

**Senate Finance and Public Administration Legislation Committee  
—Supplementary Budget Estimates Hearing—October 2014**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Merchandise or promotional material**

Question: **257**

Written: **Senator Ludwig**

**Date set by the committee for the return of answer: 31 December 2014**

Since 7 September 2013:

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**

1. Yes.
2. Guide for Senators and Members of the 44th parliament – to provide overview of the services available to Senators, Members and their staff through the Parliamentary Library.

Guide for Senators and Members of the 44th parliament (reprint) – to provide overview of the services available to Senators, Members and their staff through the Parliamentary Library.

Bookmark – reprint of existing bookmark to replenish stocks prior to new parliament

Touch football shirts – for the DPS touch football team who competed in the 11<sup>th</sup> annual NAIDOC Touch Football carnival on 9 July 2014.

Beanies – for the DPS touch football team who competed in the 11<sup>th</sup> annual NAIDOC Touch Football carnival on 9 July 2014.

3. Guide for Senators and Members of the 44th parliament – \$791.35.

Guide for Senators and Members of the 44th parliament (reprint) – \$748.85.

Bookmark – \$151.22

Touch football shirts – \$38.40 per shirt, total of \$768.00

Beanies – \$17.50 per beanie, total of \$350

4. Guide for Senators and Members of the 44th parliament – 400.

Guide for Senators and Members of the 44th parliament (reprint) – 400.

Bookmark – 500

Touch football shirts – 20

Beanies – 20

5. Guide for Senators and Members of the 44th parliament – guide is produced for each Parliament.

Guide for Senators and Members of the 44th parliament (reprint) – guide is produced for each Parliament.

Bookmark – bookmark is reprinted when stock needs replenishing.

Touch football shirts – DPS enters a team in the NAIDOC Touch football carnival each year and new shirts are purchased each year for the team members.

Beanies – DPS enters a team in the NAIDOC Touch football carnival each year and new shirts are purchased each year for the team members.

6. Guide for Senators and Members of the 44th parliament – Dr Dianne Heriot, Parliamentary Librarian.

Guide for Senators and Members of the 44th parliament (reprint) – Dr Dianne Heriot, Parliamentary Librarian.

Bookmark – Dr Dianne Heriot, Parliamentary Librarian.

Touch football shirts – Freda Hanley, Assistant Secretary Parliamentary Experience Branch

Beanies – Freda Hanley, Assistant Secretary Parliamentary Experience Branch

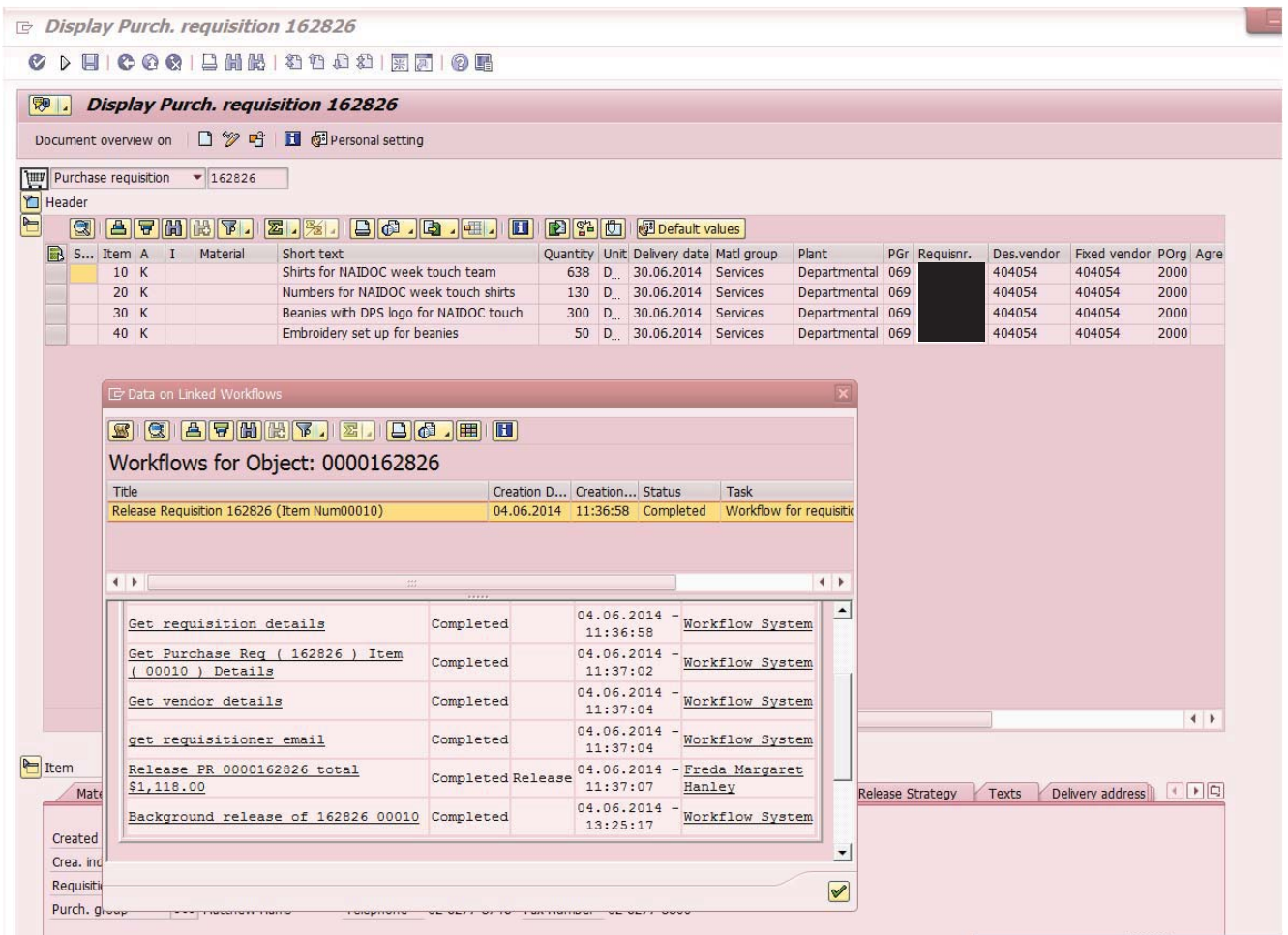
7. Guide for Senators and Members of the 44th parliament – authorisation is on the invoice (attached).

Guide for Senators and Members of the 44th parliament (reprint) – authorisation is on the invoice (attached).

Bookmark – authorisation is on the invoice (attached).

Touch football shirts – Authorisation is in SAP, our financial management system (see below)

Beanies – Authorisation is in SAP, our financial management system (see below)



8. Not applicable.

9. Guide for Senators and Members of the 44th parliament – Senate Printing.

Guide for Senators and Members of the 44th parliament (reprint) – Senate Printing.

Bookmark – Senate Printing.

Touch football shirts – One Sportswear & Uniforms

Beanies – One Sportswear & Uniforms

10. Guide for Senators and Members of the 44th parliament – Senate Printing provided competitive rates and could complete in timeframe required.

Guide for Senators and Members of the 44th parliament (reprint) – Senate Printing provided competitive rates and could complete in timeframe required.

Bookmark – Senate Printing provided competitive rates and could complete in timeframe required.

Touch football shirts – two quotes were sourced, One Sportswear & Uniforms were the best value for money and able to deliver the shirts in the required timeframe.

Beanies – two quotes were sourced, One Sportswear & Uniforms were the best value for money and able to deliver the beanies in the required timeframe.

11. Guide for Senators and Members of the 44th parliament – One company.

Guide for Senators and Members of the 44th parliament (reprint) – One company.

Bookmark – One company.

Touch football shirts – two companies

Beanies – two companies

**TAX INVOICE**

ABN 23 991 641 527

**TO:** Dept of Parliamentary Services  
Parliamentary Library  
M2.7, Parliament House  
Canberra ACT 2600

Attention: [REDACTED]

**Invoice No:** DN003968  
**Date:** 6/05/2014  
**Telephone:** 02 6277 3761  
**Fax:** 02 6277 3085  
**Page:** 1 of 1

Description	Amount
Guide for Sen' & Mem' of 44th Parliament	748.85
<div style="border: 1px solid red; padding: 5px;"> <p><b>Reg 9 and Subsection 44(3) Approval</b></p> <p>2156 Cost Centre      GL Account      WBS Element</p> <p><b>Invoice approved for payment</b></p> <p>DIANNE HERIOT      DM/Heriot      7.5.14 Delegate (print name)      Signature      Date</p> <p>PARLIAMENTARY LIBRARIAN Position Title</p> </div>	
This amount is due for payment. Please pay within 30 days of the invoice date.	<b>TOTAL AMOUNT</b> \$748.85

**PAYMENT OF ACCOUNTS**

**Preferred payment method is by EFT to: BSB # 092-009, Account # 917544**

**Paying by Credit Card, complete following details:**

Visa       Mastercard       AMEX

Expiry date   /        Amount: \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Details sent to either:  
[REDACTED]

**If you are paying by cheque, please send to:**  
Department of the Senate  
Senate Finance, S1-108  
Parliament House  
CANBERRA ACT 2600

**Please quote invoice number DN003968 with payment**  
Payment due by: 3/06/2014

TAX INVOICE

ABN: 23 991 641 527

TO: Dept of Parliamentary Services  
Guide for Senators & Members  
Parliament House  
Canberra ACT 2600

Invoice No: DN003806  
Date: 3/10/2013  
Telephone: 02 6277 3761  
Fax: 02 6277 3085  
Page: 1 of 1

Attention: [Redacted]

Description	Amount
12page + cover A5 s/stiched bk.printed	791.35
<div style="border: 1px solid black; padding: 5px;"> <p>Reg 9 and Subsection 44(3) Approval</p> <p>2156 43350</p> <p>Cost Centre      GL Account      WBS Element</p> <p>Invoice approved for payment</p> <p>Dianne Herof. [Signature] 16/10/13</p> <p>Delegate (print name)      Signature      Date</p> <p>Parliamentary Librarian</p> <p>Position Title</p> </div> <p style="text-align: right; margin-top: 10px;">DR 17/10/13</p>	
<p>This amount is due for payment. Please pay within 30 days of the invoice date.</p>	<p><b>TOTAL AMOUNT</b>      \$791.35</p>

PAYMENT OF ACCOUNTS

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Paying by Credit Card, complete following details:

Visa       Mastercard       AMEX

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Expiry date □□/□□      Amount: \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Details sent to either:  
[Redacted]

If you are paying by cheque, please send to:

Department of the Senate  
Senate Finance, S1-108  
Parliament House  
CANBERRA ACT 2600

Please quote invoice number DN003806 with payment

Payment due by: 31/10/2013

TAX INVOICE

ABN: 23 991 641 527

TO: Dept of Parliamentary Services  
 Guide for Senators & Members  
 Parliament House  
 Canberra ACT 2600

Invoice No: DN003807  
 Date: 3/10/2013  
 Telephone: 02 6277 3761  
 Fax: 02 6277 3085  
 Page: 1 of 1

Attention: 

Description	Amount
21x60mm Bk.marks printed 4 col. & gloss  <div data-bbox="363 757 922 1034" style="border: 1px solid black; padding: 5px;"> <p>Reg 9 and Subsection 44(3) Approval</p> <p>2156 43350 NA</p> <p>Cost Centre GL Account WBS Element</p> <p>Invoice approved for payment</p> <p>Dianne Henot DM Henot 14/10/13</p> <p>Delegate (print name) Signature Date</p> <p>Parliamentary Librarian</p> <p>Position Title</p> </div> <div data-bbox="963 689 1283 927" style="background-color: black; width: 100px; height: 100px; margin-left: 20px;"></div> <p style="margin-left: 20px;">OR 18/10/13</p>	151.22
<b>TOTAL AMOUNT</b>	<b>\$151.22</b>

This amount is due for payment.  
 Please pay within 30 days of the invoice date.

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Preferred payment method is by EFT to: BSB # 092-009, Account # 917544

Paying by Credit Card, complete following details:


Visa     Mastercard     AMEX

Expiry date   /      Amount: \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Details sent to either:  


If you are paying by cheque, please send to:

Department of the Senate  
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 Parliament House  
 CANBERRA ACT 2600

Please quote invoice number DN003807 with payment

Payment due by: 31/10/2013

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