

Question: 63

Topic: Merchandise or promotional material

Written: 31 October 2014

Senator LUDWIG asked:

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 this material is 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 has procured the following items:

- Notepads for the promotion of the Parliamentary Education Office (PEO) and the PEO website. Notepads are provided to members and senators to support their interaction with students.
- A promotional banner was purchased for the Andrew Inglis Clark Conference held on 8 November 2013.

The notepads were 84 cents each. The department purchased 10,000 notepads. The banner cost \$178.

Various PEO staff suggested the notepads and the organising committee for the conference suggested the banner.

The Director, PEO approved the notepads which were an additional run of a product previously available. The banner was approved by the Director, Research (Procedure Office). A copy of the authorisation for the notepads is attached. For the banner, verbal authorisation was provided by an appropriate delegate.

The notepads were designed internally and printed by Gorilla Print. The promotional banner was designed and produced by Wild Digital.

Gorilla Print and Wild Digital were selected through limited tender.



FMA Regulation 9 Approval form

OUTLINE OF SPENDING PROPOSAL

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

10 000 sticky note pads with PEO logo and design

Name of supplier / provider

Garilla Print

Amount (excluding GST)

\$8182

GST amount

\$818 -

Total Amount (including GST)

\$9000.00

CONSIDERATION OF FMA REGULATION 10

1. Does the spending proposal extend beyond the current financial year? <i>If yes, please refer to the Clerk's Instructions and complete the FMA Regulation 9 & 10 minute.</i>	<input type="checkbox"/> Yes (Reg 10 may apply)	<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 ^ (Reg 10A)	<input type="checkbox"/> No (Reg 10 may apply)

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

Jason Bongers

22/5/14

APPROVAL IN ACCORDANCE WITH FMA REGULATION 9

As part of your consideration of FMA Regulation 9, you must consider whether you have the authority to enter into an arrangement that commits public money. The authority to enter into, vary or administer an arrangement generally comes from legislation (such as section 32B or section 44 of the FMA Act, or other specific legislation), and is delegated by the Clerk. *clerk deleg? 6 NOV 12*

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

Position title

Date

Director PEO

22/5/14

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. FMA Regulation 9 approval should be provided on this form, or the FMA Regulation 9 minute.