

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Additional Estimates 2015 - 2016**

Outcome: Agency: AIATSIS

Department of Education and Training Question No. SQ16-000655

Senator Ludwig, Joe provided in writing

AIATSIS: merchandise or promotional material

Question

Since the change of Prime Minister on 14 September, 2015:

1. Has the department purchased any merchandise or promotional material?
2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested these material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

Answer

The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) has provided the following response.

1. Yes
2.
 - Walpiri Market Day - December 2015 – A3 Posters (150) and Postcards (1000)
 - Weaving Culture Market - March 2016 – A3 Posters (130) and Postcards (1000)
 - 'Firsts' Foyer Exhibition - December 2015 - Postcards (20000)
 - International Women's Day 2016 – March 2016 – A1 Posters (1000)
3.
 - Walpiri Market Day - December 2015 - \$1210
 - Weaving Culture Market - March 2016 – 1210
 - First Footprints Foyer Exhibition - December 2015 - \$2162
 - International Women's Day 2016 – March 2016 - \$924
4.
 - Walpiri Market Day: A3 Posters (150), Postcards (1000)
 - Weaving Culture Market : A3 Posters (130), Postcards (1000)
 - 'Firsts' Foyer Exhibition: Postcards (20000)
 - International Women's Day 2016: A1 Posters (1000)
5. Communications and Engagement program area
6. The AIATSIS Executive Board endorsed overall approaches and Deputy Principal and Communications and Engagement Director approved and authorised creation.
- 7.



AIATSIS

AUSTRALIAN INSTITUTE OF ABORIGINAL
AND TORRES STRAIT ISLANDER STUDIES

PURCHASE ORDER REQUEST

Description of goods / services required

Advertising space for Warlpiri Art Market Day in the Canberra Times.

Quotes received: If the purchase is estimated to cost between \$1,000 and \$5,000, excluding GST, at least one verbal quote is required. If the purchase is estimated to cost between \$5,000 and \$10,000 GST-exclusive, two verbal quotes are required. These requirements do not apply where there are fewer suppliers available than the required number of quotes, or for the purchase of utilities, i.e. gas, water, etc.

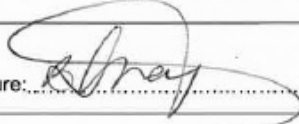
Supplier	Cost	Selected?
Fairfax Media	2640.1	Yes

Reason for selecting supplier?

Only option to reach large Canberra based audience.

Purchase requested by:

Name:.....Bryce Gray.....

Signature: 

Purchase approved:

This purchase complies with requirements of the Procurement Guidelines. Uncommitted funds are available within the current budget for this program. Purchase should be charged to:

Program code: 10 Expense code: 1721 Cost centre code: 103

Delegate's name: MARIE FERRIS

Signature: 

For payment by corporate credit card:

Name on card:..... Card number:

Card expiry date:..... Cardholder's signature:.....

FMIS Purchase order number (orders over \$1,000)



AIATSIS

AUSTRALIAN INSTITUTE OF ABORIGINAL
AND TORRES STRAIT ISLANDER STUDIES

PURCHASE ORDER REQUEST

Description of goods / services required

Advertisement for upcoming weavers art market.

Quotes received: If the purchase is estimated to cost between \$1,000 and \$5,000, excluding GST, at least one verbal quote is required. If the purchase is estimated to cost between \$5,000 and \$10,000 GST-exclusive, two verbal quotes are required. These requirements do not apply where there are fewer suppliers available than the required number of quotes, or for the purchase of utilities, i.e. gas, water, etc.

Supplier	Cost	Selected?
Canberra Weekly	\$970 ex GST	Yes

Reason for selecting supplier?

The CW provides the best reach for the desired audience for the art market campaign.

Purchase requested by:

Name:.....Bryce Gray.....

Signature:.....

Purchase approved:

This purchase complies with requirements of the Procurement Guidelines. Uncommitted funds are available within the current budget for this program. Purchase should be charged to:

Program code:10..... Expense code: ...1721..... Cost centre code: ...103.....

Delegate's name:...Marie Ferris...

Signature:.....

For payment by corporate credit card:

Name on card:..... Card number: _____

Card expiry date:.....

Cardholder's signature:.....

FMIS Purchase order number (orders over \$1,000)

Please attach QUOTATIONS and this PURCHASE ORDER REQUEST form to FMIS Purchase Order.



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Supplier	Cost	Selected?
Spy in Canberra	\$610	Yes

Reason for selecting supplier?

Spy are the only available supplier of advertising distribution services in Canberra.

Purchase requested by:

Name:.....Bryce Gray.....

Signature: 

Purchase approved:

This purchase complies with requirements of the Procurement Guidelines. Uncommitted funds are available within the current budget for this program. Purchase should be charged to:

Program code:10..... Expense code: ...1721..... Cost centre code: ...103.....

Delegate's name:...Marie Ferris...

Signature: 

For payment by corporate credit card:

Name on card:..... Card number: _____

Card expiry date:..... Cardholder's signature:.....

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Supplier	Cost	Selected?
Impress	1100	Yes

Reason for selecting supplier?

Impress supplied the cheapest quote.

Purchase requested by:

Name:.....Bryce Gray.....

Signature: 

Purchase approved:

This purchase complies with requirements of the Procurement Guidelines. Uncommitted funds are available within the current budget for this program. Purchase should be charged to:

Program code:10..... Expense code: ...1721..... Cost centre code: ...103.....

Delegate's name:...Marie Ferris...

Signature: 

For payment by corporate credit card:

Name on card:..... Card number: _____ - _____ - _____ - _____

Card expiry date:..... Cardholder's signature:.....

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8. N/A
9. Designed and produced in-house and with Indigenous creative agency Gilimbaa Pty Ltd
10. The agency has an existing relationship with Gilimbaa who consistently produce high quality design services and were selected from Supply Nation's panel.
11. N/A