

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Commissioned reports

Senator: Senator Ludwig

Question reference number: 67

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

ONA Response:

1. ONA has not commissioned any reports since June 2014 either under its own volition or at the request of its Minister.
2. N/A
3. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Statutory review provisions

Senator: Senator Ludwig

Question reference number: 68

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:
 - a. What work has been done towards preparing for the review? If none, why not?
 - b. Please provide a schedule or a workplan for the review
 - c. When did/will this work begin?
 - d. When is/was the review due to commence?
 - e. What is the expected report date?
 - f. Who is the minister responsible for the review?
 - g. What department is responsible for the review?
 - h. List the specific clauses or legislation under review caused by the statutory provision.
 - i. List the terms of reference.
 - j. What is the scope of the review?
 - k. Who is conducting the review? How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 - l. What is the budgeted, projected or expected costs of the review?
 - m. When was the Minister briefed on this matter?
 - n. What decision points are upcoming for the minister on this matter?
 - o. List the number of officers, and their classification level, involved in conducting the review
 - p. Will the report will be tabled in parliament or made public. If so, when?

ONA Response:

1. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Self initiated work

Senator: Senator Ludwig

Question reference number: 69

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Graduate intake

Senator: Senator Ludwig

Question reference number: 70

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. Nil, ONA does not run a graduate program
2. Nil, ONA does not run a graduate program
3. Nil, ONA does not run a graduate program
4. Nil, ONA does not run a graduate program

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: G20 – expenses

Senator: Senator Ludwig

Question reference number: 71

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

1. 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:

- a. The name of the event/meeting that the expense related to.
 - b. The location of the event.
 - c. The date of the event.
 - d. The name and ABN of the service provider.
 - e. Advise whether the contract was awarded through an open tender process.
 - f. The total value of the contract/invoice.
 - g. The date the contract was executed by the Department.
 - h. The number of attendees at the event, if applicable.
 - i. Advise whether an Australian Government Minister was in attendance. Please detail.
 - j. Advise whether foreign delegates were in attendance. Please detail.
2. Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

ONA Response:

1. N/A
2. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: G20 – Brisbane

Senator: Senator Ludwig

Question reference number: 72

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. How long will the minister be in Brisbane for?
 - b. Please provide a copy of the minister's program and a list of any meetings that are scheduled.
 - c. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles.
 - d. How many ministerial staff will attended with the minister?
 - e. How many departmental staff attended the G20?
 - f. For each minister and staff member attending, how much was spent on airfares to and from Brisbane?
 - g. For each minister and staff member attending, how much was spent on accommodation in Brisbane?
 - h. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.
 - i. Has the department purchased any merchandise or promotional material for the G20? Please detail.
 - j. Will the department be preparing a report following the G20? If yes:
 - I. What will be the scope of the report?
 - II. When will it be complete?
 - III. Will it be available to the public?

ONA Response:

1. N/A

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Procedure manuals (Ministerial)

Senator: Senator Ludwig

Question reference number: 73

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Procedure manuals (Departmental)

Senator: Senator Ludwig

Question reference number: 74

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. ONA does not have a procedure manual prescribing how communications between the agency and the minister should be undertaken.
2. N/A
3. N/A
4. N/A
5. N/A
6. Written communications to the Prime Minister's office are cleared by the Director-General, ONA or an ONA Deputy Director-General.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Domain Usage

Senator: Senator Ludwig

Question reference number: 75

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).
 - b. Amount of data downloaded and uploaded to the site.
 - c. Number of times the site was accessed.

ONA Response:

1. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Reviews

Senator: Senator Ludwig

Question reference number: 76

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 3

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:
 - a. the date they were ordered
 - b. the date they commenced
 - c. the minister responsible
 - d. the department responsible
 - e. the nature of the review
 - f. their terms of reference
 - g. the scope of the review
 - h. Who is conducting the review
 - i. the number of officers, and their classification level, involved in conducting the review
 - j. the expected report date
 - k. the budgeted, projected or expected costs
 - l. If the report will be tabled in parliament or made public
2. For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?
 - a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
 - b. If so, please list their managing director and the board of directors or equivalent

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

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Prime Minister and Cabinet Portfolio

ONA Response:

1. ONA has not conducted any review since Budget Estimates in June 2014.
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Sunset provisions

Senator: Senator Ludwig

Question reference number: 77

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 - b. Has any consideration been given to delaying or alerting the sunset provisions?
 - c. Please provide a schedule or a workplan for the sunset provisions becoming active
 - d. When did/will this work begin?
 - e. When is/was the review due to commence.
 - f. What is the expected report date.
 - g. Who is the minister responsible for the review
 - h. What department is responsible for the review
 - i. List the specific clauses or legislation under review caused by the statutory provision.
 - j. List the terms of reference.
 - k. What is the scope of the review.
 - l. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 - m. What is the budgeted, projected or expected costs of the review?
 - n. When was the Minister briefed on this matter?
 - o. What decision points are upcoming for the minister on this matter?
 - p. List the number of officers, and their classification level, involved in conducting the review
 - q. Will the report will be tabled in parliament or made public. If so, when?

ONA Response:

1. ONA is covered by the Office of National Assessments Act, 1977. There are no sunset provisions in the Act.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Wine coolers/fridges

Senator: Senator Ludwig

Question reference number: 78

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current stocking level for each of these items?

ONA Response:

1. No

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: FOI Requests

Senator: Senator Ludwig

Question reference number: 79

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 - b. For how many has a redacted document been provided?

ONA Response:

ONA is an exempt agency under the Freedom of Information Act.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial motor vehicle

Senator: Senator Ludwig

Question reference number: 80

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the minister been provided with or had access to a motor vehicle? If so:
 - a. What is the make and model?
 - b. How much did it cost?
 - c. When was it provided?
 - d. Was the entire cost met by the department? If not, how was the cost met?
 - e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
 - f. Are these costs met by the department? If not, how are these costs met?
 - g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
 - h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.
 - i. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
 - j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.

ONA Response:

1. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial motor vehicles (non-MoPS)

Senator: Senator Ludwig

Question reference number: 81

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

1. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial staff vehicles

Senator: Senator Ludwig

Question reference number: 82

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

1. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Building lease costs

Senator: Senator Ludwig

Question reference number: 83

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
Please provide a detailed list of each building that is currently leased. Please detail by:
 - a. Date the lease agreement is active from.
 - b. Date the lease agreement ends.
 - c. Is the lease expected to be renewed? If not, why not?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building is necessary for the operations of the agency / department.
2. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
 - a. Date from which the lease agreement was active.
 - b. Date the lease agreement ended.
 - c. Why was the lease not renewed?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building was necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 - a. Date the lease agreement is expected to become active.
 - b. Date the lease agreement is expected to end.
 - c. Expected location of the building (City and state).
 - d. Expected cost of the lease.
 - e. Has this cost been allocated into the budget?
 - f. Why the building is necessary for the operations of the agency / department.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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4. For each building owned or leased by the department:
 - a. What is the current occupancy rate for the building?
 - b. If the rate is less than 100%, detail what the remaining being used for.

ONA Response:

1. From 1 July 2014 and 31 October 2014, the building lease expense is \$1,065,158.22. To attempt to provide data for dates outside this period would involve an unreasonable diversion of departmental resources.
 - a. 16 October 2011.
 - b. 15 October 2026.
 - c. It is yet to be determined whether the lease will be renewed.
 - d. Barton, ACT.
 - e. The annual building lease expense is \$3,195,474.68
 - f. The building provides ONA with secure accommodation for receiving, analysing and storing highly classified information, and producing and distributing reports to senior Ministers and other clients.
2. Nil
3. Nil
4.
 - a. ONA is the sole occupant of the building. Therefore ONA occupies 100%.
 - b. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Government advertising

Senator: Senator Ludwig

Question reference number: 84

Type of Question: Written

Date set by the committee for the return of answer: 5 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)?
 - a. List each item of expenditure and cost
 - b. List the approving officer for each item
 - c. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
 - a. List the total expected cost
 - b. List each item of expenditure and cost
 - c. List the approving officer for each item
 - d. Detail the outlets that have been or will be paid for the advertising

ONA Response:

1. ONA has been invoiced a total of \$14,599.10 for job advertising between Budget Estimates in June 2014 and 31 October 2014.
2. As at 31 October 2014, ONA is planning the following government advertising for the rest of the financial year:
 - a. Expected cost \$6,000 incl GST.
 - b. The expected cost of \$6,000 is related to job advertising. To attempt to provide further detail would involve an unreasonable diversion of departmental resources.
 - c. Director-General ONA is the approving officer for this expenditure.
 - d. Mitchell and Partners Pty Ltd will be used for the provision of job advertising under whole-of-government procurement arrangements.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Workplace assessments

Senator: Senator Ludwig

Question reference number: 85

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

1. ONA is invoiced \$3,452.77 (inc. GST) on a monthly basis by the provider for workplace health and safety services. The contract covers a number of services in addition to workplace ergonomic assessments.
2. Yes
3. As at 31 October 2014 the recommendations of these assessments have resulted in the provision of additional equipment such as document holders (\$71.96 total), monitor stands (\$156.00 total), reading slopes (\$137.00 total), shorter-width keyboards (\$1,210.00 total), computer mouse (\$385.00 total), foot rests (\$156.00 total) and sit-stand desk attachments (\$1,770.00 total).

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial website

Senator: Senator Ludwig

Question reference number: 86

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial staff turnover

Senator: Senator Ludwig

Question reference number: 87

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

1. List the current staffing allocation for each Minister and Parliamentary Secretary
2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification
3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification
4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification
5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Multiple tenders

Senator: Senator Ludwig

Question reference number: 88

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

There have been no tenders re-issued or issued multiple times by ONA since Budget Estimates in June, 2014.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Enterprise Bargaining Agreement (EBAs)

Senator: Senator Ludwig

Question reference number: 89

Type of Question: Written

Date set by the committee for the return of answer: 5 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.

ONA Response:

1. ONA Enterprise Agreement 2011-2014
2. i) Starting date : 1 July 2011
ii) Nominal expiry date: 30 June 2014
3. ONA's Director-General issued the Notice of Employee Representational Rights on 17 July 2014 and the first meeting of the Enterprise Agreement Bargaining Committee was held on 29 July 2014. Negotiations are continuing.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Departmental upgrades

Senator: Senator Ludwig

Question reference number: 90

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. If so, list these
 - b. If so, list the total cost for these changes
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, who conducted the works?
 - e. If so, list the process for identifying who would conduct these works
 - f. If so, when are the works expected to be completed?

ONA Response:

No

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Non-conventional therapies

Senator: Senator Ludwig

Question reference number: 91

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. What is the process by which these therapies can be approved?
 - b. Who are they available to?
 - c. 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:
 - a. What therapies have been provided?
 - b. What were they used to treat?
 - c. What was the cost of the therapy?

ONA Response:

1. No.
2. No.

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Office Plants

Senator: Senator Ludwig

Question reference number: 92

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

- a. Approximately 180 plants are provided in the ONA tenancy.
- b. Since 1 July to 31 October 2014, ONA has spent \$2,799.00 on the maintenance of indoor office plants. To provide data outside these dates would involve an unreasonable diversion of departmental resources.
- c. The plants are maintained through Instyle Indoor Plant Hire and not itemised as separate expenses.
- d. N/A.
- e. N/A.
- f. Throughout the ONA office.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Office recreation facilities

Senator: Senator Ludwig

Question reference number: 93

Type of Question: Written

Date set by the committee for the return of answer: 5 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)?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current usage for each of these items?

ONA Response:

No

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Vending machines

Senator: Senator Ludwig

Question reference number: 94

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current usage for each of these items?

ONA Response:

No

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Legal costs

Senator: Senator Ludwig

Question reference number: 95

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

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

ONA Response:

1. ONA's legal cost from 1 July 2014 to 31 October 2014 is \$22,354.50.
2. The cost of \$22,354.50 was paid to Australian Government Solicitors (AGS) for providing legal and contract advice.

ONA does not record data in a way that would readily allow a more detailed answer to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
3. ONA does not record data in a way that would readily allow a detailed answer to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
4. Legal advice was procured via the Legal Services Multi-Use List.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Provision of equipment – departmental

Senator: Senator Ludwig

Question reference number: 96

Type of Question: Written

Date set by the committee for the return of answer: 5 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.

ONA Response:

1. Since Budget Estimates in June, 2014 no such electronic equipment has been issued to departmental staff by ONA.
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Lobbyist register meetings

Senator: Senator Ludwig

Question reference number: 97

Type of Question: Written

Date set by the committee for the return of answer: 5 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.

ONA Response:

1. ONA has reviewed the list of lobbyists registered on the Prime Minister & Cabinet website as of 6 November 2014. The agency has had no interaction with entities listed on that register since Budget Estimates in June, 2014.
2. N/A
3. ONA does not have visibility of our Minister's interactions with entities listed on the lobbyist register. We can advise that the agency did not arrange or participate in any interaction with the Minister and entities listed on the register.

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Staff transfers

Senator: Senator Ludwig

Question reference number: 99

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 18

Question:

1. How many people does your department employ?

ONA Response:

As at 31 October 2014, ONA has 131 active employees (128.21 FTE)

Question:

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?

ONA Response:

- At 30 June 2013, 7 staff members were based overseas and 135 staff members were based in the ACT.
- ONA staff members were aged between 22 and 71. The breakdown is as follows:

Age range	Number of staff
20-29	19
30-39	39
40-49	40
50-59	29
60-69	14
70-79	1

- ONA employed 80 males and 64 females at 30 June 2013.
- ONA staff members' substantive classifications ranged from ONA Band 1C (APS1/2) to SES Band 2 at 30 June 2013. The breakdown is as follows:

Classification	Number of staff
Director-General ONA	1
SES Band 2	2
SES Band 1	11
ONA Band 3 (EL2)	35
ONA Band 2 (EL1)	32
ONA Band 1A (APS5/6)	38

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ONA Band 1B (APS3/4)	22
ONA Band 1C (APS1/2)	1

Question:

3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?

ONA Response:

- At 31 October 2014, 7 staff members are based overseas and 124 staff members are based in the ACT.
- ONA staff members are aged between 23 and 72. The breakdown is as follows:

Age range	Number of staff
20-29	14
30-39	35
40-49	42
50-59	28
60-69	11
70-79	1

- ONA currently employs 73 males and 58 females.
- Current ONA staff members' substantive classifications range from ONA Band 1B (APS3/4) to SES Band 2. The breakdown is as follows:

Classification	Number of staff
Director-General ONA	1
SES Band 2	2
SES Band 1	10
ONA Band 3 (EL2)	36
ONA Band 2 (EL1)	28
ONA Band 1A (APS5/6)	38
ONA Band 1B (APS3/4)	16

Question:

4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?

ONA Response:

Nil

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ANSWERS TO QUESTIONS ON NOTICE

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Question:

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?

ONA Response:

N/A

Question:

6. How many of these people are employed in Canberra?

ONA Response:

N/A

Question:

7. How many people did your department employ in Canberra immediately prior to the 2013 federal election?

ONA Response:

At 18 September 2013, ONA had 141 active employees (138.05 FTE), 134 of whom were employed in Canberra.

Question:

8. How many employees have been transferred out of Canberra since the 2013

ONA Response:

Nil

Question:

9. How many of your employees have been transferred to Canberra since the 2013 federal election?

ONA Response:

Nil

Question:

10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.

ONA Response:

N/A

Question:

11. 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.

ONA Response:

N/A

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Question:

12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.

ONA Response:

N/A

Question:

13. 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.

ONA Response:

N/A

Question:

14. 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.

ONA Response:

N/A

Question:

15. For every transferred employee please provide and explanation for their transfer?

ONA Response:

N/A

Question:

16. For every transferred employee please provide any other cost incurred by the department because of that transfer?

ONA Response:

N/A

Question:

17. Please provide all relevant dates.

ONA Response:

N/A

Redundancies

Question:

18. How may positions have been made redundant in your department since the 2013 federal election?

- a. How many of these positions were ongoing?

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- b. How many of these positions were non-ongoing?
- c. How many of these positions were situated in the Australian Capital Territory?

ONA Response:

- a. 1
- b. 0
- c. 1

Question:

19. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
- a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?

ONA Response:

Nil

Question:

20. How many of these employees were offered voluntary redundancies since the 2013 federal election?
- a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?

ONA Response:

- a. 1, and accepted
- b. 0
- c. 1, and accepted

Question:

21. How many accepted voluntary redundancies since the 2013 federal election?
- a. How many of these employees were ongoing?
 - b. How many of these employees were non-ongoing?
 - c. How many of these employees were situated in the Australian Capital Territory?

ONA Response:

- a. 1
- b. 0
- c. 1

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Question:

22. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
- How many of these employees were ongoing?
 - How many of these employees were non-ongoing?
 - How many of these employees were situated in the Australian Capital Territory?

ONA Response:

Nil

Question:

23. For all employees who accepted voluntary redundancies since the 2013 federal election please:
- 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.
 - Please specify what component of that figure was paid out entitlements (annual leave etc).
 - Please specify any other costs incurred by the department because of this redundancy.
 - Please provide the reason a voluntary redundancy was offered for their position.
 - Please provide all relevant dates.

ONA Response:

a.

Item	Details
Pay out	Entitlements paid in accordance with the <i>Office of National Assessments Enterprise Agreement 2011-2014</i> and other applicable legislative instruments. A dollar figure of this pay out cannot be provided. To do so would breach the privacy of the individual involved.
Age	47
Gender	Male
APS Level	ONA Band 1B
Contract Type	Ongoing
Position Description / Responsibilities	Administration
Location	ACT

- Entitlements paid in accordance with the *Office of National Assessments Enterprise Agreement 2011-2014* and other applicable legislative instruments.
- Nil.
- Position excess to business requirements.
- Cessation took effect on 22 May 2014.

Question:

24. For all employees who were redeployed please provide:

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- a. 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.
- b. Please specify any other costs incurred by the department because of this redeployment.
- c. Please provide the reason for that redeployment.
- d. Please provide all relevant dates.

ONA Response:

N/A

Question:

25. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?

- a. How many of these employees were ongoing?
- b. How many of these employees were non-ongoing?
- c. How many of these employees were situated in the Australian Capital Territory?

ONA Response:

Nil

Question:

26. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?

- a. How many of these employees were ongoing?
- b. How many of these employees were non-ongoing?
- c. How many of these employees were situated in the Australian Capital Territory?

ONA Response:

N/A

Question:

27. For employees who were made forcibly redundant since the 2013 federal election please provide:

- a. 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.
- b. Please specify what component of that figure was paid out entitlements (annual leave etc).
- c. Please specify any other costs incurred by the department because of this redundancy.
- d. Please provide the reason for that redundancy.
- e. Please provide all relevant dates.

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ONA Response:

N/A

Hiring

Question:

28. How many people are employed in your department on non-ongoing contracts?

ONA Response:

As at 31 October 2014, 6 non-ongoing staff members are employed by ONA.

Question:

29. How many people are employed in your department on ongoing contracts?

ONA Response:

As at 31 October 2014, 109 ongoing staff members are employed by ONA.

Question:

30. How many non-ongoing contracts has your department extended since the 2013 federal election?

ONA Response:

Nil

Question:

31. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?

ONA Response:

Nil

Question:

32. How many of these extensions were approved by the Public Service Commission?

- a. 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.

ONA Response:

N/A

Question:

33. How many of these extensions were rejected by the Public Service Commission?

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- a. 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.

ONA Response:

N/A

Question:

34. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?

- a. 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.

ONA Response:

Nil

Question:

35. How many non-ongoing contracts have expired without extension since the 2013 federal election?

- a. 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.

ONA Response:

Seven non-ongoing contracts expired without extension between 18 September 2013 and 31 October 2014.

Details are as follows:

Employee 1

- 37
- Male
- Information and communications technology
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- ACT
- Commenced APS employment on 27 January 2011
- Specified term, position no longer required
- 21 October 2013 to 30 June 2014, contract ended under mutual agreement in March 2014

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Employee 2

- 29
- Male
- Administration
- Between 44,767.11 and \$56,814.07
- ONA Band 1C
- ACT
- Commenced APS employment on 3 December 2012
- Specified term, position no longer required
- 3 December 2012 to 2 December 2013

Employee 3

- 45
- Female
- Intelligence
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- ACT
- Commenced APS employment on 31 March 2011
- Specified term for three years
- 31 March 2011 to 30 March 2014

Employee 4

- 49
- Male
- Intelligence
- Between \$112,728.71 and \$134,416.99
- ONA Band 3
- ACT
- Commenced APS employment on 16 April 2007
- Specified term for three years
- 17 April 2011 to 16 April 2014

Employee 5

- 58
- Female
- Human resource management
- Between \$112,728.71 and \$134,416.99
- ONA Band 3
- ACT
- Commenced APS employment on 26 November 2001

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- Specified term for 3 years
- 27 June 2011 to 26 June 2014

Employee 6

- 41
- Female
- Human resource management
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- ACT
- Commenced APS employment October 2001
- Specified term for 12 months
- 5 December 2013 to 4 December 2014

Employee 7

- 59
- Male
- Administration
- Between \$57,349.18 and \$70,342.54
- ONA Band 1B
- ACT
- Commenced APS employment 20 October 2012
- Specified term for 2 years
- 20 August 2012 to 19 August 2014

Question:

36. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?

ONA Response:

Six employees have been engaged on new non-ongoing contracts from 18 September 2013 to 31 October 2014.

Question:

37. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?

ONA Response:

Nil

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Question:

38. How many of these new non-ongoing engagements were approved by the Public Service Commission?

- a. 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.

ONA Response:

N/A

Question:

39. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?

- a. 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.

ONA Response:

N/A

Question:

40. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?

- a. 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.

ONA Response:

Six employees have been engaged on non-ongoing contracts without requiring the approval of the APSC from 18 September 2013 to 31 October 2014. Details as follows:

Employee 1

- 45
- Female
- Intelligence
- Between \$70,991.47 and \$90,156.76
- ACT
- ONA Band 1A
- 3 months

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- No
- Filling a critical role until the outcome of an approved recruitment process is known
- Under 12 months, APSC approval not required
- 31 March 2014 to 30 June 2014

Employee 2

- 49
- Male
- Intelligence
- Between \$112,728.71 and \$134,416.99
- ACT
- ONA Band 3
- 3 months
- No
- Filling a critical role until the outcome of an approved recruitment process is known
- Under 12 months, APSC approval not required
- 14 April 2014 to 13 July 2014

Employee 3

- 37
- Male
- Information and communications technology
- Between \$70,991.47 and \$90,156.76
- ACT
- ONA Band 1A
- 5 months
- No
- Assist temporarily during increased work load
- Under 12 months, APSC approval not required
- 21 October 2013 to 30 June 2014, contract ended under mutual agreement in March 2014

Employee 4

- 59
- Male
- Administration
- Between \$57,349.18 and \$70,342.54
- ACT
- ONA Band 1B
- 12 months
- No
- Assist temporarily during increased work load
- 12 months, APSC approval not required
- 21 August 2014 to 20 August 2015

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Employee 5

- 58
- Female
- Human resource management
- Between \$112,728.71 and \$134,416.99
- ACT
- ONA Band 3
- 6 months
- No
- Assist temporarily during increased work load
- Under 12 months, APSC approval not required
- 27 June 2014 to 31 December 2014

Employee 6

- 41
- Female
- Human resource management
- Between \$70,991.47 and \$90,156.76
- ACT
- ONA Band 1A
- 1 month
- No
- Assist temporarily during increased work load
- Under 12 months, APSC approval not required
- 4 December 2014 to 31 December 2014

Question:

41. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?

ONA Response:

Six employees have been engaged on ongoing contracts from 18 September 2013 to 31 October 2014.

Question:

42. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?

ONA Response:

ONA has submitted nineteen requests to the Australian Public Service Commission for approval to commence recruitment from 18 September 2013 to 31 October 2014.

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Question:

43. How many of these new ongoing engagements were approved by the Public Service Commission?

- a. 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.

ONA Response:

Nineteen submissions to the APSC have been approved.

- Four new engagements of ongoing employees have resulted from the APSC approval.
- One promotion from within the APS resulted from APSC approval.
- One commencement was a temporary transfer from another APS agency.
- Ten positions have been advertised and not yet finalised.
- Three people are progressing through the mandatory security clearance process or have not yet accepted offers of employment.

Engagement 1

- 31
- Male
- Intelligence production and distribution
- Between \$70,991.47 and 90,156.76
- ACT
- ONA Band 1A
- Indefinitely
- Yes
- To fill a critical vacancy
- After review of the issues put forward, and availability of redeployment staff, APSC approval to proceed was granted
- Commenced 24 January 2014

Engagement 2

- 28
- Female
- Intelligence
- Between \$57,349.18 and \$70,342.54
- ACT
- ONA Band 1B
- Indefinitely
- Yes
- To fill a critical vacancy
- After review of the issues put forward, and availability of redeployment staff, APSC approval to proceed was granted
- Commenced 20 February 2014

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Engagement 3

- 45
- Female
- Intelligence
- Between \$70,991.47 and \$90,156.76
- ACT
- ONA Band 1A
- Indefinitely
- Yes
- To fill a critical vacancy
- After review of the issues put forward, and availability of redeployment staff, APSC approval to proceed was granted
- Commenced 1 July 2014

Engagement 4

- 49
- Male
- Intelligence
- Between \$112,728.71 and \$134,416.99
- ACT
- ONA Band 3
- Indefinitely
- Yes
- To fill a critical vacancy
- After review of the issues put forward, and availability of redeployment staff, APSC approval to proceed was granted
- Commenced 18 July 2014

Question:

44. How many of these new ongoing employee applications were rejected by the Public Service Commission?
 - a. 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.

ONA Response:

No applications have been rejected by the Australian Public Service Commission.

Question:

45. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?

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- a. 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.

ONA Response:

Three employees have been engaged on ongoing contracts without requiring the approval of the Australian Public Service Commission. Details as follows:

Employee 1

- 30
- Female
- Administration
- ACT
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- Yes
- Indefinitely
- To fill a critical vacancy
- Offer of employment was made prior to the introduction of the Interim Arrangements for Recruitment in the APS
- Commenced on 31 October 2013

Employee 2

- 27
- Female
- Intelligence
- ACT
- Between \$70,991.47 and \$90,156.76
- ONA Band 1A
- Yes
- Indefinitely
- To fill a critical vacancy
- Offer of employment was made prior to the introduction of the Interim Arrangements for Recruitment in the APS
- Commenced on 28 November 2013

Employee 3

- 37
- Female
- Administration
- ACT
- Between \$57,349.18 and \$70,342.54
- ONA Band 1B
- Yes

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- Indefinitely
- To fill a critical vacancy
- Offer of employment was made prior to the introduction of the Interim Arrangements for Recruitment in the APS
- Commenced on 14 November 2013

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Existing resources program

Senator: Senator Ludwig

Question reference number: 100

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

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

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Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: 101

Type of Question: Written

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

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

ONA Response:

- 1-4. ONA's contracts usually contain provisions relating to the behaviour and conduct of which the supplier is to comply as part of the general terms and conditions. Special conditions might be inserted in to a contract which might include a confidentiality requirement prohibiting discussion of any matter relating to obligations under the contract or confirming the fact of the contract.
5. ONA is a member of the Australian Intelligence Community and takes precaution to limit the availability of detail about ONA security and business activity.
6. N/A
7. N/A
8. N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Market research

Senator: Senator Ludwig

Question reference number: 102

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

ONA has not conducted any market research since Budget Estimates in June, 2014.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Prequalified Multi-use list tenders

Senator: Senator Ludwig

Question reference number: 103

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

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?

ONA Response:

1. No.
2. ONA uses the Legal Services Multi Use List (LSMUL). A list of suppliers on the LSMUL may be found at:
<http://www.ag.gov.au/LegalSystem/LegalServicesCoordination/Documents/ListofLSMULserviceproviders.pdf>
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Communications staff

Senator: Senator Ludwig

Question reference number: 104

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. How many ongoing staff, the classification, the type of work they undertake and their location.
 - b. How many non-ongoing staff, their classification, type of work they undertake and their location
 - c. How many contractors, their classification, type of work they undertake and their location
 - d. How many are graphic designers?
 - e. How many are media managers?
 - f. How many organise events?

ONA Response:

N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Freedom of Information

Senator: Senator Ludwig

Question reference number: 105

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. The Department or Agency which was consulted;
 - b. The document;
 - c. The purpose of the consultation;
 - d. 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;
 - e. 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:
 - a. The requests with respect to which the Minister or Ministerial office was consulted;
 - b. The Minister or Ministerial office which was consulted;
 - c. The purpose of the consultation;
 - d. 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;
 - e. 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

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- f. 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

1. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:
- Maintain a webpage allowing download of documents released under section 11A (direct download)?
 - Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
 - 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:
- The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
 - The total number of direct downloads of documents released under 11A the Departmental or Agency website;
 - The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
 - What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
 - 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
 - The total amount charged;
 - What is the highest charge that has been imposed.

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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:
 - a. Released in full
 - b. Released in part
 - c. Refused access on the grounds that release of the document would be contrary to the public interest
 - d. Other (please specify)

ONA Response:

ONA is an exempt Agency under the Freedom of Information Act.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Functions

Senator: Senator Ludwig

Question reference number: 106

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. The guest list of each function
 - b. The party or individual who initiated the request for the function
 - c. The menu, program or list of proceedings of the function
 - d. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

ONA Response:

1. ONA has not provided any hospitality or formal functions for the Minister since Budget Estimates in June, 2014.
2. N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Red tape reduction

Senator: Senator Ludwig

Question reference number: 107

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. What is the progress of that red tape reduction target
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. What is the estimated total salary cost of the officers assigned to the unit.
7. Do members of the unit have access to cabinet documents?
8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

ONA Response:

ONA has no specific structures or processes dedicated to reducing red tape.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Land costs

Senator: Senator Ludwig

Question reference number: 108

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

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

ONA Response:

1. N/A
2. N/A
3. N/A
4. One building is leased
5. N/A
6. ONA is the sole occupant of the building. Therefore occupies 100%.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Ministerial staff code

Senator: Senator Ludwig

Question reference number: 109

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
 - a. If so, list the breaches identified, broken by staffing classification level
 - b. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 - c. If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?
 - a. If not, how many staff don't comply, broken down by classification level?
 - b. How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment?
 - a. If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?
 - a. If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment.
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level.

ONA Response:

N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Boards (for departments or agencies)

Senator: Senator Ludwig

Question reference number: 110

Type of Question: Written

Date set by the committee for the return of answer: 5 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.

ONA Response:

N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Shared resources following MOG changes

Senator: Senator Ludwig

Question reference number: 111

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. Nil
2. ONA share some Library, Human Resources and Finance services with Prime Minister and Cabinet. ONA has not been advised of any plans to cease the shared services.
3. N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Departmental rebranding

Senator: Senator Ludwig

Question reference number: 112

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - b. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
 - c. 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.
2. How was the decision reached to rename and/or rebrand the department?
 - a. Who was involved in reaching this decision?
 - b. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

ONA Response:

1. No
2. N/A

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Credit cards

Senator: Senator Ludwig

Question reference number: 113

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

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 been discovered during the specified period? If so: Please list staff classification and what the misuse was, and the action taken.
5. Have there been any changes to what action is taken to prevent corporate credit card misuse?
6. Are any credit cards available to the Minister or their office? If so, please list by classification.
7. Have there been any misuse of credit cards by the Minister or their office?
8. Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

ONA Response:

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

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Contracts for temporary staff

Senator: Senator Ludwig

Question reference number: 114

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. From 1 July 2014 to 31 October 2014, ONA has spent \$188,358.72. To attempt to provide data outside this period would involve an unreasonable diversion of departmental resources.
2. Five contractors have been employed since Budget Estimates in June, 2014.
3. Six contractors are employed as at 31 October 2014.
4. Nil.
5. No.

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ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Hire cars

Senator: Senator Ludwig

Question reference number: 115

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. Nil
2. N/A
3. Nil

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Unallocated equipment

Senator: Senator Ludwig

Question reference number: 116

Type of Question: Written

Date set by the committee for the return of answer: 5 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.

ONA Response:

1. ONA has a spares pool of 41 monitors, 90 desktop handset phones and 42 PCs/laptops.
2. This unallocated equipment is stored onsite and attracts no storage or other ongoing costs. On average the purchase cost for the monitors was \$371, desktop handset phone average cost is \$345 and PCs/laptops average \$955.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Advertising

Senator: Senator Ludwig

Question reference number: 117

Type of Question: Written

Date set by the committee for the return of answer: 5 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 of their delegate or the department or their delegate.

ONA Response:

1. ONA has not spent any money on advertising (apart from job advertisements which are reported in question 84) between Budget Estimates in June 2014 and 31 October 2014.
2. N/A
3. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Departmental staff misconduct

Senator: Senator Ludwig

Question reference number: 118

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

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

ONA Response:

1. ONA complies with the APS Code of Conduct as outlined in Section 13 of the Public Service Act 1999. The Act can be accessed by following the link below;
<http://www.comlaw.gov.au/Details/C2014C00511>
2. No breaches of the Code of Conduct have been identified since Budget Estimates in June 2014.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Cloud services and storage

Senator: Senator Ludwig

Question reference number: 119

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

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.

ONA Response:

1. Yes.
2. No dates available at this stage.
3. ONA is monitoring the progress of the Department of Finance GovCMS project and will evaluate its suitability to host ONA's public-facing website.
4. Pricing information is not yet available.
5. No storage-only cloud services are used by ONA.
6. N/A
7. No information on specific GovCMS security arrangements are available at this stage.
8. ONA has not yet evaluated the security of the upcoming GovCMS platform.
9. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Disability access

Senator: Senator Ludwig

Question reference number: 120

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
 - b. What plans are in place to make the premises compliant with the act.
 - c. When these plans will commence and when they are expected to be complete.
 - d. 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.
 - e. What is the expected cost of making the premises compliant? Please break down the costs.
2. 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.
3. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Fee for services

Senator: Senator Ludwig

Question reference number: 121

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. Name of the fee and a short description of what it covers.
 - b. How much is the fee (and is it a flat fee or a percentage of the service).
 - c. The date the fee came into place.
2. 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.
3. What consultation was carried out before the fee was put into place?
4. How was the fee put into place (e.g. through legislation, regulation changes etc)?
5. What justification is there for the fee?

ONA Response:

ONA does not deliver any user-pay services.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Documents provided to minister

Senator: Senator Ludwig

Question reference number: 122

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

- 1-2 ONA routinely provides classified documents to the PMO. Security considerations prevent further details being disclosed in relation to this question.
3. ONA Safe-hand courier.
4. Hardcopy.
5. Documents are provided to Ministerial level and their Advisors.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Merchandise or promotional material

Senator: Senator Ludwig

Question reference number: 123

Type of Question: Written

Date set by the committee for the return of answer: 5 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 these material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

ONA Response:

ONA 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 October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Freedom of information - Stats

Senator: Senator Ludwig

Question reference number: 124

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

ONA is an exempt agency under the Freedom of Information Act.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Savings and Efficiency Measures

Senator: Senator Ludwig

Question reference number: 125

Type of Question: Written

Date set by the committee for the return of answer: 5 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:
 - a. What is the timeframe for implementation?
 - b. Who is the responsible agency for actioning these measures, guidelines or tasks?
 - c. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
 - d. What action has the minister asked be done on this policy?

ONA Response:

1. Nil
2. N/A

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Contracts under \$10,000

Senator: Senator Ludwig

Question reference number: 126

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

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.

ONA Response:

ONA does not record data in a way that would readily allow a detailed answer to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Consultancies

Senator: Senator Ludwig

Question reference number: 127

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. List each, including name, cost and purpose
 - b. If so, why?

ONA Response:

1. ONA has engaged the services of two consultants, since Budget Estimates in June to 31 October 2014, with a total value of \$152,354.50.
 - a. Callida Consulting were engaged to provide internal audit, probity and financial management services for the period 5 September 2014 – 30 May 2015. The contract is valued at \$130,000 and was procured by way of an open tender.
 - b. The Australian Government Solicitor (AGS) was engaged to provide legal and contract advice. The services were engaged via the Legal Services Multi Use List (prequalified tender). Between 1 July 2014 and 31 October 2014 a total of \$22,354.50 has been spent.
2. ONA is planning to tender for corporate governance and financial management services. It is expected that the Request for Quotation documentation will be released early 2015.
 - a. This procurement is not listed on the Annual Procurement Plan (APP) because ONA will be utilising a panel arrangement.
 - b. It is anticipated that several contracts will be entered in to depending on supplier capability to perform the required services.
 - c. It is anticipated that the contract term will be for a period of three years.
 - d. The total cost of the procurement activity is anticipated to be \$585,000.00 and as such requires an open approach to market, such as utilising a suitable panel arrangement established by way of an open tender.

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ANSWERS TO QUESTIONS ON NOTICE

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- e. The supplier(s) engaged to perform the required services will not be determined until after the evaluation process.
- 3. There are no consultancies that have not gone out to tender where the value was above the relevant procurement threshold.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Electronic equipment

Senator: Senator Ludwig

Question reference number: 128

Type of Question: Written

Date set by the committee for the return of answer: 5 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.
 - a. List the items
 - b. List the items location or normal location
 - c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level
 - d. List the total cost of the items
 - e. List an itemised cost breakdown of these items
 - f. List the date they were provided to the office
 - g. Note if the items were requested by the office or proactively provided by the department

ONA Response:

Nil

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Media subscriptions

Senator: Senator Ludwig

Question reference number: 129

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 4

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

- a. ONA maintains subscriptions to a number of TV services in order to provide analysts with localised news reports from a wide range of sources:
 - Al Jazeera Arabic and BBC Arabic (Arab-language news and current affairs services, focussing on topics of interest to Middle Eastern audiences)
 - Foxtel news package – A-PAC, Sky News, Sky News Business and the Weather Channel (News and current affairs)
 - CNN International (News and current affairs)
 - NHK Premium (Japanese news and current affairs)
 - ANC (Filipino news services)
- b. From 1 July 2014 to 31 October 2014, ONA has spent \$5,816.98. To attempt to provide costs outside these dates would involve an unreasonable diversion of departmental resources.
- c. Nil
- d. N/A

Question:

2. What newspaper subscriptions does your department/agency have?
 - a. Please provide a list of newspaper subscriptions and the reason for each.
 - b. What has been the cost of this package/s during the specified period?

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ANSWERS TO QUESTIONS ON NOTICE

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- c. What is provided to the Minister or their office?
- d. What has been the cost of this package/s during the specified period?

ONA Response:

- a. ONA maintains the following subscriptions to provide analysts with a wide range of research material:
Hardcopy newspapers;
 - Australian Financial Review
 - Sydney Morning Herald
 - The Australian
 - Canberra Times
 - The AgeOnline newspapers;
 - Australian Financial Review
 - Financial Times
 - European Voice
 - Haaretz
 - Pacnews
 - Timor-Leste News
 - Kaselehlle Press
 - Kyiv Post
 - Washington Trade Daily
- b. From 1 July 2014 to 31 October 2014, ONA has spent \$9,409.25. To attempt to provide costs for outside these dates would involve an unreasonable diversion of departmental resources.
- c. Nil
- d. N/A

Question:

- 3. What magazine subscriptions does your department/agency have?
 - a. Please provide a list of magazine subscriptions and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?

ONA Response:

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

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ANSWERS TO QUESTIONS ON NOTICE

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

Question:

4. What publications does your department/agency purchase?
 - a. Please provide a list of publications purchased by the department and the reason for each.
 - b. What has been the cost of this package/s during the specified period?
 - c. What is provided to the Minister or their office?
 - d. What has been the cost of this package/s during the specified period?

ONA Response:

- a. ONA purchases publications to provide analysts with research material from a wide range of sources to support ONA awareness of, and analysis on regional and international affairs and foreign policy. ONA subscribes to the following publications;
 - China Quarterly
 - Cook Political Report
 - EIU Country Reports
 - Fishing News International
 - IMF – Direction of Trade Statistics
 - Indonesia
 - Inside US Trade
 - International Institute for Strategic Studies (IISS)
 - Journal of Asian Studies
 - Journal of Pacific History
 - Journal of South East Asian Studies
 - Kompas
 - Marshall Islands Journal
 - Nature Climate Change
 - Non-Proliferation Review
 - Oriental Economist
 - PNG Industry News
 - Polling Report
 - World Trade Online.

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ANSWERS TO QUESTIONS ON NOTICE

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Media monitoring

Senator: Senator Ludwig

Question reference number: 130

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. Which agency or agencies provided these services?
 - b. What has been spent providing these services during the specified period?
 - c. Itemise these expenses.
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?
 - a. Which agency or agencies provided these services?
 - b. What has been spent providing these services during the specified period?
 - c. Itemise these expenses

ONA Response:

1. N/A
2. Nil

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Media training

Senator: Senator Ludwig

Question reference number: 131

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Report printing

Senator: Senator Ludwig

Question reference number: 132

Type of Question: Written

Date set by the committee for the return of answer: 5 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? If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal.

ONA Response:

No

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Provision of equipment - ministerial

Senator: Senator Ludwig

Question reference number: 133

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

1. ONA does not provide phones to Ministers, Parliamentary Secretaries or their offices.
2. ONA does not provide electronic equipment to Ministers, Parliamentary Secretaries or their offices.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Computers

Senator: Senator Ludwig

Question reference number: 134

Type of Question: Written

Date set by the committee for the return of answer: 5 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

ONA Response:

1. Nil.
2. ONA owns 430 desktop computers and 32 laptop computers which are located in Canberra. ONA also owns 8 laptop computers located overseas. The total purchase cost of these computers was \$550,000 inclusive of GST.
3. The ONA Standard Operating Environment is Windows 7. Licenses have been purchased under the Whole of Government VSA2 Microsoft licensing contract. ONA pays an on-going license fee of \$75,000 per year for desktop software licensing.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Travel costs – department

Senator: Senator Ludwig

Question reference number: 135

Type of Question: Written

Date set by the committee for the return of answer: 5 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.

ONA Response:

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. ONA adheres to the ministerial approval requirements for Official International Travel advised by the Department of Finance in Resource Management Guide No.405.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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8. No ONA Officials accompanied the Prime Minister and/or Parliamentary Secretary on their travel.
9. ONA travel is related to the provision of assessments on international developments, including political, strategic and economic developments, which are reported to the Prime Minister, Senior Ministers and Senior Officials. Travel is also related to ONA being responsible for advancement of Australia's national interest through the effective coordination and elevation of Australia's foreign intelligence activities.
 - The total cost for domestic travel expenses from July to October 2014 was \$24,036, over 31 trips at an average cost of \$775 per trip. ONA non-SES officials fly economy class for domestic travel, including international connections; unless an international business class through fare is recommended at no additional cost as part of the 'Best Fare of the Day' option. SES officers fly economy class when travelling Canberra to Sydney or Canberra to Melbourne and return. SES officers may fly business class on other domestic sectors when approved by the delegate.
 - The total cost for international travel expenses from July to October 2014 was \$209,155, over 19 trips at an average cost of \$11,008 per trip. ONA officials fly business class overseas and economy class on domestic connections; unless an international business class through fare is recommended as part of the 'Best Fare of the Day' option. There are occasions when international travel may be taken in economy class due to availability, routing, and/or budget restraints.
 - ONA does not record travel data in a way that would readily allow more detailed answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
10. All trips requiring ministerial approval, in line with Resource Management Guide No.405, are referred to the Prime Minister's Office for approval as soon as practicable, once planning and consequently estimates have established the need for ministerial approval. The time period for notification ranges from 6 to 2 weeks prior to the likely departure date.
11. Responses from the Prime Minister's Office for approval to undertake a trip is sought within approximately 2 weeks after submission for approval or prior to the likely departure date.
12. ONA travel is related to the provision of assessments on international developments, including political, strategic and economic developments, which are reported to the Prime Minister, Senior Ministers and Senior Officials. Travel is also related to ONA being responsible for advancement of Australia's national interest through the effective coordination and elevation of Australia's foreign intelligence activities.
 - There are 4 domestic trips planned for the rest of the calendar year.
 - There are 8 international trips planned for the rest of the calendar year.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Travel costs – ministerial

Senator: Senator Ludwig

Question reference number: 136

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Please detail all travel conducted by the Minister/parliamentary secretary
2. List each location, method of travel, itinerary and purpose of trip;
3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and;
4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary.
5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

ONA Response:

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

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Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Senate estimates briefing

Senator: Senator Ludwig

Question reference number: 137

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. 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? If so,
 - a. When did this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
 - c. 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.

ONA Response:

1. 18 Officers contribute to the ONA briefing pack. ONA does not prepare a briefing pack for the Minister.
2. ONA does not record data in a way that would readily allow a detailed answer to be provided to this question. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.
3. No.
4. No.
5. Contents page for Additional Estimates hearing in February 2014 attached.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: 138

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

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? f)
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?

ONA Response:

1. ONA accounts are paid in accordance with Government policy on receipt of goods and services and a correctly rendered invoice. All ONA accounts have been paid within 30 days from 1 July 2014 to 31 October 2014. To attempt to provide data outside these dates would involve an unreasonable diversion of departmental resources.
2. 375 payments (100%) have been paid in less than 30 days of receiving a correctly rendered invoice within the time period 1 July 2014 to 31 October 2014.
3. Nil.
4. Nil.
5. Nil.
6. Nil.
7. N/A
8. N/A

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Stationery requirements

Senator: Senator Ludwig

Question reference number: 139

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. Detail the items provided to the minister's office.
 - b. Please specify how many reams of paper have been supplied to the Minister's office.
2. How much has been spent on departmental stationary requirements to date.
3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

ONA Response:

1. Nil.
2. A total of \$5,345.10 has been spent on departmental stationary from 1 July 2014 to 31 October 2014. To attempt to provide data outside these dates would involve an unreasonable diversion of departmental resources.
3. No.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Meeting costs

Senator: Senator Ludwig

Question reference number: 140

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

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.

ONA Response:

1. ONA does not record expenditure in a way that would readily identify meeting costs other than those already covered by official hospitality reporting. From 1 July 2014 to 31 October 2014, ONA has spent \$11,747.90 on official hospitality. To attempt to provide different date periods would involve an unreasonable diversion of departmental resources.
2. Nil.
3. ONA does not record expenditure in a way that would readily identify meeting costs other than those already covered by official hospitality reporting. The ONA 2014/15 budget for official hospitality is \$30,000. To attempt to provide a greater level of detail would involve an unreasonable diversion of departmental resources.
4. Nil.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Hospitality and entertainment

Senator: Senator Ludwig

Question reference number: 141

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. ONA hospitality spend from 1 July 2014 to 31 October 2014 is \$11,747.90. To attempt to provide data outside these dates would involve an unreasonable diversion of departmental resources.
2. Nil.
3. Nil.
4. Nil.
5. The ONA 2014/15 budget for official hospitality is \$30,000. ONA hospitality and liaison expenditure relates to maintenance and management of foreign intelligence relationships. To

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ANSWERS TO QUESTIONS ON NOTICE

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attempt to provide a greater level of detail would involve an unreasonable diversion of departmental resources.

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

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Executive coaching and leadership training

Senator: Senator Ludwig

Question reference number: 142

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 2

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

ONA Response:

\$15,820

Question:

2. The number of employees offered these services and their employment classification

ONA Response:

1x SES 2

1 x A/EL1

1 x SES1

Question:

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)

ONA Response:

1 x SES 2 granted 4 days (this reporting period. The program is ongoing)

1 x A/EL1 was granted 3 days

1 x SES1 has been granted 5 days (this reporting period. The program is not yet finished).

Question:

4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

- c. The number of employees who received the service and their employment classification
- d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
- e. The total amount spent on the service
- f. A description of the fees charged (i.e. per hour, complete package)

ONA response:

- a. Australian Public Service Commission (for SES1 and EL1) and Jeff Whalan Group for SES2
- b. All are group based
- c. 1 x SES2 Jeff Whalan Learning Group
1 x Leading and Managing Small Teams for A/EL1
SES1 Talent Development Program for SES1
- d. 3 days for A/EL1 and 5 days for SES1; 4 days for SES2
- e. \$2820.00 and \$13,000. No costs incurred during the reporting period for SES2.
- f. All are complete packages.

Question:

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

ONA Response:

APSC services were provided by APSC at their premises in Canberra. Venue costs are included in course costs.

Jeff Whalan program was held in Brisbane and Sydney. ONA covered travel and accommodation costs which totalled \$1,834.04.

Question:

- 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?

ONA Response:

Nil

Question:

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

ONA Response:

Nil

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Staffing profile

Senator: Senator Ludwig

Question reference number: 143

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 2

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)

ONA Response:

1. The staffing profile of ONA has changed as follows between 18 June 2014 and 31 October 2014:

Staffing Profile Changes			
Employment Category	Commencements / Returns	Separations (Permanent/Temporary)	Net Change
Senior Executive Staff	-	1	-1
Analysts	1	5	-4
Corporate Staff	4	7	-3
Executive and Foreign Intelligence Coordination	-	3	-3
Liaison Officers/Locally Engaged Staff	-	-	-
TOTAL	5	16	-11

2. ONA staff members are primarily located in the Robert Marsden Hope Building in Barton, ACT. Changes by classification between 18 June 2014 and 31 October 2014 are follows:

Senate Finance and Public Administration Legislation Committee

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Substantive classification groupings			
Classification	Commencements / Returns	Separations (Permanent/Temporary)	Net Change
Director-General ONA	-	-	-
SES Band 2	-	-	-
SES Band 1	-	1	-1
ONA Band 3 (EL2)	1	3	-2
ONA Band 2 (EL1)	1	4	-3
ONA Band 1A (APS5/6)	2	3	-1
ONA Band 1B (APS3/4)	1	5	-4
TOTAL STAFF	5	16	-11

There has been no change for the seven overseas staff members based in the United States of America, the United Kingdom and Vanuatu.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Staffing reductions

Senator: Senator Ludwig

Question reference number: 144

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

1. ONA has abolished one position on vacancy as a result of an organisational restructure since Budget Estimates in June 2014.
2. No.
3. ONA will continue to closely monitor staff numbers to ensure budget targets are achieved and any future reductions will flow from considered workforce planning, natural attrition, or voluntary redundancies.
4. Staff reductions are required to allow ONA to remain within its budget allocation.
5. There are no plans at this stage to offer involuntary redundancies.
6. Three ongoing staff have permanently left ONA between 18 June 2014 and 31 October 2014. Their classifications are as follows:
 - 1 x Senior Executive Band 1
 - 1 x ONA Band 2 (Executive Level 1)
 - 1 x ONA Band 1B (APS 3/4)

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7. Four non-ongoing staff have left ONA between 18 June 2014 and 31 October 2014. Their classifications are as follows:
 - 1 x ONA Band 3 (Executive Level 2)
 - 1 x ONA Band 1A (APS 5/6)
 - 2 x ONA Band 1B (APS3/4)
8. No voluntary redundancies have been offered between 18 June 2014 and 31 October 2014.
9. N/A
10. N/A

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ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Staffing recruitment

Senator: Senator Ludwig

Question reference number: 145

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. One ongoing staff member has been recruited between 18 June 2014 and 31 October 2014. This staff member is an ONA Band 2 (Executive Level 1).
2. As at 31 October 2014, ONA employs 6 non-ongoing staff members and they are classified as follows:
 - 1 x ONA Band 3 (Executive Level 2)
 - 2 x ONA Band 1A (APS5/6)
 - 3 x ONA Band 1B (APS3/4)
3. As outlined in the *Office of National Assessments Act 1997*, employees engaged to perform the functions of the agency are employed under the *Public Service Act 1999* and not under contract. However, ONA does periodically engage specialists under labour hire contract arrangements.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Coffee machines

Senator: Senator Ludwig

Question reference number: 146

Type of Question: Written

Date set by the committee for the return of answer: 5 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?
 - a. 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?
 - b. Why were coffee machines purchased?
 - c. 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?
 - d. Where did the funding for the coffee machines come from?
 - e. Who has access?
 - f. 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?
 - g. What are the ongoing costs of the coffee machine, such as the cost of coffee?

ONA Response:

1. No, ONA has not purchased, leased or rented any coffee machines since Budget Estimates in June, 2014.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Printing

Senator: Senator Ludwig

Question reference number: 147

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

1. Nil
2.
 - a. Impress Printers
 - b. Limited Tender
 - c. \$1,620.00

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: 148

Type of Question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

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

ONA Response:

1. Nil
2. Six cars have been leased since Budget Estimates in June to 31 October 2014.
 - a. Canberra
 - b. Three cars for corporate and courier use and three for Executive personal and business use.
 - c. The cost of each car between 1 July 2014 and 31 October 2014 is;
 - i. \$4,468.98 (exec.)
 - ii. \$5,201.48 (exec.)
 - iii. \$1,064.85 (exec.) Lease ceased in July 2014.
 - iv. \$3,231.90 (corporate)
 - v. \$3,567.59 (corporate) Lease ceased in September 2014.
 - vi. \$1,826.86 (corporate) Lease commenced in September 2014.

To attempt to provide data for dates outside this period would involve an unreasonable diversion of departmental resources.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Prime Minister and Cabinet Portfolio

- d. The distance of travel for each car between 1 July 2014 and 31 October 2014 is;
- i. 4,207km (exec.)
 - ii. 8,033km (exec.)
 - iii. 552km (exec.) Lease ceased in July 2014.
 - iv. 1,706km (corporate)
 - v. 799km (corporate) Lease ceased in September 2014.
 - vi. 366km (corporate) Lease commenced in September 2014.

To attempt to provide data for dates outside this period would involve an unreasonable diversion of departmental resources.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Taxi costs

Senator: Senator Ludwig

Question reference number: 149

Type of Question: Written

Date set by the committee for the return of answer: 5 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?

ONA Response:

1. ONA spent \$7,343.50 on taxi fares between 1 July 2014 and 31 October 2014. ONA does not report taxi fares against individual business groups. To attempt to provide data for different date periods would involve an unreasonable diversion of departmental resources.
2. ONA staff attendance at meetings, training, conferences, forums and travel to and from airports for official travel.
3. Nil.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates October 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Grants

Senator: Senator Ludwig

Question reference number: 150

Type of Question: Written

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

ONA Response:

1. ONA has not granted or received any grants. As such, the agency does not have internal processes in place to manage the granting or receipt of grants. Should this change we would adhere to the Commonwealth's grants rules and guidelines.
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A