

Senate Standing Committee on Finance and Public Administration

ANSWERS TO QUESTIONS ON NOTICE

Department of the Senate

Supplementary Budget Estimates

18 – 21 November 2013

Question: 13

Topic: Parliament House Office Fit Outs

Written: 26 November 2013

Senator LUDWIG asked:

1. In the event that a Senator requested an additional fit out than was provided, how would cost break downs be determined?

Materials and construction

2. Who would decide what materials would be used and how they would be acquired?
3. 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.)?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
4. Are there guidelines that determine how much can be spent on these materials?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
5. Are there any guidelines to determine where the materials can be purchased?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
6. Are there any guidelines to determine how much it can cost to transport these materials to Parliament House?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
7. 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?
8. Are there any guidelines to determine how additional fixtures can be attached or installed onto the wall or into the floor of an office?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?

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9. 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?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?

Labour

10. Are there any guidelines to determine who should be commissioned to construct additional fixtures?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?
11. Are there any guidelines to determine the tender process of additional fixtures?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?
12. Are there any guidelines to determine how much money can be spent on labour to construct additional fixtures?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?
13. Are there any guidelines to determine how much can be spent to transport contractors to and from the work site?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?
14. Are there any guidelines to determine how many people can work on the construction of additional fixtures?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?
15. Are there any guidelines to determine how many hours can be spent by labourers to construct additional fixtures?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?

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Consultation

16. Are there any guidelines to determine the selection of people who will be involved in the consultation process?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
17. Are there any guidelines to determine what was the consultation process will be?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
18. Are there any guidelines to determine how much can be spent on consultation?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
19. Are there any guidelines to determine how long this consultation process should last?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?

Administration

20. 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)?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
21. Are there any guidelines to determine how much can be spent on the administration for constructing additional fixtures?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?
22. Are there any guidelines to determine how many hours can be spent on the administration required to request additional fixtures?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?

Maintenance

23. Are there any guidelines to determine who is responsible for the maintenance of additional fixtures?
 - a) If so, what are they? Please provide a copy.
 - b) If not, why not?

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24. Are there any guidelines to determine how much maintenance additional fixtures can receive?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?
25. Are there any guidelines to determine how much maintenance can cost?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?
26. Are there any guidelines to determine how long additional fixtures are expected to last?
- a) If so, what are they? Please provide a copy.
 - b) If not, why not?

Answer:

Broadly speaking, the Usher of the Black Rod has overall responsibility for offices within the Senate wing.

Requests are assessed on a case-by-case basis. Depending on the nature of the request consultation may occur with the President of the Senate, the Clerk of the Senate, the Secretary of the Department of Parliamentary Services and other SES officers within Department of Parliamentary Services.

Advice may be sought from the Department of Parliamentary Services on the appropriate design, type and finishes to be used for particular items, including specialist advice on heritage management matters, and maintenance of the Status B furniture in Senators' offices and receptions.

The department applies the Commonwealth's financial framework, including the Commonwealth Procurement Rules (<http://www.finance.gov.au/procurement/procurement-policy-and-guidance/commonwealth-procurement-rules/>), to the purchase of any required items that cannot be sourced from within the department or between parliamentary departments.

The department applies the Commonwealth Property Management Framework (<http://www.finance.gov.au/property/property/property-management-framework.html>) to non-heritage items in its custody and control.

Please also refer to the response by the Clerk of the Senate to the Committee on 13 December 2013 for further information on the process undertaken.