

Senate Finance and Public Administration Legislation Committee
Supplementary Estimates – February 2014
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

Department/Agency: Office of the Official Secretary to the Governor-General

Program 1: Support for the Governor-General and Official Activities

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

Topic: Ministerial leave

Senator: Ludwig

Question reference number: QoN 201

Type of Question: Written

Date set by the committee for the return of answer: 11 April 2014

Number of Pages: 2

Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so:

1. Please table a schedule of the ministers leave. Please include:
 - a. The dates the minister was on leave.
 - b. The dates the minister was out of the country (if applicable).
2. Who was acting in the minister's place?
 - a. What date was it decided to have this person act in the minister's place?
 - b. What was the process for selecting this person?
 - c. Who was involved in making this decision?
3. Were there any matters with which the department needed to make contact with the minister during this time? If so:
 - a. Please provide a list of these matters and the date they occurred.
 - b. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time.
 - c. Were there any times that the department was aware that it would be unable to communicate with the minister?
 - d. Were there any times that the department tried to contact the minister but were unable?
4. Were there any matters with which the department needed to make contact with the minister during this time? If so:
 - a. Please provide a list of these matters and the date they occurred.
 - b. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time.

- c. Were there any times that the department was aware that it would be unable to communicate with the minister?
 - d. Were there any times that the department tried to contact the minister but were unable?
5. Did the department contact the Minister or acting minister during this time? If so:
- a. Please provide a list of these matters and the date they occurred.
 - b. Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time.

Answer:

N/A to all