

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 11-14 February 2013

Prime Minister and Cabinet Portfolio

Department/Agency: Office of National Assessments

Outcome/Program: 1

Topic: Coffee Machines

Senator: Senator Ryan

Question reference number: 62

Type of Question: Written

Date set by the committee for the return of answer: 2 April 2013

Number of pages: 2

Question:

Has the department/agency purchased coffee machines for staff useage? 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.

ONA Response:

Yes, automatic coffee machines: 2 on 29 /9/11 for \$\$3,968 each; 1on 19/5/10 for \$3,734; 1 on 31/5/10 for \$3,895. Purchases of coffee and cleaning products in FY 2011-12 cost \$6,683.

Question:

Why were coffee machines purchased?

ONA Response:

- Provide an informal opportunity for business discussions in a secure environment.
- To maintain productivity:
 - Walk to external coffee shops and queuing for coffee equates to 15 to 20 minutes for each cup of coffee
 - Usage is around 365 cups a week
 - Corresponding productivity loss is 91 hours per week

Question:

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?

ONA Response:

There was a café at ONA's former shared building. ONA's new building does not have a café and cafes in the vicinity service a number of other government office buildings. Without the provision of in-house facilities there would have been an increase in staff leaving the office premises during breaks.

Question:

Where did the funding for the coffee machines come from?

ONA Response:

Administrative funding.

Question:

Who has access?

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ONA Response:

All staff.

Question:

Who is responsible for the maintenance of the coffee machines?

ONA Response:

ONA maintains the machines in-house due to security reasons.

Question:

How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken.

ONA Response:

\$105 in 2011-12 and nil year to date.

Question:

Where does the funding for maintenance come from?

ONA Response:

Administrative funding.

Question:

What are the ongoing costs of the coffee machine, such as the cost of coffee?

ONA Response:

YTD expenditure for coffee, cleaning supplies, repairs and maintenance: \$4,685.

Question:

Does the department/agency rent coffee machines for staff useage? 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.

ONA Response:

No

Question:

Why are coffee machines rented?

Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?

Where does the funding for the coffee machines come from?

Who has access?

Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?

What are the ongoing costs of the coffee machine, such as the cost of coffee?

ONA Response:

N/A