	\$830	\$86 per month
Laptop Standard	40	\$830	\$86 per month
Desktop PC	4	\$512	\$86 per month
Smart Phones	2	\$610	\$0

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Advertising

**Senator:** Ludwig

**Question reference number:** 117

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.
2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.
3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate or the department or their delegate.

**Answer:**

Q1, 2 and 3. Since Budget Estimates in June 2014 the ANAO has undertaken no advertising campaigns.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Departmental staff misconduct

**Senator:** Ludwig

**Question reference number:** 118

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1


**Question:**

Since 1 June 2014

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?
  1. If yes, list the breaches identified, broken by staffing classification level.
  2. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  3. If yes, when was the breach identified? By whom? When was the Minister made aware?
  4. If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer:**

- Q1. All ANAO employees are required to observe the APS Code of Conduct as set out in Section 13 of the *Public Service Act 1999*. The ANAO has Guidelines for Handling Alleged Breaches of the Code of Conduct and for imposing sanctions (document attached).
- Q2. Nil Response. No ANAO staff have breached the APS Code of Conduct in the current reporting period.



# GUIDELINES FOR HANDLING ALLEGED BREACHES OF THE CODE OF CONDUCT AND FOR IMPOSING SANCTIONS

VERSION 2.0 EFFECTIVE AUGUST 2014

## DOCUMENT CONTROL

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### Record of Endorsement

Status	Name	Date
Approved	Ian McPhee, Auditor-General	12 September 2013 Effective 16 September 2013

### Record of Amendments

Version	Author	Date	Review Date	Comments
1.0	Christine King	12/09/2013	12/09/2015	Drafted by AGS
2.0	Christine King	14/08/2014	14/08/2016	APSC amendments



# Contents

<b>INTRODUCTION</b>	<b>4</b>
<b>PRINCIPLES</b>	<b>4</b>
General	4
Misconduct	4
<b>DEALING WITH ALLEGED BREACHES OF THE CODE OF CONDUCT</b>	<b>5</b>
General	5
Reporting of fraud	7
Criminal Offences	8
Protection for reporting misconduct	8
<b>POSSIBLE REASSIGNMENT OR SUSPENSION FROM DUTIES</b>	<b>9</b>
<b>DETERMINING THE ALLEGED BREACH</b>	<b>10</b>
Investigation	10
Support and opportunities to comment	11
<b>PROCESS OF CONSIDERATION</b>	<b>12</b>
<b>ACTION TO BE TAKEN FOLLOWING A BREACH DETERMINATION</b>	<b>13</b>
<b>RECORD KEEPING</b>	<b>14</b>
<b>REVIEW</b>	<b>14</b>



## Introduction

These guidelines explain the process for dealing with allegations of breaches of the APS Code of Conduct (the Code) either informally or under the *Procedures for Determining Breaches of the Code of Conduct and Sanctions*.

Where whistleblower allegations are made, they are dealt with under the Australian National Audit Office's (ANAO's) *Whistleblower Procedures*.

## Principles

### General

The procedures for handling breaches of the Code should be seen as a complement to other management processes of supervision, leadership and staff counselling. Care needs to be taken when deciding how best to deal with suspected breaches of the Code, and whether to take action under the *Procedures for Determining Breaches of the Code of Conduct and Sanctions* (i.e. misconduct action). Some issues which arise in the workplace may be better handled through the *Internal Fair Treatment Procedures* even though a breach of the Code might be involved. Misconduct action should generally be seen as a last resort. When in doubt seek advice from your supervisor or the Senior Director Human Resources in the first instance.

The Code applies to all APS employees. However, if an employee is serving a period of probation imposed as a condition of engagement, the ANAO can choose to handle behavioural issues within the probationary framework and not by taking misconduct action.

This document only provides guidance on how to handle alleged breaches of the Code and for imposing sanctions. However, the *Procedures for Determining Breaches of the Code of Conduct and Sanctions* provides more detailed advice and must be strictly adhered to. Those engaged in the process should also refer to relevant advice from the Australian Public Service Commission including the publication available at [apsc.gov.au](http://apsc.gov.au) entitled *Handling misconduct : A human resources practitioner's guide to the reporting and handling of suspected and determined breaches of the APS Code of Conduct* (or any superseding publication).

### Misconduct

Misconduct arising from a breach of the Code should be distinguished from underperformance. Underperformance means failing to meet the standards of performance expected of an employee at their level, in terms of behaviour, work output and attitude. The ANAO's *Enterprise Agreement* outlines the processes for managing underperformance. The means for dealing with underperformance are not normally concerned with breaches of the Code. However, in rare cases underperformance could lead to misconduct action. For example, an inability to follow instruction(s) should be dealt with in accordance with the underperformance procedures, but an unwillingness or refusal to follow instructions could be dealt with as a potential breach of the Code.

Where the conduct of an APS employee raises concerns that relate both to effective performance and to possible breaches of the Code, the Auditor-General, Deputy Auditor General or the Executive Director, CMB must, before making a decision to initiate misconduct action, have regard to any relevant standards and guidance issued by the Australian Public Service Commissioner.

The primary aim of the disciplinary provisions associated with the Code is to facilitate appropriate administration of a suspected breach of the Code, and also maintain staff confidence in the integrity of the system.

While the maintenance of privacy is important, this should not be given undue emphasis and used as a reason for not dealing with alleged breaches of the Code. Any privacy issues are to be dealt with in accordance with Attachment C to the *Procedures for Determining Breaches of the Code of Conduct and Sanctions*.

The misconduct process is intended to be fair, transparent and easy to follow whilst ensuring that the process for making any adverse findings is fair and reasonable.

## Dealing with alleged breaches of the Code of Conduct

### General

Every APS employee's duty to act with integrity and with the highest ethical standards imposes a reporting obligation on all employees with regard to suspected misconduct. In some circumstances, particularly for employees with managerial responsibilities, it could be a breach of the Code for an employee not to report suspected misconduct. Reports must be made at least to the level of the reporting employee's immediate supervisor.

In the first instance, an employee is encouraged to report a suspected breach of the Code to their immediate supervisor. If that is not possible or appropriate, the matter may be reported to the Executive Director Corporate Management Branch, Deputy Auditor-General or the Auditor-General. Should an employee wish to set in motion the process in section 16<sup>1</sup> of the *Public Service Act 1999* (the Act), a report must be made to the Auditor-General and must fulfil certain requirements.

The person to whom an alleged breach has been reported should consider whether the matter is sufficiently serious to warrant reporting to the Auditor-General, Deputy Auditor General or the Executive Director, CMB for consideration of possible misconduct action. If a matter is reported to one of those three staff, they will determine whether or not it is appropriate, or not appropriate, to institute a formal misconduct process.

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<sup>1</sup> See section on whistleblowing below.



There is no legally binding specific guidance about the circumstances in which it is appropriate, or not appropriate, to institute a formal misconduct process. It is a matter of discretion and judgement. Judgements about whether or not to institute a formal misconduct process should be made consistent with the objects of the Act and the objects of the discipline regime in the APS. Procedural fairness obligations do not normally arise when deciding whether or not to institute a misconduct process. The whistleblower regime provides some exceptions.

There are a very broad range of factors which could properly be taken into account in determining whether or not to institute a formal misconduct process. A primary consideration will be the nature and seriousness of the alleged misconduct and whether or not there is a prima facie case. Consideration may be given to whether the allegations appear to have sufficient substance to warrant further investigation under the *Procedures for Determining Breaches of the Code of Conduct and Sanctions*.

As a general proposition, it is appropriate that a formal misconduct process not be instituted where the allegations are frivolous, vexatious, baseless, lacking in substance, or otherwise not considered to be sufficiently substantial or serious to warrant misconduct action.

If in a particular matter it is considered that an allegation is not sufficiently substantial or serious to warrant misconduct action, there should be sufficient consideration of the allegations to justify a decision not to institute a formal misconduct process.

In serious cases where any delay in acting raises a real risk that the safety of employees or clients may be compromised or evidence may be destroyed, it is appropriate to decide to commence misconduct proceedings as quickly as possible. Prompt consideration should also be given to suspending the employee from duty or assigning them to other duties.

In the event that an allegation is considered to be misleading, frivolous, vexatious or lacking in substance, action may be taken against the person who made the allegation.

Not all allegations need to be reported by a supervisor to the Auditor-General, Deputy Auditor General or the Executive Director, CMB for consideration of possible misconduct action. If a supervisor considers the matter is insufficiently serious to report it for consideration of misconduct action, or if it is reported and a decision is made not to institute misconduct action, there are a range of options open as alternatives to misconduct action, such as doing one or more of the following:

- no action required
- routine procedures for the resolution of workplace issues
- informal discussions between supervisor and the employee
- counselling of the employee
- formal direction and warning
- initiatives to eliminate workplace harassment
- referral to professional services eg. the Employee Assistance Programme

- requiring the employee to attend a training programme
- adverse performance assessment.

Where alternative action does not satisfactorily resolve concerns about an employee's conduct, and/or a further suspected breach occurs, careful consideration should be given to whether misconduct action should be commenced on the basis that a repeating or continuous pattern of suspected misconduct has developed, albeit that the initial incident(s) were relatively minor or did not warrant misconduct action.

Where an employee is dissatisfied with the handling of a report of an alleged breach of the Code, that employee may report the matter to a more senior person, normally the Executive Director Corporate Management Branch, Deputy Auditor-General or the Auditor-General.

## Reporting of fraud

If an employee has reported suspected fraud the matter must be referred to the Executive Director Corporate Management Branch, Deputy Auditor-General or the Auditor-General.

On the basis of the information available, the matter may be referred to an external party qualified in investigating fraud.

A fraud investigation is to determine, among other things, whether the matter may be a criminal offence and if it falls within the ambit of the Commonwealth Fraud Control Guidelines 2011. See: <http://fraud.govspace.gov.au/>. In such cases the Australian Federal Police are to be notified.

Where an employee considers the matter to be of such sensitivity that they feel unable or unwilling to report the breach (or alleged breach) within the ANAO, they may report it to the *Public Service Commissioner*, the *Merit Protection Commissioner* or a person authorised by one of these Commissioners.



## Conflict of interest

All staff need to be aware that their private interests, both financial and personal, could conflict with their official duties. The Code of Conduct requires all staff:

- to take all reasonable steps avoid any conflict of interest (real or apparent) in connection with their employment; and
- disclose any material personal interest of the employee in connection with their employment.

The term 'material personal interest' is not defined in the Code of Conduct however, advice from the Australian Public Service Commission is that for a personal interest of an employee to be considered 'material' it must be of a type that can give rise to a conflict of interest (or perceptions of a conflict of interest). It might arise out of a work, private or social context and may result from an employee's private share holdings the acceptance of gifts and/or hospitality or political activities. It may also arise through the employee's involvement in outside activities regardless of whether the activities are paid or unpaid.

The materiality of an interest will depend on the circumstances of each individual case and it will be a matter of judgement having regard to all the circumstances.

## Criminal Offences

In the event a matter which may be a criminal offence is brought to the attention of the ANAO, necessary guidance will be sought by the delegate handling the matter on how to proceed with the allegations. This includes reporting the matter to the relevant police (depending on where the alleged criminal offence occurred).

Guidance on whether to investigate and determine whether there has been an alleged breach of the Code concurrently with an investigation into a criminal offence will be sought. In some circumstances, independent investigations of criminal offences by the police may need to take precedence.

## Protection for reporting misconduct

It is likely to be a breach of the Code to take any action against employees for making truthful, good faith reports of suspected misconduct. The ANAO will not tolerate any victimisation or ill treatment of employees who have made legitimate reports of suspected misconduct. Employees should therefore feel free to report any breach (or suspected breach) of the Code without fear of recrimination or repercussion.

The ANAO will consider the circumstances of each report of suspected misconduct to determine if protective mechanisms, if required, could be put in place. These mechanisms may include but are not limited to:

- directing employees who are suspected of misconduct not to enter into any discussion about the incident/s with the employee reporting the misconduct or other witnesses
- directing the supervisor of the employee to take active steps to promote a workplace culture which recognises the importance of encouraging employees to report suspected misconduct •making special provision to ensure the fairness of any selection process involving the employees at risk of victimisation or discrimination by, for example, appointing an independent member to the selection committee
- developing and implementing a specially tailored protection plan in circumstances where there is a real risk to the physical security of employees, their families or property.

*Procedures for Dealing with Whistleblowers Reports* have been established as required by *Public Service Regulation 2.4* and are located on Audit Central ([hyperlink](#)).

## Possible reassignment or suspension from duties

Where the Auditor-General or his/her delegate considers it would be in accordance with the Act and Regulations, they may suspend an employee from duties with or without remuneration.

The starting point for considering whether to suspend an employee is the public interest and the ANAO's interest, including in relation to its responsibilities under the Auditor-General's mandate.

Public interest considerations might operate in favour of suspension from duty where the alleged conduct poses a risk to any one of the following:

- the safety of members of the public (including ANAO customers or clients)
- the integrity of data about members of the public held by the ANAO, or other information required to be kept confidential by the Auditor-General Act
- the public revenue
- the confidence of the public in the APS as a whole, or the ANAO in undertaking its audit responsibilities.

An agency may choose suspension from duty where:

- there is a risk that an investigation of the allegation may be compromised by the employee's presence in the workplace
- there is a risk that the suspected misconduct may be repeated
- the allegations may have impaired the public's confidence in the ANAO's capacity to perform its functions



- there is a risk to the safety of other employees
- it would be inappropriate for the employee to continue to perform their usual duties until the allegations are resolved, and assignment of other duties is not appropriate or cannot be accommodated.

As an alternative to suspension, the Auditor-General or delegate may decide that it is more appropriate to temporarily re-assign the employee's duties. The power to do so is the general assignment of duties power in the PS Act (section 25).

The factors to take into account when deciding whether to reassign an employee's duties are similar to the factors relating to whether or not to suspend the employee—primarily that is, the public and the ANAO's interests. The maintenance of a cohesive and effective workplace is a relevant consideration in relation to the reassignment of duties. It may also be appropriate to have regard to the circumstances of the affected employee.

In order to ensure that all relevant facts are to hand before making a decision on reassignment, it is good practice to notify the employee of the proposal and invite comment before making a decision.

Employees who are assigned to different duties as an alternative to suspension from duty are not entitled to seek review of the reassignment decision under section 33 of the Act unless the reassignment involves a reduction in classification, relocation to another place, or being assigned duties that the employee cannot reasonably be expected to perform.

## Determining the alleged breach

The Executive Director Corporate Management Branch, Deputy Auditor-General or the Auditor-General (the breach decision-maker) will determine any alleged breaches.

The breach decision-maker should undertake such inquiries as they consider to be necessary, and reach their conclusions with as little formality and as much expedition as a proper consideration of the matter allows. The steps to be taken will depend very much on the breach decision-maker's view of the circumstances of the case.

If the breach decision-maker considers they have sufficient evidence, they may proceed immediately to a preliminary decision.

### Investigation

The breach decision-maker may seek the assistance of an investigator with matters including investigating the alleged breach, gathering evidence and making a report of recommended factual findings to the breach decision maker.

The investigator does not need to be an independent person as they will not make any final decisions (for example, they may have previous knowledge of the matter or of the parties).



As stated, any investigation is to be conducted fairly and as expeditiously as a proper consideration of the matter allows. The employee will usually be given a copy of the letter appointing the investigator and advising them of their terms of reference (as well as any later letters varying their terms of reference). The terms of reference will usually include a summary of the allegations and of the elements of the Code the employee is suspected of breaching. Employees the subject of misconduct action who are aware that an investigator has been appointed but who have not received a copy of this correspondence should notify HR as soon as possible.

All employees in the ANAO who are witnesses in a matter must ensure that they do not discuss or communicate about the matter or about their evidence with any other witnesses and must handle and store with great care any documents they are provided with (for example, copies of a record of their interview).

Prior to seeking statements from, or holding discussions with other persons about the suspected misconduct, those participating in the process should be provided with a copy of the *Procedures for Determining Breaches of the Code of Conduct and Sanctions* and these guidelines. This will provide them with information about what information will be provided and what their obligations are in dealing with information.

When an investigator is interviewing a witness they might reinforce this advice by using a form of words such as:

*This is an investigation being carried out under procedures established by the Auditor-General under section 15(3) of the Public Service Act 1999 for the purpose of determining whether another employee has breached the APS Code of Conduct. A record of this meeting will be kept and will likely be released in whole or in part for the purposes of making that determination or as otherwise required by law including in any subsequent review process.*

The investigator's report should include the investigator's findings on material questions of fact, reference to the evidence or other material on which the findings were based, details of the investigative process and the reasons for any recommended findings. The report might also include, as attachments, records that detail conversations or submissions in relation to the investigation. The report is to be provided in a timely manner to the breach decision-maker.

## Support and opportunities to comment

If an investigation is undertaken, the employee the subject of the investigation should be given a reasonable opportunity to meet with the investigator if they wish to and will usually be given a copy of the investigation report prior to the breach decision-maker making a final determination.

Employees who are subject to a misconduct investigation may receive advice or assistance during that process, including having a support person present in any interview or in providing any oral submission. Support persons cannot be involved in the matter in any way (for example, as witnesses or staff working for or as managers of the employee under investigation). They must agree to keep all information about the process strictly confidential and to only communicate about



it to the employee they are providing support to. They may not act as advocates or speak on behalf of the person they are supporting.

Before a final decision in respect of the suspected breach of the Code is taken by the breach decision-maker and before a final decision is made in respect of any possible sanction, the affected employee must be given a reasonable opportunity to make a statement, in writing, in relation to the suspected breach or sanction within 7 calendar days (or any longer period as is allowed by the breach decision-maker or sanction delegate).

Employees who have made a written statement may also request to make an oral statement. Requests to make an oral statement must be made before time expires for the employee to submit their written statement and only if a written statement is submitted. Employees will be permitted to make an oral statement when the breach decision-maker or sanction delegate considers their request is reasonable. In deciding whether a request is reasonable, the breach decision-maker or sanction delegate may have regard to the availability of all parties, the length of time requested in which to make the statement and whether the request will cause undue delay.

Employees can obtain assistance from a representative (including a union representative) with preparing their written or oral statement. Oral statements must be delivered by the employee and not by a representative. An opportunity to make an oral statement is not an opportunity to question the breach decision-maker or sanction delegate.

Employees may exercise their right not to respond at all. The breach decision-maker and sanction delegate are not to draw any conclusions about the employee's guilt purely on the basis that the employee has elected not to make a written statement or oral submission.

Any request for an extension of time from an employee to make a statement should be considered by the breach decision-maker or sanction delegate on its merits, recognising the need to be fair to the employee, but also the requirement as to timeliness and the expectation that processes will be concluded expeditiously.

## Process of Consideration

Consistent with the requirements of administrative law, the standard of proof for making any factual findings and determining whether a breach of the Code has occurred is proof on the balance of probabilities. This means that the breach decision-maker must be satisfied before making a finding of breach that a breach is more probable than not. The breach decision-maker must also be satisfied that procedural fairness has been afforded before making their final decision.

The breach decision-maker must not make a determination in relation to a suspected breach of the Code of Conduct by an APS employee or former APS employee unless reasonable steps have been taken to:

- (a) inform the employee of:

- (i) the details of the suspected breach (including any subsequent variation of those details); and
  - (ii) the sanctions that may be imposed on the employee under subsection 15(1) of the Act (this does not apply to former employees); and
- (b) give the employee a reasonable opportunity (usually seven calendar days) to make a written or an oral statement (or both) in relation to the suspected breach.

This requirement will usually be complied with by providing the employee with a copy of (and giving them an opportunity to respond to) the breach decision-maker's written preliminary decision on breach which sets out the preliminary factual findings on material questions of fact, refers to the evidence or other material on which those preliminary findings are based and gives the reasons on which the preliminary decision that there has been a breach of the Code is based, before making a determination on the issue of breach of the Code.

## Action to be taken following a breach determination

Once a decision has been taken that the Code has been breached, a further decision is necessary as to which, if any, sanction(s) might be imposed. This does not apply where the employee is no longer employed in the ANAO, as a sanction cannot be imposed on a former employee.

If a decision is taken that no sanction should be imposed, there will most likely at least be a decision to undertake some form of counselling. Additional supervision and monitoring may also be applicable as an adjunct to a sanction.

The purpose of the Code is to ensure effective administration and to maintain public confidence in the integrity of the ANAO's processes and practices rather than to punish individuals. Sanctions should focus on reducing or eliminating the likelihood of future similar behaviour. Sanctions are intended to be proportionate to the nature of the breach, provide a clear message to the relevant employee that their behaviour was not acceptable, and act as a deterrent to the employee and others. Prior misconduct may also be relevant to the imposition of a sanction.

The available sanctions are:

- termination of employment
- reduction in classification
- reassignment of duties
- reduction in salary
- deductions from salary, by way of a fine (which must not be more than 2% of annual salary (refer Public Service Regulation 2.3), and
- a reprimand.



The sanction delegate will have records of the process conducted by the breach decision-maker and will be briefed with any other relevant information (for example, regarding prior misconduct or warnings). The sanction delegate will provide the employee with their preliminary decision on sanction, and invite the employee to provide comments before a final decision is made. Procedural fairness must be afforded by both the breach decision-maker and by the sanction delegate.

After making the final sanction decision the sanction delegate should ensure that their final decision is documented including the reasons for the decision and a date for the sanction(s) to come into effect and must ensure that the employee is given a copy of the final sanction decision.

## Record keeping

Any records relating to an investigation and determination about an alleged breach of the Code is to be maintained in an "In-Confidence" file to be kept in a secure storage area.

Where a sanction is imposed on an employee for breaching the Code, an official *Conduct Records* file is to be created and placed on the employee's personal file. Each entry on the official *Conduct Record* is to set out the nature of the breach of the Code, the sanction(s) imposed and the date of the delegate's decision.

For the retention of records, reference should be made to the *Australian Archives' Administrative Function Disposal Authority* on records relating to misconduct.

## Review

Employees are entitled to apply for a review of:

- (a) a determination that the affected employee has breached the Code; and/or
- (b) a sanction(s) imposed for breach of the Code.

Any application for review must be directed to the *Merit Protection Commissioner*. More information on review of actions is available on the *Australian Public Service Commission's* website [www.apsc.gov.au](http://www.apsc.gov.au).

Public Service Regulation 5.36 specifies that the making of an application for review does not operate to stay the action and, generally speaking, implementation of a decision will not be deferred.

A former APS employee who was not an SES employee at the time the employee's employment ceased, is entitled to review of a determination by the Auditor-General or authorised person that the affected employee has breached the Code (including by engaging in conduct referred to in subsection 15(2A) of the Act), even when the determination is made after the former employee's engagement has ceased.. However, the affected former employee must make the application for review to the Merit Protection Commissioner within 60 days of the determination. The affected

former employee also ceases to be entitled to review of the determination in certain circumstances (see reg 7.2A of the PS Regulations).

In the event that an employee is dismissed for a breach of the Code, then any review of the termination of the employee's employment could be made by way of application to the *Fair Work Commission* under the unfair dismissal provisions of the *Fair Work Act 2009* within 21 days of the dismissal.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Cloud Services and Storage

**Senator:** Ludwig

**Question reference number:** 119

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:
2. What date did/will cloud services be deployed in the department?
3. Please provide a list of all cloud services in use or being considered for use.
4. How much do these services cost? Please break down by service.
5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
6. How much does this cloud storage cost per month?
7. What security arrangements are in place to protect cloud based services and storage?
8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
9. What has been the cost of security for the cloud? Please provide a breakdown.

**Answer:**

Q1.The ANAO is using Software as a Service (SaaS) from cloud digital services.

Q2.The SaaS for Audit Planning (Changepoint) commenced in February 2010. The SaaS for Internal Audit Compliance (Torque) commenced in July 2013. The proposed SaaS for the HR system (Aurion) is scheduled to commence in July 2015

Q3.- Q6.

Software as Service	Cloud Usage	Cost/m	Storage	Percentage of allocation	Cost of storage
ChangePoint	In place since Feb 2010	\$15,500	10 GB	100%	No additional Cost
Torque	In Place since July 2013	\$333	0.1 GB	100%	No additional Cost
Aurion	Planned for July 2015	\$5400	TBC	100%	No additional Cost

7. The Service provider meets the requirements of the Information Security Policy (ISM) and an annual data centre certification report is tabled to ensure compliance. The connectivity from the ANAO to service provider is secured by Virtual Private Network (VPN).
8. The ANAO has engaged security consultants to review the security of all Cloud arrangements and complete the security risk management plans.
9. The cost of the security consultancy is \$28,000 pa since 2010.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Disability Access

**Senator:** Ludwig

**Question reference number:** 120

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:
2. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
3. What plans are in place to make the premises compliant with the act.
4. When these plans will commence and when they are expected to be complete.
5. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue.
6. What is the expected cost of making the premises compliant? Please break down the costs.
7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.
8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

**Answer:**

Nil to all questions. ANAO's leased premises at 19 National Circuit, Barton ACT complies with the Disability Discrimination Act (in accordance with The Disability (Access to Premises - Buildings) Standards 2010).



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Fee for services

**Senator:** Ludwig

**Question reference number:** 121

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since September 7, 2013:

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

**Answer:**

No services provided by the ANAO have moved from being free to a user-pay service.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Documents provided to the Minister

**Senator:** Ludwig

**Question reference number:** 122

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

Nil to all questions.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Merchandise or promotional material

**Senator:** Ludwig

**Question reference number:** 123

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since 7 September 2013:

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 this material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

**Answer:**

Nil to all questions. The ANAO has not purchased any merchandise or promotional material since September 2013.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Freedom of information stats

**Senator:** Ludwig

**Question reference number:** 124

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. How many FOI requests were received between 7 September 2013 to date.
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

**Answer:**

Nil to all questions.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Savings and Efficiency Measures

**Senator:** Ludwig

**Question reference number:** 125

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since the Appropriate Bills 2014 were passed by the parliament:

1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?
2. For each measure or task identified in question 1:
  1. What is the timeframe for implementation?
  2. Who is the responsible agency for actioning these measures, guidelines or tasks?
  3. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
  4. What action has the minister asked be done on this policy?

**Answer:**

Q1. The 2014-15 Portfolio Budget Statements included a measure relating to a further 0.25% increase in the efficiency dividend from 2014-15 until 2016-17. The ANAO has put in place a number of savings strategies to operate within agreed resourcing over the Budget and forward estimates.

The ANAO was not subject to any further measures, savings tasks or efficiency measures in the 2014-15 Budget.

Q2. Refer response to Q1.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Contracts under \$10,000

**Senator:** Ludwig

**Question reference number:** 126

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

**Answer:**

Q1. The ANAO procures various services between \$4,000 and \$10,000 (GST inclusive). The type of contractual services incurred in this range typically include legal advice, software support and maintenance, learning and development, publication design and specialist advice. A complete list of contracts for the period 1 June to 31 October 2014 is provided in the table below:

Date	Supplier	Services	Amount (\$)
2/6/2014	Audit and Fraud Software Pty Ltd	Learning and Development	8,910
2/6/2014	Connexion Systems Pty Ltd	Software Support	7,170
4/6/2014	Voice Logic Pty Ltd	Software Support	5,464
5/6/2014	Australian Government Solicitor	Learning and Development	6,188
6/6/2014	Zoo Advertising Pty Ltd	Publication design, typesetting	4,400
12/6/2014	Australian Public Service Commission	Panel access fees	9,495
17/6/2014	Envisage Business Solutions	Software Support	7,975
18/6/2014	A2Z Injury Management	Specialist advice	6,000
20/6/2014	Life Unlimited Health Solutions Pty Ltd	Learning and Development	6,270
24/6/2014	Pricewaterhouse Coopers	Specialist advice	6,823
30/6/2014	Australian Government Solicitor	Legal Advice	4,171

Date	Supplier	Services	Amount (\$)
30/6/2014	Domestic Security Services Pty Ltd	Property	4,259
30/6/2014	RCR Haden Pty Ltd	Property	6,972
30/6/2014	Zoo Advertising Pty Ltd	Publication design, typesetting	5,032
1/7/2014	Linus Information Security Solutions	Specialist advice	9,900
7/7/2014	Audit Staff	Contractor	7,260
9/7/2014	Hudson Global Resources (Aust) Pty Ltd	Contractor	4,497
9/7/2014	WordsWorth Writing	Publication design, typesetting	6,875
15/7/2014	Skillsoft Asia Pacific Pty Ltd	Specialist advice	9,606
24/7/2014	Clayton Utz	Legal Advice	7,000
30/7/2014	Veritec Pty Ltd	Software Support	5,225
4/8/2014	Attorney Generals Department	Learning and Development	4,600
5/8/2014	ChartSmart Consulting Pty Ltd	Software Support	9,867
13/8/2014	Australian Government Solicitor	Learning and Development	4,740
22/8/2014	A2Z Injury Management	Specialist advice	9,000
25/8/2014	Australian Government Solicitor	Learning and Development	5,500
29/8/2014	Institute of Executive Coaching	Learning and Development	4,620
10/9/2014	Australian Government Solicitor	Legal Advice	4,386
10/9/2014	Oracle Corporation Australia Pty Limited	Software Support	4,318
17/9/2014	Orima Research	Survey	9,763
18/9/2014	Stulz Australia Pty Ltd	Property	5,227
21/9/2014	Life Unlimited Health Solutions Pty Ltd	Learning and Development	4,125
22/9/2014	Performance Partnership (Australia) Pty Ltd	Learning and Development	4,290
25/9/2014	New Millennium Print Pty Ltd	Printing	5,591
30/9/2014	Australian Government Solicitor	Legal Advice	7,260
1/10/2014	Bohm Pty Ltd t/a 2B Advertising and Design	Publication design, typesetting	6,743
16/10/2014	Department of Parliamentary Services	Communications	7,015
29/10/2014	Wizard People Pty Limited	Contractor	7,887
		<b>Total</b>	<b>244,424</b>

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Consultancies

**Senator:** Ludwig

**Question reference number:** 127

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1. The ANAO has engaged 4 new consultancies since Budget Estimates in June 2014. The details of which are presented in the table below.

Name	Subject Matter	Start Date	End Date	Cost	Procurement Method
ORIMA Research	Provision of consulting services for a performance audit survey	2 Jun 14	30 Aug 14	\$24,695	Open Tender
CPM Review Pty Ltd	Provision of services for workplace review	13 Jun 14	31 Oct 14	\$30,000	Limited Tender
Sukearns Consulting	Provision of services for ANAO performance assessment scheme review	24 Jul 14	28 Nov 14	\$12,210	Limited Tender
ORIMA Research	Provision of services for client survey	10 Sep 14	28 Feb 14	\$41,085	Limited Tender
			<b>Total</b>	<b>\$107,990</b>	



Q2. The ANAO engages specialist consultants to assist with delivery of the audit program, provide specialist audit quality assurance reviews, and assist with corporate projects and services. Utilisation of consultants is determined on a case by case basis. Some consultancies will not appear in the Annual Procurement Plan as panel arrangements are in place.

Q3. In accordance with the Commonwealth Procurement Rules, limited tender is permitted where the total value of the procurement is less than \$80,000. Where a limited tender approach is used, the ANAO ensures value for money is achieved through assessing the potential suppliers experience, capability and cost in delivering the consultancy services. The ANAO considers that value for money has been achieved in all limited tender procurements.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Electronic equipment

**Senator:** Ludwig

**Question reference number:** 128

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office.
  - 1.List the items
  - 2.List the items location or normal location
  - 3.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
  - 4.List the total cost of the items
  - 5.List an itemised cost breakdown of these items
  - 6.List the date they were provided to the office
  - 7.Note if the items were requested by the office or proactively provided by the department?

**Answer:**

Nil to all questions. The ANAO does not provide support to a Ministers office.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Media Subscription

**Senator:** Ludwig

**Question reference number:** 129

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 4

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1. The ANAO does not subscribe to Pay TV other than Parliamentary TV

1. ParlTV channels only
2. \$2,923
3. NA
4. NA

Q2.

1. The ANAO subscribes to the following newspapers.

<b>Title</b>	<b>Reason for Subscription</b>
Courier Mail	The ANAO subscribes to the following newspapers for audit staff to remain current with audit, accounting and public sector issues.
The Australian	
Sydney Morning Herald	
The Age	
Australian Financial Review	
Canberra Times	
The Land	
The Koori Land	
The Indigenous Times	
The Daily Telegraph	

2. \$13,236
3. The ANAO does not provide services to the Minister's office
4. NA

Q3.

1. The ANAO subscribes to the following magazines:

<b>Magazine title</b>	<b>Reason for Each</b>
Australian Personal Computer;	The ANAO subscribes to the following magazines for audit staff to remain current with audit, accounting and public sector issues, and for general interest purposes.
Australian Defence Business Review	
Australian Defence Magazine	
Australian Environmental Review	
Australian Journal of Public Administration	
Australian Taxation Reporter	
Choice	
CIO Magazine	
Defence Today	
The Economist	
Harvard Business Review	
IHS Jane's Defence Magazine x 2	
The Monthly	
Quarterly Essay	
The Taxpayer	

2. \$3,482
3. The ANAO does not provide services to the Minister's office
4. NA

Q4. The ANAO purchases a range of books that include titles relating to technical audit matters, general business practices and procedures and books to support our engagement within the region and internationally. All books are purchased for audit research and/or professional development.

1. \$ 17,402.29 from June 2014
3. The ANAO does not provide services to the Minister's office
4. NA

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Media Monitoring

**Senator:** Ludwig

**Question reference number:** 130

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?
  1. Which agency or agencies provided these services?
  2. What has been spent providing these services during the specified period?
  3. 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?
  1. Which agency or agencies provided these services?
  2. What has been spent providing these services during the specified period?
  3. Itemise these expenses

**Answer:**

1. The ANAO does not provide Media Monitoring Services to the Minister's office.
2. The ANAO has not engaged media monitoring services. ANAO library staff conducts media monitoring using free (internet) and paid databases. These databases are not primarily utilised for media monitoring services but do offer this capability.
  1. No other agency or agencies provided these services.
  2. \$15133.
  3. ProQuest ANZ Newsstand - \$7401; Capital Monitor - \$7732.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Media Training

**Senator:** Ludwig

**Question reference number:** 131

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1 – Q6. Nil to all questions. The ANAO does not purchase any media training services.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Report Printing

**Senator:** Joe Ludwig

**Question reference number:** 132

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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 ordered the disposal, reason for disposal.

**Answer:**

1. The ANAO uses an external offsite storage provider to store supplies of Audit Reports, Better Practice Guides and Annual Reports. Since June 2014, there were no deposits to the offsite storage provider and no destructions authorised at the offsite storage.
2. The ANAO disposed of approximately 100 copies of each of the following publications:
  - The 2006 version of the Better Practice Guide *Implementation of Program and Policy Initiatives—Making implementation matter*. This publication was revised in October 2014 to bring it up-to-date with changes introduced as a result of the PGPA Act.
  - *Audit Work Program* for years 2012 and 2013—out of date.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Computers

**Senator:** Ludwig

**Question reference number:** 134

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**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.

**Answer:**

1. The ANAO does not supply equipment to a Minister's office
- 2.

Computer Type	Asset	Cost	Number	Location
HP Laptop	Owned	\$262,400	320	Canberra Office
HP Laptop Light Weight	Owned	\$49,200	60	Canberra Office
Desktop	Owned	\$35,700	70	Canberra Office
iPads	Owned	\$3,900	6	Canberra Office

3. The ANAO use the Windows 7 Operation System for all of its computers as a single standard operating environment (SOE). The ANAO's contracted arrangement is via the Whole of Government Volume Sourcing Arrangement. The iPads have an Apple IOS operating system purchased with the device.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Travel costs - department

**Senator:** Ludwig

**Question reference number:** 135

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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. List all occurrences of travel that this has occurred under.
6. Detail the process.
7. When is the minister notified, when is approved provided?
8. 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).
9. 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.
10. What date was the minister or their office was notified of the travel?
11. What date did the minister or their office approve the travel?
12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

Q1 to Q2. The ANAO has regard to international travel approval requirements as outlined in *Resource Management Guide No. 405 – Official International Travel – Approval and Use of the Best Fare of the Day*.

ANAO international travel, where the total estimated cost, either individually or for the delegation is:

- less than \$20,000 or for audit fieldwork purposes, the travel is approved by the Auditor-General;
- more than \$20,000, the travel is approved by the Prime Minister.

Q3. Resource Management Guide No. 405 is available on the Department of Finance website at: <http://www.finance.gov.au/sites/default/files/resource-management-guide-no-405.pdf>

Q4. The policy outlined in Resource Management Guide No. 405 took effect on 1 July 2014. The policy replaces previous requirements in *Finance Circular 2013/06: Official International Travel – Approval and Use of the Best Fare of the Day*.

Q5. For the period 1 June to 31 October 2014 no international travel undertaken by the ANAO has required the Prime Minister's approval.

Q6 – 7. The Prime Minister is informed in writing of any planned international travel that directly involves the Auditor-General as a delegate.

Q8. There were no instances where an ANAO officer accompanied the Minister and/or the Parliamentary Secretary on their travel.

Q9. The ANAO spent \$538,502 on travel for the period 1 June to 31 October 2014. Travel of \$477,436 related to direct audit activities and \$61,066 related to travel associated with international engagements, audit conferences and meetings, corporate activities and professional development activities. The ANAO's travel management system does not record information to the level of detail requested.

Q10 to Q11. Refer response to Q5.

Q12. The ANAO plans to undertake travel related to direct audit activities as set out in the respective audit work programs. The volume and timing of this travel can vary depending on the audit program and arrangements made with audited entities.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Senate Estimates Briefing

**Senator:** Ludwig

**Question reference number:** 137

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
  1. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  1. If so, when did this occur?
  2. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  3. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

**Answer:**

Q1. – Q5. The ANAO prepares briefing material for the purposes of senate estimates for the Auditor-General and ANAO officers. This includes briefings on recently tabled audits to all senate standing committees ahead of the hearings. In addition, the ANAO provides a copy of its corporate-related briefs to the Prime Minister's Office. The ANAO does not prepare a specific briefing pack for the Minister for the purposes of senate estimates.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Government payments of accounts

**Senator:** Ludwig

**Question reference number:** 138

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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?
6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
7. 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?
8. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer:**

Q1. The ANAO complied with Government policy in respect of supplier payment terms. The average time period for the payment of supplier accounts for the period 1 June to 31 October 2014 was 11 days.

Q2. Of a total of 1,340 payments, 1,337 payments were made within 30 days. This represents a percentage of 99.8 %.

Q3. Of a total of 1,340 payments, 2 payments were made between 30 and 60 days. This represents a percentage of 0.1%.

Q4. Of a total of 1,340 payments, 1 payment was made between 60 and 90 days. This represents a percentage of 0.1%.

Q5. There were nil payments made between 90-120 days.

Q6. There were nil payments made greater than 120 days.

Q7. Late payments can arise due to disputed invoices or clarification of goods or services rendered prior to making payment. There was no interest paid on overdue amounts.

Q8. Refer response to Q7.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Stationery Requirements

**Senator:** Ludwig

**Question reference number:** 139

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Q1. The ANAO did not incur any expenditure on the Government (Ministers / Parliamentary Secretaries) stationery requirements.

1. The ANAO did not provide any stationery items to the Minister's office.
2. The ANAO did not provide any paper to the Minister's office.

Q2. The ANAO spent a total of \$20,685 on stationery in the period 1 June to 31 October 2014.

Q3. The ANAO did not provide any customised stationery to the Minister or Ministerial Staff.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Meeting costs

**Senator:** Ludwig

**Question reference number:** 140

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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 Estimates, 2014 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.

**Answer:**

Q1. The ANAO does not record information in a way that would enable the questions to be answered to the level of detail requested. However, a review of financial transactions has identified \$7,224 associated with ANAO meetings for the period 1 June to 31 October 2014. The table below provides further details.

Date	Location	Purpose	Cost (\$)
June	ANAO	Catering for various meetings held in June 2014	3,884
July	ANAO	Catering for various meetings held in July 2014	338
August	ANAO	Catering for various meetings held in August 2014	2,235
September	ANAO	Catering for various meetings held in September 2014	767
		<b>Total</b>	<b>7,224</b>

Q2. The ANAO incurred no meeting costs for Ministers or the Parliamentary Secretary office.

Q3. The ANAO conducts many meetings during the financial year and does not record information in a way that would enable the question to be answered to the level of detail requested. The provision of catering and/or venue hire is determined on a case by case basis after considering circumstances such as whether:

- there is a demonstrable advantage or critical business need in holding the meeting during meal periods;
- the meeting is of an extended duration; and/or
- there are available and suitable internal facilities to conduct the meeting.

Q4. No meeting spend is planned for Ministers or the Parliamentary Secretary office.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Hospitality and entertainment

**Senator:** Ludwig

**Question reference number:** 141

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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?

**Answer:**

Q1. The amount spent on official hospitality and entertainment for the period 1 June to 31 October 2014 was \$5,532. The details are presented in the table below:

Host	Date	Location	Nature	Cost (\$)
ANAO	2/6/2014	ANAO	Costs associated with international delegations	101
ANAO	3/6/2014	ANAO	Catering for international delegation	57
ANAO	11/6/2014	Canberra	Costs associated with international delegations	77
ANAO	27/6/2014	Canberra	Catering for international audit conference	2,475
ANAO	1/8/2014	ANAO	Costs associated with international delegations	2,347
ANAO	5/8/2014	ANAO	Catering for ANAO function	280
ANAO	29/8/2014	ANAO	Catering for international delegation	195
			<b>Total</b>	<b>5,532</b>

Q2. Nil. The ANAO incurred no hospitality spend for Ministers or the Parliamentary Secretary office.

Q3. Amounts spent on entertainment are included in the official hospitality response for Question 1.

Q4. Nil. The ANAO incurred no entertainment spend for Ministers or the Parliamentary Secretary office.

Q5. In aggregate terms the ANAO has budgeted \$10,000 for official hospitality (which includes entertainment) for the 2014-15 financial year.

Q6. No hospitality spend is planned for Ministers or the Parliamentary Secretary office.

Q7. Amounts budgeted for entertainment are included in the official hospitality response for Question 5.

Q8. No entertainment spend is planned for Ministers of the Parliamentary Secretary office.

Q9. The ANAO does not expect significant changes to official hospitality or entertainment expenditure over the forward estimates. The annual spend on official hospitality can vary based on the number of international delegation visits. However, the ANAO continues to closely monitor expenditure in this area and will contain annual spend within budget expectations.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Executive Coaching and Leadership Training

**Senator:** Ludwig

**Question reference number:** 142

**Type of question:** Written

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 4

**Question:**

Since Budget Estimates in June, 2014:

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 from a provider listed under (4), please provide:
  1. The name and nature of the service purchased
  2. Whether the service is one-on-one or group based
  3. The number of employees who received the service and their employment classification
  4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  5. The total amount spent on the service
  6. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
  1. The location used
  2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
  3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  4. Any costs the department or agency's incurred to use the location
6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?

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

**Answer:**

- Q1 Total Spend (1 June to 31 October 2014 inclusive) - \$43,855.74  
 Q2 100 employees were offered these services. Their employment classifications are: 32xAPS4/5/6; 23xEL1; 19xEL2; and 26xSES Band 1- 3)  
 Q3 100 employees utilised study leave for a total of 348 hours. This averages 3.48 hours per person  
 Q4 (1)-(6)

(1) Provider Name	(1) Nature of Service	(2) 1-1/ Group	(3) Number of Employees	(3) Level	(4) Total Hours	(5) Total Cost \$	(6) Description
Bendelta Pty Ltd	Leadership Program	Group	24	SES Band 1-3	148.5	\$19,786.07	Package
Bendelta Pty Ltd	Executive Coaching	One-on-one	1	SES Band 1	1.5	\$1,059.67	Package
Bendelta Pty Ltd	Leadership Program	Group	16	EL1/2	32	\$11,550.00	Package
Bendelta Pty Ltd	Leadership Program	Group	16	EL1/2	16	\$1,650.00	Package
Bendelta Pty Ltd	Leadership Program	Group	12	APS6-EL2	12	\$1,050.00	Package
Kerry Juknaitis Consulting	Introduction to Management – Module 3	Group	12	APS5/6	90	\$2,600.00	Package
Kerry Juknaitis Consulting	Introduction to Management – Briefing	Group	18	APS4-6	18	Nil	Package
Leadr Training	Executive Coaching	Group	1	SES Band 1	30	\$2,165.00	Package
<b>Total</b>			<b>100</b>		<b>348</b>	<b>\$39,860.74</b>	

- Q5 (1)-(4)

(1) Location	(2) Employees	(3) Hours	(4) Cost
Rydges Capital Hill	12x APS5/6	90	\$1,800.00
Rydges Capital Hill	19x SES Band 1/2/3	66.5	\$1,110.00
Rydges Capital Hill	17x SES Band 1/2/3	59.5	\$1,085.00
<b>Total</b>	<b>48</b>	<b>216</b>	<b>\$3,995.00</b>

- Q6 The ANAO does not impose any continuing employment requirements on employees post completion of training. The cost is considered to be:

- an investment in the individuals personal and professional development;

- part of the ANAO's attraction and retention strategy, and
- a commitment by the ANAO in respect of its internal capability building and professional auditing standards.

Q7 The ANAO provides its staff with a three tiered approach under its Studies Assistance Policy. Each application is considered on its merit, consistent with policy requirements/criteria. Further details are outlined below:

- Tier 1: Professional Qualification i.e. Institute of Chartered Accountants Australia (ICAA); Certified Practising Accountants (CPA) Australia; The Institute of Internal Auditors (CIA); Certified Internal Auditor Information Systems Audit and Control Association (ISACA). These qualifications are mandatory for financial statements audit staff;
- Tier 2: Tertiary Education – priority to internal capability building of the ANAO and development needs of the employee; and
- Tier 3: Tertiary – not a priority to the ANAO, but relevant to the broader Australian Public Service.

Details of all Tiers 1- 3 approved students are outlined below:

Program	Classification	Employees	Study Leave
<b>Tier 1</b>			22.5 hours study/exam leave per module/semester
ICAA Program	APS6 APS4 Graduate	2 10 3	
CPA Australia Program	APS6 APS5 APS4	1 3 11	
CIA	EL1	1	
CISA	EL2 APS5	1 1	
<b>Total (Tier 1)</b>		<b>33</b>	
<b>Tier 2</b>			Maximum 5 hours per week tuition
Master of Financial Management	EL2	1	
Master of Professional Accounting	EL2	1	
Master of Professional Accounting	EL1	1	
Master of Asia-Pacific Studies	APS6	1	
Bachelor of Commerce	APS6	1	
Master of Public Health	APS6	1	
Master of Public Administration	APS6	1	
Bachelor of Commerce/Information Technology	APS5	1	
Bachelor of Laws	APS5	1	
Master of Financial Management	APS4	1	
<b>Total (Tier 2)</b>		<b>10</b>	
<b>Tier 3</b>		<b>Nil</b>	

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Staffing Profile

**Senator:** Ludwig

**Question reference number:** 143

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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)

**Answer:**

Since the Budget Estimates in June 2014, there has been no change to the ANAO benchmark staffing profile.



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Staffing reductions

**Senator:** Ludwig

**Question reference number:** 144

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How many staff reductions/voluntary redundancies have occurred?
  1. What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

**Answer:**

Q1 – Q9      Nil response. No ANAO staff have been offered voluntary redundancies. No involuntary redundancies have occurred.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Staffing recruitment

**Senator:** Ludwig

**Question reference number:** 145

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?

**Answer:**

- Q1. No ongoing staff have been recruited by the ANAO since Budget Estimates in June, 2014.
- Q2. Nil response to this question. The ANAO does not have any non-ongoing positions; however, as at 31/10/2014, the ANAO engaged six staff on a non-ongoing basis and placed them in ongoing positions.
- Q3. Nil response to this question. The ANAO employs no staff on contract.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Coffee Machines

**Senator:** Ludwig

**Question reference number:** 146

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff useage?
  1. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?
  2. Why were coffee machines purchased?
  3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
  4. Where did the funding for the coffee machines come from?
  5. Who has access?
  6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
  7. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

Nil to all questions. The ANAO has not purchased, leased or rented any coffee machines for staff use since Budget Estimates in June 2014.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Report Printing

**Senator:** Joe Ludwig

**Question reference number:** 147

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. How many documents (include the amount of copies) have been printed?
  1. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  1. If so, what companies were used?
  2. How were they selected?
  3. What was the total cost of this printing by item?

**Answer:**

1. The majority of ANAO printing relates to Audit Reports that are tabled in Parliament. The ANAO distributes copies of Audit Reports to the Parliament, the public sector and interested members of the public. During the period June 2014 to November 2014, the ANAO printed:
  - 31 individual audit report titles for a total of 22,150 copies;
  - 750 copies of the ANAO *Annual Report*
  - 1,000 copies of the annual *Audit Work Program*; and
  - three Better Practice Guides for a total of 5,500 copies.
  1. All the publications referred to above are published online to the ANAO website.
2. The ANAO used external printing services for the publications referred to in Q1.
  1. CanPrint Communications Pty Ltd provided printing services for all the ANAO Audit Reports. CanPrint also printed the Better Practice Guide referred to above. The ANAO engaged New Millennium Print to print the Annual Report.
  2. The ANAO has a contract with CanPrint for the printing of all Audit Reports. This contract was awarded through a competitive tender process. CanPrint also provides a non-exclusive service through the existing contract to print additional titles such as Better Practice Guides. In 2013 the ANAO compared

the cost of printing our Annual Report among a number of providers. Due to cost efficiencies identified in that year we again approached New Millennium in 2014 to undertake printing of the Annual Report.

3. The total cost of printing (GST inclusive) was:

Audit reports	\$149,680.38
Annual report	\$5,082
Audit Work Program	\$9,009.00
Better Practice Guides	\$28,391.00
<b>Total cost</b>	<b>\$187,080.38</b>

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Corporate Cars

**Senator:** Ludwig

**Question reference number:** 148

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

How far did each car travel during the specified period?

**Answer:**

1. Nil. ANAO does not own any vehicles.
2. ANAO leases one vehicle.
  1. The leased vehicle is located at ANAO's premises, 19 National Circuit, Barton ACT.
  2. The leased vehicle is available to all staff for purposes such as courier duties, office purchasing, attending short off-site meetings and publications operations.
  3. ANAO's leased vehicle cost \$4,151.56 (GST Inclusive) Since Budget Estimates in June 2014 to date.
  4. ANAO's leased vehicle travelled 1852 kilometres Since Budget Estimates in June 2014 to date.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Taxi costs

**Senator:** Ludwig

**Question reference number:** 149

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?

**Answer:**

Q1. The ANAO incurred \$62,500 in taxi costs for the period 1 June to 31 October 2014.

Q2. Taxi costs are incurred in the course of audit activities, corporate services and staff development events.

Q3. Nil. The ANAO did not incur any taxi costs for the Minister or Minister's office.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian National Audit Office

**Outcome/Program:**

**Topic:** Grants

**Senator:** Ludwig

**Question reference number:** 150

**Type of question:** WRITTEN

**Date set by the committee for the return of answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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.
  1. 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.
  1. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

**Answer:**

Nil to all questions. The ANAO does not administer any grants on behalf of the Commonwealth.