

**Senate Finance and Public Administration Legislation Committee
—Budget Estimates Hearing—May 2014**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Senate estimates briefing**

Question: **247**

Written: **Senator Ludwig**

Date set by the committee for the return of answer: 11 July 2014

1. How many officers were responsible for preparing the department, agency, Minister or representing 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?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

Answer

- 1 & 2. Preparation of briefs for appearances at Senate Estimates involves staff at all levels across the Department. Time spent on Estimates preparation tasks is not specifically recorded by the Department and to gather that information would be an unreasonable diversion of Departmental resources.
3. Not applicable.
4. Not applicable.
5. The contents topics page is attached.

Topic		Topic	
	Building Management		Parliamentary Experience
	Accommodation		25th Anniversary
	Capital Works		Catering Contract
	Carpark		Crockery
	Contracts		Florist
	Fire Safety		Health & Rec Centre
	Furniture		Licences
	Heritage Matters		Parliament Shop
	Suite Changes		Portraits
	Disability Access		Visitor Experience
	Hansard		Visitor Experience at PH
	Chamber Presence Trial		Corporate
	HPS		ANAO audit
	Review		Budget
	Staffing and WHS		Enterprise Agreement
	ICT		Fair Work
	Staffing and performance		HR matters
	Security		WHS
	Entitlements		Nurses Centre
	Priorities		Procurement
	Website Accessibility		Freedom of Information
	Captioning		Senate Inquiry recommendations
	Switchboard Contract		Customer Survey
	Security		
	Security - Screening procedures/changes		
	Security - Side Entrances Changes		
	Security Reviews		