

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

**Department of Finance and Administration**

Estimates 2004-05 – Supplementary written questions November 2004

**Question: F1(1)**

**Outcome: PSS**

**Topic: Procurement**

**Written Question on Notice: 30 November 2004**

**Senator Murray asked:**

When did the Department last update its procurement policy documentation?

**Answer:**

The Board's Chief Executive Instructions were approved on 7 December 2004 and incorporated recent amendments to Commonwealth Procurement Guidelines.

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Estimates 2004-05 – Supplementary written questions November 2004

**Question: F1(2)**

**Outcome: PSS**

**Topic: Procurement**

**Written Question on Notice: 30 November 2004**

**Senator Murray asked:**

What mechanisms does the Department have in place to ensure its procurement guidelines reflect current policy in relation to government contracting?

**Answer:**

Chief Executive Instructions are reviewed by internal auditors on a bi-annual basis.

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Estimates 2004-05 – Supplementary written questions November 2004

**Question: F1(3)**

**Outcome: PSS**

**Topic: Procurement**

**Written Question on Notice: 30 November 2004**

**Senator Murray asked:**

Do the Department's current procurement guidelines refer to all of the following accountability mechanisms:

- The Senate order for departmental and agency contracts;
- The Department of Finance and Administration's February 2003 *Guidance on Confidentiality of Contractors' Commercial Information*; and
- The Commonwealth Procurement Guidelines (CPGs) ?

**Answer:**

The current Chief Executive Instructions refer to the above.

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Estimates 2004-05 – Supplementary written questions November 2004

**Question: F1(4)**

**Outcome: PSS**

**Topic: Procurement**

**Written Question on Notice: 30 November 2004**

**Senator Murray asked:**

Do the Department's tender documentation and contract templates include the following elements:

- a statement outlining the various Commonwealth accountability requirements;
- a consistent definition of confidential information across all templates;
- a provision for the inclusion of specific reasons justifying why a tenderer may wish to protect certain information in the contract if it awarded;
- a section that outlines the obligations of confidentiality after the contract has been awarded;
- a more detailed outline, with the general non-disclosure clauses, of the exceptions to confidentiality obligations for Commonwealth contracts; and
- the model contract clauses, given in DOFA's February 2003 *Guidance on Confidentiality of Contractor's Commercial Information*?

**Answer:**

No tender documentation or contract templates have been developed at this stage. They will be developed when the need arises.

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Estimates 2004-05 – Supplementary written questions November 2004

**Question: F1(5)**

**Outcome: PSS**

**Topic: Procurement**

**Written Question on Notice: 30 November 2004**

**Senator Murray asked:**

At page 51 of ANAO Audit Report No.10 2004-2005, *The Senate Order for Departmental and Agency Contracts (Calendar Year 2003 Compliance)*, the ANAO has concluded that all FMA agencies would benefit from implementation of contract training courses, or a review of current courses, to ensure that the Senate order requirements are adequately covered and that procurement staff receive relevant DOFA guidance.

What training does the Department currently have in place for procurement staff?

**Answer:**

In a small agency such as the PSS Board, training is undertaken on an as required basis. Relevant staff have attended training courses provided by the Department of Finance and Administration.

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**Department of Finance and Administration**

Estimates 2004-05 – Supplementary written questions November 2004

**Question: F1(6)**

**Outcome: PSS**

**Topic: Procurement**

**Written Question on Notice 30 November 2004**

**Senator Murray asked:**

Does this training cover the requirements of the Senate order for departmental and agency contracts and refer to DOFA's February 2003 *Guidance on Confidentiality of Contractor's Commercial Information*?

**Answer:**

Yes.