

Senate Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
 Industry, Tourism and Resources Portfolio
 Supplementary Budget Estimates 2005-2006, 2 November 2005

AGENCY/DEPARTMENT: DEPARTMENT OF INDUSTRY, TOURISM AND RESOURCES AND ALL PORTFOLIO AGENCIES
TOPIC: SENATE ORDER FOR PUBLICATION OF CONTRACT LISTS
REFERENCE: WRITTEN QUESTION

QUESTION No.SBI-106

Senator Murray asked:

What guidance is provided to staff with responsibilities for contract negotiations specifically about the requirements of the Senate Order? If relevant guidance is not provided, please explain why this is the case.

ANSWER

Department of Industry, Tourism and Resources	<p>Guidance on the Senate Order is provided to staff on an ongoing basis throughout the year, via a number of mechanisms, including:</p> <ul style="list-style-type: none"> ▪ detailed guidelines are distributed to divisions bi-annually, in conjunction with data collection and validation for the Senate Order reporting; ▪ information contained in the DITR 'model' (i.e. template) Request for Tender (RFT) document; ▪ information contained in the DITR 'model' (i.e. template) Long Form Contract, which includes guidance to refer to the DOFA website http://www.dofa.gov.au/ctc/confidentiality_of_contractors.html for further information; ▪ inclusion in the Contract Management training course (conducted six times a year). <p>The DITR 'model' RFT and Long Form Contracts are available to all staff on the DITR Intranet. The DITR Contract Management Unit and Legal Services Branch staff are also available to provide specific advice and guidance on procurement and contracting issues, including confidentiality.</p>
IP Australia	IP Australia procurement staff are guided by the Department of Finance and Administration's (DOFA) Commonwealth Procurement Guidelines and negotiate contracts based upon reference material titled <i>Confidentiality of Contractors' Commercial Information</i> , published February 2003 and updated to reflect the Commonwealth Procurement Guidelines changes from 1 January 2005.
Geoscience Australia	Geoscience Australia staff are guided by the reference to Senate Order reporting in its <i>Procurement of Goods and Services</i> Chief Executive Instruction.
National Offshore Petroleum Safety Authority	Relevant guidance is provided via NOPSA's Chief Financial Officer, staff from the Department of Finance and Administration (Advice Section) and through material available on the DOFA website.