

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates 26 May-6 June 2014

Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** 1.1 Prime Minister and Cabinet

**Topic:** Question Time

**Senator:** Senator the Hon Joe Ludwig

**Question reference number:** 350

**Type of Question:** Written

**Date set by the committee for the return of answer:** 11 July 2014

**Number of pages:** 2

**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.

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**Answer:**

A number of staff across the Department assist with the preparation of Question Time briefs as part of their duties. To attempt to provide the requested level of detail in questions 1 to 4 would involve an unreasonable diversion of departmental resources.

Information on briefing provided to Ministers is not normally made publicly available in order to maintain agencies' ability to properly and effectively brief Ministers.