

Question: 61**Topic: Merchandise or promotional material****Written: 22 February 2016****Senator LUDWIG asked:**

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 materials 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:

1. – 7. and 9 – 11. The department has procured the following items at a total cost of \$13,083.

- Resources catalogue for the promotion of the Parliamentary Education Office (PEO) and the PEO website. Resources catalogues are provided to schools and members and senators.
- Promotional flyers, booklets and materials for public events, including Parliament House Open Day and the Harry Evans Lecture.
- Promotional pens (displaying website addresses) for distribution at both PEO education sessions and Procedure Office seminars.

Product	Quantity	Cost	Suggested and Approved by *	Creator	Supplier
Resources catalogue for Parliamentary Education Office	15,000	\$1,679	Parliamentary Education Office	Internal	Flanergan
Harry Evans lecture - booklet	1,000	\$2,499	Procedure Office	Internal	Flanergan
Harry Evans lecture – banner	1	\$177	Procedure Office	Wild Digital	Wild Digital
Promotional material for APH Open Day	various	\$2,584 ^	Procedure Office	Internal	Various

Department of the Senate

Supplementary Budget Estimates 2015
Answers to questions on notice

Product	Quantity	Cost	Suggested and Approved by	Creator	Supplier
Stick pens for the Parliamentary Education Office	25,000	\$4,250	Parliamentary Education Office	Promocity	Promocity
Australian Senate promotional pens for departmental use	1,500	\$1,894	Procedure Office	Printed Promotional Pens	Printed Promotional Pens

[^] These costs were shared by the department, the Department Parliamentary Services and the Department of the House of Representatives. \$3,569 was recovered from these departments.

^{*} Approvals were given by the relevant delegate within the Office (as noted in the table) in line with the Clerk's delegations under the PGPA Act.

Copies of relevant approvals are attached.

While all items are under the procurement threshold, the department applied the principles of the Commonwealth Procurement Rules when purchasing these items.

8. Not applicable.



Spending relevant money approval form

OUTLINE OF SPENDING PROPOSAL

Description of good(s) or service(s) to be provided

15,000 PEO Resource Catalogue. Printed CMYK both sides on 110gsm stock folded to A6 as per supplied sample

Name of supplier / provider

Elect printing

Amount (excluding GST)

\$ 1,679.09

GST amount

\$ 167.91

Total Amount (including GST)

\$ 1,847.00

CONSIDERATIONS

1. Does the spending proposal extend beyond the current financial year? <i>If yes, please refer to the Clerk's Instructions and complete the spending relevant money approval minute.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Does the spending proposal contain a contingent liability or indemnity? <i>Note: Most venue hire arrangements contain an indemnity.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes to Q2, have you assessed the likelihood of the event occurring as remote (less than 5% chance of occurrence), and even if the event occurred, the impact is not material (less than \$5 million)?	<input type="checkbox"/> Yes ^	<input type="checkbox"/> No

METHOD OF SPENDING

Please state the procurement method undertaken:

Attach all relevant documentation - quotes, draft agreement or contract, emails, delivery schedule, risk assessment, etc. - to this form before requesting approval from the delegate.

* For limited tender, you must consult the CFO.

- Open tender
(more than one quote received)
- Prequalified tender
(supplier was selected from an existing multi-use list / panel arrangement)
- Limited tender (direct source)*
(~~one quote received~~)

REQUESTED BY

Name of requesting officer

Signature

Date

Kevin Cooke

22/12/2015

APPROVAL

As part of your consideration in approving this proposal, you must consider whether you have the authority to enter into an arrangement that commits relevant money. The authority to enter into, vary or administer an arrangement generally comes from legislation (such as the PGPA Act, PGPA rules or other specific legislation), and is delegated by the Clerk.

You must not approve this spending proposal unless you are satisfied, after making reasonable inquiries, that the spending proposal is efficient, effective, economical, ethical and is not inconsistent with the policies of the Commonwealth. You may provide your approval subject to conditions.

Name of delegate

Signature

Simon Harvey

See attached email

Position title

Date

Director Parliamentary Education Office

Instructions

1. This form or approval by email must be attached to all invoices under \$10,000, unless a purchase order is in place.
2. For procurements/purchases greater than \$10,000 a purchase order should be raised. Approval to spend relevant money should be provided on this form, or the spending relevant money approval minute.



Spending relevant money approval form

OUTLINE OF SPENDING PROPOSAL

Description of good(s) or service(s) to be provided

1,000 36pp + 4pp cover Booklet (Harry Evans Booklet) printed CMYK throughout with machine varnish on 128gsm & 300gsm Satin

Name of supplier / provider

Elect Printing (Flanergan Pty Ltd)

Amount (excluding GST)

\$ 2,499.00

GST amount

\$ 249.90

Total Amount (including GST)

\$ 2,748.90

CONSIDERATIONS

1. Does the spending proposal extend beyond the current financial year? <i>If yes, please refer to the Clerk's Instructions and complete the spending relevant money approval minute.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2. Does the spending proposal contain a contingent liability or indemnity? <i>Note: Most venue hire arrangements contain an indemnity.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes to Q2, have you assessed the likelihood of the event occurring as remote (less than 5% chance of occurrence), and even if the event occurred, the impact is not material (less than \$5 million)?	<input type="checkbox"/> Yes ^	<input type="checkbox"/> No

METHOD OF SPENDING

Please state the procurement method undertaken. Attach all relevant documentation - quotes, draft agreement or contract, emails, delivery schedule, risk assessment, etc. - to this form before requesting approval from the delegate. * For limited tender, you must consult the CFO.	<input type="checkbox"/>	Open tender (more than one quote received)
	<input type="checkbox"/>	Prequalified tender (supplier was selected from an existing multi-use list / panel arrangement)
	<input checked="" type="checkbox"/>	Limited tender (direct source)* (one quote received)

REQUESTED BY

Name of requesting officer	Signature	Date
Kevin Cooke		24/08/2015

APPROVAL

As part of your consideration in approving this proposal, you must consider whether you have the authority to enter into an arrangement that commits relevant money. The authority to enter into, vary or administer an arrangement generally comes from legislation (such as the PGPA Act, PGPA rules or other specific legislation), and is delegated by the Clerk.

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Name of delegate	Signature
Tim Bryant	See attached paperwork for approval

Position title	Date

Instructions

1. This form or approval by email must be attached to all invoices under \$10,000, unless a purchase order is in place.
2. For procurements/purchases greater than \$10,000 a purchase order should be raised. Approval to spend relevant money should be provided on this form, or the spending relevant money approval minute.


Finch, Michael (SEN)

From: Bryant, Tim (SEN)
Sent: Friday, 28 August 2015 10:10 AM
To: Antonino, Filia (SEN)
Subject: FW: Request for a quote
Attachments: Senate-158JG3141 Rollup.pdf; Entry-Level 850 Rollup Template.pdf

The quote for \$195.00 is approved.

Tim Bryant | Director, Research Section

Procedure Office | Department of the Senate
Telephone
www.aph.gov.au/senate

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OPEN DAY
SATURDAY 19 SEPTEMBER 2015

From: Antonino, Filia (SEN)
Sent: Friday, 28 August 2015 10:04 AM
To: Bryant, Tim (SEN)
Subject: Request for a quote

Tim

For your approval.

Wild Digital were chosen for this project as they offered the most reasonable quote at the time of doing the banner for the ASPG conference earlier in the year.

Filia

From: Sales
Sent: Thursday, 27 August 2015 3:19 PM
To: Antonino, Filia (SEN)
Subject: Re: Request for a quote

Hi Filia,

Please find attached quote as requested for the Entry Level Rollup,

The artwork you attached was not setup to the right size, I have also attached a template which has the correct artwork size,

Let me know if you have any questions,

Thanks

Jacque Gray
Wild Digital

www.wilddigital.com.au



On 26 Aug 2015, at 3:11 pm, Antonino, Filia (SEN) <

> wrote:

Good afternoon,

Could you please send through a quote for an entry level roll up display banner (850mm wide). I have also attached the graphic we would like used.

Many thanks

Regards

Filia Antonino | Program Coordinator

<image001.gif>

Department of the Senate | Phone
SG.49, Parliament House CANBERRA ACT 2600

<image002.jpg>

<HarryEvans_pullupBanner.pdf>

To: Maureen Weeks
 Clerk-Assistant, Procedure

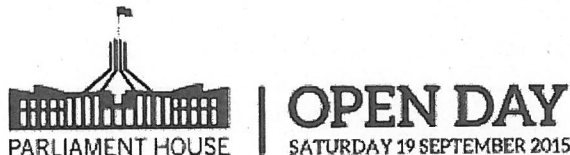
Approval for give-aways – Open Day 2015

It has been usual practice to give away a modest range of items to visitors to Parliament House on Open Day which promote the Senate and the work of the Parliament. In 2013, items given away included red pencils that said 'Australian Senate, *the ayes have it*', a range of 5 postcards celebrating 70 years of women in the federal parliament, Black Rod Height charts and small shopping pads featuring the Senate entrance graphic, saying Open Day 2013. (Image attached.)

In 2010 and 2013 there were approximately 6,000 plus visitors to Parliament House.

In keeping with our theme of the **House at Work** as well as a focus on **Magna Carta** we seek your approval for these items for give-aways for 2015:

- A range of 4 postcards printed in-house, featuring illustrated manuscripts related to the Magna Carta theme (possible images attached)
- A wooden pencil with the text: *To no one will we sell, to no one will we deny right or justice*, MAGNA CARTA 1215 -2015. For 2,000 pencils (best quote of three) the cost would be \$875.00.
- Pocket Constitutions - PEO has approximately 500 -600 of the old (blue) print run that we could use. A new print run is pending.
- A small shopping list pad produced in-house using the black and white Open Day 2015 logo.



- A calico library bag printed with the Senate image - 1,000 would cost \$2,600.
- The PEO *Get Parliament: How your federal parliament works* booklet - 1,000 would cost \$1,500.

Item	Cost	Approval
4 Magna Carta post cards x 1000	In house printing	✓
Magna Carta pencils x2000	\$875.00 (best quote)	can we look @ 2 different quotes
Pocket constitutions x500	Nil – old versions to be distributed	✓
Shopping list pad	In house printing	✓
Calico library bag with Senate logo x1000	\$2600.00 (best quote)	✓
<i>Get Parliament</i> booklet (PEO) x1000	\$1500.00 (best quote)	X
	Total: \$4975	

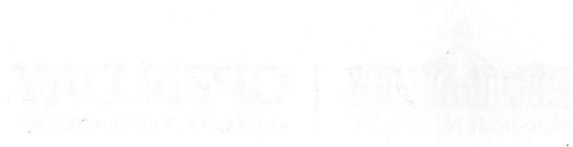
The total of \$4975.00 is within the budget indicated to the Clerk in the briefing noted by her on 13 July (Trim Ref: D15/35678). Extracted below.

- In addition, it is expected that merchandise costs specific to the Senate will be approximately \$5000. Approval will be sought separately for this expenditure.

Sign: _____ date: *18 August 2015.*

Maureen Weeks

Clerk Assistant - Procedure



Date	Description	Amount	Total



Spending relevant money approval form

OUTLINE OF SPENDING PROPOSAL

Description of good(s) or service(s) to be provided

2,000 Open Day programs printed CMYK both sides A3 and folded down to A6 on 120gsm Uncoated stock

Name of supplier / provider

Elect Printing (Flanergan Pty Ltd)

Amount (excluding GST)

\$ 600.00

GST amount

\$ 60.00

Total Amount (including GST)

\$ 660.00

CONSIDERATIONS

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2. Does the spending proposal contain a contingent liability or indemnity? <i>Note: Most venue hire arrangements contain an indemnity.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes to Q2, have you assessed the likelihood of the event occurring as remote (less than 5% chance of occurrence), and even if the event occurred, the impact is not material (less than \$5 million)?	<input type="checkbox"/> Yes ^	<input type="checkbox"/> No

METHOD OF SPENDING

Please state the procurement method undertaken. Attach all relevant documentation - quotes, draft agreement or contract, emails, delivery schedule, risk assessment, etc. - to this form before requesting approval from the delegate. * For limited tender, you must consult the CFO.	<input type="checkbox"/>	Open tender (more than one quote received)
	<input type="checkbox"/>	Prequalified tender (supplier was selected from an existing multi-use list / panel arrangement)
	<input checked="" type="checkbox"/>	Limited tender (direct source)* (one quote received)

REQUESTED BY

Name of requesting officer	Signature	Date
Kevin Cooke		8/09/2015

APPROVAL

As part of your consideration in approving this proposal, you must consider whether you have the authority to enter into an arrangement that commits relevant money. The authority to enter into, vary or administer an arrangement generally comes from legislation (such as the PGPA Act, PGPA rules or other specific legislation), and is delegated by the Clerk.

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Name of delegate	Signature
Tim Bryant	See attached paperwork for approval

Position title	Date
Director, Research Section, Procedure Office	4/09/2015

Instructions

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Finch, Michael (SEN)

From: Bryant, Tim (SEN)
Sent: Monday, 7 September 2015 8:10 AM
To: Higgins, Marilyn (SEN)
Cc: Seminara, Dijana (SEN); Antonino, Fila (SEN)
Subject: FW: Quotes for new sign stands in foam core
Attachments: Quotes for sign stands 2015.pdf; Letter from Clerk to Reps and DPS re shared costs 13 July 2015.pdf

Marilyn

I approve spending \$440.00 on corflute sign stands from the Exhibition Centre.

This is in line with printing and signage costs indicated on p2 of the attached approval from the Clerk.

Tim

Tim Bryant | Director, Research Section

Procedure Office | Department of the Senate
Telephone
www.aph.gov.au/senate

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From: Higgins, Marilyn (SEN)
Sent: Tuesday, 1 September 2015 3:55 PM
To: Bryant, Tim (SEN)
Subject: Quotes for new sign stands in foam core

Hi Tim

As we will need new signs to display directions and displays on Open Day Fila has researched the costs. (Quotes attached). We decided on advice from both Black Rod's and the Exhibition Centre that foam core is the better option compared to corflute.

As we have used the last sign stands bought in 2010 for two Open Days and two Openings of Parliament and several other events we have certainly got good value from the original 25. Some of these are definitely too damaged to use now. We will need more than 25 signs for 19 September. If we go ahead with our preferred option here, Exhibition Centre \$440.00, we can use these 25 as our main signs and supplement with the old ones.


Marilyn

From: Bryant, Tim (SEN)
Sent: Tuesday, 15 September 2015 12:26 PM
To: Antonino, Filia (SEN)
Cc: Higgins, Marilyn (SEN)
Subject: RE: approval to buy stationery for OPEN DAY

Purchase of Velcro, pencils, water x96 and muesli bars x 48 (as per list below) is approved.

Tim Bryant | Director, Research Section

Procedure Office | Department of the Senate
Telephone
www.aph.gov.au/senate

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From: Antonino, Filia (SEN)
Sent: Tuesday, 15 September 2015 12:10 PM
To: Bryant, Tim (SEN)
Cc: Higgins, Marilyn (SEN)
Subject: RE: approval to buy stationery for OPEN DAY

Tim,

Please approve the purchase of the below stationary for Open Day.

Velcro buttons -	\$21.94
Coloured pencils -	\$9.42
Water (96 bottles) -	\$49.84
Muesli bars (48 pcs) -	\$27.04
TOTAL	\$108.24

From: Bryant, Tim (SEN)
Sent: Tuesday, 1 September 2015 9:49 AM
To: Seminara, Dijana (SEN)
Subject: FW: Pen and design

Dijana - purchase of 1500 pens at \$1.36 at a total cost \$2083.50 inc delivery and GST from Printed Pens is approved.

Tim

From: Weeks, Maureen (SEN)
Sent: Monday, 31 August 2015 4:58 PM
To: Bryant, Tim (SEN)
Subject: RE: Pen and design

Thanks Tim,

Happy to go with the proposal below. Please organise the necessary paperwork.

Maureen

From: Bryant, Tim (SEN)
Sent: Monday, 31 August 2015 9:54 AM
To: Weeks, Maureen (SEN)
Subject: RE: Pen and design

Maureen – we are about to run out of Senate pens that we provide as part of our seminars.

The preferred quote is 1500 pens at \$1.36 – total cost \$2083.50 inc delivery and GST.

Are you happy with this approach?

Tim

From: Seminara, Dijana (SEN)
Sent: Monday, 31 August 2015 9:39 AM
To: Bryant, Tim (SEN)
Subject: FW: Pen and design

Tim

We have received 2 samples for pens. Details are as follows:

Sample from Printed Pens: This is my pick, colour is closest to our current pen, is also weightier and is also the cheapest of the 3 quotes sought.

1500 @ \$1.36 each

This price includes artwork, setup, 1 colour print in 1 position and GST.

Delivery would be at cost (delivery \$43.50 as per email below)



Minute to Approve Spending in the Current and Future Financial Years

To	John Studholme	Date	20/08/2015
Subject	Approval to spend relevant money for purchasing 25 000 customised pens		
Start Date	21 August 2015		
End Date	30 October 2015		
Through	Chief Finance Officer		
cc	Jodie Liddell		
Requested by	Jason Bongers		
Attachments	Quote		

Purpose

This minute seeks your **approval** for:

- a spending proposal of up to \$4250.00 plus a maximum of 10 % for GST (if applicable) over the years **August 2015 to October 2015**;
- the method of spending to be **invitation for quotes** ;
- the outcome of **PromoCity**;

for **printing of 25 000 customised pens** in accordance with the information provided in this minute.

Details of the Proposed Arrangement

Outline of Spending Proposal

- After approval was given by the Director, Simon Harvey, a series of quotes were sourced from the market. PromoCity provided the most competitive quote. All work will be completed and paid for within this financial year.

Issues

- We have not used PromoCity before.

Risk Management Strategy

- As we are working with a new supplier, we are seeking a purchase order from Senate Financial Management so that PromoCity are aware of the Department's terms and conditions.

Funding Details and Availability

- The source of the funding is departmental appropriation from 3230-2271.
- Finance has confirmed that there is sufficient uncommitted appropriation in this financial year and, where applicable, in the forward estimates to support this expenditure.
- The anticipated amounts payable under this spending proposal are:

(Excluding GST)	2015/16	2016/17	2017/18	2018/19	Total
Spending proposal:	\$4250.00	\$0	\$0	\$0	\$0

Contingent Liabilities and Indemnities

- This section must not be deleted.

- There are no contingent liabilities or indemnities arising from the arrangement proposed in this submission.

Accounting for GST

8. The delegate should note that GST is recorded against an agency-wide charge code and is not reflected against the arrangement / project.
9. Figures are presented in the attached tables do not include GST.

Details of Method (delete this section if not yet known)

10. After approval was given by the Director, Simon Harvey, a series of quotes were sourced from the market. PromoCity provided the most competitive quote. Because we have not worked with PromoCity before we would like to provide them with a purchase order so that they are familiar with the Department's procurement policies and the Department is protected. All work will be completed and paid for within this financial year.

Method Approval *

Not applicable.

Details of Outcome (delete this section if not yet known)

11. PromoCity has been selected as their quote represented the best value for money.

Outcome Approval^

Recommendation

It is recommended that you:

- (a) approve up to \$4250.00 plus a maximum of 10% for GST (if applicable) over the years **August 2015 to October 2015**;
- (b) approve the method of spending to be **via invitation for quotes**;
- (c) approve the outcome of **PromoCity**

for a spending proposal relating to **printing of 25 000 customised pens**.

The proposed expenditure is in accordance with the policies of the Commonwealth and will make efficient, effective, economical and ethical use of relevant money.

21 / 8 / 15

Jason Bongers

Date

Parliamentary Education Support & Liaison Officer
Department of the Senate

Authorisation and Approval

- (a) Spending approval: **APPROVED** / NOT APPROVED
- (b) Procurement method: **APPROVED** / NOT APPROVED **delete if not required **
- (c) Procurement outcome: **APPROVED** / NOT APPROVED **delete if not required **

21 / 8 / 15

John Studholme

Date

Education Centre Manager/Acting Director
Department of the Senate