



## **Parliamentary Business Resources (Commonwealth Parliament Offices) Amending Determination 2020**

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I, Simon Birmingham, Minister for Finance, make this determination under subsection 33(1) of the *Parliamentary Business Resources Act 2017*.

Dated 10 December 2020

Simon Birmingham  
Minister for Finance

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## **1 Name**

This determination is the *Parliamentary Business Resources (Commonwealth Parliament Offices) Amending Determination 2020*.

## **2 Commencement**

This determination commences on the day after it is signed.

## **3 Authority**

This determination is made under subsection 33(1) of the *Parliamentary Business Resources Act 2017*.

## **4 Schedule**

Each instrument that is specified in a Schedule to this instrument is amended or repealed as set out in the applicable items in the Schedule concerned, and any other item in a Schedule to this instrument has effect according to its terms.

## Schedule 1—Amendments

### *Parliamentary Business Resources (Commonwealth Parliament Offices) Determination (No. 1) 2019*

#### 1 Section 12

Repeal section, substitute

#### 12 Provision of office resources at CPOs

- (1) Subject to subsection (2), for a member who is provided with an office in a CPO, the Commonwealth must provide the following resources within that office, or as common facilities at the CPO:
  - (a) a conference room;
  - (b) a media or press conference room;
  - (c) a telepresence room;
  - (d) a utilities room;
  - (e) a kitchen or tea room;
  - (f) a bathroom.

Note: An en suite bathroom will be provided in a permanent office in a CPO, where possible.

- (2) The Commonwealth may meet its obligations under subsection (1) by providing one or more of the listed resources as a multi-use room.
- (3) In a CPO located in Sydney, Melbourne or Brisbane, for a Minister who is provided with an office prescribed by subsection 73(1) of the Regulations in that CPO, the Commonwealth must provide a Cabinet meeting room as a common facility.

#### *Telecommunications and Postage*

- (4) For the members specified in subsection (5), the following resources are to be provided in relation to the office provided under this determination:
  - (a) telephone connection, call costs and costs associated with managing call services;
  - (b) for a member at paragraph 12(5)(a), and at the request of the member at paragraph 12(5)(b), office phone directory listing in a publicly available telephone directory—online, mobile and print editions;
  - (c) at the request of the member, a facsimile line and transmission costs.
- (5) The members are:
  - (a) a member who is provided with an office under section 6 of this determination (including where paragraph 7(2)(a) or 8(2)(a) also applies),  
or

- (b) a senior office holder who is a member of the Opposition or the leader of a minority party who is provided with an office under section 8 of this determination.
- (6) At the request of a member representing an electorate which contains multiple call charge areas, the member is to be provided with one low call cost mobile-enabled number for an office provided under section 6 of this determination (including where paragraph 7(2)(a) or 8(2)(a) also applies).
- (7) In relation to mail for a member who is provided with a permanent office at a CPO, the Commonwealth is to provide, as a common facility, mail reception and security screening.

#### *Security and General Services*

- (8) For each member who is provided with an office in a CPO, the Commonwealth must provide, at the CPO, the following:
  - (a) cleaning services;
  - (b) waste collection and disposal services;
  - (c) pest control services;
  - (d) security services and related security infrastructure;
  - (e) facilities management services; and
  - (f) administrative support services.
- (9) The security infrastructure in paragraph 12(8)(d) shall include the following resources, installed at the CPO:
  - (a) a centralised secure reception counter;
  - (b) a standard CCTV monitoring system; and
  - (c) duress alarm buttons in each office within the CPO.
- (10) For a member who is provided with an office at a CPO in Melbourne or Sydney the Commonwealth is to provide laundering of relevant resources provided under this determination.

#### *Utilities, Insurance and Training*

- (11) Electricity connection and consumption charges are to be paid in relation to an office, including common facilities, provided to a member under this determination.
- (12) Contents insurance is to be provided for the office resources which are provided for a member under this determination.

Note: Members and their staff are personally responsible for insuring their personal effects.

- (13) For a member who is provided with public resources under this determination, the Commonwealth is to provide to the member and relevant staff working in the member's office with training in relation to the use of the provided resources, on request.

### *Consumables*

- (14) A member who is provided with a temporary office in a CPO is to be provided with:
- (a) reasonable stationery for the conduct of the member's parliamentary business at the temporary office,
  - (b) basic hospitality refreshments.
- (15) For the purposes of paragraph 12(14)(b), **basic hospitality refreshments** may include tea, coffee, milk, sugar, biscuits and disposable cups.
- (16) For a member who is provided with an office under this determination, the Commonwealth must provide the following resources within that office, or as common facilities at the CPO:
- (a) basic hygiene supplies;
  - (b) personal protective equipment;
  - (c) dishwashing and basic cleaning supplies.
- (17) For the purposes of paragraph 12(16)(a), **basic hygiene supplies** may include toilet paper, soap, paper towels, hand sanitiser and tissues.

### *Relocation expenses*

- (18) The following resources are to be provided on request to a member who, after the commencement of this section, is to be provided with a permanent office under this determination:
- (a) office telephone number and mail redirection services for up to three months;
  - (b) reasonable resources, such as moving boxes and tape, for the relocation of resources provided to the member under the Act;
  - (c) removalist services for resources provided to the member under the Act to the member's permanent office in the CPO.
- (19) For a member who, after the commencement of this section, is provided with an electorate office under this determination, the Commonwealth is to publish a black and white newspaper advertisement of the location of the new office.

### *First Aid, Emergency and Fire Safety*

- (20) For a member who is provided with an office in a CPO, the Commonwealth must ensure access to:
- (a) first aid equipment
  - (b) emergency and fire safety resources.
- (21) For the purposes of paragraph 12(20)(a), **first aid equipment** may include a first aid kit, a defibrillator, and other first aid equipment or resources which are required in the circumstances.

- (22) For the purposes of paragraph 12(20)(b), ***emergency and fire safety resources*** may include hard hats, high visibility safety vests, a fire extinguisher, a fire blanket, and other emergency and fire safety equipment or resources which are required in the circumstances.

## 2 Section 13

Repeal section, substitute

### 13 Provision of existing resources for offices

- (1) For an office provided to a member under sections 6, 7, 8 or 9 of this determination, the Commonwealth must provide to the member, as public resources prescribed by subsection 74(1) of the Regulations, the goods, services, premises, equipment and other facilities that were provided in the CPO (in connection with the office) immediately before the commencement of this determination.
- (2) Where, after the commencement of this section:
- (a) a member (the ***new occupant***) is provided with a permanent office in a CPO under this determination; and
  - (b) prior to being provided to the new occupant, the office was provided to another person (the ***former occupant***) as a permanent office (whether under this determination or another determination under subsection 33(1) or under section 16 of the Act)
- the Commonwealth must provide to the new occupant as public resources prescribed by subsection 74(1) of the Regulations, the goods, services, premises, equipment and other facilities that were provided to the former occupant (in connection with the office) immediately before the former occupant ceased to be provided with the office.
- (3) Subject to subsection (4), for the resources provided to a member under section 12 of this determination, the Commonwealth must provide the goods, services, premises, equipment and other facilities that were provided in the CPO immediately before the commencement of this determination to the member.
- (4) Subsection (3) does not apply to resources provided for under another appropriation.
- (5) This section applies to public resources that are not otherwise dealt with in this determination.