

LOGISTICAL AND ADMINISTRATIVE MATTERS INVOLVED IN ESTABLISHING  
THE PARLIAMENTARY BUDGET OFFICE

The following are the major logistical and administrative matters to be attended to in establishing the Parliamentary Budget Office:

*Administrative matters*

- finalise discussions with Remuneration Tribunal (RT)
- ask Parliamentary Service Commissioner to initiate the Parliamentary Budget Office recruitment process
- obtain JCPAA agreement to proposed PBO appointment
- identify and fit out suitable accommodation
- arrange for furniture, fittings and equipment for the PBO
- identify and implement suitable arrangements for corporate support to PBO, including shared services with other agencies, as appropriate
  - human resources support (including payroll)
  - finance and financial systems – including development of accounts, internal budget and financial processing
  - information technology and communication
  - development of corporate documents – planning, reporting, etc
- develop staffing profile of office, prepare work level standards, duty statements and selection criteria for jobs
- recruitment of staff

*Other matters*

- develop arrangements with relevant Heads of Commonwealth agencies for provision of information and documents to the PBO (s 64F)
- develop, with the agreement of relevant Secretaries, written principles setting out approaches and costing conventions to be used in preparing policy costings (s 64G)
- prepare an annual work plan for the PBO (s 64Q)
- develop relationship with JCPAA (ss 64R, 64S and 64T)