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22 November 2002

Mr Alistair Sands
Secretary
Finance and Public Administration
Legislation Committee
The Senate
Parliament House
CANBERRA ACT 2600

Dear Mr Sands

ESTIMATES HEARING, 20 NOVEMBER 2002

The following corrections are provided to answers given at the estimates hearing of the Department of the Senate on 20 November 2002.

Centenary medal

In the discussion of the centenary medal, at p. 136 of the transcript, I am recorded as twice referring to the year 2000 when I should have been referring to the subsequent years. I may have actually said 2000. In the paragraph beginning "Yes, we provided that further information", the first reference to 2000 should be 2001 and the second reference to 2000 should be 2002. This is clear in the context of the whole discussion.

It may be helpful to the committee to have the attached chronology, drawn from the documents in the possession of the department. The department does not have all relevant documentation, but the dates listed appear to provide the key stages.

Suspicious envelope

As recorded at p. 137 of the transcript, Ms Griffiths stated that the envelope was opened in SG 39. The envelope was actually opened in SG 54 and taken to SG 46. A question was asked about the proximity of Senator Heffernan's office. Senator Heffernan's office is opposite SG 54 but about 30 metres from SG 46. As recorded on p. 138, I referred to the problem of the item being carried from one room to another.

Yours sincerely

(Harry Evans)

CENTENARY MEDAL

22 February 2000	PM advises POs that Queen has approved medal.
28 June 2000	Draft guidelines advised: POs ask departments for nominations.
19 July 2000	Departments agree on nomination procedures.
18 August 2000	Departments provide POs with suggested processes for nominations. POs approve.
6 December 2000	Departments seek staff nominations and provide nominations to POs. POs add departmental secretaries.
20 February 2001	Final nominations provided to POs.
6 June 2001	Additional information provided on nominations as requested by PM&C Awards and National Symbols Branch.
27 December 2001	PM advises POs of changes to the scheme and asks POs for nominations.
5 February 2002	Departments provide updated list of nominations to POs.
5 April 2002	Final list of nominations provided to POs.
7 May 2002	POs approve final list of nominations.