# Authority to publish

***[Drafters Notes:*** *This example Authority to publish letter must be provided to Universal McCann at, or at the same time that, the signed Media Booking Authority is provided to Universal McCann. Notices will not be booked prior to the receipt of a signed Authority to publish letter. This letter does not need to be provided to the Department of Finance for approval.]*

[Insert Universal McCanncontact name]

Universal McCann

100 Chalmers Street

Surry Hills

NSW 2010

**AUTHORITY TO PUBLISH THE NOTICE OF AN APPROACH TO MARKET (ATM) IN THE PRESS**

As the Accountable Authority of a NCE (or an official who has been delegated the authority by the Accountable Authority) I approve the publication of a notice of an ATM in the press.

In reaching this decision, I have considered [insert justification].

I have taken into account my obligation under Section 15(1) of the *Public Governance, and Performance and Accountability Act 2013,* and I am satisfied that this expenditure represents proper use of Commonwealth resources.

The tender notice will be advertised on [insert date e.g. Saturday 24 August and Saturday 31 August 2020] in the [insert name/s of the newspaper e.g. The Canberra Times and The Sydney Morning Herald].

Details of the ATM are as follows:

**ATM ID:** [insert the ATM ID published on AusTender]

**ATM Title:** [insert the title of the ATM as it appears on AusTender]

**ATM Description:** [insert a short description of the ATM as it appears on AusTender]

**Further Information and Interest:** Details of this ATM and how to lodge a submission can be viewed on AusTender at tenders.gov.au.

The [insert entity] contact in relation to this notice is [insert name] at [insert email address] or phone [insert phone number].

Yours sincerely

[Insert name]

[Insert position]

[Insert work area]

[Insert entity]

[Insert date]