

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Supplementary Budget Estimates 17-20 October 2011

Prime Minister and Cabinet Portfolio

Department/Agency: PM&C Portfolio

Outcome/Program: All

Topic: Government stationery requirements

Senator: Senator Ryan

Question reference number: 144

Type of Question: Written

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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) in 2010-11?
2. What is the estimated cost for 2011-12?

Answer:

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 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.

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.

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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 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 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 stationary. The total cost for stationary used by each minister in 2010-11 and the expected costs in 2011-12 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 stationary.