

**From:** [MPSServicecentre](#)  
**To:** s22 (Z. Daniel, MP)  
**Cc:** s22 (Z. Daniel, MP)  
**Subject:** RE: Zoe Daniel research engagement - Pre 30 June 2023 MaPS Ref#1789437 || Ref: 1790362  
[SEC=OFFICIAL]  
**Date:** Wednesday, 31 May 2023 5:28:00 PM  
**Attachments:** s47  
[image001.jpg](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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## OFFICIAL

Dear s22

### Request for advice on claims for Printing and Communications [MaPS Ref 1790362]

You have sought advice as to whether the attached Survey Script may be claimed as a printing and communications work expense. Your request has been considered by Ministerial and Parliamentary Services (MaPS), which advises as follows:

- The Parliamentarian must be satisfied that the above item/s comply with the requirement that it may only be used for the conduct of their [parliamentary business](#).
- As currently drafted, the above item/s may be claimed as a printing and communications work expense where the parliamentarian is satisfied that it complies with:
  1. The Overarching Obligations imposed by the *Parliamentary Business Resources Act 2017 (PBR Act)*; and
  2. The specific restrictions imposed by the *Parliamentary Business Resources Regulations 2017 (PBR Regs)*.

To be an eligible printing and communications office expense, any printed item/s must be on paper that does not weigh more than 700 grams per square metre, or flat magnetised material.

#### Payment Procedures

To claim payment for the above item/s from your Office Budget, you will need to complete an online claim through the [Parliamentary Expenses Management System \(PEMS\)](#) portal. Printing and Communications claims can be submitted under the Office Services Expense Category > Communications Expense Type > Printing and Communications Work Expense.

Alternatively, a hard copy of the [Printing, Communications and Software Certification](#) (Form 141), can be submitting to [MPSServiceCentre@finance.gov.au](mailto:MPSServiceCentre@finance.gov.au) for processing.

Please ensure that you quote, where indicated, the above MaPS reference number.

- Where there are no changes to the assessed item, samples are NOT required when

submitting invoices.

- If changes have been made, please ensure that a sample of each item detailed on the invoice (either commercially printed item or e-material) is attached to the claim. Delays will occur in payment of the account if these samples are not provided.

Post-production assessment/verification process

PLEASE NOTE: MaPS conducts a post-print or post-production assessment of most material which is claimed from the annual budget for office expenses (Office Budget). This is in addition to the optional pre-print or pre-production assessment that has been requested below. This post-print assessment may result in MaPS seeking further information in relation to the printing, production, communication and/or distribution of the above item/s, to ensure that it meets the requirements of the *PBR Act*, including (but not limited to) where required, seeking further clarification on how the submitting parliamentarian has satisfied the dominant purpose and value for money provisions contained under the PBR framework.

More information on printing and communications is available on the MaPS website.

Please also note that this advice only assesses the item against the requirements of the *PBR Act*. It is the responsibility of each Parliamentarian to ensure any other legal requirements or authorisations are met.

Furthermore, MaPS has not assessed the accuracy of any information contained within the material - for example, information relating to public health and safety and/or public assistance mechanisms. It is the responsibility of each Parliamentarian to ensure the accuracy of content contained within printed or electronic material they produce.

If you have any queries, please do not hesitate to contact us.

Kind regards,



s22

PBR Framework Branch | Ministerial and Parliamentary Services

**T:** 02 6215 3333 (option 3) | **E:** [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)

**A:** 1 Canberra Avenue, Forrest ACT 2603

*I live and work on Noongar Country*

**Classification**

**Classified by:** s22 @aph.gov.au on: 31/05/2023 2:58:34 PM

**From:** s22 @aph.gov.au

**Sent:** Tuesday, May 30, 2023 4:39 PM

**To:** MPSservicecentre <MPSservicecentre@finance.gov.au>; Ministerial & Parliamentary Services <mpshelp@finance.gov.au>

**Cc:** s22 @aph.gov.au

**Subject:** RE: Zoe Daniel research engagement - Pre 30 June 2023 MaPS Ref#1789437

[SEC=OFFICIAL]

H§22 and team,

Thank you for your time earlier and clarifying the concerns about the ambiguity in the original proposal.

I've spoken to Redbridge and they have confirmed the constituent surveys are 100% to be delivered online and confirmed again in the updated proposal for delivery in June (along with the fee table now also adding up correctly).

Please review this updated information and we look forward to your confirmation this meets requirements.

Thank you.

Kind regards,

§22

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**From:** MPSservicecentre <[MPSServicecentre@finance.gov.au](mailto:MPSServicecentre@finance.gov.au)>  
**Sent:** Tuesday, May 30, 2023 12:12 PM  
**To:** §22 <§22@aph.gov.au>; Ministerial & Parliamentary Services <[mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)>  
**Cc:** §22 <§22@aph.gov.au>  
**Subject:** RE: Zoe Daniel research engagement - Pre 30 June 2023 MaPS Ref#1789437  
[SEC=OFFICIAL]

**OFFICIAL**

Good morning §22

Thank you for your query.

Ministerial and Parliamentary Services have reviewed the attached project brief and do not believe that there is a provision, in the Office Expenses budget, for this type of expense.

The MaPS website provides the following information about claimable expenses around Surveys:

**Surveying constituents**

- online survey tools (e.g. to gauge the views and opinions of constituents)
- conducting interactive voice response phone surveys including inbound or outbound communication to fixed or mobile devices

The research survey planned in this brief does not match this type of expense, noting that the line item in the invoice which relates to the 'Robocall' is a claimable expense, as it is considered as conducting an IVR phone survey.

We request that if your office believes this to be related to a provision within the budget, that you provide further information.

Kind regards,



s22 | A/g Assistant Director  
PBR Service Delivery and Support  
Ministerial and Parliamentary Services  
Department of Finance  
**MOP(S) Employees T: 02 6215 3333**  
**E: [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)**

**Did you know that office expense claims can now be completed online?**

The [Parliamentary Expenses Management System](#) (PEMS) is now active. Parliamentarians and their staff can create and manage office expense claims online.

**Classification: OFFICIAL**

**Classified by: [mpsservicecentre@finance.gov.au](mailto:mpsservicecentre@finance.gov.au) on: 30/05/2023 12:11:31 PM**

**From:** s22 <[REDACTED]@aph.gov.au>

**Sent:** Monday, May 22, 2023 11:28 AM

**To:** Ministerial & Parliamentary Services <[mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)>

**Cc:** s22 <[REDACTED]@aph.gov.au>

**Subject:** FW: Zoe Daniel research engagement - Pre 30 June 2023

Hi s22

As discussed, please find attached a copy of the Survey Questions and the Project Brief for the Quant survey and Qualitative survey planned with constituents s47 [REDACTED] before year end.

Redbridge have confirmed they will start with the quant survey, which will then allow us to use the groups to put insights around the hard numbers from the survey.

This is to be actioned as soon as possible and please let me know if any questions or clarification needed.

Kind regards,

s22  
[REDACTED]

Business Manager | Community Engagement | Office of Zoe Daniel MP

s22  
[REDACTED]

**W: [www.zoedaniel.com.au](http://www.zoedaniel.com.au)**



created with MySignature.io



s22

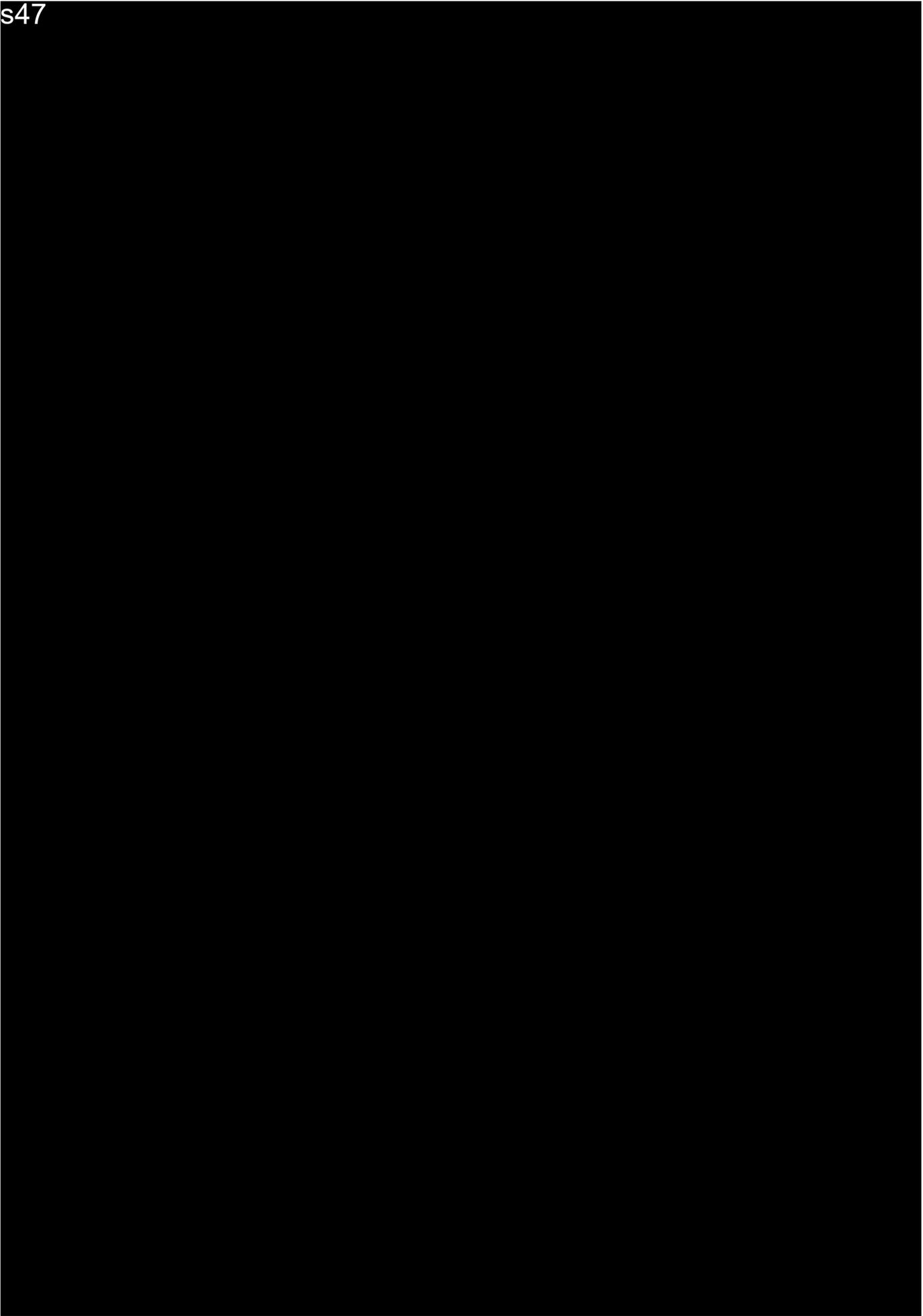
*I will respond to your email at the earliest opportunity. Please re-direct urgent enquiries to our Office on (03) 9557 4644.*

Zoe Daniel MP and her office acknowledge the original custodians of the land on which we meet and work, including the Bunurong | Boon Wurrung people of the Kulin Nation. We acknowledge Elders past and present.

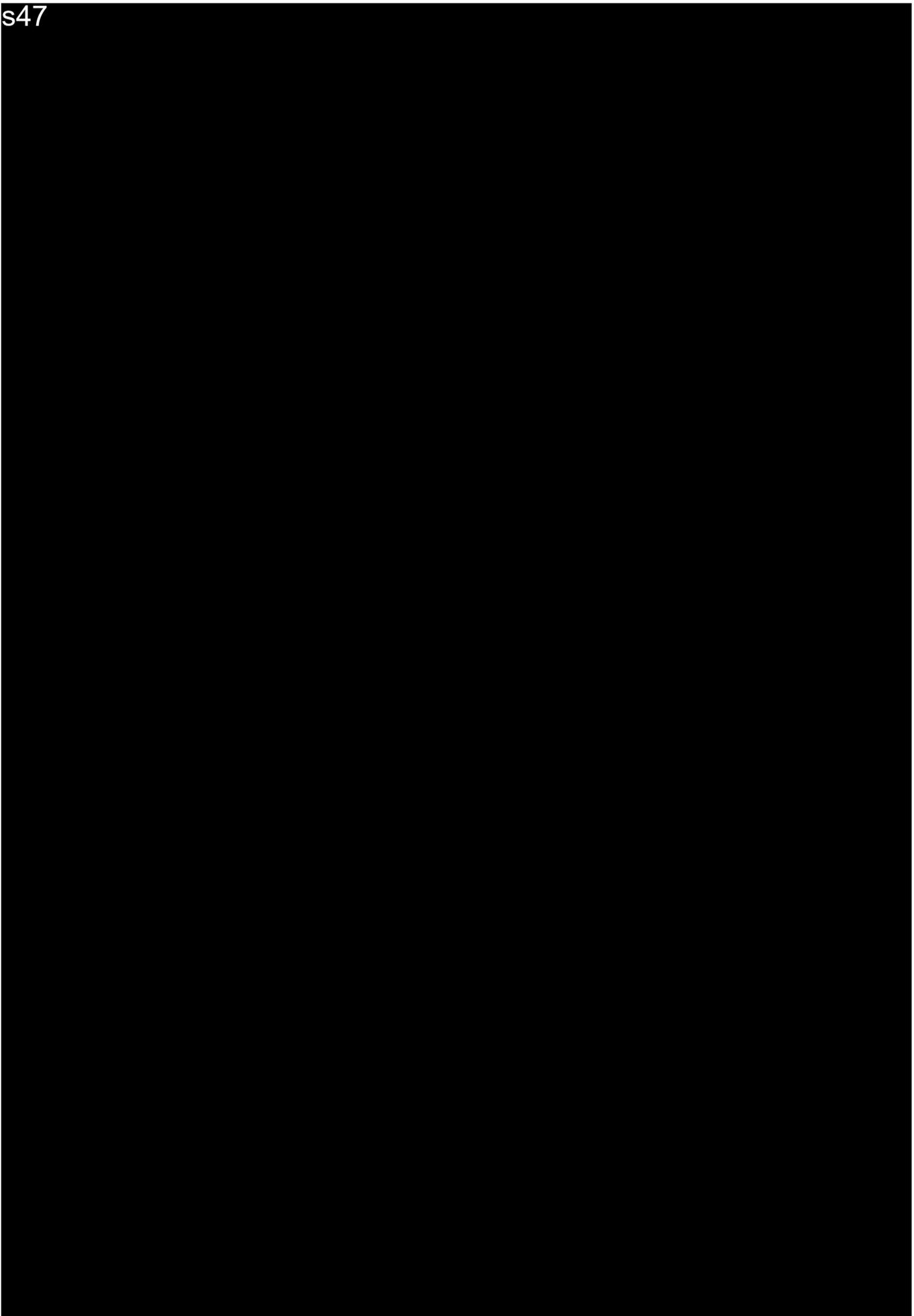
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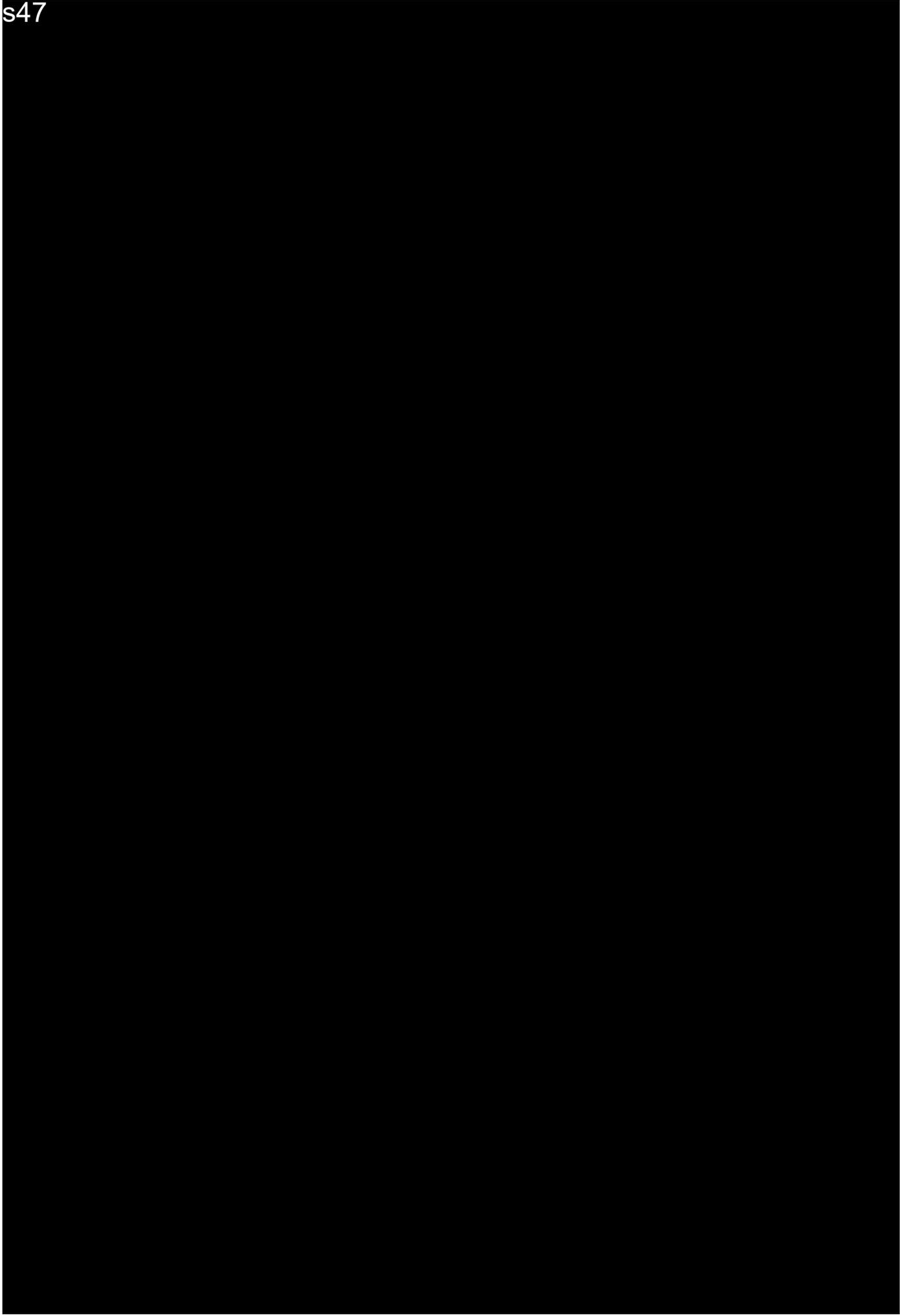
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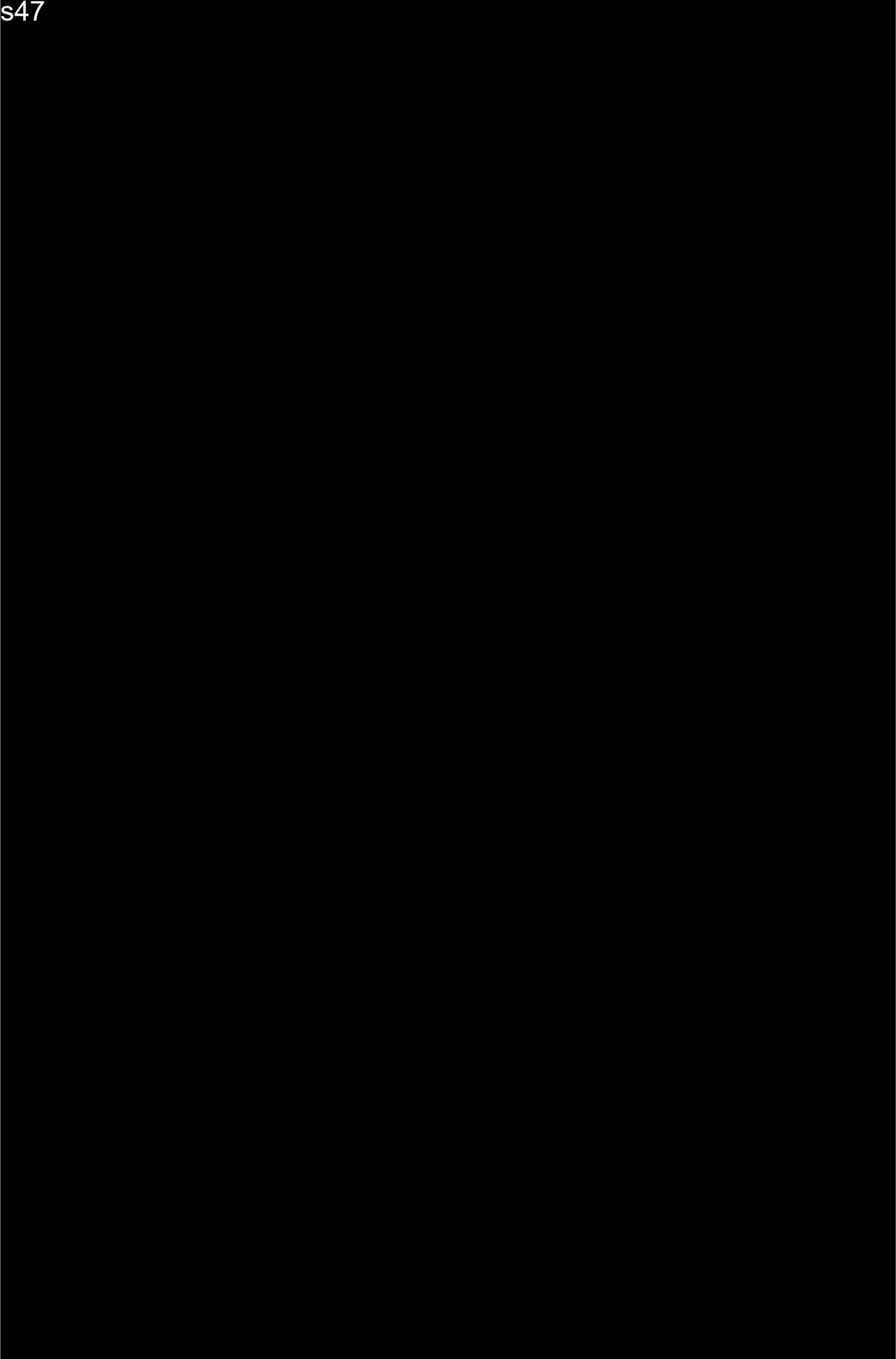
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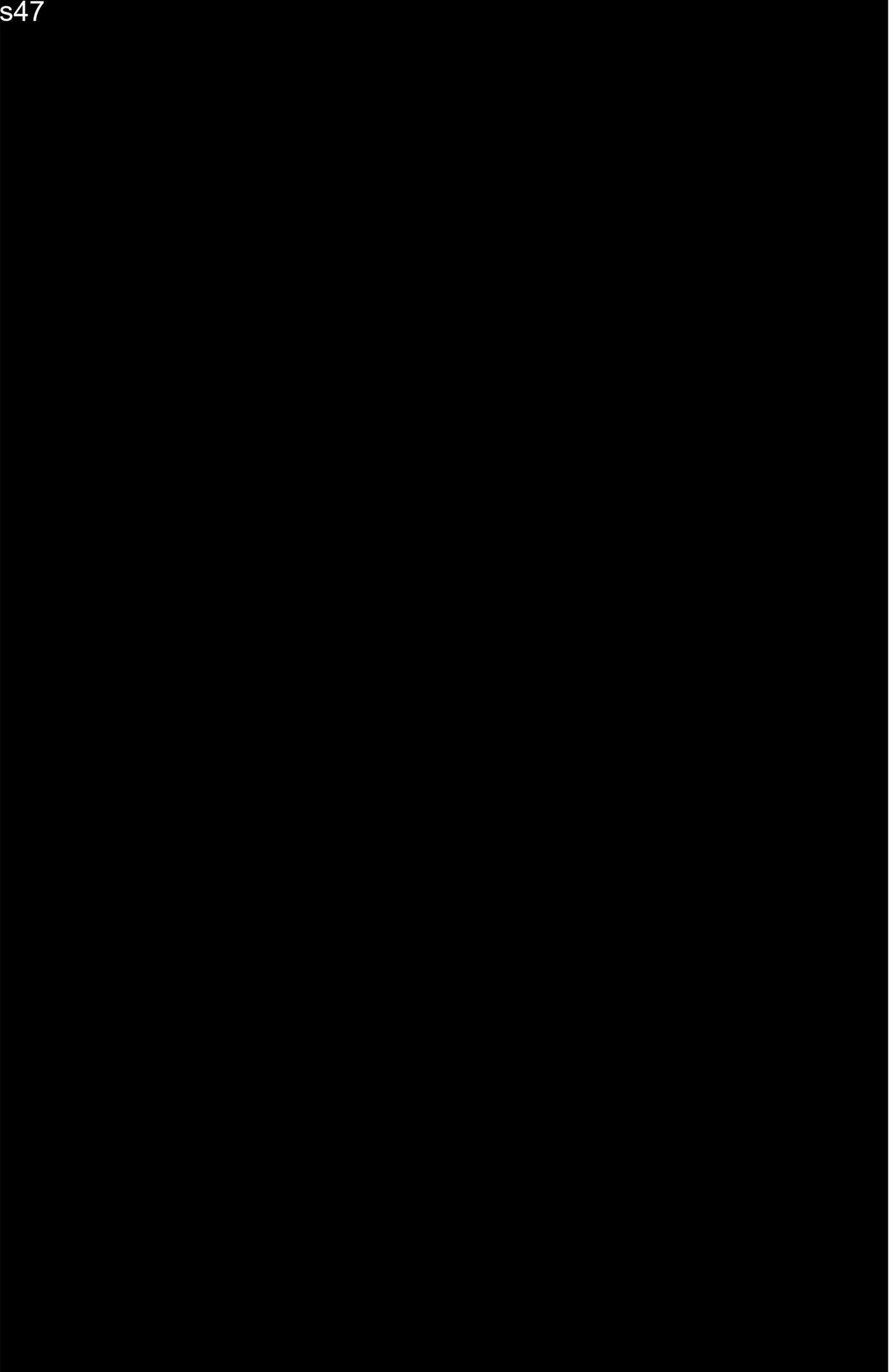
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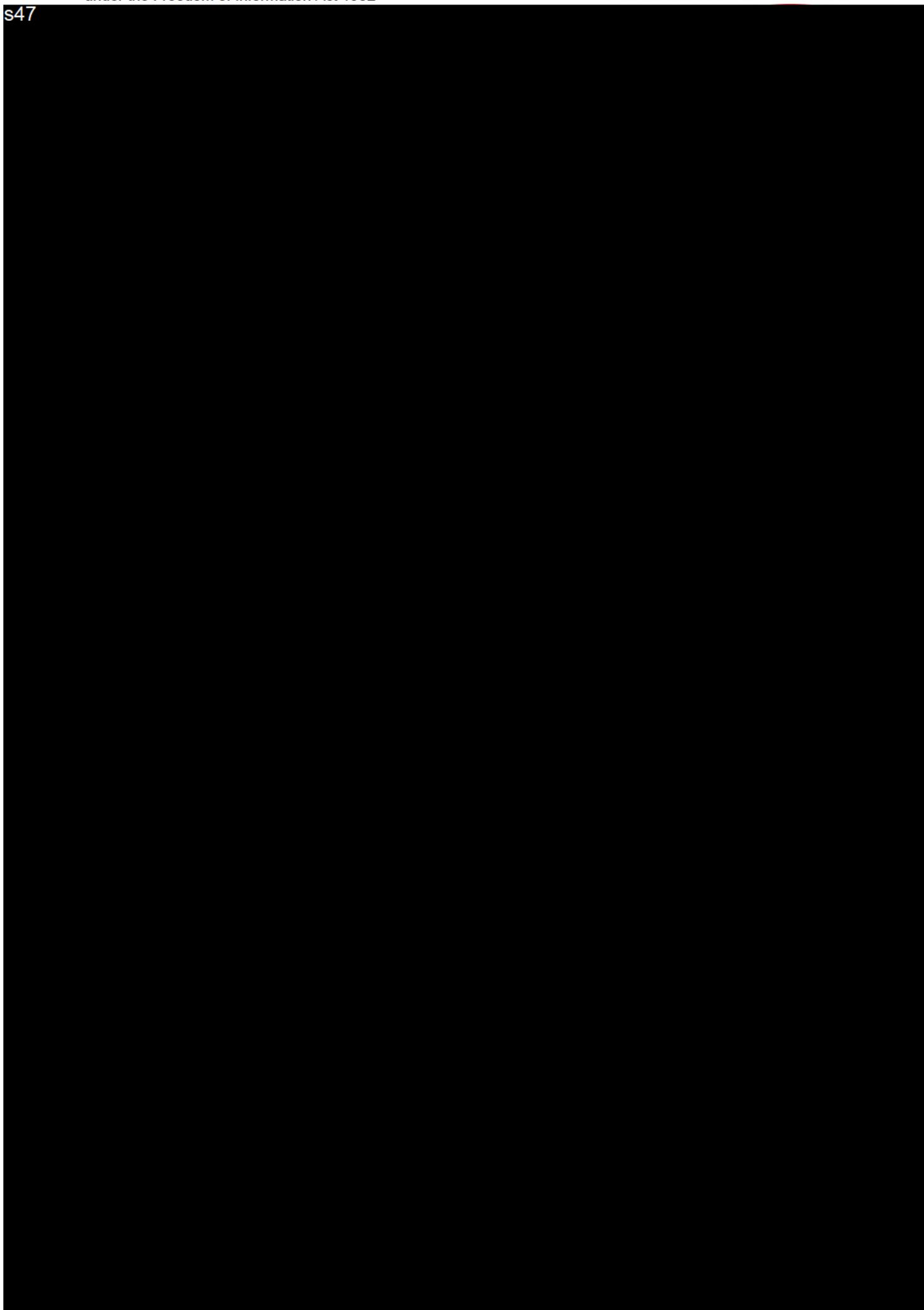
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