

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: 14

Topic: Parliament House Office Fit Outs

Written: 26 November 2013

Senator LUDWIG asked:

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

Answer:

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/>), when procuring any required items that cannot be sourced from within the department or between parliamentary departments.

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.

Please also see the response to question 13.