

**Senate Finance and Public Administration Legislation Committee**  
2005-06 Supplementary Budget Hearings  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Prime Minister and Cabinet Portfolio**  
**Office of the Official Secretary to the Governor-General**

**QUESTION: PM1**

**Senator Crossin asked:**

“..How many times this year has a government member represented the Governor-General and given a message on his behalf?”

**QUESTION: PM2**

**Senator Crossin asked:**

“... At Uluru—Ayers Rock. It was the 20th anniversary of the hand back. You probably do not have the answer with you but can you take on notice who invited the Governor-General to that?”

**QUESTION: PM3**

**Senator Crossin asked:**

“...Can you also please take on notice for me whom his message was given to and why?”

**QUESTION: PM4**

**Senator Crossin asked:**

“In an instance where the Governor-General cannot attend, is there any protocol that suggests that the message should be given to the House of Representatives member to read out rather than to some other member of parliament? .... Could you have a look at that, please, and answer this question: if the government is the body issuing the invitation and the Governor-General is unable to go, is it custom and practice that the local House of Representatives member reads the Governor-General’s message rather than anybody else?”

**Response:**

The response to Senator Crossin’s questions PM1 to PM4 is set out below.

There is no written protocol or guideline for how the Governor-General is to be represented at an event or function that he is unable to attend. Messages are not sent to the Governor or Administrator of a State or Territory unless it was they who had invited the Governor-General. With the exception of the occasion to which Senator Crossin refers, the Office is not aware of any government members who have represented the Governor-General and given a message on his behalf.

If the Governor-General is unable to attend an event to which he has been invited, the current practice is that a letter is sent to the inviting organisation or individual, advising them of the fact. The inviting organisation is asked whether it would like to

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receive a message from the Governor-General which may be read out at the event or inserted into a programme or commemorative magazine or brochure.

If the inviting organisation wants such a message, it is prepared for the Governor-General's signature and sent to the organisation that invited the Governor-General to attend the event. No guidance is given to the organisation about reading the message.

The only occasional exception to this process occurs if the Governor-General wishes to be represented at an event by either the Official Secretary to the Governor-General or by an Honorary Aide-de-Camp. In such an event, the specific representative would read the Governor-General's message.

In relation to the 20<sup>th</sup> anniversary of the hand-back of Uluru, the invitation for the Governor-General to attend was extended in a letter, dated 5 September 2005, by Mr Peter Cochrane, the Director of National Parks within the Commonwealth Environment and Heritage Portfolio.

A letter of regret, addressed to Mr Cochran, which included an offer of a written message from the Governor-General, was sent on 7 September 2005. The subsequent message was sent under cover of a letter from the Deputy Official Secretary to the Governor-General on 11 October 2005. Consistent with the approach outlined above, the letter provided no guidance as to who should read the message.

**QUESTION: PM5**

**Senator Faulkner asked:**

"..Would you be able to provide copies of the inventory over the last—I don't want to create a lot of work for you—couple of years, so we can get a bit of an idea what you have and what it is worth?.."

**Response:**

The inventory [of items on loan from other organisations] as at 30 June in each of the last two years is set out below.

Items on loan as at 30 June 2004

<b>Australiana Fund</b>	<b>\$</b>
BOOK AUSTRALIAN FURNITURE PICTORIAL HISTORY 1788-1938	2,425
BOOK AUSTRALIAN FURNITURE PICTORIAL HISTORY 1788-1938	2,425
BOOK ENCHANTED FOREST BY IDA RENTOUL OUTHWAITE	350
BOOK FAIRYLAND BY IDA RENTOUL OUTHWAITE	350
BOOK LITTLE GREEN ROAD FAIRYLAND BY IDA RENTOUL	350
BOOKCASE CEDAR AF ACCESSION NO 1983.11	9,500
BOOKCASE CEDAR BREAKFRONT AF ACCESSION NO 1984.21	80,000
BOOKCASE LIBRARY CEDER. c. 1855 AF ACCESSION NO 1978.12	80,000
BUREAU PINE & CEDAR DROP FRONT AF ACCESSION NO 1981.17	22,000
BUST LADY CLARINDA PARKES 1889 SCULPTED BY ACHILLE SIMONETTI	20,000
CABINET MARQUETRY AF ACCESSION NO 1991.5	95,000

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CANDELABRA SET 4 SILVER BY DEVLIN 1980	17,000
CARD TABLE CEDAR & MUSK & DOGWOOD AF ACCESSION NO 1996.2	35,000
CEDAR SIDEBOARD c. 1825. AF ACCESSION NO 1979.14	16,000
CEDER CHIFFONIER . c. 1850 AF ACCESSION NO 1987.4	12,000
CEDER TILT TOP TABLE. c. 1850 AF ACCESSION NO 1985.7	9,500
CELLATETTE CEDAR AF ACCESSION NO 1989.9	16,000
CHAIR BLACKWOOD DINING AF ACCESSION 1989.6	1,167
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
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CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
CHAIR BROWN RATTAN SEAT-TRAFALGAR CHAIR c-1835	2,000
CHAIR BROWN RATTAN-TRAFALGAR CHAIR c-1835	2,000
CHEST CEDAR CAMPAIGN AF ACCESSION NO 1980.4	14,000
CHEST DRAWERS LEGS CEDAR PINE STRINGING	17,500
CHIFFONIER (CIRCA 1845) AF ACCESSION NO 1997.5	14,000
CLOCK BRACKET IN MAHOGANY CASE AF ACCESSION NO 1984.22	12,000
CLOCK BRASS GLASS CASE-AF	1,300
CLOCK LONGCASE AF ACCESSION NO 1987.10	125,000
COUCH CEDAR CARVED FULL SCROLL END GOLD FABRIC	24,000
CROCKERY CUPS SAUCERS PLATE MILK JUG SUGAR BOWL CAKE PLATE	200
DAVENPORT JARRAH AF ACCESSION NO 1985.5	11,000
DESKWRITING DRAWERS LEATHER TOOLED TOP DAVENPORT 1880	14,000
DINNER PLATE BEARING MCARTHUR CREST MOTTO	850
DRAWERS CHEST OF 3 DRAWERS BLACKWOOD ACCESSION NUMBER 1986.11	5,000
DRAWERS CHEST TALLBOYDRAWERS BLACKWOOD 1840	6,500
DRAWING ADMIRALTY HOUSE BY CEDRIC EMANUAL	1,000
EPERGNE SILVER GILT BY ELKINGTONS AF ACCESSION NO 1982.9	14,000
FIREDOGS CAST IRON KANGAROO & EMU AF ACCESSION NO 1982.18	350
FIREDOGS COPPERBRASS TONGS SHOVELPOKER	2,200
FIRESCREEN CEDAR BY NINIAN MELVILLE TAPESTRY FRONT	3,750
INKSTAND SILVER AF ACCESSION NO 1981.9	17,000
INKWELL COCONUT SILVER HANDLES SNAKES ABORIGINE CLUB	8,750
INVITATION OPENING FIRST PARLIAMENT COMMONWEALTH 1901	800
INVITATION VICTORIAN CONVERSAZIONE EXHIBITION BUILDINGS 1901	800
INVITATION VICTORIAN OPENING FIRST PARLIAMENT 1901	800
LEATHER SCREEN AF ACCESSION NUMBER 1997.8	8,000
LITHOGRAPH COLOURED PANSHANGER TASMANIA CIRCA 1835	6,000
LOUNGE CHAISE BLACK FABRIC	25,000
NORTHCOTE COURT OF ARMS. BY S RADEKI. AF ACCESSION NO. 1978.8	4,000
PAINTING ADMIRAL JOHN HUNTER BY WILLIAM BENNETT	40,000
PAINTING (SERIES 10) PART NED KELLY SERIES BY SIDNEY NOLAN	3,600

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PAINTING ABORIGNIAL BUSHTUCKER DREAMING	12,000
PAINTING ADMIRALTY HOUSE-BY PETER PERDRIAU 1982	1,000
PAINTING BELLEVUE TASMANIA AF ACCESSION NO 1983.1	30,000
PAINTING BURNING TREE NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING BUSH PICNIC NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING CONSTRUCTIVE PAINTING BY R BALSON	140,000
PAINTING ENCOUNTER NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING EVENING NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING FIRST CLASS MARKSMAN NED KELLY SERIES SIDNEY NOLAN	3,600
PAINTING FISHING LESSON ROCBUCK BAY AF ACCESSION NUMBER 1982.2	70,000
PAINTING MANSFIELD NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING MID-DAY SIMPSONS GAP BY ALBERT NAMATJIRA	20,000
PAINTING MORNING CAMP NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING MURCHISON RUINS BY GUY GREY SMITH	30,000
PAINTING PORTRAIT COLONIAL SURVEYOR HIS FAMILY	40,000
PAINTING PORTRAIT LORD NORTHCOTE BY VIOLET TEAGUE	40,000
PAINTING PORTRAIT OF LADY MURRAY AF ACCESSION NO 1979.3	4,000
PAINTING PUMP MEDWAY BY CHARLES LLOYD JONES	3,000
PAINTING QUESTIONING NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING STUDY FOR PORTRAIT STUDY HRH DUKE EDINBURGH	40,000
PAINTING THE PARTING CHEER BY HENRY NELSON O'NEILL	150,000
PAINTING WATCH TOWER NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING: SYDNEY HARBOUR BY ROBERT CRAIG-c-1910	35,000
PAINTING-KIRIBILLI POINT-FORT MACQUARIE 1864	1
PAINTING-PORTRAIT LADY NORTHCOTE BY VIOLET TEAGUE	12,000
PAIR CANDELABRA-SHEFFIELD PLATE 4 LIGHT CANDELABRA 1810	20,000
PAIR KEROSINE SHALE CARVINGS LIONS BY JOHN BAIRD 1880	7,700
PAIR MELROSE WARE BOOK ENDS GREEN LEAF AF ACCESSION NO 1997.4	550
PAIR MINTON SULPHUR CRESTED COCKATOOS	7,000
PAIR SHEFFIELD PLATE WINE COOLERS c-1810-1820	1,000
PAIR SILVER FIGURES ABORIGINES THROWING SPEAR BOOMERANG	4,000
PIANO STOOL CIRCULAR SEAT PADDED BLACKWOOD	4,400
PLATE DISPLAY HAND PAINTED WARATAH DESIGN BY HEATHER DORAHY	200
PLATE EARTHENWARE GARDENERS & AMATEURS HORTICULTURAL SOCIETY	550
POLESCREEN BLACKWOOD SUPPORTED TRIPOD LEGS DETAILED CARVING	4,000
PORTRAIT LADY NORTHCOTE 1835 BY VIOLET TEAGUE	12,000
PORTRAIT LIEUTENANT COLONEL JGN GIBBES	16,000
PORTRAIT MEDALLION CARVED-KEROSENE SHALE	3,400
PORTRAIT MEDALLION CARVED-KEROSENE SHALE	3,400
POWDERHORN CARVED COWHORN C1840 AF 2000.1	0
PRINT DEATH CAPTAIN COOK 1779	6,000
PRINT LANDING MISSIONARIES TERANAKI 1844 BY GEORGE BAXTER	3,000
PRINT PORTRAIT CAPTAIN ARTHUR PHILLIP F WHEATLEY MEZZOTINT	6,000
PRINT PORTRAIT CAPTAIN JAMES COOK ENGRAVING BY JK SHERWIN	3,000
PRINT PORTRAIT SIR JOSEPH BANKS MEZZOTINT	8,000
PRINT VISCOUNT SYDNEY 1795 ENGRAVING	4,000
PRINT-VIEW HOBART TOWN BY JOSEPH LYCETT 1810	5,000
ROUND PLASTER BAS RELIEF THE VISIT HOPE SYDNEY COVE 1789"	9,000
SCROLL END COUCH CEDER. c. 1840. AF ACCESSION NO. 1986.9	12,000

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SCULPTURE BRONZE TRUTH AF ACCESSION NO 1993.7	50,000
SET 4 SHEFFIELD PLATE CANDELESTICKS SINGLE 1810-1820	1,000
SIDEBOARD CEDAR AF ACCESSION NO 1983.10	13,000
SIDEBOARD CEDAR AF ACCESSION NO 1985.1	8,500
SILVER COVERED CUP LID CALVALRY CUP 1857 BY HAYNE CATER	15,000
SILVER STATUE KING GEORGE	84,000
SKETCH YARRALUMLA BY GRACE COSSINGTON SMITH	24,000
SMALL GLASS VASE CARVED WITH GUMLEAVES & GUMNUTS AF 1999.3	1
SOFA CEDAR BLACK FABRIC AF ACCESSION NO 1985.11	24,000
SOFA CEDAR BLACK FABRIC AF ACCESSION NO 1985.8	24,000
SOFA LGE UPHOLSTERED BLACK CALF LEATHER	24,000
STAFFORDSHIRE FIGURINE OF ARTHUR ORTON AF 1993.6	0
STATUTE CAPTAIN COOK ALABASTER UNKNOWN ARTIST	20,000
TABLE CARD WOODEN CENTRAL COLUMN BASE CEDAR & ROSE MAHOGANY	26,000
TABLE CEDAR & ROSEWOOD LIBRARY AF ACCESSION NO 1989.7	70,000
TABLE CEDAR CIRCULAR LOO AF ACCESSION NO 1979.13.	9,000
TABLE CEDAR DINING AF ACCESSION NO 1985.6	22,000
TABLE CEDAR DRUM AF ACCESSION NO 1986.8	34,000
TABLE CEDAR OCCASSIONAL LYRE SHAPE SUPPORT	9,000
TABLE CEDAR SOFA AF ACCESSION NO 1985.10	47,000
TABLE CONSOLE REGENCY STYLE CEDAR MARBLE TOP CABRIOLE LEGS	45,000
TABLE DROP SIDES 2 DRAWERS	18,000
TABLE LOO CIRCULAR CEDAR OCTAGONAL COLUMN QUADROFORM BASE	13,000
TABLE LOO OYSTER BAY PINE & BLACKWOOD AF ACCESSION NO 1986.5	85,000
TABLE OCCASSIONAL CEDAR CENTRAL COLUMN	6,500
TABLE OCCASSIONAL WINE TRIPOD LEGS INLAID	6,000
TABLE OCCASSIONAL TASMANIAN, FIDDLEBACK BLACKWOOD	5,000
TABLE OCCASSIONAL VARIOUS TIMBERS WOOD INLAY	14,000
TABLE SIDE SERVING DRAWER	14,000
TABLE TILT TOP HUON PINE TULIP WOOD & QUEENSLAND KAURI	17,500
TAPESTRY OF ALPHABET BY MINNIE ANNOIS ACCESSION NUMBER 1982.10	3,000
TRAFALGAR CHAIR. C. 1835 AF ACCESSION NO 1987.3	2,000
TRAFALGAR CHAIR. c. 1835 AF ACCESSION NO 1987.3	2,000
URN CARVED KERSENE SHALE METAL MOUNT EMU SHAPE	2,700
WARDROBE CEDAR AF ACCESSION NO 1979.1	25,000
WASH SET GRIMWADE	2,500
WRITING BOX CEDAR WITH FITTINGS AF ACCESSION NO 1982.11	3,000
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	2,385,606
<b>Joint House Department</b>	
PAINTING "BARON OF NORTHCOTE" BY GEORGE COATES "	80,000
PAINTING "EARL OF DUDLEY" BY JOHN LONGSTAFF "	70,000
PAINTING "THE EARL OF HOPETOUN" BY JAMES QUINN "	65,000
PAINTING "THE RT HON HALLAM TENNYSON" BY TOM ROBERTS "	150,000
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	365,000
<b>Australian National Gallery</b>	
BAROMETER LGE HANGS WALL	1,500
BAROMETER REGENCY BANJO 18TH CENTURY	1,500
BROLGA COPPER BY NICKOLAUS SEFFRIN LOCATED VISTA LAWN	7,500
BUFFET UNIT 2 CABINETS 6 DRAWERS	5,000

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BUREAU TALL SEVERAL SML DRAWERS-PART OSCAR PAUL COLLECTION	4,000
CELLARETTE SHERATON STAND SQUARED LEGS INLAY DECORATION	2,200
CERAMIC SQUARE SPANISH WOMAN BULL BY ARTHUR BOYD	30,000
CERAMIC SQUARE 2 FIGURES NEAR BLUE POOL BUTTERFLY	30,000
CERAMIC SQUARE DIVIDED FIGURE HEADS BRANCH BY ARTHUR BOYD	30,000
CERAMIC SQUARE SQUID FIGURE BY ARTHUR BOYD	30,000
CHAIR BRIDGE 3 FEATURE LATHE BACK-GREEN FLORAL ANIMALS	1,500
CHAIR BRIDGE 3 FEATURE LATHE BACK-GREEN FLORAL ANIMALS	1,500
CHAIR DINING CARVER MAHOGANY MAROON CUSHION-CIRCA 1810-1820	2,500
CHAIR DINING CARVER MAHOGANY MAROON CUSHION-CIRCA 1810-1820	2,500
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR HIGH BACKED LIGHT WOOD SEAT CHINESE MOTIF OSCAR PAUL	1,750
CHAIR HIGH BACKED LIGHT WOOD SEAT CHINESE MOTIF OSCAR PAUL	1,750
CHINA CABINET CORNER UNIT 19TH CENTURY	2,250
CHINA CABINET CORNER UNIT GLASS DOORS EBONISED OSCAR PAUL	7,500
CLOCK LONGCASE 19TH CENTURY WATTEAUESQUE CORKSCREW PILASTERS	2,500
COAL SCUTTLE COPPER OSCAR PAUL ANG ACCESSION NO 65.145.54	350
COASTERS PAIR OF PIERCED SHEFFIELD PLATED SILVER	750
COASTERS WINE PAIR SILVER PLATED	400
COMMODO BOMBE MAHOGANY ORMULU 1750 GALLERY OSCAR PAUL 1965	4,000
DRAWERS CHEST BOW FRONTED-165 65.145.37	4,000
DRAWERS CHEST DRAWERS MAHOGANY BRASS FITTINGS OSCAR PAUL	3,500
GEORGE CHAIR MAHOGANY NATIONAL GALLERY 1845 OSCAR PAUL 1965	1,500
KNIFE BOX MAHOGANY VENEER CIRCA 1795 SERPENTINE INLAID SHELL	1,000
KNIFE BOX MAHOGANY VENEER CIRCA 1795 SERPENTINE INLAID SHELL	1,000
KNIFE BOX SERPENTINE MAHOGANY SATINWOOD INLAY OSCAR PAUL	1,250
KNIFE BOXPAIR SERPENTINE MAHOGANY SATINWOOD OSCAR PAUL	1,250
MIRROR OVAL COLLECTION NATIONAL GALLERY GIFT DR OSCAR PAUL	1,200
PAINTING ' GLADIOLI EXPLOSION' BY ARNOLD SHORE 81.2116	30,000
PAINTING HILLSIDE HOUSES BERRY'S BAY BY ROLAND WAKELIN	35,000
PAINTING INTERIOR STILL LIFE BY JUSTIN O'BRIEN 67.25	35,000
PAINTING 'JACARANDA TREE' BY ADRIAN FEINT 72.132	4,000
PAINTING MOUNT MACEDON LANDSCAPE	110,000
PAINTING OLD MANS FIGHTING DREAMING" BY J TJUPURRULA WARRANG"	45,000
PAINTING ORANGES BY MARGARET PRESTON ANG ACCESSION NO 68.50	45,000
PAINTING ' PORT MELBOURNE LANDSCAPE BY DALE HICKY 83.1545	7,500
PAINTING RANUNCULUS BY MARGARET OLLEY 76.564	25,000
PAINTING ' SEATED GIRL' BY ARTHUR HACKER 62.66	7,500
PAINTING SPRING MORNING	10,000
PAINTING SYDNEY 1951 BY LLOYD REES ANG ACCESSION NO 59.19	65,000
PAINTING THE HARBOUR AT NOON	7,500
PAINTING THE HORSE TROUGH	7,500
PAINTING WALLFLOWERS BY BESSIE DAVIDSON 92.3	35,000

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PAINTING : PORTRAIT PAT BY LAWSON BALFOUR 62.60	12,500
PAINTING A MOUNTAIN STREAM TASMANIA BY LLOYD REES	15,000
PAINTING A PEACEFUL EVENING BY W LISTER LISTER 46.6	22,500
PAINTING ABORIGINAL PIRNTINA JUKURRPA WOMA PYTHON DREAMING	17,500
PAINTING ADELAIDE LANDSCAPE BY HOWARD ASHTON 00.221	10,000
PAINTING AFTERNOON LIGHT	220,000
PAINTING AFTERNOON NAP BY PERCY LEASON	8,500
PAINTING AFTERNOON TEA BY GEORGE BELL ANG ACCESSION NO 69.64	15,000
PAINTING ALLEE DE LA FELICITE ST CLOUD BY MAY MELDRUM	45,000
PAINTING AT OLD GREEN FROG CHURCH POINT BY ROBERT JOHNSON	8,500
PAINTING AUSTRALIAN CORAL FLOWERS BY MARGARET PRESTON	75,000
PAINTING AUSTRALIAN WILDFLOWERS BY ARTHUR BOYD 64.16	80,000
PAINTING 'BATHURST LANDSCAPE' BY LLOYD REES 59.112	40,000
PAINTING 'BIRD PREY' BY LEONARD FRENCH 76.538	40,000
PAINTING BOATS ANCHOR BY GEORGE BELL 69.65	15,000
PAINTING 'BOWL FLOWERS' BY DARYL LINDSAY 59.223	10,000
PAINTING BURNING THE LEAVES BY CHARLES WHEELER 46.12	6,000
PAINTING 'CAPTAIN COOK' BY WILLIAM LONGSTAFF 59.41	45,000
PAINTING CENTENNIAL PARK" BY BRYAN WESTWOOD "	8,000
PAINTING CHRYSANTHEMUMS BY DAVID STRACHAN 60.20	17,500
PAINTING CLIFFTOP AN ASPECT SYDNEY HARBOUR" HOWARD ASHTON	35,000
PAINTING COUNTRY BOY' BY RUSSELL DRYSDALE 63.8	80,000
PAINTING DORRIGO MOUNTAINS BY CHARLES MEERE 70.107	12,500
PAINTING 'DOUBLE HIBISCUS' BY MARGARET PRESTON 63.17	40,000
PAINTING EARLY MORNING WATSON'S BAY BY PENLEIGH BOYD 65.36	25,000
PAINTING 'ELIZABETH BAY PARK' BY S HERMAN 67.71	40,000
PAINTING EVENING SHADOWS BY H J JOHNSTONE 85.638	85,000
PAINTING FIELD MARS BY ROLAND WAKELIN 59.62	100
PAINTING FIGURE GROUP BY JEAN BELLETTE ANG ACCESSION NO 72.2	35,000
PAINTING 'FLANNEL FLOWERS & LEMONS' BY ADELAIDE PERRY 73.13	17,500
PAINTING FLOOD WATERS BY FREDERICK MCCUBBIN	650,000
PAINTING FLOWER PIECE	8,500
PAINTING FLOWER PIECE BY GEORGE BELL 81.2117	17,500
PAINTING FLOWER PIECE BY JAMES QUINN ANG ACCESSION NO 59.113	7,500
PAINTING FROG DREAMING" BY C T TJUNGARRAYI ANG 93.178 "	150,000
PAINTING FROM BALCONY ASSISI BY GRACE COSSINGTON SMITH	35,000
PAINTING 'FRUIT SELLERS' BY SIR FRANK BRANGWYN 62.62	25,000
PAINTING 'FURLING SAILS' BY SIR FRANK BRANGWYN 62.63	30,000
PAINTING GOLDEN BANKSIA BY MARGARET PRESTON 76.265	75,000
PAINTING GOBRAGANDRA VALLEY BY DOUGLAS DUNDAS 59.172	12,500
PAINTING GREEK SKETCH BY JEAN BELLETTE 76.157	15,000
PAINTING GREENVALE OLD STATION NEAR BOW RIVER" BY F TIMMS "	4,000
PAINTING 'HALL'S GAP' BY ARTHUR STREETON 65.81	110,000
PAINTING 'HEAD YOUNG WOMAN' BY BERNARD HALL 00.42	25,000
PAINTING HEAT WAVE MOUNT ST VINCENT BY FRANK MCNAMARA	2,500
PAINTING HERCULES NYMPHS HIMERA BY RUPERT BUNNY	150,000
PAINTING HILL COUNTRY GREY WEATHER BY J W CURTIS 68.3	17,500
PAINTING HORSE RIDER BY WILLIAM ROWELL 69.158	5,000
PAINTING 'HOUSE HILL BY S HERMAN 77.85	40,000
PAINTING HYDRANGEA" BY ARTHUR STREETON ANG 59.24 "	60,000

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PAINING IN LONDON GARDEN BY ARTHUR STREETON 62.39	75,000
PAINING 'IN MY STUDIO' BY NORMAN CARTER ANG ACCESSION NO 46.9	10,000
PAINING 'KURRAGONG' BY ROLAND WAKELIN ANG ACCESSION NO 63.9	20,000
PAINING LANDSCAPE GOOSE BY FRED WILLIAMS 75.40	200,000
PAINING LANDSCAPE NORTHERN TASMANIA BY JEAN BELLETTE	20,000
PAINING LORNE BY COLIN COLAHAN ANG ACCESSION NO 78.176	15,000
PAINING LOVERS BY WINDMILL BY ARTHUR BOYD 75.3.172	50,000
PAINING LOW TIDE BY DOUGLAS WATSON ANG ACCESSION NO 72.130	6,000
PAINING LOW TIDE BY GEORGE BELL ANG ACCESSION NO 69.67	15,000
PAINING MACQUARIE LAKES" BY HERBERT GALLOP "	5,000
PAINING MENTONE PIER BY CLARICE BECKETT 71.191	45,000
PAINING MORNING BLACK MOUNTAIN BY DOUGLAS DUNDAS 59.139	12,500
PAINING 'MORNING WENTWORTH FALLS' BY PENLEIGH BOYD 65.37	37,500
PAINING MOROCCO BY WB MCINNES ANG ACCESSION NO 71.190	15,000
PAINING 'MOUNT KEIRA' BY W LISTER 65.58	4,000
PAINING MOUNT MACEDON LANDSCAPE WITH GIRL" BY F MCCUBBIN "	200,000
PAINING MOUNTAIN GARDEN BY ADRIAN FEINT 74.150	35,000
PAINING MRS LEONARD DODDS BY TOM ROBERTS 59.124	35,000
PAINING 'NEW ENGLAND NSW' BY HOWARD BARRON 63.50	12,000
PAINING 'NUDE READING' BY NORMAN LINDSAY 80.4	17,500
PAINING NUDE STUDY BY ARNOLD SHORE ANG ACCESSION 72.355	10,000
PAINING ON BALCONY CHAMP DE MARS BY RUPERT BUNNY 64.49	350,000
PAINING PALM BEACH TOWARDS LION ISLAND" BY JULIAN ASHTON "	50,000
PAINING PASTORAL" BY ARTHUR STREETON "	650,000
PAINING PASTORALE BY A H FULWOOD ANG ACCESSION NO 74.1	7,500
PAINING PHILLIP ISLAND	25,000
PAINING POMENGRANATE I BY MARGARET OLLEY 76.562	17,500
PAINING PORTRAIT BILLY FROST BY WILLIAM DOBELL 63.6	55,000
PAINING PORTRAIT MARY MEYER BY RUPERT BUNNY 75.667.5	35,000
PAINING PORTRAIT STUDY BY GRACE CROWLEY 80.1087	45,000
PAINING 'RIVER DEPTHS' BY NORMAN McGEORGE 46.5	35,000
PAINING RIVER FLATS BY HANS HEYSEN ANG ACCESSION NO 65.48	135,000
PAINING ROCK FACE AGNES FALLS BY FRED WILLIAMS 89.514	150,000
PAINING ROCKY LANDSCAPE BY FRED WILLIAMS 77.78	45,000
PAINING SEA MIST LORNE (NOCTURNE) BY CHARLES WHEELER	17,500
PAINING SHEEP COUNTRY OR GRAMPIONS-PLAIN ARTHUR STREETON	85,000
PAINING 'SNUGBOROUGH' BY DALE HICKY ANG ACCESSION NO 76.1075	7,500
PAINING 'STILL LIFE ASIA' BY BERNARD HALL 46.10	15,000
PAINING STILL LIFE BY CLEWIN HARCOURT ANG ACCESSION 66.142	10,000
PAINING STILL LIFE FLOWERS BY ADRIAN FEINT 59.12	35,000
PAINING 'STILL LIFE GRAPES' BY DESIDERIUS ORBAN 77.573	12,500
PAINING STILL LIFE ORANGES BY CHARLES MEERE 66.96	15,000
PAINING STILL LIFE WITH QUINCES" BY HANS HEYSON ANG 76.355 "	45,000
PAINING STUDIO WINDOWS BY GRACE COSSINGTON SMITH 73.392	35,000
PAINING STUDLEY PARK SUNRISE BY NICHOLAS CHEVALIER	150,000
PAINING STUDY FOR MORNING LIGHT BY ELIOTH GRUNER 60.31	35,000
PAINING 'STUDY WHITE' BY MARGARET PRESTON 73.22	55,000
PAINING STUDY:JUDY NANSON" BY E PHILLIPS FOX ANG 75.667.12 "	45,000
PAINING SUMMER PASTORAL	6,000
PAINING THE APPLE DISCORD BY RUPERT BUNNY	150,000



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PAINTING THE ARTIST'S WIFE BY BERNARD HALL 78.98	25,000
PAINTING THE BATHERS BY CHARLES WHEELER 78.540	15,000
PAINTING THE BLUE MOUNTAINS BY PENLEIGH BOYD 61.13	25,000
PAINTING THE BURIAL BY LEONARD FRENCH ANG ACCESSION NO 76.97	75,000
PAINTING THE COMING OF SPRING" BY FREDERICK MCCUBBIN "	440,000
PAINTING 'THE DISTANT SONG' BY RUPERT BUNNY 76.90.2	1,000,000
PAINTING THE EMPTY GLASS BY GEORGE W LAMBERT 65.52	75,000
PAINTING THE GAME SAND BY D COLQUHOUN 60.18	5,000
PAINTING 'THE GREAT TURTLE' BY LEONARD FRENCH 77.575	70,000
PAINTING 'THE MERRY-GO-ROUND' BY MAX MELDRUM 64.40	12,000
PAINTING THE OLD MAN CARRY FAGGOTS BY ARTHUR BOYD 75.3.169	35,000
PAINTING THE PROMENADE	200,000
PAINTING THE RED JACKET BY JUSTIN O'BRIEN 76.539	35,000
PAINTING THE SURVEY PADDOCK AT SUNSET" BY NICHOLAS CHEVALIER "	150,000
PAINTING 'THE SWIMMING PLACE' BY JOHN D MOORE 59.114	10,000
PAINTING 'THE TENNIS PALAYER' BY ROY DE MAISTRE 74.11	17,500
PAINTING THROUGH GUMS BY PERCY LEARSON 72.461	17,500
PAINTING ' UNDER STUDIO WINDOW' BY BERNARD HALL 66.138	25,000
PAINTING UNTITLED LANDSCAPE BY ROLAND WAKELIN 00.156	10,000
PAINTING UNTITLED" BY TJUNGARRAYI YALA YALA GIBBS "	24,846
PAINTING VASE FLOWERS BY CONSTANCE STOKES	9,000
PAINTING VIEW DE LA SEINE BOUGIVAL BY JOHN RUSSELL 65.28	190,000
PAINTING VIEW-BRADLEY'S HEAD BY DONALD COMMONS 72.481	5,000
PAINTING VILLAGE STREET BY GEORGE BELL 69.66	17,500
PAINTING WATERFALL ROYAL NATIONAL PARK NSW BY PHILIP LEE	15,000
PAINTING WEST COUNTRY NSW BY ELIOTH GRUNER 69.50	25,000
PAINTING WINTER STORM LONG REEF SYDNEY BY FRANK MCNAMARA	2,500
PAINTING YARRA EVENING BY CLARICE BECKETT 71.193	40,000
PAINTING 'SYDNEY HARBOUR & DARLING POINT' BY JOHN D MOORE	10,000
PAIR DECANTERS STOPPER CUT GLASS CIRCA 1800	350
PAIR DECANTERS STOPPER CUT GLASS CIRCA 1800-5432	350
SCOOP COPPER OSCAR PAUL ANG ACCESSION NO 65.145.55	550
SECRETAIRE TALL GALLERY MULTI COMPARTMENT DRAWERS	4,000
SIDE TABLE 2 DRAWERS BRASS HANDLES	2,500
SIDEBOARD SHERATON 6 SQUARE TAPERING LEGS 2 SIDE DRAWERS	7,500
SKETCH FOR PORTRAIT MADGE CURRIE BY RUPERT BUNNY	35,000
SOFA TABLE MAHOGANY FOLD DOWN ROUND SIDES FLORAL INLAID	4,500
SPINET MAHOGANY 1850	2,500
TABLE CARD FOLD AWAY	3,500
TABLE CIRCULAR MAHOGANY OSCAR PAUL	3,000
TABLE DINING DROP SIDES MAHOGANY OSCAR PAUL	10,000
TABLE DROP SIDES 3 DRAWERS ORNATE LEGS	1,000
TABLE DROP SIDES GEORGE III MAHOGANY 1850	3,000
TABLE INLAID CIRCULAR FOLDING CARD MAHOGANY	1,600
TABLE OBLONG OPENING GAMES BOXWOOD HUNG MAHOGANY CLASSICAL	3,500
TABLE SIDE DROP ENDS-REFECTORY TYPE-GEORGIAN STYLE-1930	1,500
TABLE SIDE MAHOGANY OSCAR PAUL ANG ACCESSION NO 65.145.10	3,000
TABLE SIDE WOOD MAHOGANY OSCAR PAUL	2,000
TABLES 2 SHERATON MAHOGANY TIMBER INLAY SHELL	12,000

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TAPESTRY ST FRANCIS TURNING BROTHER MASSEO" ARTHUR BOYD 75.17"	125,000
TEA POY MAHOGANY-OSCAR PAUL ANG ACCESSION NO 65.145.4	1,000
TRIVETT (KETTLE STAND) BRASS IRON WOOD OSCAR PAUL	550
WALL CABINET MAHOGANY-INLAID MAN GUN	2,500
WARDROBE CHIPPENDALE MAHOGANY BRASS FITTINGS	4,500
WRITING DESK BOOKSHELVES	8,000
	<hr/>
	9,168,296
<b>Total Items on Loan as at 30/6/2004</b>	<b>11,918,902</b>

Items on loan as at 30 June 2005

<b>Australian National Gallery</b>	\$
MIRROR OVAL COLLECTION NATIONAL GALLERY GIFT DR OSCAR PAUL	1,200
COASTERS WINE PAIR SILVER PLATED	400
TABLE DROP SIDES GEORGE III MAHOGANY 1850	3,000
TABLE INLAID CIRCULAR FOLDING CARD MAHOGANY	1,600
TABLE OBLONG OPENING GAMES BOXWOOD HUNG MAHOGANY CLASSICAL	3,500
SECRETAIRE TALL GALLERY MULTI COMPARTMENT DRAWERS	4,000
CHAIR BRIDGE 3 FEATURE LATHE BACK-GREEN FLORAL ANIMALS	1,500
CHAIR BRIDGE 3 FEATURE LATHE BACK-GREEN FLORAL ANIMALS	1,500
BAROMETER REGENCY BANJO 18TH CENTURY	1,500
BUREAU TALL SEVERAL SML DRAWERS-PART OSCAR PAUL COLLECTION	4,000
CLOCK LONGCASE 19TH CENTURY WATTEAUESQUE CORKSCREW PILASTERS	2,500
CHINA CABINET CORNER UNIT GLASS DOORS EBONISED OSCAR PAUL	7,500
SOFA TABLE MAHOGANY FOLD DOWN ROUND SIDES FLORAL INLAID	4,500
CHAIR DINING CARVER MAHOGANY MAROON CUSHION-CIRCA 1810-1820	2,500
CHAIR DINING CARVER MAHOGANY MAROON CUSHION-CIRCA 1810-1820	2,500
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
CHAIR DINING MAHOGANY MAROON CUSHION-CIRCA 1810-1820	1,800
TABLES 2 SHERATON MAHOGANY TIMBER INLAY SHELL	12,000
CHINA CABINET CORNER UNIT 19TH CENTURY	2,250
WALL CABINET MAHOGANY-INLAID MAN GUN	2,500
SPINET MAHOGANY 1850	2,500
GEORGE II CHAIR MAHOGANY 1845 OSCAR PAUL 1965 65.145.77	1,500
PAINTING 'MORNING WENTWORTH FALLS' BY PENLEIGH BOYD 65.37	37,500
PAINTING 'THE DISTANT SONG' BY RUPERT BUNNY 76.90.2	1,000,000
PAINTING 'HALL'S GAP' BY ARTHUR STREETON 65.81	192,000
PAINTING 'SYDNEY HARBOUR & DARLING POINT' BY JOHN D MOORE	10,000
PAINTING 'CAPTAIN COOK' BY WILLIAM LONGSTAFF 59.41	45,000
PAINTING 'RIVER DEPTHS' BY NORMAN McGEORGE 46.5	35,000
KNIFE BOX MAHOGANY VENEER CIRCA 1795 SERPENTINE INLAID SHELL	1,000
KNIFE BOX MAHOGANY VENEER CIRCA 1795 SERPENTINE INLAID SHELL	1,000
SIDEBOARD SHERATON 6 SQUARE TAPERING LEGS 2 SIDE DRAWERS	7,500
CELLARETTE SHERATON STAND SQUARED LEGS INLAY DECORATION	2,200
BAROMETER LGE HANGS WALL	1,500
SKETCH FOR PORTRAIT MADGE CURRIE BY RUPERT BUNNY	45,000

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PAINTING ' UNDER STUDIO WINDOW' BY BERNARD HALL 66.138	37,500
PAINTING 'NUDE READING' BY NORMAN LINDSAY 80.4	68,500
PAINTING 'HEAD YOUNG WOMAN' BY BERNARD HALL 00.42	25,000
PAINTING AFTERNOON LIGHT GOULBRN VALLEY, VIC BY ARTHUR STREETO	273,000
PAINTING PHILLIP ISLAND BY WALTER WITHERS 65.19	25,000
PAINTING THE PROMENADE BY HANS HEYSEN 59.22	140,000
PAINTING PASTORAL" BY ARTHUR STREETON "	650,000
PAINTING CENTENNIAL PARK" BY BRYAN WESTWOOD "	8,000
PAINTING PALM BEACH TOWARDS LION ISLAND" BY JULIAN ASHTON "	50,000
PAINTING FLOOD WATERS BY FREDERICK MCCUBBIN 73.532	650,000
DRAWERS CHEST BOW FRONTED-165 65.145.37	4,000
PAINTING INTERIOR STILL LIFE BY JUSTIN O'BRIEN 67.25	55,000
PAIR DECANTERS STOPPER CUT GLASS CIRCA 1800-5432	350
PAIR DECANTERS STOPPER CUT GLASS CIRCA 1800	350
PAINTING 'THE SWIMMING PLACE' BY JOHN D MOORE 59.114	10,000
PAINTING 'SNUGBOROUGH' BY DALE HICKY ANG ACCESSION NO 76.1075	7,500
PAINTING ' PORT MELBOURNE LANDSCAPE BY DALE HICKY 83.1545	7,500
PAINTING 'THE GREAT TURTLE' BY LEONARD FRENCH 77.575	70,000
PAINTING 'BIRD PREY' BY LEONARD FRENCH 76.538	40,000
PAINTING 'BOWL FLOWERS' BY DARYL LINDSAY 59.223	10,000
PAINTING 'ELIZABETH BAY PARK' BY S HERMAN 67.71	40,000
PAINTING 'HOUSE HILL BY S HERMAN 77.85	40,000
PAINTING 'THE MERRY-GO-ROUND' BY MAX MELDRUM 64.40	12,000
PAINTING 'KURRAGONG' BY ROLAND WAKELIN ANG ACCESSION NO 63.9	20,000
WRITING DESK BOOKSHELVES	8,000
COMMODE BOMBE MAHOGANY ORMULU 1750 GALLERY OSCAR PAUL 1965	4,000
PAINTING 'IN MY STUDIO' BY NORMAN CARTER ANG ACCESSION NO 46.9	10,000
PAINTING 'THE TENNIS PLAYER' BY ROY DE MAISTRE 74.11	50,000
PAINTING ' GLADIOLI EXPLOSION' BY ARNOLD SHORE 81.2116	30,000
PAINTING 'STUDY WHITE' BY MARGARET PRESTON 73.22	100,000
SIDE TABLE 2 DRAWERS BRASS HANDLES	2,500
PAINTING AUSTRALIAN WILDFLOWERS BY ARTHUR BOYD 64.16	170,000
PAINTING FIELD MARS BY ROLAND WAKELIN 59.62	25,000
PAINTING 'FLANNEL FLOWERS & LEMONS' BY ADELAIDE PERRY 73.13	17,500
PAINTING 'BATHURST LANDSCAPE' BY LLOYD REES 59.112	140,000
PAINTING THE BATHERS BY CHARLES WHEELER 78.540	15,000
PAINTING THE COMING OF SPRING" BY FREDERICK MCCUBBIN 76.1570 "	440,000
PAINTING MACQUARIE LAKES" BY HERBERT GALLOP "	5,000
PAINTING FLOWERS" BY DESIDERIUS ORBAN 69.154 "	4,000
PAINTING TULIPS" BY ARTHUR STREETON 67.35 "	50,000
TABLE CIRCULAR MAHOGANY OSCAR PAUL	3,000
PAINTING WALLFLOWERS BY BESSIE DAVIDSON 92.3	55,000
PAINTING ABORIGINAL PIRNTINA JUKURRPA WOMA PYTHON DREAMING	17,500
TEA POY MAHOGANY-OSCAR PAUL ANG ACCESSION NO 65.145.4	1,000
TABLE DINING DROP SIDES MAHOGANY OSCAR PAUL	10,000
COAL SCUTTLE COPPER OSCAR PAUL ANG ACCESSION NO 65.145.54	350
TRIVETT (KETTEL STAND) BRASS IRON WOOD OSCAR PAUL	550
KNIFE BOXESPAIR SERPENTINE MAHOGANY SATINWOOD OSCAR PAUL	1,250
SCOOP COPPER OSCAR PAUL ANG ACCESSION NO 65.145.55	550
TABLE SIDE MAHOGANY OSCAR PAUL ANG ACCESSION NO 65.145.10	3,000

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KNIFE BOX SERPENTINE MAHOGANY SATINWOOD INLAY OSCAR PAUL	1,250
DRAWERS CHEST DRAWERS MAHOGANY BRASS FITTINGS OSCAR PAUL	3,500
TABLE SIDE WOOD MAHOGANY OSCAR PAUL	2,000
PAINTING THE OLD MAN CARRY FAGGOTS BY ARTHUR BOYD 75.3.169	160,000
PAINTING LOVERS BY WINDMILL BY ARTHUR BOYD 75.3.172	222,500
PAINTING A PEACEFUL EVENING BY W LISTER LISTER 46.6	22,500
PAINTING IN LONDON GARDEN BY ARTHUR STREETON 62.39	75,000
PAINTING ON BALCONY CHAMP DE MARS BY RUPERT BUNNY 64.49	350,000
PAINTING RIVER FLATS BY HANS HEYSEN ANG ACCESSION NO 65.48	135,000
PAINTING FIGURE GROUP BY JEAN BELLETTE ANG ACCESSION NO 72.2	35,000
PAINTING CLIFFTOP AN ASPECT SYDNEY HARBOUR" HOWARD ASHTON	35,000
PAINTING SHEEP COUNTRY OR GRAMPIONS-PLAIN ARTHUR STREETON	220,000
PAINTING GOBRAGANDRA VALLEY BY DOUGLAS DUNDAS 59.172	12,500
PAINTING MOROCCO BY WB MCINNES ANG ACCESSION NO 71.190	15,000
PAINTING : PORTRAIT PAT BY LAWSON BALFOUR 62.60	12,500
PAINTING PORTRAIT MARY MEYER BY RUPERT BUNNY 75.667.5	45,000
PAINTING THE RED JACKET BY JUSTIN O'BRIEN 76.539	35,000
PAINTING THE BURIAL BY LEONARD FRENCH ANG ACCESSION NO 76.97	75,000
PAINTING PORTRAIT BILLY FROST BY WILLIAM DOBELL 63.6	266,000
PAINTING SYDNEY 1951 BY LLOYD REES ANG ACCESSION NO 59.19	65,000
PAINTING HILLSIDE HOUSES BERRY'S BAY BY ROLAND WAKELIN	35,000
PAINTING FROM BALCONY ASSISI BY GRACE COSSINGTON SMITH	94,500
PAINTING STUDIO WINDOWS BY GRACE COSSINGTON SMITH 73.392	90,000
PAINTING THE EMPTY GLASS BY GEORGE W LAMBERT 65.52	75,000
PAINTING POMENGRANATE I BY MARGARET OLLEY 76.562	65,000
PAINTING CHRYSANTHEMUMS BY DAVID STRACHAN 60.20	30,500
PAINTING VIEW-BRADLEY'S HEAD BY DONALD COMMONS 72.481	5,000
PAINTING STILL LIFE BY CLEWIN HARCOURT ANG ACCESSION 66.142	10,000
PAINTING MORNING BLACK MOUNTAIN BY DOUGLAS DUNDAS 59.139	12,500
PAINTING LOW TIDE BY DOUGLAS WATSON ANG ACCESSION NO 72.130	6,000
TABLE CARD FOLD AWAY	3,500
PAINTING THE HARBOUR AT NOON BY DOUGLAS DUNDAS 59.25	7,500
PAINTING ROCKY LANDSCAPE BY FRED WILLIAMS 77.78	45,000
PAINTING THROUGH GUMS BY PERCY LEARSON 72.461	17,500
PAINTING ORANGES BY MARGARET PRESTON ANG ACCESSION NO 68.50	100,000
PAINTING MRS LEONARD DODDS BY TOM ROBERTS 59.124	35,000
PAINTING BURNING THE LEAVES BY CHARLES WHEELER 46.12	6,000
PAINTING SUMMER PASTORAL BY JOHN ROWELL 46.11	4,000
PAINTING 'JACARANDA TREE' BY ADRIAN FEINT 72.132	12,000
PAINTING 'NEW ENGLAND NSW' BY HOWARD BARRON 63.50	4,000
PAINTING 'MOUNT KEIRA' BY W LISTER 65.58	8,500
PAINTING FLOWER PIECE BY ELIOTH GRUNER 65.45	30,000
PAINTING SPRING MORNING, ROSEVILLE GARDEN BY PERCY LINDSAY	10,000
PAINTING AFTERNOON NAP BY PERCY LEASON 72.462	8,500
PAINTING HYDRANGEA" BY ARTHUR STREETON ANG 59.24 "	60,000
PAINTING THE SURVEY PADDOCK AT SUNSET" BY NICHOLAS CHEVALIER "	150,000
PAINTING MOUNT MACEDON LANDSCAPE WITH GIRL" BY F MCCUBBIN "	200,000
PAINTING STUDY:JUDITH NANSON" BY PHILLIPS E FOX 75.667.12 "	50,000
PAINTING STILL LIFE WITH QUINCES" BY HANS HEYSON ANG 76.355 "	45,000
PAINTING THE YARRA	700,000

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PAINTING OLD MANS FIGHTING DREAMING" BY J TJUPURRULA WARRANG"	150,000
PAINTING FROG DREAMING" BY C T TJUNGARRAYI ANG 93.178 "	150,000
PAINTING UNTITLED" BY TJUNGARRAYI YALA YALA GIBBS "	24,846
PAINTING FLOWER PIECE" BY ETHEL CARRICK 72.473 "	600
PAINTING THE WHITE TRIMMED HAT" BY ETHEL CARRICK 76.360 "	15,000
PAINTING JARDIWAMPA JUKURRPA (SNAKE DREAMING) 90.480 "	4,800
PAINTING RANUNCULI" BY GEORGE BELL 36.35 "	17,500
PAINTING SKETCH OF DAM NEAR CANBERRA: EVENING" BY ARTHUR BOYD "	80,000
PAINTING HERACLES AND THE NYMPHS OF HIMERA" BY RUBERT BUNNY "	200,000
PAINTING THE APPLE OF DISCORD" BY RUPERT BUNNY 59.87 "	200,000
PAINTING MICHAELMAS DAISIES" BY ARTHUR STREETON 75.667.32 "	65,000
PAINTING ALLEE DE LA FELICITE ST CLOUD BY MAYX MELDRUM 64.41	45,000
PAINTING STILL LIFE FLOWERS BY ADRIAN FEINT 59.12	35,000
PAINTING STILL LIFE ORANGES BY CHARLES MEERE 66.96	15,000
PAINTING DORRIGO MOUNTAINS BY CHARLES MEERE 70.107	12,500
PAINTING STUDLEY PARK SUNRISE BY NICHOLAS CHEVALIER	150,000
PAINTING EVENING SHADOWS BY H J JOHNSTONE 85.638	85,000
PAINTING HILL COUNTRY GREY WEATHER BY J W CURTIS 68.3	17,500
PAINTING WATERFALL ROYAL NATIONAL PARK NSW BY PHILIP LEE	15,000
PAINTING GREEK SKETCH BY JEAN BELLETTE 76.157	15,000
PAINTING ADELAIDE LANDSCAPE BY HOWARD ASHTON 00.221	10,000
PAINTING COUNTRY BOY' BY RUSSELL DRYSDALE 63.8	500,000
PAINTING LANDSCAPE NORTHERN TASMANIA BY JEAN BELLETTE	20,000
BUFFET UNIT 2 CABINETS 6 DRAWERS	5,000
CHAIR HIGH BACKED LIGHT WOOD SEAT CHINESE MOTIF OSCAR PAUL	1,750
CHAIR HIGH BACKED LIGHT WOOD SEAT CHINESE MOTIF OSCAR PAUL	1,750
PAINTING THE HORSE TROUGH BY SEPTIMUS POWER 62.98	12,000
PAINTING MOUNT MACEDON LANDSCAPE WITH CHILDREN PLAYING	200,000
PAINTING LOW TIDE BY GEORGE BELL ANG ACCESSION NO 69.67	15,000
PAINTING UNTITLED LANDSCAPE BY ROLAND WAKELIN 00.156	10,000
PAINTING THE ARTIST'S WIFE BY BERNARD HALL 78.98	37,500
PAINTING BOATS AT ANCHOR BY GEORGE BELL 69.65	15,000
PAINTING FLOWER PIECE BY JAMES QUINN ANG ACCESSION NO 59.113	7,500
PAINTING SEA MIST AT LORNE (NOCTURNE) BY CHARLES WHEELER	17,500
PAINTING VILLAGE STREET BY GEORGE BELL 69.66	17,500
PAINTING AFTERNOON TEA BY GEORGE BELL ANG ACCESSION NO 69.64	15,000
PAINTING WINTER STORM LONG REEF SYDNEY BY FRANK MCNAMARA	2,500
PAINTING HEAT WAVE MOUNT ST VINCENT BY FRANK MCNAMARA	2,500
PAINTING THE GAME ON THE SAND BY AD COLQUHOUN 60.18	5,000
PAINTING WEST COUNTRY NSW BY ELIOTH GRUNER 69.50	25,000
PAINTING EARLY MORNING WATSON'S BAY BY PENLEIGH BOYD 65.36	50,000
PAINTING THE BLUE MOUNTAINS BY PENLEIGH BOYD 61.13	50,000
PAINTING BEAUMARIS SEASCAPE" BY CLARICE BECKETT 71.197 "	55,000
PAINTING TRAIN GOING THROUGH DIAMOND CREEK GULLY" BY J PERCEV"	110,000
WARDROBE CHIPPENDALE MAHOGANY BRASS FITTINGS	5,000
PAINTING A MOUNTAIN STREAM TASMANIA BY LLOYD REES	61,000
PAINTING MENTONE PIER BY CLARICE BECKETT 71.191	45,000
PAINTING YARRA EVENING BY CLARICE BECKETT 71.193	40,000
PAINTING PASTORALE BY A H FULWOOD ANG ACCESSION NO 74.1	7,500
PAINTING STUDY FOR MORNING LIGHT BY ELIOTH GRUNER 60.31	35,000

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PAINTING AT OLD GREEN FROG CHURCH POINT BY ROBERT JOHNSON	6,500
PAINTING MOUNTAIN GARDEN BY ADRIAN FEINT 74.150	35,000
PAINTING FLOWER PIECE BY GEORGE BELL 81.2117	17,500
PAINTING HORSE RIDER BY WILLIAM ROWELL 69.158	5,000
PAINTING NUDE STUDY BY ARNOLD SHORE ANG ACCESSION 72.355	10,000
PAINTING LORNE BY COLIN COLAHAN ANG ACCESSION NO 78.176	15,000
PAINTING VASE FLOWERS BY CONSTANCE STOKES	9,000
CERAMIC SQUARE SQUID FIGURE BY ARTHUR BOYD	30,000
CERAMIC SQUARE DIVIDED FIGURE HEADS BRANCH BY ARTHUR BOYD	30,000
CERAMIC SQUARE 2 FIGURES NEAR BLUE POOL BUTTERFLY	30,000
CERAMIC SQUARE SPANISH WOMAN BULL BY ARTHUR BOYD	30,000
PAINTING PORTRAIT STUDY BY GRACE CROWLEY 80.1087	45,000
TAPESTRY ST FRANCIS TURNING BROTHER MASSEO" ARTHUR BOYD 75.17"	125,000
PAINTING BOTTLEBRUSH" BY MARGARET PRESTON 59.205 "	75,000
PAINTING BEACH SCENE" BY ETHEL CARRICK 72.192 "	35,000
PAINTING JILJI COUNTRY 1" BY JIMMY PIKE 87.1044 "	10,000
PAINTING JILJI COUNTRY 11" BY JIMY PIKE 87.1045 "	3,000
PAINTING JIMMYS BILLABONG" BY LIN ONUS 88.2398 "	20,000
PAINTING A MAGPIE AND APOSTLE BIRDS" BY CLIFTON PUGH 60.5 "	25,000
PAINTING LANDSCAPE WITH SMOKE" BY FRED WILLIAMS 2002.305 "	20,000
BROLGA COPPER BY NICKOLAUS SEFFRIN LOCATED VISTA LAWN	7,500
COASTERS PAIR OF PIERCED SHEFFIELD PLATED SILVER	750
	<hr/>
	11,826,596
<b>Australiana Fund</b>	
BOOK AUSTRALIAN FURNITURE PICTORIAL HISTORY 1788-1938	2,425
PAINTING: SYDNEY HARBOUR BY ROBERT CRAIG-c-1910	35,000
CLOCK BRASS GLASS CASE-AF	13,000
TABLE SIDE SERVING DRAWER	14,000
LOUNGE CHAISE BLACK FABRIC	25,000
PRINT DEATH CAPTAIN COOK 1779	6,000
PRINT PORTRAIT SIR JOSEPH BANKS MEZZOTINT	8,000
PRINT VISCOUNT SYDNEY 1795 ENGRAVING	4,000
PRINT PORTRAIT CAPTAIN JAMES COOK ENGRAVING BY JK SHERWIN	3,000
BOOK ENCHANTED FOREST BY IDA RENTOUL OUTHWAITE	350
BOOK FAIRYLAND BY IDA RENTOUL OUTHWAITE	350
BOOK LITTLE GREEN ROAD FAIRYLAND BY IDA RENTOUL	350
ROUND PLASTER BAS RELIEF THE VISIT HOPE SYDNEY COVE 1789"	9,000
CEDAR SIDEBOARD c. 1825. AF ACCESSION NO 1979.14	16,000
SET 4 SHEFFIELD PLATE CANDELESTICKS SINGLE 1810-1820	1,000
PORTRAIT LADY NORTHCOTE 1835 BY VIOLET TEAGUE	40,000
SILVER COVERED CUP LID CALVALRY CUP 1857 BY HAYNE CATER	15,000
PAIR SHEFFIELD PLATE WINE COOLERS c-1810-1820	1,000
SILVER STATUE KING GEORGE	84,000
PAIR CANDELABRA-SHEFFIELD PLATE 4 LIGHT CANDELABRA 1810	20,000
SCROLL END COUCH CEDER. c. 1840. AF ACCESSION NO. 1986.9	12,000
BOOKCASE LIBRARY CEDER. c. 1855 AF ACCESSION NO 1978.12	80,000
PAINTING PUMP MEDWAY BY CHARLES LLOYD JONES	3,000
PRINT-VIEW HOBART TOWN BY JOSEPH LYCETT 1810	5,000
DRAWING ADMIRALTY HOUSE BY CEDRIC EMANUAL	600
NORTHCOTE COURT OF ARMS. BY S RADEKI. AF ACCESSION NO. 1978.8	4,000

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PAINTING-KIRIBILLI POINT-FORT MACQUARIE 1864	1
TABLE CARD WOODEN CENTRAL COLUMN BASE CEDAR & ROSE MAHOGANY	26,000
PLATE DISPLAY HAND PAINTED WARATAH DESIGN BY HEATHER DORAHY	200
TABLE CONSOLE REGENCY STYLE CEDAR MARBLE TOP CABRIOLE LEGS	45,000
PORTRAIT MEDALLION CARVED-KEROSENE SHALE	3,400
PORTRAIT MEDALLION CARVED-KEROSENE SHALE	3,400
STATUTE CAPTAIN COOK ALABASTER UNKNOWN ARTIST	20,000
PAINTING-PORTRAIT LADY NORTHCOTE BY VIOLET TEAGUE	12,000
PAINTING PORTRAIT LORD NORTHCOTE BY VIOLET TEAGUE	12,000
FIRESCREEN CEDAR BY NINIAN MELVILLE TAPESTRY FRONT	3,750
PIANO STOOL CIRCULAR SEAT PADDED BLACKWOOD	4,400
TABLE LOO CIRCULAR CEDAR OCTAGONAL COLUMN QUADROFORM BASE	13,000
BUST LADY CLARINDA PARKES 1889 SCULPTED BY ACHILLE SIMONETTI	20,000
TAPESTRY OF ALPHABET BY MINNIE ANNOIS ACCESSION NUMBER 1982.10	3,000
PRINT PORTRAIT CAPTAIN ARTHUR PHILLIP F WHEATLEY MEZZOTINT	6,000
SOFA LGE UPHOLSTERED BLACK CALF LEATHER	24,000
PORTRAIT LIEUTENANT COLONEL JGN GIBBES	16,000
PAINTING THE PARTING CHEER BY HENRY NELSON O'NEILL	150,000
PAINTING ADMIRAL JOHN HUNTER BY WILLIAM BENNETT	40,000
LITHOGRAPH COLOURED PANSHANGER TASMANIA CIRCA 1835	6,000
URN CARVED KEROSENE SHALE METAL MOUNT EMU SHAPE	2,700
DINNER PLATE BEARING MCARTHUR CREST MOTTO	850
PLATE EARTHENWARE GARDENERS & AMATEURS HORTICULTURAL SOCIETY	550
TABLE OCCASIONAL WINE TRIPOD LEGS INLAID	6,000
TABLE OCCASIONAL CEDAR CENTRAL COLUMN	6,500
PAIR SILVER FIGURES ABORIGINES THROWING SPEAR BOOMERANG	4,000
INKWELL COCONUT SILVER HANDLES SNAKES ABORIGINE CLUB	8,750
CROCKERY CUPS SAUCERS PLATE MILK JUG SUGAR BOWL CAKE PLATE	200
POLESCREEN BLACKWOOD SUPPORTED TRIPOD LEGS DETAILED CARVING	4,000
PRINT LANDING MISSIONARIES TERANAKI 1844 BY GEORGE BAXTER	3,000
SMALL GLASS VASE CARVED WITH GUMLEAVES & GUMNUTS AF 1999.3	5,500
POWDERHORN CARVED COWHORN C1840 AF 2000.1	5,000
STAFFORDSHIRE FIGURINE OF ARTHUR ORTON AF 1993.6	3,300
PUNCH BOWL PART OF SET OF TWO CHINESE EXPORT PORCELAIN	10,000
PUNCH BOWL PART OF SET OF TWO CHINESE EXPORT PORCELAIN	10,000
PIANO GRAND STUART & SONS NO 15 RED CEDAR WITH STOOL	145,000
PAINTING ADMIRALTY HOUSE-BY PETER PERDRIAU 1982	1,000
CEDER TILT TOP TABLE. c. 1850 AF ACCESSION NO 1985.7	9,500
DRAWERS CHEST OF 3 DRAWERS BLACKWOOD ACCESSION NUMBER 1986.11	5,000
WASH SET GRIMWADE	2,500
PAINTING CONSTRUCTIVE PAINTING BY R BALSON	140,000
TRAFALGAR CHAIR. C. 1835 AF ACCESSION NO 1987.3	2,000
TRAFALGAR CHAIR. c. 1835 AF ACCESSION NO 1987.3	2,000
CEDER CHIFFONIER . c. 1850 AF ACCESSION NO 1987.4	12,000
CHEST DRAWERS LEGS CEDAR PINE STRINGING	17,500
TABLE DROP SIDES 2 DRAWERS	18,000
CHAIR BROWN RATTAN SEAT-TRAFALGAR CHAIR c-1835	2,000
CHAIR BROWN RATTAN-TRAFALGAR CHAIR c-1835	2,000

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DRAWERS CHEST TALLBOYDRAWERS BLACKWOOD 1840	6,500
DESKWRITING DRAWERS LEATHER TOOLED TOP DAVENPORT 1880	14,000
PAIR KEROSINE SHALE CARVINGS LIONS BY JOHN BAIRD 1880	7,700
CANDELABRA SET 4 SILVER BY DEVLIN 1980	17,000
CHIFFONIER (CIRCA 1845) AF ACCESSION NO 1997.5	14,000
BUREAU PINE & CEDAR DROP FRONT AF ACCESSION NO 1981.17	22,000
BOOKCASE CEDAR BREAKFRONT AF ACCESSION NO 1984.21	80,000
TABLE CEDAR SOFA AF ACCESSION NO 1985.10	47,000
CLOCK LONGCASE AF ACCESSION NO 1987.10	125,000
PAINTING STUDY FOR PORTRAIT STUDY HRH DUKE EDINBURGH	40,000
SCULPTURE BRONZE TRUTH AF ACCESSION NO 1993.7	50,000
TABLE CEDAR CIRCULAR LOO AF ACCESSION NO 1979.13.	9,000
TABLE LOO OYSTER BAY PINE & BLACKWOOD AF ACCESSION NO 1986.5	85,000
CABINET MARQUETRY AF ACCESSION NO 1991.5	95,000
INVITATION VICTORIAN OPENING FIRST PARLIAMENT 1901	800
INVITATION VICTORIAN CONVERSAZIONE EXHIBITION BUILDINGS 1901	800
INVITATION OPENING FIRST PARLIAMENT COMMONWEALTH 1901	800
SOFA CEDAR BLACK FABRIC AF ACCESSION NO 1985.11	24,000
TABLE CEDAR & ROSEWOOD LIBRARY AF ACCESSION NO 1989.7	70,000
INKSTAND SILVER AF ACCESSION NO 1981.9	17,000
FIREDOGS COPPERBRASS TONGS SHOVELPOKER	2,200
PAIR MINTON SULPHUR CRESTED COCKATOOS	7,000
WRITING BOX CEDAR WITH FITTINGS AF ACCESSION NO 1982.11	3,000
CLOCK BRACKET IN MAHOGANY CASE AF ACCESSION NO 1984.22	12,000
TABLE TILT TOP HUON PINE TULIP WOOD & QUEENSLAND KAURI	17,500
EPERGNE SILVER GILT BY ELKINGTONS AF ACCESSION NO 1982.9	14,000
SIDEBOARD CEDAR AF ACCESSION NO 1983.10	13,000
SIDEBOARD CEDAR AF ACCESSION NO 1985.1	8,500
CELLATETTE CEDAR AF ACCESSION NO 1989.9	16,000
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
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CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
CHAIR BLACKWOOD DINING AF ACCESSION NO 1989.6	1,167
TABLE CEDAR DINING AF ACCESSION NO 1985.6	22,000
FIREDOGS CAST IRON KANGAROO & EMU AF ACCESSION NO 1982.18	350
BOOKCASE CEDAR AF ACCESSION NO 1983.11	9,500
PAINTING BELLEVUE TASMANIA AF ACCESSION NO 1983.1	30,000
CHEST CEDAR CAMPAIGN AF ACCESSION NO 1980.4	14,000
PAINTING PORTRAIT COLONIAL SURVEYOR HIS FAMILY	40,000
PAINTING MURCHISON RUINS BY GUY GREY SMITH	30,000
DAVENPORT JARRAH AF ACCESSION NO 1985.5	11,000
COUCH CEDAR CARVED FULL SCROLL END GOLD FABRIC	24,000



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PAIR MELROSE WARE BOOK ENDS GREEN LEAF AF ACCESSION NO 1997.4	550
SKETCH YARRALUMLA BY GRACE COSSINGTON SMITH	24,000
CARD TABLE CEDAR & MUSK & DOGWOOD AF ACCESSION NO 1996.2	35,000
TABLE OCCASSIONAL TASMANIAN, FIDDLEBACK BLACKWOOD	5,000
PAINTING (SERIES 10) PART NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING MORNING CAMP NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING EVENING NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING MANSFIELD NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING ENCOUNTER NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING QUESTIONING NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING BURNING TREE NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING BUSH PICNIC NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING WATCH TOWER NED KELLY SERIES BY SIDNEY NOLAN	3,600
PAINTING FIRST CLASS MARKSMAN NED KELLY SERIES SIDNEY NOLAN	3,600
SOFA CEDAR BLACK FABRIC AF ACCESSION NO 1985.8	24,000
PAINTING ABORIGNIAL BUSHTUCKER DREAMING	12,000
PAINTING PORTRAIT OF LADY MURRAY AF ACCESSION NO 1979.3	4,000
WARDROBE CEDAR AF ACCESSION NO 1979.1	25,000
TABLE CEDAR OCCASSIONAL LYRE SHAPE SUPPORT	9,000
BOOK AUSTRALIAN FURNITURE PICTORIAL HISTORY 1788-1938	2,425
TABLE OCCASSIONAL VARIOUS TIMBERS WOOD INLAY	14,000
CARD TABLE CEDAR BY ANDREW LENEHAN 2003.1	22,000
TABLE CEDAR DRUM AF ACCESSION NO 1986.8	34,000
PAINTING FISHING LESSON ROCBUCK BAY AF ACCESSION NUMBER 1982.2	70,000
LEATHER SCREEN AF ACCESSION NUMBER 1997.8	8,000
SCULPTURE UP 1997" BY CLEMENT MEADMORE "	160,000
PAINTING MID-DAY SIMPSONS GAP BY ALBERT NAMATJIRA	20,000
	<hr/>
	2,757,705
<b>Joint House Department</b>	
PAINTING THE EARL OF HOPETOUN" BY JAMES QUINN "	65,000
PAINTING BARON OF NORTHCOTE" BY GEORGE COATES "	80,000
PAINTING EARL OF DUDLEY" BY JOHN LONGSTAFF "	75,000
PAINTING THE RT HON HALLAM TENNYSON" BY TOM ROBERTS "	165,000
PAINTING THE EARL OF GOWRIE" BY CHARLES WHEELER 00/0058 "	26,000
PAINTING THE RT HON JOHN LAWRENCE BAIRD	28,000
PAINTING FIELD MARSHALL SIR WILLIAM JOSEPH SLIM" 00/0092 "	27,000
PAINTING H.R.H. THE DUKE OF GLOUCESTER" BY SIR WILLIAM DARGIE"	27,000
	<hr/>
	493,000
<b>Museum of Tropical Queensland</b>	
SHIP HMS PANDORA IN CASE	1,844
	<hr/>
	1,844
	<hr/>
<b>Total items on loan as at 30/6/2005</b>	<b>15,079,145</b>

**QUESTION: PM54**

**Senator Conroy asked:**

**Performance of Information Technology outsourcing arrangements**

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1. Please provide details of total departmental/organisational spending on Information and Communications Technology products and services during the last 12 months.
2. Please break down this spending by ICT function (eg communications, security, private network, websites).
3. Was this spending in line with budget forecasts for this 12 month period?
  - a. If not, please provide details of:
    - i. The extent that ICT spending exceeded budget forecasts for this 12 month period;
    - ii. Details of on specific ICT contracts which resulted in department/organisation spending in excess of budget forecasts for this 12 month period;
    - iii. The reasons ICT spending exceeded budget forecasts for this 12 month period.
4. Please provide details of any ICT projects that have been commissioned by the Department/organisation during the past 12 months that have failed to meet designated project time frames (ie have failed to satisfy agreed milestones by agreed dates).
  - a. For such projects that were not completed on schedule, please provide details of:
    - i. The extent of any delay;
    - ii. The reasons these projects were not completed on time;
    - iii. Any contractual remedies sought by the Department/organisation as a result of these delays (eg penalty payments).
5. Please provide details of any ICT projects delivered in the past 12 months that have materially failed to satisfy project specifications.
6. Please provide details of any ICT projects that were abandoned by the Department/organisation within the last 12 months before the delivery of all project specifications outlined at the time the project was commissioned.
  - a. For such abandoned projects, please provide details of:
    - i. Any contractual remedies sought be the Department as a result of the abandonment of these projects.
    - ii. Any costs of re-tendering the ICT project.

**Response:**

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1. Total spending by the Office on outsourced information and communications technology products and services for the 12 months ending 31 October 2005 is \$47,833.58.
2. Security \$36,833.58; private network \$11,000.
3. Yes
4. Secure Gateway project. (a)(i) 6 months and still subject to completion; (ii) contractor unable to resolve technical issues related to some elements of the project; (iii) contract provides for rebate on service fees – to be determined when project fully implemented.
5. Nil
6. Nil

**QUESTION: PM61**

**Senator Murray asked:**

**“Order for departmental and agency contracts**

1. 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.
2. What training and awareness sessions are provided, either in-house or through other training providers (eg. DOFA, APS Commission or private firms) in respect of the Order? Please provide a list of the dates, the identity of the training providers and the content of the training that staff attended in 2005. If training and awareness sessions are not provided, please explain why this is the case.
3. Has the department/agency revised its procurement guidelines to incorporate the new Commonwealth Procurement Guidelines that took effect from 1 January 2005, particularly with respect to the confidentiality elements contained in those guidelines? If so, when did this occur and can a copy be provided? If not, what is the cause of the delay and when will the revision occur?
4. ANAO audits for the last three years have revealed a consistently low level of compliance across most agencies with DOFA confidentiality criteria (February 2003) for determining whether commercial information should be protected as confidential. The ANAO's latest report on the Order (No.11 2005-2006, September 2005) states that departments and agencies need to give higher priority with this important requirement of the Senate Order.
  - What specific measures have been or will be taken to address this problem, give it higher priority and raise compliance levels?
  - What guidance and training are provided to staff about the confidentiality criteria and the four tests employed to determine whether information should be protected?

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- What internal auditing or checking is performed to test compliance in this area? If none is performed, why not and is the agency considering the adoption of internal controls and checks?

5. What problems, if any, has the agency and/or relevant staff experienced in complying with the Senate Order? What is the nature and cause of any problems? What measures have been, or could be, adopted to address these concerns?"

**Response:**

1. The Office provides guidance through internal its Chief Executive Instructions, purchasing procedures, an internally developed procurement policy brochure, and verbal advice upon request. All policy documents are available on the Office' intranet. Training is also provided.

2. The following training was provided to Office staff in 2005.

Date	Training provider	Content
9 November 2005	OOSGG Finance Manager and Procurement Officer	Advice and discussion on the Office's procurement policy and procedures and their relationship with Government procurement legislation and policy, including the new Commonwealth Procurement Guidelines, and the senate order on contracts.
14 November 2005	OOSGG Finance Manager and Procurement Officer	Advice and discussion of the Office's procurement policy and procedures and their relationship with Government procurement legislation and policy, including the new Commonwealth Procurement Guidelines, and the senate order on contracts.
October 2005	DOFA	Advice on Commonwealth procurement guidelines including senate order on contracts and other reporting requirements.

3. Yes. July 2005. A copy of the Office's Financial Management Guidelines and Procurement Procedures is attached.

4. All procurement and contract management is co-ordinated centrally through the Office's Corporate Management Branch so that the requirements of the Commonwealth procurement Guidelines, senate order and confidentiality issues are appropriately addressed. Training and awareness about confidentiality issues is provided to staff directly involved in contract negotiations. The Office's policy and

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guidelines address confidentiality matters. Internal audit reviews procurement as part of their annual programme.

5. Nil.

**QUESTION: PM75**

**Senator Evans asked:**

**“Official Residences**

1. Please provide details and costs of any renovation or building works undertaken or planned at any of the official residences of the Prime Minister or Governor General for the financial year 2005-06.
2. Please provide details and costs of any garden maintenance or works undertaken or planned at any of the official residences of the Prime Minister or Governor General for the financial year 2005-06.
3. Please provide details and costs of any furniture, household effects, fittings, carpets or other items purchased or planned for purchase in the current financial year for the official residences.
4. Please provide details, including costs, of any official functions held at the official residences, paid for with public funds, in this financial year and any planned events this financial year.
5. Please provide details of any purchases of alcoholic beverages purchased, or planned for purchase with public funds this financial year for the official residences.
6. Please provide details of the estimated costs of security arrangements at the official residences for the current financial year. [this question was transferred to the Attorney-General's Department on 11/11/05]

n.b. These questions are not intended to apply to any personal activities, purchases or otherwise of a private nature undertaken with private funding by the Governor General, the Prime Minister or their families.”

**Response:**

The response to the questions relating to the official residences of the Governor-General [Government House and Admiralty House] is set out below. The Department of the Prime Minister & Cabinet is responding separately in respect to the official residences of the Prime Minister.

1. The following renovations or buildings works have been undertaken or planned for 2005-06 – Government House: remove ruptured underground fuel storage tank (\$114,000); upgrade of air-conditioning systems in various buildings (\$191,000); construction of replacement office accommodation for Honours Secretariat and associated precinct works (\$5,200,000); upgrade of electrical safety devices at switchboards (\$92,000); upgrade of plant in boiler room (\$101,000); upgrade of lifts

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(\$28,000); environmental initiatives for better use of water and power (\$20,000); replacement of sewer pipes to Peace Officer's Cottage and Guardhouse (\$102,000); data and voice cabling (\$50,000). Admiralty House: upgrade of electrical safety devices at switchboards (\$78,000); installation of fire doors (\$30,000); refurbish of main bedroom (\$86,000); refurbish of main bathroom (\$59,000); refurbishment of Gatehouse (\$25,000); repairs to slate roof (\$15,000)

2. The following garden works have been undertaken or planned for 2005-06 – Government House: refurbishment of landscape at fete area (\$20,000); refurbishment of Lord de L'Isle Lookout (\$40,000). Admiralty House: installation of safety railings and associated plantings (\$17,000); replacement safety railings on Harbour walkway (\$23,000); rebuilding of collapsed brick wall and erection of retaining wall (\$12,000); landscape works stage one covering precinct 1 and 2 garden and lawn areas and replacement of Croquet Lawn area (\$145,000).

3. The following furniture, household effects, fittings, carpets or other items purchased or planned for purchase in 2005-06 – bedspreads (3) \$3,553; cane chairs (10) \$1,791; bed (1) \$1,547.

4. The Office does not keep records of the cost of official functions or events held at either Government House or Admiralty House. There have been 95 events conducted between 1 July 2005 and 31 January 2006 and, as at 31 January 2006 there are 105 events planned to 30 June 2006. Given the large number of events, it is not practicable to individually list them.

5. An amount of \$17,111.77 has been spent on alcoholic beverages during the period 1 July 2005 to 31 January 2006. The amount to be spent for the remainder of the financial year is subject to the number and nature of events held.

**QUESTION: PM76**

**Senator Evans asked:**

“In 2003-04 the Australiana Fund purchased the following item:

Set of two punch bowls, Chinese export porcelain, c.1829, commissioned in China for the first elected Lord Mayor of Sydney, decorated with sacred carp design on the inside, rose medallion borders including Mandarin figures on the outside. Located at Admiralty House.

Please provide details of the cost of this item, its historical significance and the reason for its purchase.”

**Response:**

The Australiana Fund is a private company whose goal is to furnish the State Areas of the official residences with significant works of art reflecting Australia's history and cultural heritage and to compliment the architectural style of the buildings. The Office

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receives items on loan from the Australiana Fund but is not involved in the purchase of these items. The purchase of the item identified above is a matter solely for the Australiana Fund.



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to the Governor-General**

**PURCHASING PROCEDURES**



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# PURCHASING PROCEDURES

These procedures have been approved by the Official Secretary to accord with the *Chief Executive Instructions* issued under the *Financial Management and Accountability Act 1997* (FMA Act).

It sets out the policy and practices to be applied by managers and staff involved in purchasing and managing the Office's contracts with the aim of protecting the interests of the Office and of ensuring value for money outcomes for the Office.

These purchasing practices represent departmental policy. They supplement the *Commonwealth Procurement Guidelines* issued by the Department of Finance and Administration and apply to the purchase of goods and services of all kinds including, but not limited to:

- a) goods and equipment;
- b) consultancies and professional services; and
- c) utilities such as water, gas and electricity

## Managing the risk

All procurement action involves some element of risk. Identifying these risks in advance enables decisions to be made about the benefits and hazards of projects and purchases and to avoid costly mistakes or damage to the Office's reputation.

Applying effective risk management in accordance with the Office's [Risk Management Policy and Guidelines](#) means making informed, balanced decisions about the most appropriate actions or strategies to pursue.

Because of the Office's duty of care to protect the health, safety and welfare of its employees and other persons at or near workplaces, it is particularly important to assess the Occupational Health and Safety (OH&S) risks when buying goods that *may have the potential* to cause injury or illness to people in the workplace, eg buying hazardous substances.

Further information about OH&S issues is available from the Human Resources Manager or direct from Comcare on the General Enquiry Line **1300 366 979** or its website on <http://www.comcare.gov.au/>.

## Essential reference documents

Office staff involved in the procurement process must be aware of and understand:

- the [Financial Management and Accountability Act 1997](#) and related regulations and orders;
- their individual responsibilities and accountabilities under the [Commonwealth Procurement Guidelines](#);

- the Office's *Chief Executive Instructions* (CEIs);
- chapter 4 of the office's *Financial Management Guidelines*;
- the *Chief Executive's delegations and authorisations*;
- the *Office's Purchasing Procedures*;
- the *Office's Risk Management Policy and Guidelines*; and
- the *Occupational Health and Safety (Commonwealth Employment) Act 1991*

## PURCHASING THRESHOLDS

Category	\$ Range	Quotes (minimum)	Requirement
General purchasing	\$0 - \$2,000	Value for money	Payment by Credit card
	\$2,001 - \$5,000	3 Verbal quotes	Quotes to be documented, Purchase order raised
	\$5,001 - \$25,000	3 Written quotes	Purchase order to be raised
	\$25,001 - \$79,999	Select tender process	Contract to be signed, Purchase order to be raised
	\$80,000 +	Open tender process	Contract to be signed, Purchase order to be raised
Construction and Maintenance	\$0 - \$5,000	1 written quote	Purchase order to be raised
	\$5,001 - \$79,999	3 Written quotes	Purchase order to be raised
	\$80,000 - \$6M	Select tender process	Contract to be signed, Purchase order to be raised
	\$6M +	Open tender process	Contract to be signed, Purchase order to be raised

## NOMINATED PURCHASING OFFICERS

Category of goods and services	Nominated Purchasing Officer
General office supplies, printer supplies and mobile phones for all branches	Office Services
Computers, printers, other office machines and equipment and all associated IT requirements for all branches	IT Section
All Government House gardening goods and services	Gardening Manager
Office Furniture and OH&S workstation requisites, general office printing until panel arrangements are in place	Finance Team
All Admiralty House requirements other than gardening	Admiralty House Custodian
Admiralty House gardening goods and services	Admiralty House Head Gardener
Committee meetings, travel and accommodation, Honours printing	Honours Administration

# CHAPTER 1 – PROCUREMENT PROCEDURES

The following steps relate to all forms of procurement and are to be followed at all times.

## Step 1: Identify goods or services to be purchased

1. Identify the goods or services to be purchased having regard to OH&S issues and guidelines (see Chapter 2) and energy efficiency standards. The Office's [Nominated Purchasing Officer's](#) who are to be contacted when you wish to purchase a good\service under their management. These officer's can assist with the purchasing process.

## Step 2: Seek approval of the purchase

### FMA Regulation 9

2. A Financial Delegate must approve all purchase proposals prior to quotes being sought (Schedule 2 of the [Official Secretary's Delegations](#) refers). The detail involved in seeking the delegate's approval will vary depending on the price and complexity of the purchase. Where oral approval is given, details must be recorded in writing as soon as practicable to comply with the requirements of [FMA Regulation 12](#)
3. The request should include why the good\service is required, an estimate of the price and the method you intend to undertake to seek quotes.
4. Once approval has been received quotes for the good\service can be sought (refer Identify a supplier).
5. When a preferred supplier has been determined, the appropriate Financial Delegate will need to approve the supplier and the final agreed price prior to any agreement being struck with the supplier.
6. If the price varies upward during negotiations on the service delivery, it may be necessary to seek the financial delegate's authority a third time, or authority from the financial delegate with the higher level delegation.

### FMA Regulation 10

7. FMA Regulation 10 authorisation will be required prior to the signing of any agreement if expenditure is likely to occur in future financial years as a result of the agreement.

## Step 3: Seeking quotes

8. If there is no nominated purchasing officer, Finance can advise whether the goods or services are available through electronic purchase over the Internet or under [endorsed supplier](#) (for information technology, major office machines, commercial office furniture and auctioneering services) or preferred supplier arrangements. A preferred supplier is one that has previously been assessed as providing value for money in their field. Finance can advise on a range of preferred suppliers.
9. If no contractual or preferred supplier arrangement exists, the following steps based on expected price should be followed:

### General Purchases

#### Items of value ≤2,000:

10. Where the total price of the good or services does not exceed \$2,000, the credit card should be used to transact the purchase.
11. If possible quotes should be sought to meet the principle of Value for Money.

12. If no supplier accepts the credit card, a [Request for Approval to Purchase](#) form must be completed and forwarded to the Finance Team. This enables Finance to issue a purchase order that details the Office's Terms and Conditions to the supplier.

Items of value \$2,001 to \$5,000:

13. A Minimum of three (3) verbal quotes should be sought. The quotes should be documented. A [Request for Approval to Purchase](#) form must be completed and forwarded to the Finance Team. This enables Finance to issue a purchase order that details the Office's Terms and Conditions to the supplier.

Items of value \$5,001 to \$25,000:

14. Written quotes are required for purchases in this price range. To gain a written quote the purchasing officer should issue a written request. Depending on the value and complexity of the purchase the written request may be an email or it may be a Request for Tender.
15. A number of purchases in this price range will result in the Office entering into a formal contract with the supplier. Where this is the case, officials must familiarise themselves with Commonwealth policy on [contract management](#) and consult the Corporate Manager for advice on the most appropriate methodology to effect the procurement through open and effective competition and to ensure the Office's interests are protected.
16. A mini, or short form contract will usually suffice (refer to undertaking a tender process).
17. Officers must familiarise themselves with the Commonwealth policy on [contract management](#) and consult the Corporate Manager for advice on the most appropriate methodology to effect the procurement through open and effective competition and to ensure the Office's interests are protected
18. When the contract is signed a [Request for Approval to Purchase](#) form is to be raised and sent to the Finance Team for them to raise the Purchase Order. This allows the commitment to be recorded and ensure all purchases over \$10,000 are recorded on AusTender and in the Office's Annual report.

Items of value \$25,000 to \$79,999:

19. A Request for Quote is to be issued. These requests can be either select requests or invitations to the open market.
20. A short form or long form contract is to be completed (refer to undertaking a tender process). All contracts are to be recorded on the contract register. The contract register is maintained by the Finance Manager.
21. Officers must familiarise themselves with the Commonwealth policy on [contract management](#) and consult the Corporate Manager for advice on the most appropriate methodology to effect the procurement through open and effective competition and to ensure the Office's interests are protected.
22. When the contract is signed a [Request for Approval to Purchase](#) form is to be raised and sent to the Finance Team for them to raise the Purchase Order. This allows the commitment to be recorded and ensure all purchases over \$10,000 are recorded on AusTender and in the Office's Annual report.

Items of value  $\geq$  \$80,000:

23. The mandatory Procurement processes contained in the Commonwealth Procurement Guidelines are to be followed.
24. An Expression of Interests (EOI) may be used here to assist with selecting the preferred suppliers.
25. A short form or long form contract is to be completed (refer to undertaking a tender process). All contracts are to be recorded on the contract register. The contract register is maintained by the Finance Manager.

26. Contracts over \$100,000 are to be reported according to Senate Order 192. Officers must familiarise themselves with the reporting and contract confidentiality requirements of the Senate Order. Office guidance is provided at “*Item EE: Your Confidential Information*” of the [Long Service Contract Instructions](#). Further guidance can also be found on the [Department of Finance and Administration website](#) on the “*Listing of Contract Details on the Internet*”.
27. Officers must familiarise themselves with the Commonwealth policy on [contract management](#) and consult the Corporate Manager for advice on the most appropriate methodology to effect the procurement through open and effective competition and to ensure the Office’s interests are protected.
28. When the contract is signed a [Request for Approval to Purchase](#) form is to be raised and sent to the Finance Team for them to raise the Purchase Order. This allows the commitment to be recorded and ensure all purchases over \$10,000 are recorded on AusTender and in the Office’s Annual report.

### **Construction purchases**

#### **Items of value ≤\$5,000:**

29. Where the total price of the good or services does not exceed \$5,000, a single written quote is required.
30. The quote is to be obtained on the Office’s Request for Minor Works Quotation form. This form contains the Office’s terms and conditions.
31. A [Request for Approval to Purchase](#) form must be completed and forwarded to the Finance Team for accounting purposes.

#### **Items of value \$5,001 to \$79,999:**

32. Three written quotes are required for purchases in this price range. For work not requiring a contract, the quotes are to be sought using the [Office’s Request for Minor Works Quotation Form](#).
33. For more complex work, one of the following Australian standards is to be used. The terms and conditions of the appropriate contract is to be referred to, however, the relevant draft annexure is to be included in the documentation sent to potential suppliers. The quotes can be sought via a Select Tender or Open Tender process.
  - AS 4000 – 1997 General conditions of contract
  - AS 4905-2002 Minor works contract conditions (Superintendent administered). Works being managed by a third party.
  - AS 4906 -2002 Minor works contract conditions (Principal administered). Works being managed by the Office.
  - AS 4122 – 2000 General conditions of contract for engaging consultants (engineering)
34. Officers must familiarise themselves with the Commonwealth policy on [contract management](#) and consult the Corporate Manager for advice on the most appropriate methodology to effect the procurement through open and effective competition and to ensure the Office’s interests are protected.
35. When the contract is signed a [Request for Approval to Purchase](#) form is to be raised and sent to the Finance Team for them to raise the Purchase Order. This allows the commitment to be recorded and ensure all purchases over \$10,000 are recorded on AusTender and in the Office’s Annual report.

#### **Items of value ≥ \$80,000:**

36. The mandatory Procurement processes contained in the Commonwealth Procurement Guidelines are to be followed.

37. AS 4000 -1997 is to be referred to, however, the relevant draft annexure is to be included in the documentation sent to potential suppliers. The quotes can be sought via an Expression of Interest or Open Tender process.
38. Officers must familiarise themselves with the Commonwealth policy on [contract management](#) and consult the Corporate Manager for advice on the most appropriate methodology to effect the procurement through open and effective competition and to ensure the Office's interests are protected.
39. Contracts over \$100,000 are to be reported according to Senate Order 192. Officers must familiarise themselves with the reporting and contract confidentiality requirements of the Senate Order. Office guidance is provided at "Item EE: Your Confidential Information" of the [Long Service Contract Instructions](#). Further guidance can also be found on the [Department of Finance and Administration website](#) on the "Listing of Contract Details on the Internet".
40. When the contract is signed a [Request for Approval to Purchase](#) form is to be raised and sent to the Finance Team for them to raise the Purchase Order. This allows the commitment to be recorded and ensure all purchases over \$10,000 are recorded on AusTender and in the Office's Annual report.

#### **Step 4: Undertaking a Tender Process**

41. All new tender are to be registered and issued with a number. The Finance Section will co-ordinate the management of the tender\contract register.
42. A Tender Evaluation Team will need to be formed in most cases. Members of the team are to complete a [Tender Evaluation Protocol](#).
43. A [Conflict of Interest Form](#) may need to be completed by the Evaluation team members if at the start of the tender a member may have a potential conflict, or a conflict is perceived once the tenders are opened.
44. Refer to the [Commonwealth Procurement Guidelines](#) for assistance and legislated requirements.
45. All open tenders and open EOIs are to be published on AusTender.
46. The Office has a number of templates which will assist in the progressing of tenders and EOIs.
  - [Request for Tender](#). The template can be used for Request for Quotes and Expression of Interests
  - [Short form \(simple contracts\) and Long form contracts \(complex/sensitive contracts\)](#)
  - AS 4000 – 1997: General Conditions of Contract
  - AS 4905 - 2002 Minor works contract conditions (Superintendent administered)
  - AS 4906 - 2002 Minor works contract conditions (Principal administered)
  - AS 4122 – 2000 General conditions of contract for engaging of consultants (engineering)
47. Once the Evaluation team has completed their analysis and decided on a preferred supplier(s) a [Evaluation Form](#) is to be completed. The teams deliberations should be kept on file.
48. When the appropriate Reg 9 delegate has approved the evaluation Report, a [Successful Letter](#) is to be sent to the preferred supplier(s). The letter is to invite the suppliers to negotiate the issues raised in the suppliers responses to the RFT and draft contract, or invite them to sign the attached contract.
49. The Contract is to be issued with a number prior to it being signed. The Finance section will issue all contract numbers.



50. Once the contract has been signed a [Unsuccessful Letter](#) is to be sent to the unsuccessful tenderers.

#### **Step 5: Certifying ‘Goods and services received’**

51. When an invoice has been received it is forwarded to the employee who initiated the request to certify the ordered goods or services have been received. It is not necessary for the ‘Goods and Services Received’ stamp to be used, provided the invoice is clearly marked that the ‘goods and services’ have been received.
52. The employee signing for goods and services received is also responsible for checking that the prices of the items on the invoice agree with the contract price or as agreed with the supplier when the goods or services were ordered.
53. If the price charged is higher than that originally approved by the delegate, [a Request for approval of additional funds](#) form must be forwarded to the original delegate for approval.
54. When certifying ‘Goods and services received’, the employee who initiated the purchase must check that the invoice is a ‘Tax Invoice for GST purposes’, record on the invoice the Purchase Order number, the GST Code and the General Ledger Code and either arrange payment using an Office Credit Card or forward it to Finance for payment.
55. The employee who initiated the purchase is responsible for keeping adequate records of all correspondence and conversations associated with establishing the vendor, the price of the goods and services and the approval to purchase as they may be required to justify the selection method for audit purposes.

#### **Step 6: Forwarding accounts to Finance for payment**

##### **If no Purchase Order was raised**

56. Attach a copy of the completed [Request for Approval to Purchase](#) form or other record of prior approval, certify ‘Goods and services received’ and forward to Finance.

##### **If a Purchase Order was raised**

57. For both ordinary Purchase Orders and Standing Orders, record the Purchase Order number and charge code on the invoice and forward to Finance. If this is the final invoice for a Standing Order, stamp or write on it ‘ORDER COMPLETE’. If it is not the final payment endorse the invoice ‘PARTIAL PAYMENT’.

##### **Responsibilities**

58. All staff — Identifying the need for a purchase, selecting a supplier and the price to be paid, obtaining a delegate’s approval, placing the order, certifying goods received, maintaining appropriate records to support decisions and actions taken.
59. Financial delegates — Approving requests to purchase goods and services provided they meet the requirements of FMA Regulation 9, i.e. that proposed expenditure is in accordance with the policies of the Commonwealth and will make efficient and effective use of public money.
60. Finance Team — raising orders in ACCPAC, matching invoices to orders and making payments.

## **CHAPTER 2 - OH&S PURCHASING GUIDELINES**

### **Introduction**

The Office is committed to providing a safe and healthy workplace for all staff, visitors, and contractors. To meet this commitment the Office shall endeavour to control any risk to workplace health and safety by identifying potential hazards, assessing the risk of the hazard and implementing corrective measures which aim to control hazards at their source. (refer to OH&S Risk Management Guidelines)

The Office requires the identification of hazards and assessments of potential health and safety risks, and the implementation of appropriate controls, prior to any purchase (or hire) of equipment, materials or substances.

Giving consideration to OH&S issues reduces the possibility of injury and illness resulting from equipment failure, defective products or hazardous materials. The suitability of plant and equipment, training of staff, site-specific hazards, and legislative requirements also need to be considered.

### **Legal Responsibility**

The Office is required to do all that is reasonably practicable to protect the health and safety of employees. The *Occupational Health and Safety (Commonwealth Employees) Act 1991* specifically provides that an employer has a duty of care to its employees, in relation to matters over which the employer has control or would in the circumstances usually be expected to have had control.

Procurement specifications for any goods including items of plant, equipment and chemical substances must include the requirement to comply with health and safety legislation and relevant standards.

### **Review of Guidelines**

These guidelines and their implementation will be the subject of ongoing regular review, at the initiation of change and following related medium to high potential incidents. The appropriate mechanisms for review are the Workplace Consultative Committee, OH&S Committees and relevant sections.

## **Responsibilities**

### **Human Resources Section**

The Human Resources Section is responsible for maintenance of the Occupational Health and Safety guidelines and ensuring that they are relevant to legislative requirements.

### **Branch Managers and Supervisors**

All Managers and Supervisors have a responsibility to:

- Provide a safe workplace and safe working procedures in the area under their control
- Implement guidelines within their workplace (under their control) and ensure risk identification and assessment to ensure compliance with relevant standards and regulations. (also see section – OH&S considerations in procurement)
- Facilitate staff consultation and participation
- Identify staff training needs and arrange for the delivery of appropriate training (The OH&S Co-ordinator and HR Section are available for advice on training)
- Ensure that the level of inspection required within their area of responsibility is suitable to the function performed and the type of goods utilised

### **Employees**

All employees are responsible for:

- Taking all reasonably practicable steps to avoid creating or increasing a risk to themselves or others
- Actively participating in the risk assessment process
- Actively participating in OH&S training and awareness programs
- Co-operating with management and other employees in the application of these guidelines
- Notifying supervisors and/or OH&S representatives and/or OH&S Co-ordinator of all potential and known hazards including any prior injury or symptoms

### **Procurement Officers**

The Corporate area provides an advisory role with regard to the procurement process within Office. It is the Branch areas responsibility to procure goods/services for the workplace. Branch area supervisors must liaise closely with their staff to identify goods, which may have the potential to cause injury or illness to people in the workplace.

## **OH&S Considerations in Procurement**

### **Procurement Requirements**

- Prior to selection of materials and equipment for purchase, consideration must be given to the Health, Safety & Environment (HS&E) implications from pre-purchase to final disposal
- Potential HS&E hazards associated with the goods, and the means for controlling them must be assessed
- The procurement specification must include specific requirements for the reduction, control, and where possible, elimination of hazards and include reference to all the relevant Standards as applicable
- Suppliers of equipment and materials will be required to provide documentation related to the HS&E hazards the goods may present and the means for controlling them. Where appropriate, this shall include the supply of a Material Safety Data Sheet (MSDS). This information should be provided to employees, customers and end users
- Documentation provided by the supplier shall be kept by the requesting section and if the equipment is modified, updated accordingly

### **Technical considerations**

The requesting area prior to any decision to purchase goods should examine technical data and other information relevant to health and safety. This can include:

- Reviewing the MSDS prior to purchase of substances
- Assessing relevant health, safety and related information such as noise emissions, guarding, technical data sheets, OH&S licensing or maintenance requirements
- Identify potential health and safety risks prior to procurement goods (more information on technical matters can be found at **Appendix B**)

### **Responsibilities in Procurement**

The program area must have regard for OH&S requirements and make reference to these in relevant documentation going to the Delegate approving the procurement of equipment and/or services that may have the potential to cause injury or illness to people in the workplace.

Section 18 and 19 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991* requires that no plant, equipment or substances may be procured for use by employees in the workplace unless all relevant information required by the Act is supplied. The information in connection with the safe use of the plant or substance must be supplied by the manufacturer and/or supplier of the plant or substance at, or prior to the time of procurement.

### **Tender documents**

These Procurement Guidelines and the Procurement Checklist (**Appendix A**) must be used to identify OH&S issues that may need to be addressed in the specification and requirements as appropriate to the circumstances.

Pro-active risk management practices can be applied to the procurement function by ensuring that your specifications within the tender documents and contracts include specifications and requirements appropriate to the circumstances to ensure the:

- Selection of suitably qualified contractors;
- OH&S performance standards are met, that is legislation and regulations; and
- Monitoring and supervision of OH&S performance arrangements

## APPENDIX A

### Health and Safety Procurement - Checklist

The Branch officer responsible for procurement should complete this checklist and then forward it to the Delegate approving the procurement.

This checklist highlights OH&S issues that may need to be considered prior to the procurement of substances, goods / services.

For any OH&S factors identified as relevant to the intended purchase, a person needs to be nominated to ensure the issues are addressed within a designated timeframe.

OH&S Assessment	Yes	No	
Has an OH&S Risk Assessment been performed on this item before?			
Will this purchase introduce hazards not already identified, assessed and controlled?			
Australian Standards requirements? (quote Australian Standard number)			
Pre Purchase OH&S Considerations Do the following apply?	(Yes–No–n/a)	Verify after Purchase	Who?
Endorsed Supplier Arrangement?			
Electrical Safety legislation/policy?			
Dangerous Goods Legislation?			
Hazardous Substance legislation/policy?			
Radiation policy and legislation (ARPANSA)?			
Plant Safety Legislation?			
Registration of plant and equipment required?			
Operator license, permit, certificate of competency (contractors)?			
Guarding, emergency stops safety devices (Facilities)?			
Hearing conservation/noise legislation and policy?			
Manual handling and OOS? Legislation /policy?			
Ergonomic considerations?			
Workplace layout, access and storage?			
Safety signage?			
Instruction manuals, operating procedures for use?			
Training for those who will install, use or maintain?			
Specific OH&S Considerations	(Yes–No–n/a)	Verify after Purchase	Who?
Revision of Dangerous Goods list?			
Revision of Hazardous Substances Register?			
Poisons permit required?			
Labeling and packaging (size/weight/type)?			
Compatible chemical/gas storage?			
MSDS provided and accessible?			
Workplace monitoring for: radiation, dust, fumes/vapours/mists, noise, heat/cold, vibration, lighting			
Specialised first aid equipment or training?			
Special spill/clean up equipment or procedures?			
Special fire protection/emergency requirements?			
Other Relevant HSE Requirements			

## Risk Assessment Table

Use this table to determine the appropriate RISK score for the identified hazard/risk

### LIKELIHOOD

		Very likely	Likely	Unlikely	Highly Unlikely
CONSEQUENCES	Fatality	HIGH RISK	HIGH RISK	HIGH RISK	MEDIUM RISK
	Major Injuries	HIGH RISK	HIGH RISK	MEDIUM RISK	MEDIUM RISK
	Minor Injuries	HIGH RISK	MEDIUM RISK	MEDIUM RISK	LOW RISK
	Negligible Injuries	MEDIUM RISK	MEDIUM RISK	LOW RISK	LOW RISK

The Hierarchy of Control measures is:

- Eliminate the Hazard
- Change equipment or materials
- Change work methods
- Use Personal Protective Equipment

## **APPENDIX B**

### **Hazardous Substances and Material Safety Data Sheets (MSDS)**

Wherever possible, evaluate if an alternative, non-hazardous (or less hazardous) substance can be used for the intended purpose of the new hazardous substance.

The least hazardous substance must be selected based on the following criteria:

- Health & Safety effects
- Possible environmental effects
- Opportunity for re-use, recycling and disposal of containers

Notes:

- By law the MSDS must be sent by the supplier with the first delivery of a hazardous substance and at any other time required.
- Check the MSDS prior to procurement. Review the risks associated with use and whether appropriate controls to minimise the potential for adverse effects on the health and safety of people or the environment can be put in place. Can the substance be substituted with a less hazardous one?
- Add substances to the hazardous substance register after procurement.
- Add MSDS to the MSDS file in the location where the substances are used. Staff must read the MSDS prior to use of the substance.
- Review in conjunction with your Manager / Supervisor if there are adequate, safe storage facilities available prior to purchase.
- Check if the use of this substance requires any special training. (Information can be sought from Comcare, National Occupational Health and Safety Commission, Manufacturer and/or supplier)
- Are all appropriate personal protective equipment (PPE) and clothing available?
- All staff that can come in contact with the hazardous substances must be made aware of all hazards involved with the substance. The outcome of the issue identification, risk assessment and control measures instituted must be communicated to the staff that may be exposed.
- Your Manager / Supervisor will be responsible for the review of spill control facilities to confirm that their spill kits are appropriate for the substances being used in buildings and grounds.

### **Labelling**

When substances arrive at the work location, check the label identifies:

- The substance and strength
- Safety risk phrases
- Dangerous Goods packaging group
- Storage and handling requirements
- Emergency advice

### **Receiving Hazardous Substances**

The person accepting the delivery should ensure that:

- The product is the correct substance as ordered and packaging is free from contamination.
- Deliveries of substances are labelled in accordance with the Dangerous Goods Act, and any damaged packages are returned to the supplier.

- They understand how to respond to emergency incidents that might occur in loading and unloading hazardous substances.
- All equipment required, including personal protection equipment, is available and used.
- The supplier, deliverer and receiver sign acceptance documents.

## **Goods Inspection Procedure**

Non-conforming Product.

Where goods or materials are identified on delivery as not meeting the specified requirements, it is the Managers/ Supervisors responsibility to resolve the issue in accordance with the Office's policy on best business practices. Any goods / materials that are identified as a "HAZARD" must be reported to the OH&S Co-ordinator / Corporate Manager and appropriate action taken.

Such items should be segregated from other supplies to prevent risk.

## **Training**

All staff that may be exposed to a hazardous substance must be trained in at least the following for each material:

- Hazard recognition
- Handling
- Limits of exposure
- Storage
- Disposal
- Emergency response
- Personal Protective Equipment (PPE) to be used
- First aid treatment for exposure
- Records of training shall be kept

## **Quantities Purchased**

The following should be considered when determining quantities to be purchased.

- Purchase minimal quantities as excess may breach or require a Dangerous Goods licence for dangerous/hazardous substances.
- Attention must be given to maximum quantities being stored and potential licence requirements.
- Check flammability rating and capacity for safe storage in storage cabinets and chemical stores. AS 1940, AS 2243.10, AS 4332, AS 2982.
- Check there is appropriate fire fighting equipment.

## **Equipment**

Consider the following points when procuring equipment, goods / services or substances. It is advisable to consult with your Manager / Supervisor to ensure the appropriate equipment and safety standards are being met.

### **Equipment / Machinery / Plant**

- New equipment purchased must meet current standards for plant safety. See the Occupational Health and Safety (Commonwealth Employment) (National Standards) Regulations 1994 Part 4 Plant and the National Standard for Plant [NOH&SC:1010(1994)]
- Electrical hardware and components should be selected so they may be appropriately isolated and locked out, as required.



- Ensure equipment purchased has all isolators, fuses, switches, emergency stops, indicators, guards and electrical components clearly identified. Check the marking identifies the function of these parts and which component or devices they control.
- Check that equipment/machine/plant guarding is present and complies with relevant standards.
- Conduct a risk assessment of the area where it is proposed to introduce new equipment / plant / machinery. This review should consider factors such as whether there is an increased fire risk due to the presence of flammable gases, liquids, powders or dust; whether an ignition source is being introduced; whether new plant will increase noise levels; whether there is enough space in the work area; whether working on this plant or performing maintenance will increase manual handling risks etc
- New equipment should be added to the register of plant items and details of inspection dates, maintenance schedules, expiry dates of registration certificates and other relevant information should be entered into relevant documents.
- The safety instructions or operating procedures for the equipment/machinery/plant should be reviewed and modified to suit the workplace if required
- If the equipment will require moving, ensure manual handling procedures and manual handling devices are available
- Assess operator posture when using equipment and review procedures to prevent manual handling and overuse injuries
- 

### **Electrical**

Manager Property and Services or the Caretaker should be consulted prior to procuring any electrical equipment other than IT.

- Any electrical installations must comply with AS 3000, Part 1, and be performed by a qualified licensed electrician.
- Ensure all electrical equipment is tested and tagged periodically (please notify either Manager Property and Services or the Caretaker for inspection frequencies).

### **Furniture**

OH&S advice should be sought to ensure that the furniture is ergonomic and meets the Australian Standards. The contact officer is the Purchasing Officer in Finance.

## PROCUREMENT CHECKLIST

In the table below is a tick guide to assist you through the processes.  
Each stage of each action should be signed off.

	Action by program area	Finance Guidance	Delegate(s) Approve / Review
	Business case approved (FMA Reg 9 delegate)		
	RFT \Draft Contract developed		
	Manager approves RFT and Draft contract		
	Tender No. (register on spreadsheet)		
	FMA Reg 10 requirement determined		
	Tender evaluation team formed		
	Tender protocol signed		
	Conflict of Interest declared		
	Tender issued		
	List contacts of parties who have requested Tenders		
	Issue addendums and general queries to all interested parties as required		
	Tender close – Collect promptly at 2pm		
	– Register tenders		
	– Lock away late tenders		
	Are there any Conflicts of Interest as a result of opening the Tenders?		
	Evaluation Panel determines preferred Supplier(s)		
	FMA Reg 9 delegate approves preferred supplier(s)		
	Successful letter(s) issued		
	Reg 10 paper work completed		
	Contract negotiations commence\completed		
	Contract No. (Register on spreadsheet)		
	Sign Contract (FMA Reg 13 delegate)		
	Unsuccessful letter(s) (include late tenderers)		
	Purchase Order raised		
	Contract management in place		
	Details published on AusTender		
	Details included in Senate Order listing		
	Reg 10 details advised to Finance		

Finance can assist\advise on these matters.

**The responsibility of the Tender Evaluation Team.**

**Date and Initial when action completed**