

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2013

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission

Outcome/Program: Cross Portfolio

Topic: Departmental Senate Estimates briefing

Senator: Ludwig

Question reference number: 190

Type of question: Written

Date set by the committee for the return of answer: 17 January 2014

Number of pages: 1

Question:

- 1) How many officers were responsible for preparing the Minister's briefing pack for the purposes of senate estimates?
- 2) How many officer hours were spent on preparing that information?
 - a. Please break down the hours by officer APS classification
- 3) Were drafts shown to the Minister or their office before senate estimates?
 - a. If so, when did this occur?
 - b. How many versions of this information were shown to the minister or their office?
- 4) Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when did this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
 - c. When were the changes made?

Answer:

- 1) Three officers assembled the Minister's briefing pack, while subject matter experts from across the APSC drafted the content for the briefs.
- 2) 14 officer hours were spent on preparing the Minister's briefing pack.
 - a. EL 1 – 7 hours; APS 4 – 5 hours; APS 1 – 2 hours
- 3) Draft briefs went to the Minister's office before Senate Estimates.
 - a. The briefing folders were sent to the Minister's office on 6 November.
 - b. One version of the information went to the Minister's office.
- 4) The Minister's office made edits to the information.
 - a. the Minister's office requested the briefing edits on 18 November 2013
 - b. The briefs were distributed at 9.30am, to subject matter areas to make edits, and completed updates were received back by 3.30pm the same day. The distribution and edits were predominantly done by EL 1s.
 - c. The changes were made on 18 November 2013.