

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2014-15

Finance Portfolio

Department/Agency: Finance
Outcome/Program: General
Topic: Question time

Senator: Ludwig
Question reference number: F196
Type of question: Written
Date set by the committee for the return of answer: Friday, 11 July 2014

Number of pages: 1

Question:

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. Three. One Executive Level 1 and 2 x APS 5s.
2. Preparation of the briefing pack is an integrated part of the team's business processes and cannot be separately measured.
3. Yes.
 - a. During the two weeks preceding the first sitting of each Parliamentary Session.
 - b. It varies.
4. Yes.
 - a. Before the relevant Parliamentary sitting day.
 - b. This information is unavailable.
5. Information on briefing provided to ministers is generally not made publicly available in order to maintain the agency's ability to properly and effectively brief its Ministers.