FREEDOM OF INFORMATION COVERSHEET

The following information is provided pursuant to section 28 of the Freedom of Information Act 2016.

FOI reference: TCCSFOI 2019-073

<table>
<thead>
<tr>
<th>Information to be published</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access application</td>
<td>Published</td>
</tr>
<tr>
<td>2. Decision notice</td>
<td>Published</td>
</tr>
<tr>
<td>3. Documents</td>
<td>Published</td>
</tr>
<tr>
<td>4. Additional information identified</td>
<td>No</td>
</tr>
<tr>
<td>5. Fees</td>
<td>n/a</td>
</tr>
<tr>
<td>6. Processing time (in working days)</td>
<td>14 days</td>
</tr>
<tr>
<td>7. Decision made by Ombudsman</td>
<td>n/a</td>
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<tr>
<td>8. Additional information identified by Ombudsman</td>
<td>n/a</td>
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<tr>
<td>9. Decision made by ACAT</td>
<td>n/a</td>
</tr>
<tr>
<td>10. Additional information identified by ACAT</td>
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</table>
From: [Name]
Sent: Monday, 15 July 2019 4:29 PM
To: TCCS_LA LibraryCustomerInfo <Library.CustomerInfo@act.gov.au>
Subject: Re: New Chairs

Personal and Urgent

Miss Vanessa Little
Director
ACTLIS

15th July 2019

Dear Ms Little,

I have tried, in an informal way, and on three occasions, to find out why the comfortable chairs in and around the central area of Dickson library have been replaced by stiff, upright, uncomfortable chairs. This is not a trivial matter, nor is this letter of request.

I now submit to you, very respectfully, this letter as a request for information under the Freedom of Information legislation.

I would be very grateful if you could provide copies of all the following records:

Consultation with ACTLIS staff members and with outside entities and patrons of the Dickson library;
Minutes of meeting when the change was discussed and decided on;
Competitive quotations received and tender documentation
How the purchase has settled on;
The Minister of Finance's vote under which the purchase was approved;
Invoices received for the new chairs and receipts issued and tax paid.

I regret very much the need for this Freedom of Information request; and I am willing to discuss the scope of this request if the workload can be usefully reduced.
On Fri, Jul 5, 2019 at 4:28 PM wrote:

Dear Library,

The new chairs at Dickson are stiff, upright and unfriendly.

Do you think you could return the comfortable, reclining chairs that made reading and browsing such pleasant experiences?

Yours sincerely

Committed to building a more just, verdant and peaceful world
Mr [Redacted]

By Email: [Redacted]

Dear [Redacted]

Freedom of Information request: Reference – 19-072

I refer to your application made under the Freedom of Information Act 2016 (the FOI Act), and received by Transport Canberra and City Services Directorate (TCCS), on 15 July 2019 in which you sought access to:

- Records of the consultation with ACTLIS staff members and with outside entities and patrons for the Dickson Library;
- Minutes of meeting with discussion and decision surrounding change of chairs
- Competitive quotations received and tender documentation
- The Minister of Finance's vote under which the purchase was approved;
- Invoices received for the new chairs and receipts issued and tax paid

I am an Information Officer appointed by the Director-General under section 18 of the FOI Act to deal with access applications made under Part 5 of the FOI Act.

A decision is due to you by 15 August 2019.

Decision on access

Searches were completed for relevant documents and three documents have been identified that fall within the scope of your request. These documents are the quotation for furniture, the purchase order and the tax invoice.

I consider that it is in the public interest to release the information identified and am releasing both documents to you in full.

Statement of Reasons

In reaching my access decision, I have taken the following into account:

- the FOI Act in particular Schedule 2; and
- the content of the documents that fall within the scope your request.

Factors favouring disclosure (Schedule 2)

- (a)(iv) ensure effective oversight of expenditure of public funds.

Online publishing – disclosure log

Under section 28 of the Act, TCCS maintains an online record of access applications called a disclosure log. Your original access application and my decision will be
published in the TCCS disclosure log from 3 days after the date of this decision. Your personal details and other personal information will not be published.


Ombudsman review
My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the FOI Act within 20 working days from the day that my decision is published in the TCCS disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:
The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ombudsman@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) review
Under section 84 of the FOI Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:
ACT Civil and Administrative Tribunal
Level 4, 1 Moore Street
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
www.acat.act.gov.au

If you have any queries concerning the directorate’s processing of your request, or would like further information, please contact the directorate’s FOI Coordinator on 6205 5408 or email tccs.foi@act.gov.au.

Yours sincerely,

[Signature]
Cheve Hughes
Information Officer

August 2019
PURCHASE ORDER

Date: 04/06/2019

To: Jasonl
   1A-30 Sir Joseph Banks Street
   Botany NSW 2019

From: Libraries ACT
      490 Northbourne Avenue
      Dickson ACT 2602

Phone: 02 9700 9511
Email: Jasonl.com.au

Phone: 02 6207 5183
Email: tracy.simmonson@act.gov.au

Purchase Order Relating to Quote No. 1010168

Please accept a purchase order from Libraries ACT for the following items:

1 x Switch Boardroom Table -- Natural
Item Code: BSTM36ME
Total: $1,392.00

10 x Teddy Tub Chair -- Upholstered Grey
Item Code: TD4LEGNUG
Total: $3,310.01

Assembly
Item Code: ASSEM
Total: $548.90

Please deliver items to:

Woden Library
Corinna Street
Phillip ACT 2606

Please invoice to:

Attn: Tracy Simmonson
TCCS, Libraries ACT
GPO Box 158
Canberra City ACT 2601

Please email the invoice to: APINVOICES@act.gov.au

Signature: [Blank]
Name: Penny Davies
Position: Assistant Director Operations, Libraries ACT
Date: 04/06/2019
**Account Details:**

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<tr>
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**Order Details:**

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<tr>
<th>Item Code</th>
<th>Item Description</th>
<th>Ordered</th>
<th>Shipped</th>
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<td>0088</td>
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<td>TD4LEGNSUS</td>
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<td>20.00</td>
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**Delivery Instructions:**

**Total (Exc. GST):** $6,628.20
**GST:** $692.62
**Total (Inc. GST):** $7,618.82

**Banking Details for Electronic Payments:**
- **Account Name:** Jasonl
- **BSB:** 12-003
- **Account Number:** 0838 46407
- **Credit Card:** www.jasonl.com.au/payments

**Payment Details:**
- **Products remain the property of JASONL PTY LTD until such time as the invoice is paid in full.**
- **Please refer to our sales terms & conditions on http://www.jasonl.com.au/pages/terms-and-conditions.**

**Invoice Date:** 28-JUN-19
**Invoice No:** 1010467

**Company Information:**
- **ABN:** 130 606 404
- **Address:** 1A-30 Sir Joseph Banks Street
  - Botany, NSW 2019
  - Phone: 02 9700 9811

**Customer Information:**
- **Sold To:** Libraries ACT
  - Corinna St &, Furzer St
  - Phillip
  - NSW 2606
  - 6206 9000

- **Deliver To:** Libraries ACT
  - Anll St
  - Dickson
  - ACT 2606
  - A/c/f: Tracy Gilmore
  - 6206 9000
## QUOTATION

**Quote Date:** 04-JUN-19  
**Quote No:** 1010168

### Quotation Details

**Quote To:** Libraries ACT  
Corinna St &, Furzer St  
Phillip  
NSW 2606  
Phone: 6206 9000

**Deliver To:** Libraries ACT  
Corinna St &, Furzer St  
Phillip  
NSW 2606  
Contact Name: Penny Davies

**Account:** 27657  
**Order Ref:** MEETING TABLE  
**Terr:** 220  
**Whse:** BOT  
**Rep:** 057  
**Our Order No:** 1010168  
**Valid until:** 04-JUL-19

### Item Details

<table>
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<tr>
<th>Item Code</th>
<th>Item Description</th>
<th>Quantity</th>
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<th>Unit Price</th>
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<tbody>
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<td>1.00</td>
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<td>1,285.45</td>
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<td>TD4EGNUG</td>
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<td>10.00</td>
<td>EACH</td>
<td>300.01</td>
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<tr>
<td></td>
<td>Base : 4 Leg Natural</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seat : Upholstered Grey</td>
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<td>S068</td>
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<td>EACH</td>
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Assembly Normal Business Hours are: 8:00am to 6:30pm

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*Product Images are Intended as a Guide Only. Please Check Product Descriptions Carefully.*

Please refer to our sales terms and conditions on http://www.jasonl.com.au/Terms-Of-Use.pdf. If you wish to proceed with this quote, please sign and date below and return to your sales representative.

**Signed:**  
**Date:**

---

**Banking Details for Electronic Payments:**

**Account Name:** Jasonl  
**BSB:** 012-003  
**Account Number:** 6355-46407  
**Credit Card:** www.jasonl.com.au/payments

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**TOTAL (Exc. GST)** $5,182.55  
**GST** $518.28  
**TOTAL (Inc. GST)** $5,700.81

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