

Senate Community Affairs Committee

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH PORTFOLIO

Additional Estimates 2013 - 2014, 26 February 2014

Ref No: SQ14-000033

OUTCOME: 0 - Whole of Portfolio

Topic: Question Time

Type of Question: Written Question on Notice

Senator: Ludwig Joe

Question:

- 1) How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time?
- 2) How many officer hours are spent each sitting day on preparing that information?
 - a. Please break down the hours by officer APS classification
- 3) Are drafts shown to the Minister or their office before Question Time?
 - a. If so, when does this occur?
 - b. How many versions of this information are shown to the minister or their office?
- 4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when does this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
- 5) Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.

Answer:

1. and 2.

The preparation of Question Time briefs is a whole of portfolio undertaking. The Department of Health does not record the level of details sought in these questions..

3. and 4.

Engagement with Minister's offices on the content and preparation of Question Time Briefs is an ongoing activity and forms part of the day-to-day operations of the Department. The Department does not record the number of officers involved in the activity, their APS classification or the time individuals spend on the activity.

5. Management of final briefing materials prepared for our Portfolio Ministers and the representing Minister/s is a matter for that office and the Department is not involved in the finalisation of this material.