

Senate Finance and Public Administration Legislation Committee
 2005-06 Budget Hearings
ANSWERS TO QUESTIONS ON NOTICE
Prime Minister and Cabinet Portfolio
Office of the Official Secretary to the Governor-General

QUESTION: PM1

Senator Faulkner asked:

“.. How many [patronages] have been rejected? .. Could you list on notice the organisations that have been rejected also.”

Response:

The Office does not maintain a list of organisations that have approached the Governor-General for Patronage and been rejected.

QUESTION: PM2

Senator Faulkner asked:

“..Tell us who they [consultants] were, what they have done and how much they have cost ..”

Response:

The Office engaged the following consultants to investigate and report on the condition of the two vice regal properties as part of the property works programme.

Consultant	Service	Cost
Allom Lovell and Associates Pty Ltd	Heritage architectural review of Government House	\$15,000
Northrop Engineers Pty Ltd	Engineering services	\$9,000
Lincolne Scott Australia Pty Ltd	Electrical and mechanical engineering inspection at Government House	\$24,530
J. Easthope and Associates Pty Ltd	Heritage landscape review and plan for Government House	\$9,130
Echelon Consultancy and Training Pty Ltd	Asset and maintenance inspection and report for Government House	\$12,880
HBI Pty Ltd	Inspection of condition of all buildings at Government House and Admiralty House	\$16,750
Integralift Pty Ltd	Inspection and report on passenger lifts at Government House	\$3,762
Tanners and Associates Pty Ltd	Heritage architectural review of Admiralty House	\$9,500
Taylor Brammer Pty Ltd	Heritage landscape review and plan for Admiralty House	\$11,700

Senate Finance and Public Administration Legislation Committee

2005-06 Budget Hearings

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Office of the Official Secretary to the Governor-General

QUESTION: PM3

Senator Carr asked:

“.. Can I ask – and perhaps you will want to take this on notice – for a similar breakdown of works for Admiralty House as you have just given me for Government House...”

Response:

The following works have been identified as needing to be undertaken over the period 2005-06 to 2008-09 as part of the property works programme. It should be noted that the works may change to reflect changing priorities or needs in other areas so these should only be viewed at this time as a list of possible works that need to be undertaken.

2005-06 – installation of fire doors (\$30,000), landscape works stage one covering precinct 1 and 2 garden and lawn areas, repairs to built structures and retaining walls (\$72,000); stage one of the refurbishment of first floor bedrooms, that were last attended to in the 1980’s (\$109,000), upgrading of safety railings (\$17,000)

2006-07 – landscape works stage two covering precincts 2 and 3 covering garden and lawn areas, replacement of flagstone area, upgrade to external lighting, pathway refurbishment, and improving watering systems (\$189,000), upgrade of lighting in the dining room (\$35,000), stage two of the refurbishment of first floor bedrooms that were last attended to in the 1980’s (\$36,000), upgrade of driveway lighting (\$12,000)

2007-08 – installation of air-conditioning first floor (\$115,000), stage one of the refurbishment of first floor bathrooms that were last upgraded in the 1980’s (\$50,000), landscape works stage three covering precincts 3 and 4 including pathways refurbishment, replacement of retaining walls and upgrading of garden areas (\$186,000), repairs to Marine Barracks stage one (\$115,000)

2008-09 – refurbishment of first floor bathrooms stage two (\$53,000), landscape works stage four covering precinct 5 to 9 including garden and grass areas and upgrading of pathways (\$17,000), repairs to Marine Barracks stage two (\$81,000)

QUESTION: PM4

Senator Faulkner asked:

“.. did the Governor-General pay for it [wedding gift for Prince Charles]? .. If he did not pay for it and the taxpayer did, I want to know what it was.”

Response:

The gift was a ceramic vase made by Fiona Hiscock. The Governor-General did not pay for the wedding gift.

Senate Finance and Public Administration Legislation Committee
2005-06 Budget Hearings
ANSWERS TO QUESTIONS ON NOTICE
Prime Minister and Cabinet Portfolio
Office of the Official Secretary to the Governor-General

QUESTION: PM5

Senator Faulkner asked:

“.. in relation to the Office itself, what is the level of staff turnover?”

Response:

The staff turnover for the Office for the period 1 July 2004 to 30 June 2005 was 23 staff (9 on short-term contracts and 14 on long-term contracts). This represents a rate of 26.7%. In comparison, the turnover rate in 2003-04 was 27.4%.

QUESTION: PM6

Senator Faulkner asked:

“.. How many [staff accessing EAP] would have occurred in the previous calendar year...”

Response:

The Office engaged the services of an EAP provider in April 2004. In the period April to December 2004, a total of 7 staff accessed EAP services being 4 for personal reasons, one for work reasons and two for both work and personal reasons. From January to June 2005, 7 staff have accessed EAP services for personal or work related reasons.

QUESTION: PM63

Written question on notice

Senator Ludwig asked as a follow up to a question in December:

1. Regarding the employees that your department or agency has identified as having:
 - (a) fluency
 - (b) accredited translator
 - (c) accredited interpreter
2. Of these employees, please indicate what the department is doing in order to make full use of its employees skills in this regard, and please provide a breakdown of this between employees whose accreditation was paid for by the department and those whose were not?

Senate Finance and Public Administration Legislation Committee

2005-06 Budget Hearings

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Office of the Official Secretary to the Governor-General

Response:

In response to the questions asked in December 2004, the Office advised that it does not have staff that are specifically identified, accredited and trained to provide translation or interpretation support. The answer to the above questions are therefore (1) Not applicable (2) Not applicable.

QUESTION: PM71

Written question on notice

Senator Ludwig asked:

1. What amount did the Agency spend during the financial year 2004/2005 on outsourced legal practitioners (including private firms, individuals, the Australian Government Solicitor, and any others)?
2. What was the budgeted amount for outsourced legal practitioners in 2004/2005?
3. What amount did the Agency spend on internal legal services? (Provide an estimate if exact amount is unavailable.)
4. Does the Agency have an in-house legal section? If so, what was the 2004/2005 actual cost of this section? What was the budgeted amount for this section in 2004/2005? What is the budget amount for this section in 2005/2006?
5. What is the total projected expenditure on legal services for 2005/2006 for the Agency?
6. Which organisations or individuals were contracted to provide legal services to the Agency in 2004/2005?
7. In each instance, how much was each organisation or individual paid for these services?
8. Does the Agency use an open tendering or select tendering process (as described in the Commonwealth Procurement Guidelines, p 42) when procuring legal services?
9. If a select tendering process is used: (a) which method of select tendering is used and (b) which firms or individuals are currently eligible to tender for legal services?
10. If a multi-use list is used: (a) which firms or individuals are currently on that list and (b) when was the list last opened for applications?
11. In 2004/2005 did the Agency obtain any legal services using a direct sourcing procurement process? If so, provide details including the name of the provider, the work involved and the cost?
12. In 2004/2005 did the Agency procure any legal services under the thresholds required for 'covered procurements' (within the meaning of 8.6 of the Commonwealth Procurement Guidelines)? If so, provide details including the name of the provider, the work involved and the cost.

Senate Finance and Public Administration Legislation Committee

2005-06 Budget Hearings

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Office of the Official Secretary to the Governor-General

13. In 2004/05 did the Agency contract any legal firms to provide services other than legal services (such as consulting, conduct of policy reviews etc)? If so, provide details including the name of the firm, the project involved and the cost of the contract.

Response:

1. \$42,695
2. \$28,000
3. Nil
4. No
5. No specific budget set at this time
6. Australian Government Solicitor
7. Australian Government Solicitor \$42,695
8. During 2004-05 a direct tender process has been used for the purchase of legal services because of the individual value of the purchase and the value for money principle. Should the value of the services be in excess of the Commonwealth Procurement Guidelines threshold or internal Chief Executive Instructions requirements, a tender or select tender process would be undertaken as appropriate.
9. Not applicable
10. Not applicable
11. Yes. Details of the name of the provider, work involved and cost is included in the table below.

Legal provider	Work Involved	Cost
Australian Government Solicitor	Advice re misconduct matter	\$2,142
Australian Government Solicitor	Advice re employee contracts	\$1,343
Australian Government Solicitor	Advice re delegations and authorisations by the Official Secretary under the <i>Governor-General Act 1974</i>	\$545
Australian Government Solicitor	Advice re employee entitlements	\$1,001
Australian Government Solicitor	Advice re court proceeding adjoining the Governor-General	\$9,204
Australian Government Solicitor	Advice re construction services contract and tender	\$14,239

Senate Finance and Public Administration Legislation Committee
 2005-06 Budget Hearings
ANSWERS TO QUESTIONS ON NOTICE
Prime Minister and Cabinet Portfolio
Office of the Official Secretary to the Governor-General

Legal provider	Work Involved	Cost
Australian Government Solicitor	Advice re court proceeding adjoining the Governor-General	\$3,519
Australian Government Solicitor	Advice re maintenance contract and tender	\$10,702

12. No
 13. No

QUESTION: PM79
Written question on notice

Senator Carr asked:

1. Is performance pay available under your department/agencies certified agreement?
2. If so how many staff in your Department/Agency are eligible for performance based pay?
3. Please provide a breakdown of performance pay awarded for this financial year to date including the following details:
 - (a) How many staff have received performance pay?
 - (b) What levels are those staff at?
 - (c) What gender, a breakdown please?
 - (d) How much has each staff member received?
 - (e) When did they receive it?
 - (f) What was the rationale for the awarding of performance pay in each instance?
 - (g) Did the Department/Agency head receive performance pay?
 - (h) How much?
 - (i) When?
 - (j) On what grounds?

Response:

1. No
2. Not applicable
3. Not applicable

Senate Finance and Public Administration Legislation Committee

2005-06 Budget Hearings

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Office of the Official Secretary to the Governor-General

QUESTION: PM87

Written question on notice

Senator Carr asked:

1. What financial impact will the increased efficiency dividend have on your Department/agency this financial year and in the out years?
2. The increase in the efficiency dividend was announced in last year's elections, what plans have you made to meet it?
3. What will this mean for staff numbers?
4. Will any specific programs be cut? Please specify which ones and the size of the estimated savings?
5. Will any core functions be affected by these savings measures?
6. How will meeting the efficiency dividend affect your graduate recruitment plans?
7. How will meeting the efficiency dividend affect your ability to retain experienced staff?

Response:

1. 2005-06 \$22,126; 2006-07 \$47,930; 2007-08 \$75,579; 2008-09 \$75,579
2. The reduction in funding will be met by the Office through improved processes or the identification of cost savings
3. It is not expected that the reduction in funding due to the efficiency dividend will have a direct impact on staff numbers
4. No
5. No
6. The Office does not have a graduate recruitment intake
7. It is not expected that the reduction in funding due to the efficiency dividend will have a direct impact on retaining experienced staff

QUESTION: PM95

Written question on notice

Senator Carr asked:

1. How many staff are covered by AWAs in your Agency/Department?
2. Can you provide a break down of AWA's by gender and by classification?
3. Can you tell me how many of the staff on AWA's are paid more than the band for their classification under the certified agreement?
4. Why were these staff not simply promoted to a higher classification?

Senate Finance and Public Administration Legislation Committee
2005-06 Budget Hearings
ANSWERS TO QUESTIONS ON NOTICE
Prime Minister and Cabinet Portfolio
Office of the Official Secretary to the Governor-General

Response:

1. 6
2. 1 SES equivalent (male); 2 Government House Officer Level 8 (1 male, 1 female); 2 Government House Officer Level 7 (2 male); 1 Government House Officer Level 6 (female)
3. All staff classifications covered by the Office's certified agreement and on an AWA are paid higher than the band for their classification in the Office's certified agreement.
4. Positions at a higher classification level are not available within the Office for this activity.

QUESTION: PM107

Senator Faulkner asked [in respect to the Rolls Royce owned by the Office]:

Was that some sort of consultancy?

Response:

No. The Rolls Royce is maintained by an enthusiast, Mr Bill Coburn, who owns a number of classic vehicles and has the skills and knowledge to maintain the Office's Rolls Royce. Mr Coburn undertakes necessary repairs and regularly services the vehicle.

QUESTION: PM108

Senator Faulkner asked [in respect to the Rolls Royce owned by the Office]:

How much do the repairs to the Rolls-Royce cost?

Response:

In 2004-05 the Office spent \$21,129 on repairs to the Rolls Royce.