

**Senate Standing Committee on Economics**

**ANSWERS TO QUESTIONS ON NOTICE**

Resources, Energy and Tourism Portfolio

Budget Senate Estimates

31 May 2011

**Question:** BR27  
**Topic:** Corporate – National Offshore Petroleum Safety Authority  
**Proof Hansard Page:** Written

**Senator Abetz asked:**

**1. Staffing**

- 1.1 How many permanent staff recruited this FYTD?
- 1.2 What classification are these staff?
- 1.3 How many temporary positions exist or have been created this FYTD?
- 1.4 This FYTD, how many employees have been employed on contract and what is the average length of their employment period?

**Answer:**

- 1.1 15
- 1.2 APS3 x 2, APS4 x 1, APS5 x 1, APS6 x2, EL1 x 9
- 1.3 2
- 1.4 2, 8 months

**2. Staffing-Efficiency Dividend/Budget Cuts**

Have staffing numbers been reduced as a result of the efficiency dividend and/or other budget cuts?

If so, where and at what classification?

Are there any plans for staff reduction? If so, please advise details ie. reduction target, how this will be achieved, services/programs to be cut etc.

What changes are underway or planned for graduate recruitment, cadetships or similar programs?

If reductions are envisaged please explain including reasons, target numbers etc.

**Answer:**

2. Staff reductions as a result of the efficiency dividend are not applicable to NOPSA. There are no plans for staff reduction.

### **3. Government Advertising**

What communications programs has the Department/Agency undertaken, or are planning to undertake? For each program, what is the total spend?

**Answer:**

3. There has been no spending on Communications campaign advertising in the reporting period and there are no immediate plans to undertake any Communications advertising campaigns for the agency in the future.

### **4. Hospitality and Entertainment**

- 4.1 What is the Department's hospitality spend FYTD? Please detail date, location, purpose and cost of all events.
- 4.2 For each Minister and Parliamentary Secretary office, please detail total hospitality spend FYTD.
- 4.3 Please detail date, location, purpose and cost of each event.
- 4.4 What is the Department's entertainment spend FYTD?
- 4.5 Please detail date, location, purpose and cost of all events.
- 4.6 For each Minister and Parliamentary Secretary office, please detail total entertainment spend FYTD.
- 4.7 Please detail date, location, purpose and cost of each event.

**Answer:**

- 4.1 See **Attachment A**.
- 4.2 Not applicable.
- 4.3 Not applicable.
- 4.4 See **Attachment A**.
- 4.5 Not applicable.
- 4.6 Not applicable.

### **5. Board Appointments**

- 5.1 What is the gender ratio on each board and across the portfolio?
- 5.2 Please detail any board appointments for the FYTD.

**Answer:**

- 5.1 National Offshore Petroleum Safety Authority Advisory Board – 2 females, 5 males.
- 5.2 Not applicable.

## **6. Freedom of Information**

- 6.1 Has the Department/agency received any advice on how to respond to FOI requests?
- 6.2 How many FOI requests has the Department received?
- 6.3 How many have been granted or denied?
- 6.4 How many conclusive certificates have been issued in relation to FOI requests?

### **Answer:**

- 6.1 NOPSA has received some advice on how to respond to FOI requests.
- 6.2 The agency has received 11 FOI requests.
- 6.3 Four (Note: three were either abandoned, withdrawn or not within NOPSA jurisdiction)
- 6.4 No conclusive certificates have been issued.

## **7. Community Cabinet**

What was the cost of Ministers' travel and expenses for the Community Cabinet meetings held this FYTD?

How many Ministerial Staff travelled with the Minister for the Cabinet meeting? What was the total cost of this travel?

How many Departmental officers travelled with the Minister for the Cabinet meeting? What was the total cost of this travel?

What was the total cost to the Department and the Ministers office?

### **Answer:**

- 7. No NOPSA officials travelled with the Minister to Community Cabinet meetings.

## **8. Reviews**

How many Reviews are currently being undertaken by all departments and agencies in each portfolio?

When will each of these reviews be concluded?

What reviews have been concluded FYTD?

Which of these reviews has been provided to Government?

When will the Government be responding to the respective reviews that have been completed?

What is the estimated cost of each of these Reviews?

What further reviews are planned for 2010 - 11 FY?

### **Answer:**

- 8. No reviews are being undertaken or planned by NOPSA.

## **9. Consultancies**

- 9.1 How many consultancies have been undertaken or are underway this FYTD? Please 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). Please also include total value for all consultancies.
- 9.2 Does each department and agency stand by its current tenders on the Austenders website? Have any changes or corrections been made for any tenders advertised on to Government Tenders website(www.tenders.gov.au) for tenders advertised this financial year? Explain. Are up to date with reporting requirements?
- 9.3 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.

### **Answer:**

- 9.1 See **Attachment B**.
- 9.2 NOPSA stands by its current tenders on the AusTender website, has not made any changes or corrections and is up to date with reporting requirements.
- 9.3 17 (8 appointed and 9 on Procurement Plan for 2011-12).

## **10. Media Monitoring**

- 10.1 What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office FYTD?
- 10.2 Which agency or agencies provided these services?
- 10.3 What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Department and its agencies in FYTD?
- 10.4 Which agency or agencies provided these services?

### **Answer:**

- 10.1 Not applicable.
- 10.2 Not applicable.
- 10.3 Total cost of media monitoring services for NOPSA is \$11,000.
- 10.4 Services provided to NOPSA primarily by Media Monitoring.

## **11. Social Media**

Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since October 2010? Please explain.

**Answer:**

11. No changes to social media or protocols since October 2010.

**12. Contractors**

Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.

Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.

Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.

Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.

Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.

Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.

Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.

Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.

Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

**Answer:**

12. No to all.

**13. Discretionary Grants**

Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants FYTD? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.

Has the Department complied with interim requirements relating to the publication of discretionary grants?

**Answer:**

13. Not applicable.

**14. Commissioned Reports**

How many Reports have been commissioned by the Government in your portfolio FYTD? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.

How much did each report cost? How many departmental staff were involved in each report and at what level?

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

**Answer:**

14. No reports have been commissioned by the Government in NOPSAs.

## **15. Cabinet and Sub-Cabinet Committee Meetings**

How much time is spent preparing papers/submissions for Cabinet and Sub-Cabinet Committee meetings?

How often must papers/submissions for Cabinet and Sub-Cabinet Committee Meetings be redrafted or resubmitted? Please provide example of why this would happen. (i.e. last minute policy changes or redate papers due to items not being discussed when initially scheduled).

**Answer:**

15. Not applicable.

## **16. Government Payment of Accounts**

16.1 Has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)? If not, why not, and what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached.)

16.2 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 for the current financial year and the previous financial year?

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

**Answer:**

16.1 All accounts have been paid in accordance with current policy.

16.2 Not applicable.

16.3 Not applicable.

## **17. Government Stationery Requirements**

What are the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. special type of paper, envelopes)?

What are the costs of these items?

Is the Department/portfolio agencies paying for these?

**Answer:**

17. Not applicable.

**18. Media Subscriptions**

- 18.1 Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)? If yes, please provide the reason why, the cost and what channels
- 18.2 Does your department or agencies within your portfolio subscribe to newspapers? If yes, please provide the reason why, the cost and what newspapers.
- 18.3 Does your department or agencies within your portfolio subscribe to magazines? If yes, please provide the reason why, the cost and what magazines.

**Answer:**

- 18.1 NOPSA does not subscribe to Pay TV.
- 18.2 Yes. The West Australian, The Australian, The Financial Review. To keep abreast of local and national issues relevant to the organisation. Cost to date \$1,320.
- 18.3 Yes. To keep abreast of development in technical issues relating to the oil and gas industry. Subscriptions include Petroleum Magazine, Oil and Gas Journal, PEX Publication, API Exploration and Production, SAI Global. Cost to date \$20,300.

**19. Travel Costs**

For the FYTD, please detail all travel (itemised separately) undertaken by your portfolio Minister and Parliamentary Secretaries. Include what sum was spent on travel, accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.

For the FYTD, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.

For the FYTD, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.

**Answer:**

19. No officers have accompanied the Minister on travel.

**20. Legal Costs**

- 20.1 What sum did each portfolio department and agency spend on legal services FYTD within the department and agency? Please provide a list of each service and costs.
- 20.2 What sum did each portfolio department and agency spend on legal services FYTD from the Australian Government Solicitor? Please provide a list of each service and costs.
- 20.3 What sum did each portfolio department and agency spend on legal services FYTD from private firms? Please provide a list of each service and costs.
- 20.4 What sum did each portfolio department and agency spend on legal services FYTD from other sources? Please provide a list of each service and costs.

**Answer:**

- 20.1 Cost for in-house Legal Services \$200,000. The Legal Counsel provides advice to NOPSA on regulatory and commercial contractual matters.
- 20.2 AGS Cost \$256,000. Primarily relating to FOI matters, disclosure of Inspection information, effect of changes to legislation, secondment of lawyer to NOPSA, employment and contractual matters.
- 20.3 Cost \$10,000. Advice on funding arrangements and HR matters.
- 20.4 Nil.

**21. Education Costs**

Please detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the cost and how many participants.

**Answer:**

- 21. Cost \$36,800. Total participants – 60:
  - Certificate IV in Govt Statutory and Government Investigations \$20,500
  - FOI and Privacy \$9,500
  - Diploma in HR \$1,800
  - APSC Code of Conduct \$1,400
  - Student tuition Fees LaTrobe University \$3,600

**22. Executive Coaching and Leadership Training**

- 22.1 In relation to the purchase of executive coaching and/or other leadership training services purchased by each portfolio department and agency, please provide the following information FYTD:
  - 1. Total spending on these services
  - 2. The number of employees offered these services and their employment classification
  - 3. The number of employees who have utilised these services and their employment classification
  - 4. The names of all service providers engaged
- 22.2 For each service purchased from 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
  - c) The number of employees who received the service and their employment classification
  - d) The total number of hours involved for all employees
  - e) The total amount spent on the service
  - f) A description of the fees charged (i.e. per hour, complete package)
- 22.3 Where a service was provided at any location other than the department or agency's own premises, please provide:
  - i. The location used
  - ii. The number of employees who took part on each occasion
  - iii. The total number of hours involved for all employees who took part
  - iv. Any costs the department or agency's incurred to use the location



**Answer:**

22. Nil to all.

**23. Paid Parental Leave**

Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?

Please list which portfolio department and agencies are providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

**Answer:**

23. Currently approximately nine staff would be eligible. No staff are currently receiving payments.

**24. Workpoint Space**

For each portfolio department and agency office please list the occupied workpoint space allocated per person.

Does this adhere to the Government's Commonwealth Property Management Guidelines (the Guidelines)? Explain. If yes, please explain if any refurbishment was required to meet the Guidelines and what the costs were.

a. What savings did each portfolio department and agency achieve by meeting the Guidelines?

Please itemise each portfolio department and agency separately.

b. How much of these savings has each portfolio department and agency kept? Please itemise each portfolio department and agency separately. If no, please give details why it does not, including whether an exemption has been received by the Finance Minister.

a. What funding has been taken from each portfolio department and agency because they do not meet the Guidelines? Please itemise each portfolio department and agency separately.

b. Are there plans to meet the Guidelines? Please explain.

**Answer:**

24. 20 sqm at last reporting cycle @ 31 March 2011. As NOPSAs are expanding, it is expected that the target of 16 sqm per person will be achieved. No refurbishment was required.

## ATTACHMENT A

### National Offshore Petroleum Safety Authority – Hospitality and Entertainment

#### Hospitality

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost (\$)</b>
23/09/2010	Melbourne	Meeting with stakeholder	55.55
22/10/2010	Perth	Working lunch – BHP Billiton	184.05
31/12/2010	Perth	PSR Forum	272.73
1/02/2011	Perth	Meeting – NOPSA’s expanding role	13.18
1/02/2011	Perth	Meeting with stakeholders	201.91
15/03/2011	Perth	Planning meetings	23.19
23/03/2011	Perth	Meeting with WA regulators	66.36
28/03/2011	Perth	NOPSA Board meeting	137.27
28/04/2011	Perth	Meeting with Board members	33.18
		<b>TOTAL</b>	<b>\$987.42</b>

#### Entertainment

<b>Date</b>	<b>Location</b>	<b>Purpose</b>	<b>Cost (\$)</b>
31/12/2010	Perth	Christmas Party 2010	1565.91
1/02/2011	Melbourne	Christmas Party 2010	193.18
31/03/2011	Perth	Christmas Party 2010	454.55
		<b>TOTAL</b>	<b>\$2,213.64</b>

**National Offshore Petroleum Safety Authority - Consultancies  
Number of Contracts Awarded 1 July 2010 to 30 June 2011**

<b>Name</b>	<b>Subject Matter</b>	<b>Duration</b>	<b>Contracted Amount</b>	<b>Expended to date</b>	<b>Method of procurement</b>
Keem Bay Research	IT Data Research Services	12months	Hourly Rate \$95p/h \$61,547	\$61,547	RFQ
Human Risk Solutions	Advice on Human Risk Factors	12 months	\$15,000	Not expended	RFQ
Puzzle Partners	Relocation Services	3 months	Hourly Rate \$100p/h \$21,780	\$21,780	RFQ
Dyson Training Services	Cert 4 Training package	12 months	\$72,050	Not expended	RFQ
Sinclair Consulting Services	Review of Stakeholder Engagement	12months	\$30,375	Not expended	RFQ
Price WaterHouse Coopers	Review of NOPSA's corporate costs	3 months	\$7,700	Not expended	RFQ
Knight Frank	Property Management Services	3 months	\$66,000	\$66,000	RFQ
Price Waterhouse Coopers	Internal Audit Services	2 years	\$69,762	\$36,542	RFT
<b>Total</b>			<b>\$329,214</b>	<b>\$185,869</b>	

**Number of Consultancy Contracts Ongoing from 2009-2010**

<b>Contract Name</b>	<b>Consultancy Work Required</b>	<b>Date</b>	<b>No of Contracts Awarded</b>	<b>Contracted Amount</b>	<b>Expended Amount in 2010- 2011</b>
HBA Consulting	Workplace Relations - Investigations	24/3/2010	1	\$13,200	\$40,028
International Risk Consultants	Consultancy – Development of Inspection Audit Checklist & Risk Engineering services	7/9/2009	1	\$92,400	0
Towers Perrin	Industry Survey Services	1/12/2009	1	\$15,785	\$8,096
Kreab Gavin Anderson	Media Liaison Consultancy Services	18/12/2009	1	\$89,076	\$83,769
Hart Aviation Services	Consultancy & report Services on Offshore Helicopter Operations	18/1/2010	1	\$18,579	0

<b>Contract Name</b>	<b>Consultancy Work Required</b>	<b>Date</b>	<b>No of Contracts Awarded</b>	<b>Contracted Amount</b>	<b>Expended Amount in 2010- 2011</b>
Hay Group	Consultancy – Leadership Programme and Training HR Strategy & Review of HR Policy Manual	25/1/2010	2	\$78,000	\$37,840
SVT Engineering	Consultancy	15/2/2010	1	\$54,494	\$32,472
CPR Communications & Public Relations	Consultancy to provide advice and guidance on communication strategy	15/2/2010	1	\$39,930	0
Energy Resourcing	Consultancy – Salary Benchmarking	6/5/2010	1	\$13,250	\$14,063
Woods Bagot	Consultancy – Design Advice for Office refit	24/5/2010	1	\$33,000	\$16,445
AGS	Consultancy – Legal advice	1/7/2010	1	\$384,241	\$218,201
Phillips Fox	Consultancy – Legal advice - Montara	8/12/2009	2	\$151,950	\$15,576
Minter Ellison	Consultancy – Legal Advice - Trident	8/3/2010	1	\$47,063	0
NCS International Pty Ltd	Quality Management Audit Services	1/7/2008	1	\$ 30,343.50	\$4377
eQual Consulting	Quality Management Internal Audit Services	1/7/2008	1	\$ 16,500.00	0
Louella McDonald Consultancy	Recruitment Processes & Scribe Services	1/4/2008	1	\$ 15,936.25	\$43,382
Judge Constable Chartered Accountant	Cost Recovery Auditor	10/10/2008	1	\$ 18,194.00	\$6,094
AOT Consulting Pty Ltd	ICT Support Tender Process & Contract	1/9/2008	1	\$ 90,288.00	No expenditure
WT Partnership	Quantity Surveyors	1/8/2008	1	\$ 20,900.00	No expenditure
KPMG	Internal Audit Services	8/7/2008	1	\$ 41,132.00	No expenditure
HBO+EMTB Interiors (WA)	Project Management – 100 St Georges Terrace	1/6/2008	1	\$ 36,245.00	No expenditure

<b>Contract Name</b>	<b>Consultancy Work Required</b>	<b>Date</b>	<b>No of Contracts Awarded</b>	<b>Contracted Amount</b>	<b>Expended Amount in 2010- 2011</b>
Master Marine Services	Specialist Advice – Regulatory Enquiry	25/3.2009	1	\$ 49,500.00	No expenditure
FSPA Consulting	Consultancy & Facilitation Services	1/1/2009	1	\$ 45,855.48	0
<b>Total Expenditure</b>				<b>\$1,395,861</b>	<b>\$520,343</b>