

QUESTION TAKEN ON NOTICE

SUPPLEMENTARY BUDGET ESTIMATES: November 2004

IMMIGRATION AND MULTICULTURAL AND INDIGENOUS AFFAIRS PORTFOLIO

(1) Output: Internal Product

Senator Murray asked:

When did the Department last update its procurement policy documentation?

Answer:

The Department's procurement policy documentation was most recently amended on 17 December 2004 to take into account the introduction of the new Commonwealth Procurement Guidelines.

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(2) Output: Internal Product

Senator Murray asked:

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

Answer:

The Department has a specific section dedicated to supporting business areas involved in procurement and contracting. This section works closely with the Department of Finance and Administration to ensure that the Department's procurement guidelines reflect current policy. Officers from the section attend the Commonwealth Procurement Forums and are members of the Government Procurement Reference Group and the Procurement Processes Working Group.

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(3) Output: Internal Product

Senator Murray asked:

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

- The Senate Order for Departmental and Agency Contracts
- The Department of Finance and Administration's February 2003 Guidance on Confidentiality of Contractor's Commercial Information; and
- The Commonwealth Procurement Guidelines (CPGs)?

Answer:

Yes.

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(4) Output: Internal Product

Senator Murray asked:

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

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

Answer:

Yes. In relation to the Confidentiality of Contractor's Commercial Information, the Department's tender documentation reflects the intent rather than the exact wording of the model contract clauses.

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(5) Output: Internal Product

Senator Murray asked:

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

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

Answer:

The Department offers a Certificate IV in Government (Procurement and Contracting) to staff involved in procurement and contract management. Regular seminars and information sessions on specific procurement or contracting topics are also available to staff.

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(6) Output: Internal Product

Senator Murray asked:

Does this training cover the requirements of the Senate Order for Departmental and Agency Contracts and refer to DOFA's February 2003 Guidance on Confidentiality of Contractor's Commercial Information?

Answer:

Yes.