

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 13-16 Feb 2012

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1.4 Support Services for Government Operations

Topic: Printing of Documents

Senator: Senator Ryan

Question reference number: 113

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

Question:

Does the department/agency print hard copies of internal reports/statements/papers they produce or do they only keep soft copies?

If internal reports are printed, please list how many copies, where they are stored/delivered and the cost of printing and storing paper copies of all reports.

Answer:

The department uses both hard copies and soft copies for internal reports/statements/papers.

The department does not keep a record of the number of internal copies printed; the number of copies printed would vary according to the nature of the document and its distribution. Any internal reports/statements/papers produced in hard copy are printed using in-house resources. The cost of one ream (500 sheets) of standard white paper is \$6.50. Documents are stored and filed in-house; excess copies are destroyed when no longer required.