

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Budget Estimates Hearing 27 May-6 June 2013**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** 1.1 Prime Minister and Cabinet

**Topic:** Stationery requirements

**Senator:** Senator Ryan

**Question reference number:** 94

**Type of Question:** Written

**Date set by the committee for the return of answer:** 12 July 2013

**Number of pages:** 2

**Question:**

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?
2. What are the department/agency's stationery costs for the financial year to date?

**Answer:**

1. Letters for Portfolio Ministers and Parliamentary Secretaries are usually printed on plain paper with the 'letterhead' being part of the electronic document.

The following Ministers use 'Stephen Swiss White' 115gsm A4 paper and matching DL envelopes for ministerial correspondence:

- the former Prime Minister, the Honourable Julia Gillard MP, and
- the former Parliamentary Secretary to the Prime Minister, the Honourable Dr Andrew Leigh MP.

The cost of the Stephen Swiss White paper and envelopes are approximately:

- one ream of paper (500 sheets) is \$41.87; and
- DL envelopes are \$76.50 per box of 500.

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Standard white paper (A4 80gsm) and department standard white envelopes are were used for ministerial correspondence for the other Ministers in the Portfolio (as at 30 May 2013), i.e.:

- the former Minister Assisting the Prime Minister on Digital Productivity, Senator the Honourable Stephen Conroy
- the former Minister Assisting the Prime Minister on Asian Century Policy, the Honourable Dr Craig Emerson MP
- the former Minister for Social Inclusion and the former Minister Assisting the Prime Minister on Mental Health Reform, the Honourable Mark Butler MP
- the Minister for the Public Service and Integrity, the Honourable Mark Dreyfus QC MP
- the former Cabinet Secretary, the Honourable Jason Clare MP
- the Minister Assisting the Prime Minister on the Centenary of ANZAC, the Honourable Warren Snowdon MP

The cost of standard white paper and DL envelopes are approximately:

- one ream (500 sheet) of standard white paper is currently \$5.49; and
- the envelopes are ordered in batches of 5,000 and are \$265.10 for 5,000.

Occasionally the Department may purchase additional stationery. The total cost for stationery used by each Minister in the financial year to date cannot be identified as stationery is ordered in bulk, sometimes for several Ministers, and then used over an extended period. The costs have therefore been presented as an amount per ream or batch of stationery.

2. The Department has spent \$381,572 on stationery in the period between 1 July 2012 and 30 May 2013.