

**Department/ Agency:** Australian Taxation Office

**Question:** BET 2020-2024

**Topic:** Question Time

**Reference:** Written - 12 June 2014

**Senator:** Ludwig

**Question:**

2020. How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time?
2021. How many officer hours are spent each sitting day on preparing that information?
  - a. Please break down the hours by officer APS classification
2022. 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?
2023. 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.
2024. Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 13 May 2014.

**Answer:**

2020. The ATO prepares QTBs for the Minister on an as required basis.
2021. The ATO does not separately record the number of officers involved, or the time spent preparing QTBs.
2022. The Minister's office may request further information on an ad-hoc basis.
2023. The Minister's office may request further information on an ad-hoc basis.
2024. The ATO does not prepare a contents page for the Minister. The ATO prepares QTBs for the Minister on an as required basis.