

**Question:** 3

**Topic:** Cost associated with recent Ministerial changes

**Asked:** 19 October 2015

**Senator WONG:** Can I first go to the change of Prime Minister. I am just trying to clarify the costs associated with a range of issues consequent upon the change and which are borne by DPS and which if any are borne by the Department of the Senate.

...

**Senator WONG:** ... I am asking now whether, for senators who became ministers and therefore moved to the ministerial wing, there are any costs associated with that.

**Dr Laing:** That is what we will check the detail of.

...

**Senator WONG:** ...Next there are senators within the Senate wing who moved to parliamentary secretary offices – which are retained in the Senate wing?

**Dr Laing:** That is right.

**Senator WONG:** So there would be consequential changes within the Senate wing?

**Dr Laing:** That is right.

**Senator WONG:** What costs are borne, generally, by the Senate as a result of that?

...

**Senator WONG:** Was there any touching up, refurbishing or repair work associated with that?

...

**Senator WONG:** Are you able to give me on notice an itemised list of all of the costs, external and internal? I understand that in terms of internal it may be difficult. You may want to say 'X people involved in—

**Ms Callinan:** Time?

**Senator WONG:** time – yes, or something like that.

...

**Senator WONG:** Document disposal?

**Dr Laing:** We will take that on notice.

...

**Senator WONG:** Just to be clear, Finance covers moves to and from the ministerial wing.

...

**Senator WONG:** So you will make that clear?

**Dr Laing:** Yes.

#### **Answer**

##### *Responsibilities of the department*

The department, through the Senators' Services section, is responsible for moving senators within the Senate wing, and from the Senate wing to the Ministerial wing.

The assistance provided includes the provision of boxes, packing material and tape, and moving boxes on trolleys to the new suite. Senators and their staff are responsible for packing and unpacking the boxes.

#### *Contractors*

The department engages contractors for any necessary post-move furniture reconfiguration, ie moving heavy furniture within the suites to suit the needs of the new occupant. To date \$1,552 has been expended and there is approximately \$1793.00 of outstanding work to be completed in the coming weeks.

#### *Suite resets*

Senators' Services staff reset each vacated suite, which involves a general tidy up of the suite in preparation for the incoming senator, and includes:

- arranging any necessary cleaning of the suite by DPS
- checking that the standard allocation of crockery is present
- ensuring the standard suite furniture is in place, and
- logging any maintenance issues identified for DPS to action.

#### *Maintenance*

If any maintenance issues are identified through the process of resetting a suite, Senators' Services staff log the job with DPS for action. There were no issues logged in relation to the suite moves as a result of the recent Ministerial changes.

#### *Costs to the department*

All of the work of the Senators' Services staff was completed within normal working hours, therefore the only costs incurred in relation to the suite moves were the contractor costs noted above. The boxes, packing material and tape provided were drawn from existing stock. The boxes are retrieved and reused.

In terms of the impact on staffing resources, the below provides an estimate of the staff time involved during the period when the suite moves were executed: 22 September to 1 October (7 working days):

- 3 Office Services staff (PN189 (APS4), PN 116 (APS6), PN206 (APS2) - 75% of their time
- 2 Office Services staff (PN 198 (APS2) and PN248 (APS 3)) - 20% of their time
- 2 Delivery Services staff (PN210 (APS1) and PN212(APS1)) - 10% of their time.

The total cost of this staff time is \$3,776 salary.

#### *Waste and document disposal*

Classified waste bags and wheelie bins are provided on request and the costs are met by DPS. The shredders in the corridors are also available.