

**Senate Community Affairs Committee**  
**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**  
**SOCIAL SERVICES PORTFOLIO**  
**2013-14 Additional Estimates Hearings**

**Outcome Number:** Cross Outcome - Across Programs

**Question No:** 58

**Topic:** Question Time

**Hansard Page:** Written

**Senator Ludwig** asked:

- 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) Officers from across the Department contribute to the Ministers' Question Time briefing packs. As this was undertaken in conjunction with other duties, there is no data on the number of officers involved.
- 2) As above.
- 3) No.
- 4) The Department's policy is to amend Question Time Briefs only where additional factual information is required.
- 5) Information on briefing provided to Ministers is not normally made publicly available, in order to maintain the agencies' ability to properly and effectively brief Ministers.