

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

Supplementary Budget Estimates 19 October 2009

Question: PM11

Topic: 2008-09 Annual Report (Quality Systems and Reporting Team)

Type of Question: Written

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With regard to the Quality Systems and Reporting Team (Dept of PM&C Annual Report 2008 09, p.99), what exactly is entailed in 'monitoring and improving both the timeliness and the quality of information provided to the Prime Minister'? What exactly do the people on the Team do on a daily basis?

Answer:

Staff tasked with quality and reporting duties (currently two staff) monitor timeliness of information provided to the Prime Minister and his office (other than Cabinet briefing and PPQs), through the department's workflow management system, and provide reports to departmental management on the department's performance in meeting deadlines. They monitor the quality of information provided to the Prime Minister by reviewing non-Cabinet briefs and providing feedback reports against the template and quality guides referred to in the Annual Report.

They assist in improving the timeliness and quality of the information provided to the Prime Minister through providing advice and one-to-one feedback to divisional staff on templates, quality guides and timeliness requirements, facilitating training workshops as required, and other ad hoc projects.

They also contribute to other outputs of Ministerial Support Unit, such as internal reports on requests for briefing and quality assurance on particular briefing products.