

Estimates 2004-05 — Supplementary written questions November 2004

Questions on Notice Index—Prime Minister and Cabinet Portfolio

QON No.	Department / agency	Senator	Hansard reference	Question (use the bookmarks to go directly to the question text)	Comments
PM1	All*	Murray	Written 30-11-04	Order for departmental and agency contracts	Answer received: ANAO 4/1/05 APSC 31/1/05 Ombudsman 31/1/05 GG 31/1/05 ONA 3/2/05 IGIS (outstanding) PM&C 10/2/05
PM2	APSC	Murray	Written 30-11-04	Order for departmental and agency contracts	Answer received 31/1/05
PM3	ANAO	Murray	Written 30-11-04	Order for departmental and agency contracts	Answer received 4/1/05
PM4	All*	Ludwig	Written 02-12-04	Multicultural / diversity issues	Answers received: APSC 31/1/05 GG 31/1/05 ONA 3/2/05 PM&C 11/2/05 Ombudsman 3/2/05 IGIS (outstanding) ANAO (outstanding)
PM5	PM&C	Harradine	Written 02-12-04	Human cloning	Answer received 31/1/05
PM6	APSC	Carr	Written (see comments)	Indigenous employment	Transferred from L&C Committee 6/12/04 Answer received 31/1/05
PM7	PM&C	Harradine	Written (see comments)	Human cloning	Transferred from CA Committee 14/12/04 Answer received 10/2/05

Senate Finance and Public Administration Legislation Committee

* All refers to each department and agency within the portfolio

Please note that answers are due on 31 January 2005

PM1—All

30 November 2004

Order for departmental and agency contracts

Estimates Questions on Notice – Senator Murray

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*?

PM2 – Australian Public Service Commission

30 November 2004

Senate F&PA Committee: Estimates Questions on Notice – Senator Murray

I refer the Commission to ANAO Audit Report No.10 2004-2005, *The Senate Order for Departmental and Agency Contracts (Calendar Year 2003 Compliance)*.

1. At page 51 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 guidance. How is the APS Commission contributing to meeting these training needs?

2. At page 52 the ANAO has summarised outcomes of a recent DOFA forum for agency procurement staff. The report states:

The incorporation of policy guidance in APS Commission courses has been discussed with the APS Commission, with the result that mechanisms have now been agreed for ensuring that developments in procurement policy are reflected in APS Commission training materials. (p.52)

Please provide details of the mechanisms agreed.

PM3 – Australian National Audit Office

30 November 2004

Senate F&PA Committee: Estimates Questions on Notice – Senator Murray

1. In ANAO Audit Report No.10 2004-2005, *The Senate Order for Departmental and Agency Contracts (Calendar Year 2003 Compliance)*, the ANAO has reported the results of its examination of ASIO and ASIS contracting arrangements. The findings raise significant accountability concerns. What methods can be put in place to provide ongoing review of these agencies' contracting processes?

2. The report indicates that audits of compliance with the order have now covered approximately 94 per cent of all contracts entered into by agencies and 97 per cent of contracts listed as containing confidentiality provisions. Does the ANAO consider that maximum compliance with the order would be achieved by moving on to audit agencies with smaller numbers of contracts, or would repeat audits of the larger agencies be more beneficial?

PM4 – All departments and agencies within the portfolio

2 December 2004
Senator Ludwig

PRIME MINISTER AND CABINET PORTFOLIO

General

For all of the following questions, please answer with respect to both the Department and all agencies constituted under it.

- (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 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?

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- (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?
- (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?
- (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?

PM5 – Prime Minister and Cabinet

2 December 2004

Questions on Notice: Senator Brian Harradine

1. I understand that the Government's position at the United Nations on human cloning was communicated to the Minister responsible for human cloning issues, Kevin Andrews, in a letter from the Prime Minister dated 19 September 2003. Please provide a copy of this letter.
2. Minister Andrews was advised of the Australian Government's position by letter on 19 September 2003, just over ten days before Professor Pettigrew addressed the United Nations on 30 September 2003. But Professor Pettigrew had also addressed the UN on 23 September 2002 to put Australia's position. How was the Minister for Ageing consulted before 23 September 2002 on the Government's position?
3. Why wasn't the Minister responsible for human cloning involved in formulating Australia's position at the United Nations?
4. Which Ministers other than the Prime Minister were involved in formulating Australia's position at the United Nations? How were they involved?

PM6 – APSC

Questions on notice from Senator Carr

Policies and programs re Indigenous employment in the Public Service

[Please note: this is a GENERAL question, with the Tax Office used as an example and also to follow up something specific to it of which we are aware. If DIMIA feels unable to deal with the ATO aspects of the question, we would be happy to see the general queries answered.]

Employment profile

1. What is the staffing profile across the APS for indigenous staff? Is it true that most are in relatively junior positions? Please provide detailed data for the years 1996-2004 inclusive, for all departments and agencies.

Indigenous employment strategy

2. Is there currently, or has there been since 1996, a public service-wide initiative to increase and encourage the employment of Indigenous persons within the service and other Commonwealth agencies? Can details of any such strategy, including targets and performance against those targets with respect to each department and agency, be provided?
3. In particular, is it right that the Tax Office participated in the development of an indigenous recruitment strategy as part of a public service wide initiative, with a Second Commissioner of the Tax Office a senior participant in the development of the strategy? If so, what has the Tax Office done about implementing the recommendations of that recruitment strategy?

Scholarships and cadetships

4. What programs are in place, with respect to all Commonwealth departments and agencies, to provide scholarships or cadetships (or similar) for Indigenous employees or prospective employees to undertake education or training? Please provide details, including funding for each program and the numbers of persons who have benefited under the program or programs for all years 1996-2004. (If any programs of this kind have been discontinued, please provide information as to the rationale for these decisions.)
5. In previous years the Tax Office has offered a Commissioner's undergraduate Aboriginal Scholarship to enable its indigenous staff to obtain an undergraduate degree. The Scholarship has assisted Tax Office indigenous staff who may not otherwise have been able or had the confidence to seek a tertiary qualification. The scholarship has not been offered for any indigenous staff member to study in 2005. Why is that? Was any formal evaluation of the program conducted or discussed with any indigenous staff in the Tax Office before the scholarship was withdrawn? Has any other development opportunity for indigenous staff been offered in place of the scholarship?
6. Isn't it therefore anomalous when the Tax Office is supposed to be promoting equality of employment opportunity that the only significant development opportunity for its indigenous staff is withdrawn?
7. With respect to what other departments or agencies have Indigenous scholarships or cadetships not been awarded or available for 2005? Why?

PM7 – PM&C

Senator Harradine

- (a) In answer to question E04-113 the Department referred to a letter from the Prime Minister dated 19 September 2003. Please provide a copy of that letter. (a copy of Health & Ageing QE04-113 referred to follows)
- (b) Which Ministers other than the Prime Minister were involved in formulating Australia's position at the United Nations? How were they involved?

**Senate Community Affairs Legislation Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
HEALTH AND AGEING PORTFOLIO
Budget Estimates 2004-2005, 2 & 3 June 2004
Question: E04-113**

OUTCOME 9: Health Investment

Topic: MINISTER'S INVOLVEMENT ON HUMAN CLONING ISSUES

Senator Harradine asked:

I note that in answer to question E04-058 you said that you had not consulted Minister Andrews as this was precluded by the announcement of a Cabinet reshuffle on 29 September 2003.

- (a) Was this draft briefing to obtain Minister Andrews' agreement to a position to put to the Prime Minister for his consideration? What was the nature of the draft briefing?
- (b) If Minister Andrews was not available to receive the briefing, did a brief go to the new Minister for Ageing, Ms Julie Bishop, for her to approve a position to put to the Prime Minister for his consideration? If not, was any Minister briefed by the Department and if so, who?
- (c) Given that Professor Pettigrew, represented Australia and made statements to the United Nations regarding Australia's position on 23 September 2002 and on 30 September 2003 - before the Cabinet reshuffle - wouldn't it have been appropriate to brief Minister Andrews before the Australia's position had been put to the UN?
- (d) Was the proposed brief to Minister Andrews merely to inform him of the position taken by Australia, or to seek his agreement to a position or an approach to the development of Australia's position?

Answer:

- (a) The Prime Minister's letter of 19 September 2003, which was copied to Minister Andrews, outlined the Australian position.
- (b) Minister Abbott was provided with briefing notes on 3 October 2003.
- (c) The Prime Minister's letter of 19 September 2003 which outlined the Australian position was copied to Minister Andrews.
- (d) The proposed brief was to brief the Minister on the Australian position.