



PRESIDENT OF THE SENATE



PARLIAMENT HOUSE
CANBERRA

Dear Senator

UPDATED PRINTING GUIDELINES

The attached document outlines the printing entitlement of Senators and relevant legislative provisions.

This is an updated document – previous versions should now be discarded.

Senators will note that, during 2003, the Department of the Senate has purchased new equipment, and has recruited an in-house desktop publisher.

These measures will greatly improve the quality of work which can be done. In addition, I make clear that some old restrictions no longer apply. For instance:

- Senators may have personalised letterhead printed in two colours of their preference, or continue to use the 'default colour' of Senate red, at their choice;
- Senators may print full colour newsletters which include photos;
- Senators may reproduce extracts of debate from Hansard (properly attributed);
- Senators may promote their own election, but may not campaign for the election of others. (This is identical to the requirements sent out in the Senators and Members entitlements guidelines issued by the Department of Finance and Administration)

I can assure you that Senate Printing is working hard to deliver consistently high levels of service to the Senate, to committees and to individual Senators, and I hope that all Senators find the attached information – especially the list of *Frequently Asked Questions* – useful.

Yours sincerely

(Paul Calvert)

28 October 2003

PARLIAMENTARY ENTITLEMENTS

ADDITIONAL BENEFITS FOR SENATORS - PERSONALISED STATIONERY, PRINTING AND PHOTOCOPYING

The Department of the Senate administers senators' entitlements to personalised stationery, newsletter mastheads, printed material and photocopying. The entitlements are set out in Regulation 3A of the *Parliamentary Entitlements Regulations 1997* (Attachment A). In summary:

- Senators are entitled to unlimited quantities of personalised stationery (letterhead, envelopes, compliments slips and business cards) and newsletter mastheads;
- Printed material (other than personalised stationery) and photocopying is limited to a monthly entitlement of 10 or 20 reams, depending on whether the senator is the holder of an office specified in regulation 3A(4);¹
- Senators may authorise in writing the transfer of their monthly entitlement to another senator;
- Senators may not carry over their unused entitlement;
- Senators may claim benefits one month in advance.

Priorities and services

Work for the Senate chamber and committee reports has priority over work for individual senators. When priorities conflict, the Manager, Printing & Desktop Publishing will draw on external service providers wherever possible in order to meet senators' needs.

Funding for senators' printing is now available through special appropriations and is no longer drawn from the Senate Department's budget. This change has alleviated the pressure that led to limitations being placed on the services offered to senators. In addition, during the course of 2003, the department has replaced unreliable equipment and, following a trial of other options, recruited an in-house desktop publisher in September 2003.

The department is now able to deliver high quality four-colour work, a frequent request for senators' newsletters. As the process involves longer production time, senators are asked to allow adequate time between submission of the final approved proof and the date they need the final document. This is particularly relevant if work is submitted in sitting weeks. For example, once the artwork is approved, a four page double-sided newsletter folded to DL size may take three days to desktop publish in two-colours, print and fold. The same document in four-colours may take an extra day.

¹ One ream is 500 sheets – senators are entitled to 5,000 A4 sheets or, for office holders, 10,000 sheets.

Printed work is transported from Parliament House to electorate offices as bulk papers under the *Parliamentary Entitlements Act 1990*. Road freight is the usual form of transport.

Stationery

Personalised stationery includes letterhead, envelopes, business cards and *With compliments* slips. As advised previously, there is no limit on senators' entitlement to stationery. For practical reasons, senators are requested to order reasonable quantities of newsletter mastheads and personalised stationery on any one occasion, for example up to 10,000 A4 sheets. While this allows the unit to accommodate the competing needs of senators, it also limits the waste that can occur when there is a change to a senator's title or address details after a large volume of printing has been completed. While such material is recycled by the unit, large volumes of it are of limited use.

The President of the Senate has approved guidelines for senators' official stationery:

- All Senate stationery should show the Commonwealth Arms, the senator's name, position, state, address and a photograph if desired;
- letterhead, compliments slips and business cards may be in one or two colours;
- envelopes should be in one colour only (due to the associated expense and their disposable nature).

Printed material (other than personalised stationery and newsletter mastheads), including small calendars; and photocopying

Material printed or photocopied under this heading is capped to a monthly limit of 10 or 20 reams. Because the limit is a quantity of paper, there is no entitlement to related services such as magnets for calendars.

The Senate Desktop Publisher is available to assist with the typesetting and design process for newsletters, calendars, etc. The extent of this assistance and the time it may take varies greatly with the skill of the document's originator, the number of edits made and the time taken to approve proofs. If artwork is provided with the request and no amendments are made, desktop publishing may take between 1 and 5 days. Each time an amendment is made however, the job will need to be re-scheduled against other printing priorities. This has the potential to impact on senators' deadlines and should be factored into the timeframe allowed for production of the job. If the job is to be freighted, a further 2-6 days would need to be added to the timeframe.

In order to use a particular month's entitlement, the completed printing request should be delivered to the Manager, Printing & Desktop Publishing along with any graphics and photos before the close of the last day of the month.

The vetting process

From time to time senators inquire about the criteria being applied by departmental officers who 'approve' their requests for printed material such as newsletters. Senators' access to printing services is a Parliamentary entitlement. This means that the use of the entitlement must relate to senators' parliamentary or electorate business (but not party business). It is accepted practice that material concerned with the re-election of the senator in his or her state may be included in a newsletter, but not material concerned with the election or re-election of anyone else.

In order to protect the Department of the Senate against possible infringement of copyright legislation, senators will be asked to confirm that they have permission to reproduce any cartoons, graphics, articles, etc and to include appropriate attribution in their newsletters.

Australian-made paper

The Senate Printing unit is often asked about where its paper is sourced. It has been the policy of the department for some time that Australian-made paper should be used. Imported products may only be purchased where no Australian equivalent is available and this occurs rarely. When an individual senator's work needs to be outsourced due to the priority of the chamber and committees, the external service provider is advised of this requirement.

Contacts

Senators' newsletters should be submitted to the Deputy Usher of the Black Rod in SG.46, telephone extension 3378 or by email to Usher of the Black Rod (SEN).

Requests for stationery and mastheads should be submitted to the Manager, Printing & Desktop Publishing, Mr Larry Gardner, by fax 3852. Mr Gardner is available on extension 5994 and the Desktop Publisher, Mr Kevin Cooke, may be contacted on extension 3016. They are both located in SG.89. Emails should be directed to Senate Printing (SEN).

Andrea Griffiths
Usher of the Black Rod
28 October 2003

PARLIAMENTARY ENTITLEMENTS REGULATIONS 1997**REGULATION 3A — Additional benefits for Senators — personalised stationery, printing and photocopying**

- (1) For subsection 5 (1) of the Act, the following additional benefits for a Senator are prescribed:
 - (a) personalised stationery;
 - (b) newsletter mastheads.
- (2) For subsection 5 (1) of the Act, the following additional benefits for a Senator are prescribed:
 - (a) printed material (other than personalised stationery and newsletter mastheads), including small calendars;
 - (b) photocopying.
- (3) The additional benefits mentioned in subregulation (2) for a Senator are limited to 10 reams of paper per month.
- (4) However, the additional benefits mentioned in subregulation (2) for a Senator are limited to 20 reams of paper per month for each of the following Senators:
 - (a) the President of the Senate;
 - (b) the Deputy President of the Senate;
 - (c) Ministers;
 - (d) Parliamentary Secretaries;
 - (e) the Leader of the Opposition in the Senate;
 - (f) the Deputy Leader of the Opposition in the Senate;
 - (g) Shadow Ministers;
 - (h) Shadow Parliamentary Secretaries;
 - (j) the leader of a minority party;
 - (k) the deputy leader of a minority party;
 - (l) Party Whips.
- (5) A Senator may give written approval for the transfer to another Senator of part or all of his or her additional benefits under subregulation (2).
- (6) Additional benefits mentioned in subregulation (2) that are not used in a month may not be carried over to the next month.
- (7) A Senator may claim additional benefits mentioned in subregulation (2) 1 month in advance.

PARLIAMENTARY ENTITLEMENTS - FREQUENTLY ASKED QUESTIONS

1. How does my office lodge a request for printing?

The printing request forms are on the Intranet at: http://seniis1.parl.net/committees/forms/printing_job_ticket.pdf. The completed form with graphics attachments may be hand delivered to the Manager, Printing & Desktop Publishing, Mr Larry Gardner, in SG.89. Alternatively, it may be faxed to ext. 3852 or emailed to Senate Printing (SEN). Mr Gardner is available on ext. 5994 for further assistance.

Newsletters may be hand delivered to the Deputy Usher of the Black Rod, Ms Helen Donaldson, in SG.46, or emailed to: Usher of the Black Rod (SEN).

2. Can I promote a local business in my newsletter to fill a small column if the rest of the information is for parliamentary purposes?

The use of the entitlement must relate to senators' parliamentary or electorate business (but not party business). Any commercial advertising in the newsletter is inconsistent with this purpose. This means that senators may at their own discretion promote not-for-profit organisations such as charities, community groups, etc.

3. Is it possible to print stationery in 4 colours?

Senators are now able to access full colour newsletters, including photos, as previous restrictions have been removed. However, a number of technical obstacles exist to extending this service to stationery and these are outlined in the next paragraph. In addition, in recognition of the disposable nature of stationery and the additional cost associated with extra features such as four-colour text and colour photos, the President has approved a style for senators' stationery which allows up to two colours. As senators have an unlimited entitlement to personalised stationery, the provision of this additional feature for senators' stationery would have significant cost implications that are difficult to justify for stationery.

The Senate Printing unit has a two-colour press which produces four-colour work by running documents through the press a second time. This increases production time and can result in the paper curling due to the lighter weight of paper used for stationery. More significant however is the bonding of ink in four-colour processing which can present problems for printing and photocopying equipment, eg peeling of the colours as they pass through the printers in senators' offices. Because the most common use of stationery involves a printer or photocopier, the likelihood of this occurring in respect of stationery is much higher than for other products such as newsletters. Four-colour stationery would need to be printed externally to remedy these problems, incurring additional cost.

4. Are notepads and compliments slips considered to be stationery or are they printed material that is subject to a monthly cap?

Senators' stationery is provided for the use of senators and their offices. If notepads and compliments slips are for distribution to constituents, they would be treated as printed material and subject to the monthly limit of 10 or 20 reams.