

QoN PM60 – Inspector-General of Intelligence and Security

Order for departmental and agency contracts

1. What guidance is provided to staff with responsibilities for contract negotiations specifically about the requirements of the Senate Order? If relevant guidance is not provided, please explain why this is the case.

Since the introduction of the Senate Order the Office of the Inspector-General of Intelligence and Security has not entered into any contracts with a value of \$100,000 or more and is unlikely to do so in the future. The Inspector-General would approve such a contract.

2. What training and awareness sessions are provided, either in-house or through other training providers (eg. DOFA, APS Commission or private firms) in respect of the Order? Please provide a list of the dates, the identity of the training providers and the content of the training that staff attended in 2005. If training and awareness sessions are not provided, please explain why this is the case.

The office is aware of the obligation to report on contracts with a value of \$100,000 or more. This is recorded bi-annually on the office website. Representatives from the office have attended a Commonwealth Procurement Guidelines briefing provided by the Department of the Prime Minister and Cabinet Portfolio on 3 February 2005.

3. Has the department/agency revised its procurement guidelines to incorporate the new Commonwealth Procurement Guidelines that took effect from 1 January 2005, particularly with respect to the confidentiality elements contained in those guidelines? If so, when did this occur and can a copy be provided? If not, what is the cause of the delay and when will the revision occur?

Proposal decisions discuss compliance with relevant legislative and policy requirements. The discussion would include confidentiality elements if relevant.

4. ANAO audits for the last three years have revealed a consistently low level of compliance across most agencies with DOFA confidentiality criteria (February 2003) for determining whether commercial information should be protected as confidential. The ANAO's latest report on the Order (No.11 2005-2006, September 2005) states that departments and agencies need to give higher priority with this important requirement of the Senate Order.

- What specific measures have been or will be taken to address this problem, give it higher priority and raise compliance levels?
- What guidance and training are provided to staff about the confidentiality criteria and the four tests employed to determine whether information should be protected?
- What internal auditing or checking is performed to test compliance in this area? If none is performed, why not and is the agency considering the adoption of internal controls and checks?

Not applicable. The office has not had any contracts with a value of \$100,000 or more.

5. What problems, if any, has the agency and/or relevant staff experienced in complying with the Senate Order? What is the nature and cause of any problems? What measures have been, or could be, adopted to address these concerns?

There have been no problems with complying with this Order.

Jan Conwell