



Australian Government
Department of Foreign Affairs and Trade

Deputy Secretary

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16 December 2016

Mr David Sullivan
Secretary
Foreign Affairs, Defence and Trade Committee
Department of the Senate
PO Box 6100
Parliament House
Canberra ACT 2600

Dear Mr Sullivan

I wish to correct earlier information provided in response to Question on Notice (QoN) No 75 from the Supplementary Budget Estimates hearings in October 2016 due to a clerical error.

The department advised in answer 8(b) of QoN 75 that modifications to the Innovation Exchange included "11 Task chairs at a cost of \$8,745". The advice should have been "11 Task chairs at a cost of \$6,871". The error in reporting the total cost was a clerical one. The Department placed an order for 14 task chairs at a cost of \$8,745 but only 11 of these were for the Innovation Exchange at a total cost of \$6,871. The remaining three chairs were for general departmental use at a cost of \$1,874. Thus the total expenditure for the 14 task chairs was \$8,745. Please find attached an amended version of QoN 75.

I would appreciate if you could pass on to the Committee my sincere apologies on behalf of the department.

Yours sincerely

Jennifer Rawson

Senate Foreign Affairs, Defence and Trade Legislation Committee

Supplementary Budget Estimates 2016, 20 October 2016

QUESTIONS ON NOTICE/IN WRITING

Question No 75

Program: DFAT

Topic: Upgrades

Question in Writing

Senator Bilyk

Question

- a) Have the facilities of any of the Department's premises been upgraded since 1 January 2016, for example, staff room refurbishments, kitchen refurbishments, bathroom refurbishments, the purchase of any new furniture, fridges, coffee machines, audio visual facilities or any other equipment including kitchen equipment and utensils?
- b) If so, can a detailed description of the relevant facilities upgrade please be provided together with an itemised list of costs? Can any photographs of the upgraded facilities please be provided?

Answer

A. Yes

B.

- 1 The Department has a programme of WHS-initiated desk replacements for staff who undergo a workplace assessment and have appropriate medical support for such a desk. Since 1 January 2016, 110 desks have been installed costing \$184,208.
- 2 The Department has a rolling programme of replacing broken or unserviceable visitor chairs used throughout the premises. Since 1 January 2016, 200 chairs at a total cost of \$42,000 have been installed.
- 3 The department replaced appliances in common-use kitchens:
 - a. 6 microwave ovens \$ 1,308
- 4 A dishwasher was installed in the State Office in Perth. \$928
- 5 A refurbishment of the Departments Protocol Branch included:
 - a. 18 task chairs \$ 10,062
 - b. 8 visitor chairs \$ 4,440
 - c. 2 Waiting chairs \$ 1,318

Senate Foreign Affairs, Defence and Trade Legislation Committee

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QUESTIONS ON NOTICE/IN WRITING

- d. 4 round meeting tables \$ 5,656
 - e. 450litre Fridge/freezer \$ 1,459
 - f. Built-in Microwave Oven \$ 539
 - g. Single drawer dishwasher \$ 872
- 6 A refurbishment of South 2 area 1.
- a. 34 task chairs \$ 21,304
 - b. 1 executive chair \$ 720
 - c. 4 task chairs (stool height) \$ 3,640
 - d. 12 visitor chairs for offices \$ 9,528
 - e. Meeting room chairs \$ 5,544
 - f. Low stools for collaboration area \$ 1,275
 - g. Soft stools for informal area \$ 1,985
 - h. Informal seating for informal area \$ 10,420
 - i. Waiting chairs \$ 1,3440
 - j. Meeting room table \$ 1,038
 - k. Round meeting table \$ 1,201
 - l. Laptop tables \$ 644
 - m. Low coffee table stools \$ 750
 - n. End table for collaboration area \$ 1,554
 - o. Round Informal meeting tables \$ 1,850
 - p. Mini fridge for SES suite \$ 195
 - q. Three televisions for meeting and collaboration rooms \$4500
- 8 Modifications to the Innovation Exchange included:
- a. 11 standing desks \$10,109
 - b. 11 Task chairs \$6,871**
(3 additional task chairs at a cost of \$1,874 were placed elsewhere in the department)
 - c. 8 Mobile pedestal drawer units \$2,992
 - d. 2 Casual seating \$1,309
 - e. Joinery unit, storage \$7,972
 - f. White boards \$11,495
- 9 Modifications to the Safe Hand mail room included:
- a. Supply & install workstations, screens, soft wiring - \$10,224
 - b. Supply & install lockable mobile peds - \$1,320
 - c. Supply & install (2X) standing height workbenches - \$2,750
 - d. Supply & install new tea bench - \$4,950
 - e. Supply & install printer bench - \$2,750
- 10 Modifications to the Forensic Examination Room (Passport Office) included:
- a. Supply & install new fixed height bench - \$4345
 - b. Supply & install new shelf unit - \$3,520
- 11 Photographs are not available.