

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2013-2014

Finance Portfolio

Department/Agency: Department of Finance

Outcome/Program: 3/3.1

Topic: Ministerial Wing Fit out

Senator: Ludwig

Question reference number: F49

Type of question: Written

Date set by the committee for the return of answer: Friday, 17 January 2014

Number of pages: 5

Question: 1. Are you responsible for fit outs of Ministerial offices in parliament house?
a) If not, who is?

Question: 2. What does a standard Ministerial office fit out include?
a) Please detail, divided by office holder and item.

Question: 3. Can Ministers request additional items or fit outs to their parliamentary office?
a) If so, since 7 September, how many Ministers have requested additional fit outs? Please list those offices

Question: 4. How does a Minister or Senator request additional fit outs? Please detail that process.

Question: 5. What guidelines, rules or regulations determine the assessment of requests for additional fit outs by members or senators?
a) Please detail them and provide a copy
b) Please detail what officers are included in the decision making process, please list their classification level
c) If no guidelines, rules or regulations exist, why not?

Question: 6. What officers or office holders are consulted in the determination of requests for additional fit outs by members and senators?
a) please list their classification levels

Question: 7. Who makes the final decision on requests for additional fit outs requested by members and senators?
a) Please list their classification level

Question: 8. In the event that a Minister requested an additional fit out than was provided, how would cost break downs be determined?

a) Materials and construction

- (i) Who would decide what materials would be used and how they would be acquired?
- (ii) Are there any guidelines to determine what materials can be used, including, but not limited to: types of wood used, types of varnish used; any fastening materials used (nails, screws, glue etc)?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (iii) Are there guidelines that determine how much can be spent on these materials?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (iv) Are there any guidelines to determine where the materials can be purchased?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (v) Are there any guidelines to determine how much it can cost to transport these materials to Parliament House?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (vi) Should further expenditures be required to use the fixtures to their full potential, after the initial approval has been granted, what is the process for applying for this additional expenditure?
- (vii) Are there any guidelines to determine how additional fixtures can be attached or installed onto the wall or into the floor of an office?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (viii) Are there any guidelines to determine any considerations that should be given to costs that would be associated with restoring the office to its prior state, once the Senator no longer required use of the office?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?

b) Labour

- (i) Are there any guidelines to determine who should be commissioned to construct additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (ii) Are there any guidelines to determine the tender process of additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (iii) Are there any guidelines to determine how much money can be spent on Labour to construct additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- (iv) Are there any guidelines to determine how much can be spent to transport contractors to and from the work site?
 1. If so, what are they? Please provide a copy.

2. If Not, why not?
 - (v) Are there any guidelines to determine how many people can work on the construction of additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
 - (vi) Are there any guidelines to determine how many hours can be spent by labourers to construct additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- c) Consultation
- (i) Are there any guidelines to determine the selection of people who will be involved in the consultation process?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
 - (ii) Are there any guidelines to determine what was the consultation process will be?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
 - (iii) Are there any guidelines to determine how much can be spent on consultation?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
 - (iv) Are there any guidelines to determine how long this consultation process should last?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- d) Administration
- (i) Are there any guidelines to determine which people should be involved in organising additional fixtures and who they work for (and hence who would be paying their wages)?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
 - (ii) Are there any guidelines to determine how much can be spent on the administration for constructing additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
 - (iii) Are there any guidelines to determine how many hours can be spent on the administration required to request additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
- e) Maintenance
- (i) Are there any guidelines to determine who is responsible for the maintenance of additional fixtures?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?
 - (ii) Are there any guidelines to determine how much maintenance additional fixtures can receive?
 1. If so, what are they? Please provide a copy.
 2. If Not, why not?

- (iii) Are there any guidelines to determine how much maintenance can cost?
 - 1. If so, what are they? Please provide a copy.
 - 2. If Not, why not?
- (iv) Are there any guidelines to determine how long additional fixtures are expected to last?
 - 1. If so, what are they? Please provide a copy.
 - 2. If Not, why not?

Question: 9. Alternative Solutions

- a) Are there any guidelines to determine how many alternative solutions need to be considered before approval for an additional fixture will be approved?
 - (i) If so, what are they? Please provide a copy.
 - (ii) If Not, why not?
- b) Are there any guidelines to determine the types of justification that need to be used to approve one option vs alternative, cheaper options?
 - (i) If so, what are they? Please provide a copy.
 - (ii) If Not, why not?
- c) Are there any guidelines to determine who should be involved in making this final decision?
 - (i) If so, what are they? Please provide a copy.
 - (ii) If Not, why not?

Question: 10. Are there any guidelines to determine how a decision to request additional fixtures should be made?

- (i) If so, what are they? Please provide a copy.
- (ii) If Not, why not?
- a) Are there any guidelines to determine who can be involved in making the decision to request additional fixtures?
 - (iii) If so, what are they? Please provide a copy.
 - (iv) If Not, why not?
- b) Are there any guidelines to determine what factors they should consider when making the decision to request additional fixtures?
 - (v) If so, what are they? Please provide a copy.
 - (vi) If Not, why not?
- c) Are there any guidelines to determine who should formally request additional fixtures be constructed?
 - (vii) If so, what are they? Please provide a copy.
 - (viii) If Not, why not?

Question: 11. Are there any guidelines to determine the process used to have the funds for additional fixtures approved?

- a) How was it determined that this was the appropriate process?
- b) Are there any guidelines to determine who approves the construction of additional fixtures?
 - (i) If so, what are they? Please provide a copy.
 - (ii) If Not, why not?
- c) If so, has this process been used to construct any fixtures in any offices?
 - (i) If so, Please provide a list of these fixtures.

Question: 12. How are additional fixtures funded?

- a) Are there any other ways Senators can fund additional fixtures?
- b) If so, what other sources can be considered?
- c) Can a Senator request an additional fixture be placed in their office and fund it themselves?

Answer:

Ministerial Wing Support (MWS) in the Department of Finance (Finance) is responsible for standard furniture in Ministerial suites, as well as playing a co-ordinating role between the offices and the Department of Parliamentary Services (DPS) for office maintenance and refurbishments. DPS is responsible for refurbishment works, repairs and maintenance within the suite, and for furniture that is in suite reception areas and Ministers' offices.

Finance provides standard office furniture within the office area, excluding the reception area and Ministers' offices. This includes standard staff workstations, chairs, storage cabinets, shelving, conference room tables and other furniture items.

Requests for additional fit outs and/or inclusion of non-standard items, are made to MWS which is then passed to DPS for action and approval. If DPS advises that the costs are to be met by the portfolio agency, MWS then liaises directly with that agency in relation to arranging and invoicing for the works. Finance officers do not have a role in the decision making process, carrying out or meeting costs for additional fit-out requests, other than co-ordinating requests between the offices and DPS and/or the portfolio agency. Finance does not have records of requests for additional items which have been passed to DPS.

Finance does not have a role in carrying out or meeting costs for additional fixtures.