

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Supplementary Budget Estimates 2014-2015**

Cross Portfolio

Department of Employment Question No. EM1296_15

Senator Ludwig provided in writing.

Question

Merchandise or promotional material

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

The Department of Employment was responsible for the G20 employment stream during Australia's presidency in 2014, including delivering three Taskforce on Employment meetings and the G20 Labour and Employment Ministerial Meeting. The Department purchased and produced G20-branded items in order to deliver these events in a manner consistent with all other G20 events.

These items were produced in line with the G20 Australia Brand Identity Guidelines managed by the Department of the Prime Minister and Cabinet. The Department of the Prime Minister and Cabinet provided prior approval to use the G20 logo across all items.

Approvals for purchasing the products were given by officers from within the Department in a manner in line with the Department's financial delegations.

The Department consulted with the Minister's Office on expenditure for the G20 employment meetings throughout the year. These consultations did not consider specific details of promotional items.

The following items were produced by the Blue Star Group, under the Department's existing contract for printing services:

Item	Quantity	Total cost (excl. GST)	Purpose
Pens (plastic)	500	\$450	For delegate and media use at the G20 Labour and Employment Ministerial Meeting (LEMM)
A5 notepads	550	\$3176.25	For delegate and media use at the G20 LEMM
Melbourne post cards	400	\$181.65	Supplied to delegates at the G20 LEMM
Cardboard folders	450	\$1275.75	For delegates use at the G20 LEMM
Wifi access information cards	700	\$290.85	For delegate and media information at the G20 LEMM
Bookmarks	500	\$276.15	Supplied to delegates at the G20 LEMM
Photo booklets	200	\$593.25	To supply photos to delegates at the G20 LEMM
Shoulder satchels	90	\$1120.50	For staff use at the G20 LEMM
Neck satchels (small)	80	\$552	For staff use at the G20 LEMM
Lanyards	250	\$1394.10	For delegates at Taskforce on Employment (TFE) meeting
Sydney post cards	200	\$264.00	For delegates at TFE meeting 1
Stickers	100	\$119.50	For folders for TFE meeting 1

The following items are listed by supplier, noting that:

- some items were purchased from excess stock held by the Department of Treasury, which was responsible for delivering G20 finance meetings.
- uniform items were purchased through the same uniform supplier used by the Department of the Prime Minister and Cabinet.
- lapel pins were purchased from Patrick Australia under a sole supplier arrangement, in a manner consistent with departmental procurement guidelines for purchases under \$10,000.

Item	Quantity	Total cost (excluding GST)	Purpose	Supplier
Plastic pens	150	\$66	For delegate use at the G20 LEMM	The Treasury
Metal pens	40	\$97.60	For Heads of Delegation at the G20 LEMM	The Treasury
A4 notepads	50	\$105	For Heads of Delegation at the G20 LEMM	The Treasury
Bags (thick paper)	200	\$484	For delegates at the G20 LEMM	The Treasury
Key rings	200	\$740	For delegates at the G20 LEMM	The Treasury
Uniform items	107 ties 112 scarves	\$6,095.32	To identify staff working at the G20 TFE and LEMM	Stafford Corporate
Lapel pins	140	\$1208.75	To identify staff working at the G20 TFE and LEMM	Patrick Australia
Coasters	300	\$272.73	For delegates at the TFE meetings	Prime Minister and Cabinet