

**Senate Finance and Public Administration Standing Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES FOR 2010–11 (May 2010)**  
  
**PRIME MINISTER AND CABINET PORTFOLIO**

**Department/Agency:** Office of the Commonwealth Ombudsman  
**Outcome/Output Group:**  
**Topic:**

**Senator:** Senator Ronaldson  
**Question reference number:** PM 12  
**Type of question:** Hansard. F&PA page 106. 24 May 2010  
**Date set by the committee for the return of answer:** 9 July 2010

**Number of pages:** One and three pages for attachment  
**Answer:**

In response to Senator Ronaldson's request for a copy of the email seeking input to briefings about significant events, I attach a letter from the Department of the Prime Minister and Cabinet. Please note that although the Prime Minister made a request of his Department, this letter comes from the Department, not the Prime Minister or the Prime Minister's office. It is phrased as a request for assistance, and leaves the material we provide entirely to the discretion of the Ombudsman's Office. Please also note that we have made a very deliberate decision in this office, as we would always do in these circumstances, to provide material only where it is in the interests of and consistent with this office's role and functions to do so.



## Australian Government

### Department of the Prime Minister and Cabinet

ONE NATIONAL CIRCUIT  
BARTON ACT

Professor John McMillan  
Ombudsman  
Office of the Commonwealth Ombudsman  
GPO BOX 442  
CANBERRA ACT 2601

Dear Professor McMillan

#### **SIGNIFICANT EVENTS - ROLLING WEEKLY REPORT**

The Prime Minister has asked that he be given a weekly report from all portfolios, coordinated by this department, drawing his attention to any events likely to attract significant public attention in the following four week period. The purpose of this letter is to seek your assistance in contributing to the report. A form to assist you in the preparation of your contribution to the report is attached.

The report is intended to alert the Prime Minister to events which he may not be aware of and which are significant enough to warrant being drawn to his attention. It is not intended to be a diary of key dates and events.

The information that the Prime Minister expects the report to contain would relate to significant events likely to attract considerable public interest/media attention and which are not common knowledge. For the most part, I would expect it to inform him about major reports that are expected to be published in the following four week period. You might also include any major conferences or speeches related to your areas of responsibility.

This department will be collating the contributions from each portfolio and each agency in the Prime Minister and Cabinet portfolio and forwarding them direct to the Prime Minister. The report will be provided to the Prime Minister at 5pm each Friday, with the next report being delivered on 8 February 2008. To meet this deadline, I would be grateful if you would ensure that your contribution to the report is with this department by 2pm on that day and every subsequent Friday.

A template for your contribution is attached. We would be happy to receive suggestions for its improvement but, to ensure consistency, I ask that you use this format until otherwise advised.

When completed, the template should be returned to [Briefings@pmc.gov.au](mailto:Briefings@pmc.gov.au). The contact officers in PM&C are Henry Thomson (ph 6271 5787) and Julie Campigli (ph 6271 5306) who can both be contacted at the [Briefings@pmc.gov.au](mailto:Briefings@pmc.gov.au) email address. I would appreciate it if you would advise them of a contact officer in your agency so that we can forward an electronic version of the template.

Thank you for your assistance.

Yours sincerely

*J. Goddard*

Jenny Goddard  
(Deputy Secretary)

6 February 2008

**FORECAST OF SIGNIFICANT EVENTS – PORTFOLIO REPORT**  
**8 February 2008**

Reporting Department / Agency	Expected Date of Event 2008	Nature of Event	Notes / Comments
Commonwealth Ombudsman	12 February	Opening by the Ombudsman of the Alice Springs office of the Ombudsman	
Commonwealth Ombudsman	February	Launch in February of a new Ombudsman e-bulletin of recent Ombudsman case studies	
Commonwealth Ombudsman	7 March	Presentation by Ombudsman to the 2008 Government Business Conference, Sydney	

