

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—November 2013**

Answers to Questions on Notice

Parliamentary Departments: Department of Parliamentary Services

Topic: **Accommodation**

Question No: **124**

Hansard Page No: **42**

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

Senator FAULKNER: Is there a document that outlines all these moves and, as you say, at least short-term planning? Or is it just somebody with the stroke of a pen deciding it all willy-nilly?
Ms Mills : No, we are trying to do it on the basis of minimising the disruption and minimising the cost and with a view to having a long-term plan so that we do not invest in a way that actually has to be undone down the track.

Senator FAULKNER: Yes, but is there a short-term plan?

Ms Mills : There is a short-term plan.

Senator FAULKNER: Can a copy of that plan be provided to the committee, please?

Ms Mills : On notice, yes.

Answer

Documents relating to the Department of Parliamentary Services short-term accommodation plan are at [Attachment A](#). These working documents, which were referred to at the Estimates hearing, outline core necessary moves for DPS staff and contractors. Large portions of the plan have been delivered, others remain underway; negotiations with the switchboard operators have added other potential locations to those listed in the working documents. The Department is in the process of developing a more comprehensive approach to accommodation planning.

Department of Parliamentary Services (DPS) Accommodation program

In preparation for the Parliamentary Budget Office (PBO) to be constructed in area 3D.1 a series of DPS staff relocation moves will need to occur. To minimise disruption and where possible, staff relocations are being considered with the permanent location as the first option. Where this is not been possible temporary accommodation areas are being used resulting in some sections having to move twice.

Below are the relocation timelines:

Step 1

Corporate Services Branch relocated from area 3D.1 to Library M2 105 on 23 May 2013

Finance Section **from** Senate first floor 117 **to** Library second floor M2 105

Procurement Section **from** Ministerial Basement 234 **to** Library second floor M2 105

Ministerial Basement 234 is currently vacant

Step 2

ICT staff **from** Reps Basement (RB 12) **to** NG 61 by **21 June 2013**

PBO staff in NG 61 will be required to relocate prior to this date to allow for the displaced ICT staff

Step 3

Content Management Branch, Hansard staff **from** area 1D.1 Senate first floor to Senate ground floor by **4 July 2013**

PBO staff in Senate Ground 81 will be required to relocate prior to this date to allow for the displaced Hansard staff

Step 4

Strategy and Performance Branch to temporarily relocate **from** area 3D.1 **to** Reps Basement 12 (RB 12) on **5 July 2013** until area 1D.1 is complete

Step 5

Executive Office to temporarily relocate from area 1D.1 to Senate first floor 25 on **5 July 2013** until Executive area 1D.1 is complete

Options for accommodating PBO staff from SG 81 and NG 61

1. Consolidate staff into Senate Ground 54 (SG 54); and/or
2. Occupy Ministerial Basement 234 (MB 234). This area layout comprises of nine workstations in an open plan area and two offices.

Department of Parliamentary Services (DPS) Accommodation program – Phase 2

Phase one of the DPS office accommodation realignment has been completed. Phase two is scheduled to commence from October 2013, pending the completion of the PBO 3D.1 area.

The Sections identified for moving include: Art Services, two AS's from Building Management, AS Parliamentary Experience, Switchboard and Visitor Services.

Below are approximate relocation timelines in order of priority:

Step 1

Dispose and remove furniture from 1D.1 open area and set up (14) workstations

Dispose and remove furniture from SB 261 and set up three offices for new FAS and AS's Building Management Division

Step 2

Move Art Services from NG 61 to **ID.1** on tbc (area available end Sept 13)

Move Assistant Secretary Parliamentary Experience and EA from NG 61 to **ID.1** after 1 October 2013

Step 3

Prepare SB 253 for Switchboard staff after PBO move out

Move Switchboard staff from N1 60 to **Senate Basement 253**

Step 4

Reconfigure area into Visitor Hub Space

Move Visitor Services from NG 73-77 to **N1 60 and 1D.1** if required

Open plan NG 73-77 (area behind Parliament House Shop)

Move Parliamentary Experience Branch from 1D.1 and N1.60 to **NG 73** (new office area behind PH shop)

Accommodation areas

Area	Seating	Available	Comments
1D.1 (temp)	14 workpoints	Late Sept 13	Suitable for Art Services, close proximity to Parliamentary Experience Branch
1D.1 (temp)	Area not at maximum density, currently has 5 desks in open plan, + AS + Director office	Late Sept 13	Occupied by AS Parliamentary Experience, Director Events + staff and Licensing and Contracts staff (7 staff) Extra desks required if more staff are to be added
SB 261	3 offices	30 Sep 2013	Suitable for FAS and two AS's An EA can be accommodated in the current open plan area
NG 61	8 workpoints (if vacated by Art Services)	Late Sept 13	Suitable for ICT staff
MB 234	12 workstations + 2 offices. An additional office is located on the ground floor with capacity for 4 workpoints	TBC (pending completion of 3D.1)	Currently occupied by PBO.
SB 253	11 workstations (2 small offices)	TBC (pending completion of 3D.1)	Currently occupied by PBO. Suitable for Switchboard
NG 73	6 workpoints, 1 small office, 1 larger office, toilets and small meeting room	TBC	Suitable for Visitor Hub space, some fit out work required.
SB 255	Capacity to fit 8 workpoints	Contractor will need to be relocated	Occupied by Wormanid contractor

