

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Environment portfolio

Question No: 200
Hearing: Budget Estimates
Outcome: Corporate
Programme: Corporate Strategies Division
Topic: QUESTION TIME
Hansard Page: N/A
Question Date: 26 May 2014
Question Type: Written

Senator Ludwig asked:

How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time?

- a) How many officer hours are spent each sitting day on preparing that information?
 - i. Please break down the hours by officer APS classification
- b) Are drafts shown to the Minister or their office before Question Time?
 - i. If so, when does this occur?
 - ii. How many versions of this information are shown to the minister or their office?
- c) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
- d) If so, when does this occur?
- e) What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
- f) 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:

The Department has a question time brief officer who liaises with the Departmental Liaison Officers to coordinate briefs required for the Minister and the representing Minister for Question Time. Information on the number of officers involved in the preparation of briefing materials is not available.

- a) It is not possible to provide the requested information as the Department does not record work in hourly intervals.
 - i. Not applicable
- b) No
 - i. Not applicable
 - ii. Not applicable
- c) Yes
- d) The office occasionally requests factual changes to question time briefs.
- e) The exact number of changes requested is not recorded, and as officers do not record work in hourly intervals, it is not possible to provide the requested information.
- f) The Department creates the contents page for the use of the Department, Minister and representing Minister's use only.