

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

Group: Written

Program: Whole-of-Portfolio

Question: BE14/139

Senator Ludwig asked the following question at the hearing on 26-29 May 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?
 - 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.

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

1. Officers in the portfolio are tasked with preparation of Question Time Briefs for ministers on an 'as required' basis. The number of staff involved will differ on any given day.
- 2-2a. Officers do not record or attribute their time in a way that would enable this information to be provided.
- 3-3a. Question Time Briefs are provided to ministers' offices prior to question time each day.
 - b. Question Time Briefs are reviewed and updated regularly.
- 4a)-c). On occasion, ministers' staff review the edited brief for factual accuracy.
5. The department is unable to provide the contents pages because they are internal working documents prepared by the relevant minister's office.