

**Senate Finance & Public Administration Committee:
Answers to written Questions on Notice Budget Estimates 2012
Parliamentary Departments Portfolio**

Department/Agency: Department of the Senate
Topic: Cancellations of committee room bookings

Senator: Senator Kroger
Question reference number: 4
Type of Question: Written

Question

How many times this financial year (2011-2012) has the Department had to cancel committee room bookings with less than 24 hours of notice?

Answer

The committee room booking database does not retain information for bookings which have been deleted.

However, a review of booking deletion email correspondence between Senators' Services and room requesters does show instances when a booking has been deleted with less than 24 hours' notice.

In reviewing all deletion notifications for the 2011/12 financial year:

- 51 were sent within 24 hours of a booking commencement time;
- the majority (50) of these deletions were due to either:
 - the requester calling on the day to delete the booking; or
 - the requester not showing up to the committee room (note: these "deletions" are sent as a notification on the day to inform the room requestor of a no-show);
- of the 51 deletion notifications reviewed, only 1 was a booking that was cancelled due to a higher priority booking (with less than 24 hours' notice and with no other Senate committee room available).