

**Senate Standing Committee on Finance and Public Administration**

**ANSWERS TO QUESTIONS ON NOTICE**

**Prime Minister and Cabinet Portfolio**

**Department of the Prime Minister and Cabinet**

Additional Estimates 23-27 February 2009

**Question: PM5b**

**Topic: Guidance material on procurement processes**

**Hansard Page: F&PA 48**

**Date set by the committee for the return of answer: 9 April**

**Mr Mrdak-The Chief Executive's instructions draw strong attention to the FMA requirements, and then we have guidance material which I would be also happy to provide to you, which instructs our people on how they should go about procurement processes which does address some of those issues, yes.**

**Answer:** A copy of the Chief Executive's Instruction for Procurement was provided in response to PM5a.

Guidance material in the form of a Procurement Handbook has been widely distributed throughout the department and is available to all staff for reference. It comprises information, forms and templates to guide and assist departmental staff in complying with legislated requirements. A copy of the Handbook is being provided to the Committee Secretary.