

**Standing Committee on Finance and Public Administration**

**ANSWER TO QUESTION ON NOTICE**

**Budget Estimates Hearing – May 2008  
Department of Finance and Deregulation  
Finance and Deregulation Portfolio**



**Outcome 3, Output 3.1**

**Topic: Role of Staff in Prime Minister's Office**

**Question reference number: F17**

**Type of Question: Hansard F&PA 29-31, 28 May 2008**

**Date set by the committee for the return of answer: 11 July 2008**

**Number of Pages: 1**

**Senator Fierravanti-Wells asked:**

...So the question I asked you is: yesterday, when we were asking what the responsibility was of this person, you said to me that this person's responsibilities were to deal with paper. My concern is that there are a lot of people in the Prime Minister's office who deal with paper, and I am particularly interested in how this is delineated. What are the roles and responsibilities of each of these positions? I ask about these positions: there are four people who are delineated as executive assistant, assistant personal secretary, senior personal secretary and private secretary to the Prime Minister...

**Answer:**

The Prime Minister's Office has advised that all staff nominated in the question provide a range of standard administrative support services for the Prime Minister. The Prime Minister's Office notes that according to the Parliament House Communications Directory dated July 2007 the previous Prime Minister's Office included seven "administration" staff members, four "personal staff", four "programme co-ordination & event management" staff and two "media assistants".