

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: CORP 01

Division/Agency: Corporate Services

Topic: FTE positions

Hansard page: 7 (31/10/05)

Senator O'Brien asked:

If all those positions were filled, how many FTE positions would you have?

Answer:

Divisions' Business Plans for 2005-06 projected full year staffing of 1262 FTE. This figure will be reviewed in the Department's mid-year review to take account of the subsequently-expanded transport security role.

Question no: CORP 02

Division/Agency: Corporate Services

Topic: FTE growth

Hansard page: 7 (31/10/05)

Senator O'Brien asked:

Senator O'BRIEN—If you could get it for us on notice, I would appreciate it. Is the growth of 32 FTEs to 30 September 2005 a trend that continues?

Mr Chandler—I would like to take on notice what the growth projection is.

Answer:

The rate of growth needed to meet the projected staffing level of 1262 over the 2005-06 financial year is 11.8 per cent. Therefore, the trend seen in the first three months of 2005-06 will need to continue for the full year estimated staffing level to be achieved.

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Question no: CORP 03

Division/Agency: Corporate Services

Topic: Inappropriate use of departmental credit cards

Hansard page: 10 (31/10/05)

Senator O'Brien asked:

Can you tell us what sort of mismanagement has been involved? What sorts of inappropriate expenditures have been involved?

Can you provide us on notice the details of the inappropriate use?

Answer:

Since the use of credit cards was extended more widely to departmental staff in 2000, there have been 3 instances identified of inappropriate use by staff members—one in 2003-04 and two instances in 2004-05.

The instance in 2003-04 involved a staff member using a departmental credit card for some personal transactions. The matter was dealt with by the Department as a breach of the APS Code of Conduct and the monies were repaid by the staff member.

Of the two instances in 2004-05, the first involved the unauthorised withdrawal of monies by a staff member. This person has now left the Department with all monies recovered from the person's final pays.

The second instance involved some unauthorised purchases and some unauthorised withdrawal of monies by a staff member. The matter has been dealt with by the Department as a breach of the APS Code of Conduct and those monies that related to the unauthorised transactions have been repaid by the staff member.

Question no: CORP 04

Division/Agency: Corporate Services

Topic: Staff travel

Hansard page: 10 (31/10/05)

Senator O'Brien asked:

1. Can [you] quantify the amount of travel being undertaken on behalf of the Department? Do you have a figure available for how many staff travel days there are?
2. Do you have the number of flights taken?
3. Can you give us a breakdown of the travel with regard to the different airlines on the regional routes and some will be on the main routes?

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4. Can you tell us how much of DOTARS corporate travel is being distributed to smaller airlines—that is, non-Qantas travel - and perhaps you can break it down to SES travel as well?

Answer:

1. Travel information is not available by number of days travelled.
2. For 2004-05 10987 sectors were flown on domestic trips and 1040 sectors on international trips.

For 2005-06 (to 30 September 2005) 3448 sectors were flown on domestic trips and 344 sectors for international trips.

3. Airline share by sector for **domestic travel** for the **2004-05 financial year** is shown in the following table:

DOMESTIC AIRLINE CARRIER	SECTORS	
AIR LINK PTY LTD	19	0%
AIRNORTH REGIONAL	92	1%
AVANT AIRLINES	19	0%
BRINDABELLA AIRLINES	57	1%
HAZELTON AIRLINES/REGIONAL EXPRESS	283	3%
JETSTAR AIRWAYS	128	1%
MACAIR AIRLINES	9	0%
OCCONNOR-MOUNT GAMBIERS AIRLINES	14	0%
QANTAS AIRWAYS	9,190	84%
SKYTRANS	1	0%
SKYWEST AIRLINES	74	1%
SUNSHINE EXPRESS AIR	18	0%
VIRGIN BLUE	1,083	10%
	TOTAL 10987	100%

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Airline share by sector for **domestic travel** for **2005-06 to 30 September 2005** is shown in the following table:

DOMESTIC AIRLINE CARRIER	SECTORS	
AIR LINK PTY LTD	15	0%
AIRNORTH REGIONAL	8	0%
AVANT AIRLINES	9	0%
BRINDABELLA AIRLINES	20	1%
HAZELTON AIRLINES/REGIONAL EXPRESS	45	1%
JETSTAR AIRWAYS	48	1%
MACAIR AIRLINES	6	0%
OCONNOR-MOUNT GAMBIERS AIRLINES	2	0%
QANTAS AIRWAYS	2,808	81%
SKYWEST AIRLINES	47	1%
SUNSHINE EXPRESS AIR	16	0%
VIRGIN BLUE	424	12%
	TOTAL 3448	100%

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3. (cont'd) Airline share by sector for **international travel** for the financial year **1 July 2004-30 June 2005** is shown in the following table:

INTERNATIONAL AIR CARRIER	SECTORS	
AER LINGUS	2	0%
AEROFLOT RUSSIAN AIR	2	0%
AIR CANADA	30	3%
AIR FIJI LTD	15	1%
AIR FRANCE	3	0%
AIR NAURU	12	1%
AIR NEW ZEALAND	35	3%
AIR NIUGINI	1	0%
AIR PACIFIC LTD	34	3%
AIR VANUATU	6	1%
AIRNORTH REGIONAL	4	0%
AMERICAN AIRLINES	13	1%
ASIANA AIRLINES	6	1%
AUSTRIAN AIRLINES	28	3%
BRITISH AIRWAYS	37	4%
CATHAY PACIFIC AIRWAYS	19	2%
CONTINENTAL AIRLINES	2	0%
CZECH AIRLINES	4	0%
DELTA AIR LINES INC	1	0%
DRAGONAIR HONG KONG	2	0%
EMIRATES AIRLINES	5	0%
GARUDA INDONESIAN	20	2%
GRAND CANYON AIRLINES	8	1%
HAZELTON AIRLINES/REGIONAL EXPRESS	3	0%
IBERIA	1	0%
JAPAN AIRLINES CO LTD	1	0%
KOREAN AIR	11	1%
LAN CHILE	2	0%
LUFTHANSA	7	1%
MALAYSIAN AIRLINE SYSTEM	16	2%
NATIONAL JET SYSTEMS	120	12%
NORTHWEST AIRLINES	4	0%
PHILIPPINE AIR LINES	1	0%
POLYNESIAN AIRLINES LTD	17	2%

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INTERNATIONAL AIR CARRIER	SECTORS	
QANTAS AIRWAYS	488	47%
SAS	2	0%
SINGAPORE AIRLINES	38	4%
SN BRUSSELS AIRLINES	2	0%
SOLOMON ISLAND AIRWAYS	4	0%
THAI AIRWAYS INTL	15	1%
UNITED AIRLINES	12	1%
USAIR	1	0%
VANAIR LIMITED	2	0%
VARIG AIRLINES	2	0%
VLM BELGIUM	2	0%
	TOTAL 1040	100%

Airline share by sector for **international travel** for the year to date **1 July 2005-30 September 2005** is shown in the following table:

INTERNATIONAL AIR CARRIER	SECTOR	
AIR CANADA	4	1%
AIR NAURU	8	2%
AIR NEW ZEALAND	6	2%
AIR PACIFIC LTD	36	10%
AIR VANUATU	1	0%
ALITALIA	2	1%
AMERICAN AIRLINES	7	2%
ASIANA AIRLINES	3	1%
AUSTRIAN AIRLINES	6	2%
BRITISH AIRWAYS	5	1%
BRITISH MIDLAND	1	0%
CATHAY PACIFIC AIRWAYS	7	2%
CONTINENTAL AIRLINES	12	3%
DELTA AIR LINES INC	3	1%
IBERIA	2	1%
KOREAN AIR	28	8%

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INTERNATIONAL AIR CARRIER	SECTOR	
LAN CHILE	4	1%
LUFTHANSA	1	0%
MALAYSIAN AIRLINE SYSTEM	10	3%
NATIONAL JET SYSTEMS	37	11%
QANTAS AIRWAYS	107	31%
SINGAPORE AIRLINES	41	12%
UNI AIRWAYS CORPORATION	2	1%
UNITED AIRLINES	7	2%
VARIG AIRLINES	2	1%
VIRGIN BLUE (PACIFIC BLUE)	2	1%
TOTAL	344	100%

4. The level of DOTARS travel that is being distributed to **smaller airlines** is shown in the table below. The table shows the split between SES and non-SES usage for both 2004-05 and 2005-06 to 30 September 2005:

Airline Carrier	2004-05		2005-06 (to 30 Sept)	
	SES	Non-SES	SES	Non-SES
Jetstar	1	78	2	27
Virgin Blue	10	485	11	219
Sunshine Express	0	0	1	4
Brindabella Airlines	3	27	2	12
Airlink	2	9	1	6
Mac Air	0	0	0	4
O'Connor Airlines	1	5	0	1
Avant	0	0	0	7
AirNorth Regional	1	46	0	7
Skywest	0	0	0	18

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Question no: CORP 05

Division/Agency: Corporate Services

Topic: Cost of national office re-configuration

Hansard page: 11 (31/10/05)

Senator O'Brien asked:

What is the refurbishment of national office accommodation in Canberra going to cost?

Answer:

Re-configuration of the existing fit out in the Department's 4 Mort Street and 111 Alinga Street premises is estimated to cost \$10.9m. This includes all capital works, design fees and project management costs. A further \$1.4m will be spent on fitting out additional new space in the two buildings. We have also budgeted for \$0.8m as a contingency provision.

Question no: CORP 06

Division/Agency: Corporate Services

Topic: Refurbishment budget

Hansard page: 12 (31/10/05)

Senator O'Brien asked:

1. Has the Department been allocated additional funds for this refurbishment or do you expect that to be the subject of an additional appropriation?
2. How much have you got set aside for that purpose?

Answer:

1. While no funding has been specifically provided by the Australian Government for the re-configuration of the Department's national office accommodation, funding has been provided for additional accommodation requirements through a number of new policy measures, some of which will be undertaken concurrently with the reconfiguration work.
2. As at 30 June 2005, the Department had specifically set aside \$13.4 million for national office leasehold improvements and a further \$1.7m will be available for national office accommodation requirements by 30 June 2006.

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Question no: CORP 07

Division/Agency: Corporate Services

Topic: Breakdown of employees

Hansard page: 7 (31/10/05)

Senator O'Brien asked:

Perhaps you can provide on notice a gender breakdown of employment in the Department by employment classification and by Division.

I would be interested in a similar breakdown of employment for other equal employment opportunity groups—people with disabilities, and from non-English speaking backgrounds.

Answer:

The following tables provide FTE figures for 30 September 2005. Note that some rounding has occurred in individual numbers.

Table 1: Gender by Division

Division	Female	Male
Auslink	33	45
Australian Transport Safety Bureau	21	84
Aviation and Airports	60	60
Corporate Services	93	62
Executive	6	2
Maritime and Land Transport	33	67
Office of Transport Security	104	150
Portfolio Strategic Policy and Projects	16	30
Regional Services	124	92
Territories and Local Government	39	40
All DOTARS (FTE)	529	632

Table 2: Gender by Classification

Classification Group	Female	Male
APS 1-4 and equivalent	144	69
APS 5-6 and equivalent	212	212
EL1 and equivalent	118	174
EL2 and equivalent	46	149
SES/SEC	9	26
HPO		2
All DOTARS	529	632

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Table 3: Disability and Non-English-Speaking Background (NESB) by Division

Division	Disability	NESB
Auslink		16
Australian Transport Safety Bureau	1	8
Aviation and Airports	3	18
Corporate Services	4	25
Executive		
Maritime and Land Transport	4	13
Office of Transport Security	4	24
Portfolio Strategic Policy and Projects	2	11
Regional Services	4	20
Territories and Local Government	1	2
All DOTARS (FTE)	23	137

Table 4: Disability and Non-English-Speaking Background (NESB) by Classification

Classification Group	Disability	NESB
APS 1-4 and equivalent	8	36
APS 5-6 and equivalent	3	42
EL1 and equivalent	7	39
EL2 and equivalent	5	15
SES/SEC		5
HPO		
All DOTARS	23	137

Question no: CORP 08

Division/Agency: Corporate Services

Topic: Portfolio Strategic Policy and Projects Division's 2005-06 internal budget

Hansard page: 14 (31/10/05)

Senator O'Brien asked:

Is there an internal budget allocation for the strategic policy and projects groups?

Answer:

The Portfolio Strategic Policy and Projects Division's 2005-06 internal budget allocation is \$6.5 million.

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Question no: CORP 09

Division/Agency: Corporate Services

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:

For the Financial Year 2004-05, Information Services Branch total spend on information and communication technology was \$18.310m (this includes both operational and capital items).

The breakdown is as follows:

Operational Expenses	\$m
Telecommunications	2.246
Desktop & LAN Services	3.550
Data Communications	1.512
Website	.765
IT Security	.091
IT Project Management	.408
Systems Support	2.367
Administration Support	.769
Depreciation	2.584
Total Operational Expenses	14.292
Capital Expenditure	4.219
Total Departmental Spend	18.511

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Question no: CORP 10

Division/Agency: Corporate Services

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:

The Department's spending for operational information and communications technology (ICT) for financial year 2004-05 was in line with budget forecasts.

The Department's spending for capital ICT for financial year 2004-05 was below budget forecasts.

Question no: CORP 11

Division/Agency: Corporate Services

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).

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Answer:

No information and communications technology (ICT) projects commissioned by the Department during the past 12 months have failed to meet milestones as agreed by the relevant Project Boards.

Question no: CORP 12

Division/Agency: Corporate Services

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:

No information and communications technology (ICT) projects delivered to/in the Department in the past 12 months have failed materially to satisfy project specifications.

Question no: CORP 13

Division/Agency: Corporate Services

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:

No information and communications technology (ICT) projects have been abandoned by the Department within the last 12 months.

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Question no: CORP 14

Division/Agency: Corporate Services

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:

On the basis of information provided by the Department's travel service provider, the Department of Transport and Regional Services spent \$2,564,568, \$1,682,156 and \$3,080,319 for 2002-03, 2003-04 and 2004-05, respectively.

Information on other agencies' expenditure will be provided separately by the respective agencies.

Question no: CORP 15

Division/Agency: Corporate Services

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:

On the basis of information provided by the Department's travel service provider, the Department of Transport and Regional Services spent \$775,736, \$891,438 and \$1,814,311 for 2002-03, 2003-04 and 2004-05 respectively, on overseas airfares.

Information on other agencies' expenditure will be provided separately by the respective agencies.

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Question no: CORP 16

Division/Agency: Corporate Services

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:

On the basis of information provided by the Department's travel service provider, the Department of Transport and Regional Services spent \$2,035,343, \$1,293,344 and \$2,491,480 for 2002-03, 2003-04 and 2004-05 respectively, on economy class domestic airfares.

Information on other agencies' expenditure will be provided separately by the respective agencies.

Question no: CORP 17

Division/Agency: Corporate Services

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:

On the basis of information provided by the Department's travel service provider, the Department of Transport and Regional Services spent \$529,226, \$388,812 and \$588,839 for 2002-03, 2003-04 and 2004-05 respectively, on business class domestic airfares.

Information on other agencies' expenditure will be provided separately by the respective agencies.

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Question no: CORP 18

Division/Agency: Corporate Services

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:

On the basis of information provided by the Department's travel service provider, the Department of Transport and Regional Services spent 'nil' on first class domestic airfares for 2002-03, 2003-04 and 2004-05.

Information on other agencies' expenditure will be provided separately by the respective agencies.

Question no: CORP 19

Division/Agency: Corporate Services

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:

Details are not readily available and would require a significant manual process and diversion of resources to extract.

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Question no: CORP 20

Division/Agency: Corporate Services

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:

Guidance on the reporting requirements of the Senate Order, including the confidentiality criteria, is provided to staff through the distribution of an e-mail from the Department's Procurement Advisory Unit at the time of preparing the Senate Order. The e-mail provides specific guidance to staff on how to assess whether information in contracts should be regarded as confidential, including the four tests that should be employed to determine whether information should be protected. In addition, staff are provided with links to the relevant parts of the Department of Finance and Administration website for additional information on identification and treatment of confidential information in contracts.

Question no: CORP 21

Division/Agency: Corporate Services

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.

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Answer:

Officers preparing responses in respect of the Senate Order were made aware of the requirements through an e-mail on 22 July 2005, at the time of preparing the most recent Senate Order. The e-mail outlined procedures for preparing the listing and guidance on how to assess whether information in contracts should be regarded as confidential. In addition, links to the relevant parts of the Department of Finance and Administration website were provided.

The e-mail was supported by one-on-one guidance over the following month by a staff member of the Department's Procurement Advisory Unit for Business Managers and other staff responsible for preparing the divisional responses.

Question no: CORP 22

Division/Agency: Corporate Services

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:

The Department published its revised procurement guidelines in February 2005 to incorporate the new Commonwealth Procurement Guidelines (including confidentiality elements). This guidance is available on the Department's internal website.

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Question no: CORP 23

Division/Agency: Corporate Services

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:

With the introduction of the Commonwealth Procurement Guidelines on 1 January 2005, the Department established a Procurement Advisory Unit (PAU) to assist in addressing the new procurement procedures and practices. As well, the PAU has adopted specific measures to raise compliance levels and awareness of the Senate Order requirements.

Specifically, the PAU has streamlined the Department's reporting procedures, including: the development and maintenance of a register of reportable contracts; provision of one-on-one guidance and training to staff responsible for compiling the Senate Order data; provision of information and guidance on identifying contracts for reporting purposes; and identification and treatment of confidential information in contracts for the purposes of the Senate Order, including the use of the four tests used to determine whether contractual information should be protected.

The PAU also undertakes a quality assurance process on the data provided by Divisions in relation to completeness and confidentiality.

The Department has conducted one-on-one training with staff responsible for preparation of the material for the Senate Order and will conduct additional training in mid-January 2006 for all staff responsible for compiling the 2005 Calendar Year Senate Order. This training will specifically address the requirements of confidentiality for the purposes of the Senate Order.

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Question no: CORP 24

Division/Agency: Corporate Services

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:

The Department has experienced some issues in complying with the Senate Order, largely around the classification of contracts containing confidential information. This was caused by uncertainty amongst staff regarding the definition of confidential information for the purposes of the Senate Order. In addition, the Department was identified as one of two for which advice of the contracts listing was not tabled in the Senate by the due date.

The Department has been working to improve its performance in terms of compliance with the Senate Order. The Department's Procurement Advisory Unit now coordinates the Department's response to the Senate Order.

The Department has streamlined its reporting procedures, including: the development and maintenance of a register of reportable contracts; provision of one-on-one training to staff responsible for compiling Senate Order data; and provision of information and guidance on identifying contracts for reporting and identification and treatment of confidential information in contracts for the purposes of the Senate Order.

The Procurement Advisory Unit also undertakes a quality assurance process on the data provided.