

Senate Rural and Regional Affairs and Transport Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Supplementary Budget Estimates October/November 2005
Transport and Regional Services

Question no: AMSA 01

Division/Agency: Australian Maritime Safety Authority

Topic: *Thor Hawke*

Hansard page: 96 (31/10/05)

Senator O'Brien asked:

Had this vessel ever previously be detained?

Answer:

No. The Australian Maritime Safety Authority has no record of *Thor Hawke* having been detained previously.

Question no: AMSA 02

Division/Agency: Australian Maritime Safety Authority

Topic: AMSA OH&S inspections

Hansard page: 98 (31/10/05)

Senator McEwen asked:

- (i) Do you have any criteria that AMSA uses to ensure that you do meet your obligations under the OHS (MI) Act specifically? And can you provide us with the criteria that you referred to earlier?
- (ii) How much would you spend on occupational health and safety obligations overall?
- (iii) Would it be possible to give us the amount of money you spend on making sure that each of those criteria is met, the amount you spent in the previous financial year and what you have budgeted for in the coming financial year to ensure that those criteria are met?

Answer:

- (i) Yes. A copy is **attached** of the "Guidelines to AMSA's Inspectors for Inspection of Vessels under the *Occupational Health and Safety (Maritime Industry) Act 1993*", which list the criteria to be checked during an inspection.

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(ii) The Australian Maritime Safety Authority (AMSA) does not maintain separate records of expenditure on occupational health and safety functions from its other ship safety compliance functions. Australian flag vessels under the jurisdiction of the *Navigation Act 1912*, and therefore covered by the *Occupational Health and Safety (Maritime Industry) Act 1993*, are eligible for flag-state-control inspections at six-monthly intervals (or three months for tankers over 15 years old and all passenger ships). When conducting a flag-state-control inspection, AMSA generally coordinates any required occupational health and safety inspection at the same time to make effective use of its inspection resources and to reduce disruption to the ship. It is not possible to distinguish the time and resources involved with occupational health and safety functions from AMSA's other ship safety functions during these combined inspections. During 2004-2005, AMSA records show that 41 separate occupational health and safety inspections were conducted on Australian flag ships. AMSA aims to conduct a routine occupational health and safety inspection of each ship covered by the *Occupational Health and Safety (Maritime Industry) Act 1993* at least once annually.

(iii) During 2004-2005, AMSA estimates that around \$500,000 could be attributed directly to occupational health and safety activity within AMSA's flag State-control compliance monitoring function and a similar amount is estimated in 2005-2006.

[AMSA 02 attachment]

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Question no: AMSA 03

Division/Agency: Australian Maritime Safety Authority

Topic: Information technology outsourcing arrangements

Hansard page: Written question (Senator Conroy's Q 1 and 2)

Senator Conroy asked:

Please provide details of total departmental/organisational spending on information and communications technology (ICT) products and services during the last 12 months.

Please break down this spending by ICT function (e.g. communications, security, private network, websites).

Answer:

Not applicable to the Australian Maritime Safety Authority (AMSA). AMSA's core information technology services are provided from in-house resources and AMSA does not have information technology outsourcing arrangements.

Question no: AMSA 04

Division/Agency: Australian Maritime Safety Authority

Topic: Information technology outsourcing arrangements

Hansard page: Written question (Senator Conroy's Q 3)

Senator Conroy asked:

Was this spending in line with budget forecasts for this 12-month period?

- a. If not, please provide details of:
 - i. The extent that information and communications technology (ICT) spending exceeded budget forecasts for this 12-month period;
 - ii. Details of specific ICT contracts which resulted in the department/organisation spending in excess of budget forecasts for this 12-month period;
 - iii. The reasons ICT spending exceeded budget forecasts for this 12-month period.

Answer:

Not applicable to the Australian Maritime Safety Authority.

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Question no: AMSA 05

Division/Agency: Australian Maritime Safety Authority

Topic: Information technology outsourcing arrangements

Hansard page: Written question (Senator Conroy's Q 4)

Senator Conroy asked:

Please provide details of any information and communications technology (ICT) projects that have been commissioned by the department/organisation during the past 12 months that have failed to meet designated project time frames (i.e. have failed to satisfy agreed milestones by agreed dates).

- a. For such projects that were not completed on schedule, please provide details of:
 - i. The extent of any delay;
 - ii. The reasons these projects were not completed on time; and
 - iii. Any contractual remedies sought by the department/organisation as a result of these delays (e.g. penalty payments).

Answer:

Not applicable to the Australian Maritime Safety Authority.

Question no: AMSA 06

Division/Agency: Australian Maritime Safety Authority

Topic: Information technology outsourcing arrangements

Hansard page: Written question (Senator Conroy's Q 5)

Senator Conroy asked:

Please provide details of any ICT projects delivered in the past 12 months that have materially failed to satisfy project specifications.

Answer:

Not applicable to the Australian Maritime Safety Authority.

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Question no: AMSA 07

Division/Agency: Australian Maritime Safety Authority

Topic: Information technology outsourcing arrangements

Hansard page: Written question (Senator Conroy's Q 6)

Senator Conroy asked:

Please provide details of any ICT projects that were abandoned by the department/organisation within the last 12 months before the delivery of all project specifications outlined at the time the project was commissioned.

- a. For such abandoned projects, please provide details of:
 - i. Any contractual remedies sought by the department as a result of the abandonment of these projects;
 - ii. Any costs of re-tendering the ICT project.

Answer:

Not applicable to the Australian Maritime Safety Authority.

Question no: AMSA 08

Division/Agency: Australian Maritime Safety Authority

Topic: Travel

Hansard page: Written question (Senator Fielding's Q 1)

Senator Fielding asked:

How much money has the Portfolio spent on **domestic** airfares for each of the last three financial years?

Answer:

The Australian Maritime Safety Authority (AMSA) advises that it maintains separate detailed records of each domestic trip by its staff including accommodation, meals and incidentals, and travel costs. However, for AMSA to identify only the domestic airfare component of such travel would require an extensive diversion of resources. The undernoted table therefore shows the total expenditure on domestic travel including airfares, accommodation, meals and incidentals in each year:

Year	2002-03	2003-04	2004-05
Total Domestic Travel Expenditure (\$'000)	1,136	1,155	1,723

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Question no: AMSA 09

Division/Agency: Australian Maritime Safety Authority

Topic: Travel

Hansard page: Written question (Senator Fielding's Q 2)

Senator Fielding asked:

How much money has the Portfolio spent on **overseas** airfares for each of the last three financial years?

Answer:

The Australian Maritime Safety Authority (AMSA) advises that it maintains detailed records of each overseas trip by its staff including accommodation, meals and incidentals, and travel costs. However, for AMSA to identify only the overseas airfare component of such travel would require an extensive diversion of resources. The undernoted table therefore shows the total expenditure on **overseas travel** including airfares, accommodation, meals and incidentals in each year:

Year	2002-03	2003-04	2004-05
Total Overseas Travel Expenditure (\$'000)	761	641	789

Question no: AMSA 10

Division/Agency: Australian Maritime Safety Authority

Topic: Travel

Hansard page: Written question (Senator Fielding's Q 3)

Senator Fielding asked:

How much money has the portfolio spent on **economy class domestic** airfares for each of the last three financial years?

Answer:

The Australian Maritime Safety Authority (AMSA) advises that it maintains separate detailed records of each domestic trip by its staff including accommodation, meals and incidentals, and travel costs. However, for AMSA to identify only the economy class domestic airfare component of such travel would require an extensive diversion of resources.

AMSA advises that under its travel policy all staff are generally required to travel economy class domestic air travel except for its four Executive General Managers and staff members travelling outside normal business hours on flights of more than three and half hours duration.

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Question no: AMSA 11

Division/Agency: Australian Maritime Safety Authority

Topic: Travel

Hansard page: Written question (Senator Fielding's Q 4)

Senator Fielding asked:

How much money has the portfolio spent on **business class domestic** airfares for each of the last three financial years?

Answer:

The Australian Maritime Safety Authority (AMSA) advises that it maintains separate detailed records of each domestic trip by its staff including accommodation, meals and incidentals, and travel costs. However, for AMSA to identify only the business class domestic airfare component of such travel would require an extensive diversion of resources.

AMSA advises that under its travel policy expenditure on business class domestic air travel is generally limited to its four Executive General Managers and staff members travelling outside normal business hours on flights of more than three and half hours duration.

Question no: AMSA 12

Division/Agency: Australian Maritime Safety Authority

Topic: Travel

Hansard page: Written question (Senator Fielding's Q 5)

Senator Fielding asked:

How much has the portfolio spent on **first class domestic** airfares for each of the last three financial years?

Answer:

The Australian Maritime Safety Authority advises that its travel policy does not provide for any staff to travel first class on domestic flights.

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Question no: AMSA 13

Division/Agency: Australian Maritime Safety Authority

Topic: Travel

Hansard page: Written question (Senator Fielding's Q 6)

Senator Fielding asked:

What would be the estimated financial year dollar-saving if all public servants in the portfolio travelled economy class for flights of less than one and a half hours duration?

Answer:

The Australian Maritime Safety Authority (AMSA) advises that its travel policy requires all staff to travel economy class for flights of less than three and half hours duration, except its four Executive General Managers who have access to business class domestic air travel.

AMSA advises that it maintains separate detailed records of each domestic trip by its staff including accommodation, meals and incidentals, and travel costs. However, for AMSA to identify the savings between an economy and business class domestic airfare component of its domestic travel expenditure would require an extensive diversion of resources.

Question no: AMSA 14

Division/Agency: Australian Maritime Safety Authority

Topic: Contract negotiations

Hansard page: Written question (Senator Murray's Q 1)

Senator Murray asked:

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.

Answer:

None. The Australian Maritime Safety Authority is governed by the *Commonwealth Authorities and Companies Act 1997* (CAC Act) and the Senate Order on Departmental and Agency Contracts does not apply to CAC Act agencies.

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Question no: AMSA 15

Division/Agency: Australian Maritime Safety Authority

Topic: Training

Hansard page: Written question (Senator Murray's Q 2)

Senator Murray asked:

What training and awareness sessions are provided, either in-house or through other training providers (e.g. 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.

Answer:

None. The Australian Maritime Safety Authority is governed by the *Commonwealth Authorities and Companies Act 1997* (CAC Act) and the Senate Order on Departmental and Agency Contracts does not apply to CAC Act agencies.

Question no: AMSA 16

Division/Agency: Australian Maritime Safety Authority

Topic: Commonwealth procurement guidelines

Hansard page: Written question (Senator Murray's Q 3)

Senator Murray asked:

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?

Answer:

Yes, the Australian Maritime Safety Authority (AMSA) reviewed and amended its procurement procedures to reflect the changes in the Commonwealth Procurement Guidelines prior to 1 January 2005.

AMSA's general procurement policies and procedures require that AMSA's purchasing activities must consider compliance with relevant Commonwealth policies including the *Commonwealth Procurement Guidelines* and specifically provide that: "As a Government Agency, AMSA is accountable to the Minister, Parliament and the general public. Considering this, AMSA buyers and delegates approving

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expenditure are accountable to management, the AMSA Board, the Minister and ultimately to Parliament”.

AMSA’s standard contract includes a disclosure of information clause stating that: “The Contractor acknowledges that AMSA may be required to provide information in relation to this Contract by the operation of any law, by a judicial or parliamentary body or by a governmental agency, and accordingly, AMSA can give no undertakings to treat any Contractor information or this Contract as confidential”.

Question no: AMSA 17

Division/Agency: Australian Maritime Safety Authority

Topic: ANAO audits

Hansard page: Written question (Senator Murray's Q 4)

Senator Murray asked:

ANAO audits for the last three years have revealed a consistently low level of compliance across most Agencies with DOFA’s confidentiality criteria (February 2003) for determining whether commercial information should be protected as confidential. The ANAO's latest Report on the Order (No.11 of 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?

Answer:

Not applicable. The Australian Maritime Safety Authority is governed by the *Commonwealth Authorities and Companies Act 1997* (CAC Act) and the Senate Order on Departmental and Agency Contracts does not apply to CAC Act agencies.

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Question no: AMSA 18

Division/Agency: Australian Maritime Safety Authority

Topic: The Senate Order

Hansard page: Written question (Senator Murray's Q 5)

Senator Murray asked:

What problems, if any, have 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?

Answer:

Not applicable. The Australian Maritime Safety Authority is governed by the *Commonwealth Authorities and Companies Act 1997* (CAC Act) and the Senate Order on Departmental and Agency Contracts does not apply to CAC Act agencies.