

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

QUESTION: PM1

Supplementary Questions on Notice 30 November 2004

Senator Murray asked:

To each department and agency in each portfolio

1. When did the Department last update its procurement policy documentation?
2. What mechanisms does the Department have in place to ensure its procurement guidelines reflect current policy in relation to government contracting?
3. Do the Department's current procurement guidelines refer to all of the following accountability mechanisms:
 - The Senate order for departmental and agency contracts;
 - The Department of Finance and Administration's February 2003 *Guidance on Confidentiality of Contractors' Commercial Information*; and
 - The Commonwealth Procurement Guidelines (CPGs) ?
4. Do the Department's tender documentation and contract templates include the following elements:
 - a statement outlining the various Commonwealth accountability requirements;
 - a consistent definition of confidential information across all templates;
 - a provision for the inclusion of specific reasons justifying why a tenderer may wish to protect certain information in the contract if it awarded;
 - a section that outlines the obligations of confidentiality after the contract has been awarded;
 - a more detailed outline, with the general non-disclosure clauses, of the exceptions to confidentiality obligations for Commonwealth contracts; and
 - the model contract clauses, given in DOFA's February 2003 *Guidance on Confidentiality of Contractor's Commercial Information*?
5. At page 51 of ANAO Audit Report No.10 2004-2005, *The Senate Order for Departmental and Agency Contracts (Calendar Year 2003 Compliance)*, the ANAO has concluded that all FMA agencies would benefit from implementation of contract training courses, or a review of current courses, to ensure that the Senate order requirements are adequately covered and that procurement staff receive relevant DOFA guidance.

What training does the Department currently have in place for procurement staff?

6. Does this training cover the requirements of the Senate order for departmental and agency contracts and refer to DOFA's February 2003 *Guidance on Confidentiality of Contractor's Commercial Information*?

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Response:

1. The Office of the Official Secretary to the Governor-General procurement policy was last updated in June 2004. The policy is currently under review to incorporate the revised procurement policy framework that takes effect from 1 January 2005.
2. The Office's procurement guidelines are determined under the Office's Chief Executive Instructions where the Chief Finance Office (CFO) is required to ensure that the guidelines reflect current government policy. The CFO receives written advice from the Department of Finance and Administration on changes to government policy and attends relevant meetings and sessions on such changes.
3. Yes.
4. The Office does not have a standard tender template as it currently undertakes few tender processes. Tender documentation is developed as required with the assistance of the Australian Government Solicitor's Office and all current accountability and confidentiality provisions applicable at that time are included.
5. The Office's purchasing policy and guidelines and procurement training package, for self-paced learning, is on the Office's Intranet as a reference source. Formal procurement training courses are conducted on an as needed basis. Procurement staff are advised of changes to requirements as they occur.
6. Procurement training includes advice about the Senate order requirements. As a small agency major purchasing is co-ordinated by the Office's finance team which is responsible for both the Senate order requirements and DOFA's February 2003 *Guidance on Confidentiality of Contractor's Commercial Information*. Training for the finance team covers both requirements.

QUESTION: PM4

Supplementary Questions on Notice 2 December 2004

Senator Ludwig asked:

To all departments and agency within the portfolio

Question:

- (1) For the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, did the Department include in its annual report a report on outcomes achieved for clients from diverse linguistic and cultural backgrounds?
- (2) If not, for the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, did the Department otherwise publish a report on

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outcomes achieved for clients from diverse linguistic and cultural backgrounds?
(If yes, please supply report)

- (3) For the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, did the department budget for costs associated with developing culturally responsive and accessible services?
- (4) For the 2003-2004 financial year, how much did the department budget for this purpose?
- (5) For the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, how many Departmental programs or services were delivered via an intermediary service provider, such as another level of government or a non-government organisation?
- (6) Of these, in each financial year how many did the funding conditions in contracts specify relevant access and equity accountabilities (for example, collection and reporting of information on client characteristics)?
- (7) For each of these, is the provision a standard clause? If so, can the Department please supply the clause?
- (8) If there is no standard provision, is a copy of the provision available for each of these? Are the provisions subsequently audited? If yes, what were the results? (Please supply).
- (9) Can the Department provide a current list of each community information publication it publishes in English as at a) the current date (2, December 2004) or if this is unavailable b) 30 June, 2004 (and take from then to 2 December 2004 On Notice) or if this is unavailable c) 1 January 2004 (and take from then to 2 December 2004 On Notice) or if this is unavailable d) the last date for which they were available (specify date and take from then to 2 December 2004 On Notice)?
- (10) For the above list, what publications are translated into languages other than English and for each, what languages are they translated into?
- (11) For the above list, how many copies were printed?
- (12) For the above list, what was the total cost of each document in translation, publication, printing and distribution?
- (13) What efforts has the Department made to identify employees from a non-English Speaking background and what languages they are fluent in?
- (14) What proportion of the Department's personnel have a non-English speaking background?

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- (15) For each language other than English that the Department has identified employees with fluency, can the Department provide how employees were fluent? For each language other than English, how many were identified as being fluent?
- (16) Of these employees, what efforts has the department made to identify the language proficiency of these employees? For each language other than English, how many were identified as having proficiency?
- (17) Of these employees, how many has the Department identified as possessing accredited language skills to either translator or interpreter standard? For each language other than English, how many were identified as having accreditation at the a) translator and b) interpreter level?
- (18) Of these employees, how many has the Department funded in whole or in part accreditation of language skills to either a) translator and b) interpreter level?
- (19) How much did the department spend engaging language a) translator and b) interpreter level in each of the financial years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (20) How many times did the department engage an a) translator and b) interpreter in each of the following years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (21) For each language in which a) a translator and b) an interpreter was engaged, how many engagements occurred in each of the following years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (22) What was the total cost of those engagements by language for a) translators and b) interpreters in each of the following years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (23) For each of the financial years i) 1995-96, ii) 1996-97, iii) 1997-98, iv) 1998-99, v) 1999-00, vi) 2000-01, vii) 2001-02, viii) 2002-03, ix) 2003-04 how much was spent in advertising or advertorial in the ethnic press?
- (24) For each of the above years, could the Department please specify each title, in which advertising was bought, the language of that title and the total annual spend on advertising and advertorial in each title.
- (25) For each of the financial years i) 1995-96, ii) 1996-97, iii) 1997-98, iv) 1998-99, v) 1999-00, vi) 2000-01, vii) 2001-02, viii) 2002-03, ix) 2003-04 how much was spent in advertising and or advertorials on ethnic radio? For each financial year, could the Department please specify which station, broadcast language and how much was spent on each language at each station?
- (26) How many break-ins were there on Departmental property in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:

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- a) what was the location and the cost of damage associated with each break in?
 - b) What was the cost of damage conducted during each break in?
 - c) What was the subject of theft in each break in?
 - d) What was the cost of any theft associated with each break in?
 - e) was anyone charged with the break in (specify if they were employed by the Department)?
 - f) was anyone convicted of the break in (specify if they were employed by the Department)?
- (27) How many thefts of departmental property occurred in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was stolen in each instance?
 - b) What was the value of the stolen item/s?
 - c) Where was it stolen from?
 - d) was anyone charged with the theft (specify if they were employed by the Department)?
 - e) Was anyone convicted of the theft (specify if they were employed by the Department)?
 - f) Were any of the items recovered?
- (28) How many incidents of fraud were detected against the department in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was the subject of the fraud in each instance?
 - b) What was the value of the fraud?
 - c) Which administrative unit was the subject of the fraud?
 - d) was anyone charged with the fraud (specify if they were employed by the Department)?
 - e) Was anyone convicted of the fraud (specify if they were employed by the Department)?
 - f) Were any of the defrauded items or was any of the defrauded money recovered?
- (29) How many incidents of loss (excluding theft, accident, breakage and vandalism) of departmental property were reported to the department in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was the loss in each instance?
 - b) What was the value of the loss?
 - c) Which administrative unit lost the property?
 - d) Were any of the lost item/s recovered?
 - e) Was anyone disciplined over the loss?

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- (30) How many vehicular accidents in which departmental vehicles (including vehicles leased by the department) were involved were reported to the department in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was the value of the damage?
 - b) Which administrative unit was the vehicle attached to?
 - c) Was anyone charged over the accident (specify charges)?
- (31) How many Ministerial staff does the department provide?
- (32) To what Minister or Parliamentary Secretary are they assigned?
- (33) What is the total cost of these staff?
- (34) Can the Department provide data on how many staff are in each salary band?

Response:

1. The Office of the Official Secretary to the Governor-General produces its annual report in accordance with the guidelines issued by the Department of the Prime Minister and Cabinet. The Office does not have clients as such except in respect to the Honours and Awards system where the Department of the Prime Minister and Cabinet is responsible for the development of policy and the promotion of the national awards system. The Office provides a range of options for access to information about the nomination, research and approval processes.
2. Not applicable.
3. (i) No, (ii) No, (iii) No, (iv) No, (v) No.
4. Nil.
5. (i) No, (ii) No, (iii) No, (iv) No, (v) No.
6. Not applicable.
7. Not applicable.
8. Not applicable.
9. (a) The Office has produced an information brochure on the role of the Governor-General and the official residences. This brochure was published in August 2004.
10. No translations made.
11. 5,000.

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12. \$1999 in printing costs and \$2202 in publication costs. No translation or distribution costs.
13. Employees are asked to complete a form on commencement of employment that, amongst other things, asks whether the employee is from a non-English speaking background - the completion of this form is not mandatory. The Office does not collect information on whether employees have a language in which they are fluent.
14. As at 1 December 2004, 12% of the Office's employees have identified themselves as being from a non-English speaking background.
15. Not applicable.
16. Not applicable.
17. Not applicable.
18. Not applicable.
19. (a) (i) Nil, (ii) Nil, (iii) Nil; (b) (i) Nil, (ii) Nil, (iii) Nil
20. (a) (i) Nil, (ii) Nil, (iii) Nil; (b) (i) Nil, (ii) Nil, (iii) Nil
21. Not applicable.
22. Not applicable
23. (i) Nil, (ii) Nil, (iii) Nil, (iv) Nil, (v) Nil, (vi) Nil, (vii) Nil, (viii) Nil, (ix) Nil
24. Not applicable.
25. (i) Nil, (ii) Nil, (iii) Nil, (iv) Nil, (v) Nil, (vi) Nil, (vii) Nil, (viii) Nil, (ix) Nil
26. 2000-01 – Nil; 2001-02 Nil; 2002-03 Nil; 2003-04 – Nil
27. 200-01 - Nil; 2001-02 - Nil; 2002-03 - Nil;
2003-04 - 1. (a) bottle of wine; (b) \$41.86; (c) Basement of Government House;
(d) No; (e) No; (f) No.
28. 2000-01 Nil; 2001-02 Nil; 2002-03 Nil; 2003-04 Nil
29. 2000-01 Nil; 2001-02 Nil; 2002-03 Nil; 2003-04 Nil

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30. 2000-01 - 1 (a)\$376 (b) Household & Property (c) No; 2001-02 – 1 (a) \$731 (b) Household & Property (c) No; 2002-02 – Nil; 2003-04 – 3 : (i)(a) \$868 (b) Executive (c) No, (ii)(a) \$1783 (b) Household (c) No, (iii)(a) \$540 (b) Household (c) No
31. Nil.
32. Not applicable.
33. Not applicable.
34. As at 1 December 2004 the Office of the Official Secretary to the Governor-General had the following staff in each salary band:
 - Government House Officer Level 1 - 21 staff
 - Government House Officer Level 2 - 11 staff
 - Government House Officer Level 3 - 11 staff
 - Government House Officer Level 4 - 4 staff
 - Government House Officer Level 5 - 20 staff
 - Government House Officer Level 6 - 11 staff
 - Government House Officer Level 7 - 10 staff
 - Government House Officer Level 8 - 2 staff
 - Deputy Official Secretary – 1 staff
 - Official Secretary – 1 staff