

Senate Standing Committee on Finance and Public Administration

ANSWERS TO QUESTIONS ON NOTICE

Department of the Senate

Budget Estimates

26-30 May 2014

Question: 48

Topic: Senate Estimates briefing

Written: 12 June 2014

Senator LUDWIG asked:

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? 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 Budget 2014 hearings.

Answer:

As a parliamentary department, the department does not report to a Minister.

One Parliamentary Executive Level 2 employee is responsible for coordinating senate estimates briefings for the department. Other officials, at various levels, provide input and content into the briefings.

The department does not keep records of employee time at this level of detail.

Briefings on the following topics were prepared for the department for the Additional Estimates hearings:

Topic
Financial position of the department
Committees – overview
President's suite

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Topic
Senators' accommodation
Filming and photography
Senators' entitlements
Freedom of Information
Social media policy (including Twitter)
ICT funding – transfer to DPS
Consultancies and contracts
Staffing – workforce profile
Free Trade Agreements – sources of products
Property – air-conditioning and meeting rooms
Property – carriage of materials
Senator services – Christmas cards
Anniversaries – Parliament House – 25th anniversary and celebration of women
Occasional lectures
Parliamentary Education Office – schools and outreach programs
Swearing in of the Governor General