

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS
ATTORNEY-GENERAL'S DEPARTMENT

Corporate

Question No. 193

Senator Ludwig asked the following question at the hearing on 24 February 2014:

- 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?
 - i. Please break down the hours by officer APS classification
- 3) 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?
- 4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - i. If so, when does this occur?
 - ii. 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.

The answer to the honourable senator's question is as follows:

- 1) Officers of the department are tasked with preparation of question time briefings for ministers on an 'as required' basis. The number of staff affected will differ on any given day.
- 2) Officers do not record or attribute their time in a way that would enable this information to be provided.
- 3) Question Time briefs are provided to minister's offices sufficiently prior to question time each day.
 - (a) It is a matter for ministerial staff to review these briefs and they may amend or seek further information as they consider appropriate.
 - (b) Question Time briefs are reviewed and updated regularly throughout sitting periods to ensure information remains accurate.
- 4) Yes.
 - (a) On occasion minister's office staff will edit some question time briefs and the department will review the edited brief for accuracy.
 - (b) Officers do not attribute their time in a way that would enable this information to be provided.
- 5) The contents pages are internal working documents prepared by the relevant Minister's office.