

**TERMS OF REFERENCE AND ADMINISTRATIVE ARRANGEMENTS
REVIEW BY THE PARLIAMENTARY SERVICE COMMISSIONER OF
ASPECTS OF THE ADMINISTRATION OF THE PARLIAMENT**

1. We, Senator the Honourable Margaret Reid, President of the Senate, and the Honourable Neil Andrew MP, Speaker of the House of Representatives:

HEREBY APPOINT Andrew Podger, Parliamentary Service Commissioner, to conduct a review of the Parliamentary administration in accordance with the following Terms of Reference:

- a. the advantages, financial and organisational, which may arise from a change to the administration of security within Parliament House;
- b. the extent to which the management and corporate functions across the Parliamentary departments may be managed in a more cost effective and practicable manner;
- c. whether and to what extent financial savings may accrue from the centralisation of the purchasing of common items by all the Parliamentary departments; and
- d. such other organisational matters affecting the Parliamentary administration which arise during the review.

This review is to be reported in stages in the order outlined at subparagraphs a. to d. above, and the first stage is to be completed no later than 1 July 2002. The remaining stages are to be completed as soon as possible, and no later than end August.

2. AND WE FURTHER REQUEST THAT:

- a. the costs of the review be met by the Parliamentary departments in five equal shares; and
- b. the Parliamentary departments provide full assistance to the Commissioner in the conduct of the review, including the full-time or part-time secondment of the Parliamentary Service Liaison Officer, for the purposes of the review, if requested.

Dated this 24th day of April 2002

MARGARET REID

NEIL ANDREW