

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates Hearing 21-24 May 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:** Stationery requirements

**Senator:** Senator Ryan

**Question reference number:** 98

**Type of Question:** Written

**Date set by the committee for the return of answer:** 6 July 2012

**Number of pages:** 3

**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?
3. What were the department/agency's stationery costs for 2009-10 and 2010-11?

**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 Prime Minister, the Honourable Julia Gillard MP
- the Cabinet Secretary, the Honourable Mark Dreyfus QC MP, and
- the Parliamentary Secretary to the Prime Minister, Senator the Honourable Jan McLucas.

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

- one ream (500 sheets) is \$32.87 or \$26.40 per ream if bulk orders (50 reams or more) are placed; and
- DL envelopes are \$76.50 per box of 500.

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

- the Minister Assisting the Prime Minister on Digital Productivity, Senator the Honourable Stephen Conroy
- the Minister Assisting the Prime Minister on the Centenary of ANZAC, the Honourable Warren Snowdon MP
- the Minister for Social Inclusion and the Minister Assisting the Prime Minister on Mental Health Reform, the Honourable Mark Butler MP, and
- the Minister for the Public Service and Integrity, the Honourable Gary Gray AO MP.

The cost of standard white paper and DL envelopes are:

- one ream (500 sheet) of standard white paper is \$6.50; and
- the envelopes are ordered in batches of 5,000 and are \$748.00 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. Stationery costs for the Department for the period 1 July 2011 to 31 May 2012 (excluding GST) were \$668,709.66.

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3. Stationery costs for the Department for the period 1 July 2010 to 30 June 2011 (excluding GST) were \$727,254.74.

Stationery costs for the Department for the period 1 July 2009 to 30 June 2010 (excluding GST) were \$588,865.13.