

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**BUDGET ESTIMATES 2011-2012**

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: Ministerial Stationery requirements**

**Senator: Fifield**

**Question reference number: 144**

**Type of question: Written**

**Date set by the committee for the return of answer: 8 July 2011**

**Number of pages: 2**

**Question:**

- 1. What are the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. special type of paper, envelopes)?**
- 2. What are the costs of these items?**
- 3. Is the Department/Portfolio paying for these?**

**Answer:**

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

- the Prime Minister, the Honourable Julia Gillard MP;
- the Minister for the Arts, the Honourable Simon Crean MP;
- the Cabinet Secretary, the Honourable Mark Dreyfus MP, and
- the Parliamentary Secretary to the Prime Minister, Senator the Honourable Kate Lundy.

As at 24 May 2011, standard white paper (A4 80 gsm) and 'Stephen Swiss White' envelopes are used for ministerial correspondence for the other ministers in the portfolio:

- the Minister Assisting the Prime Minister on Digital Productivity, Senator the Honourable Stephen Conroy;
- the Minister for Social Inclusion, the Honourable Tanya Plibersek MP;
- the Minister for Privacy and Freedom of Information, the Honourable Brendan O'Connor MP;
- the Minister for Sport, Senator the Honourable Mark Arbib; and
- the Special Minister for State for the Public Service and Integrity, the Honourable Gary Gray MP.

The cost of Stephen Swiss White paper and envelopes are as follows:

- \$26.40 per ream for bulk orders (50 reams or more); and
- envelopes are ordered in batches of 5,000 and are \$748.00 for 5,000.

One ream (500 sheets) of standard white paper is \$4.90.

The Department of Prime Minister and Cabinet pays for the above items for use by ministers in the Prime Minister's portfolio.

The total cost for stationery used by each minister 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.