

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2013-2014**

**Finance Portfolio**

**Question reference number:** F113

**Senator:** Ludwig

**Topic:** Senate Estimates briefings

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 11 April 2014

**Number of pages:** 2

**Question:**

1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
  - a) Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates?
  - a) If so, when did this occur?
  - b) How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  - a) If so, when did this occur?
  - b) What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  - c) When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

**Answer:**

<b>Department / Agency</b>	<b>Response</b>
Finance	<ol style="list-style-type: none"><li>1. Three. One Executive Level 1 and 2 x APS 4s.</li><li>2. The information was collated over a four week period.</li><li>3. No.</li><li>4. No.</li><li>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.</li></ol>
AEC	<ol style="list-style-type: none"><li>1. One officer was responsible for preparing AEC Executive briefing packs. The AEC also provided documentation to the Department of Finance for inclusion in their briefing pack to the Minister.</li><li>2. Unable to specify exact hours, however information was prepared over a two week period alongside day-to-day business.<ol style="list-style-type: none"><li>a) APS 6.</li></ol></li></ol>

	<ul style="list-style-type: none"> <li>3. No.</li> <li>4. No.</li> <li>5. Refer to the Department of Finance's response to part 5.</li> </ul>
ComSuper	<ul style="list-style-type: none"> <li>1. One officer was responsible for preparing the briefing pack for the purposes of Senate Estimates, however eight officers (varying from APS Level 5 to SES) assisted with coordinating content for inclusion in the briefing pack.</li> <li>2. Information was collated over a two week period by the staff involved, during which time business as usual work was also managed. <ul style="list-style-type: none"> <li>a) To provide the level of detail sought would involve an unreasonable diversion of departmental resources.</li> </ul> </li> <li>3. No.</li> <li>4. No.</li> <li>5. Refer to the Department of Finance's response to part 5.</li> </ul>
Commonwealth Superannuation Corporation	<ul style="list-style-type: none"> <li>1. Agency briefing pack – 8.</li> <li>2. Hours weren't tracked. <ul style="list-style-type: none"> <li>a) Hours weren't tracked; CSC employees are not APS staff.</li> </ul> </li> <li>3. No.</li> <li>4. No.</li> <li>5. Refer to the Department of Finance's response to part 5.</li> </ul>
Future Fund Management Agency	<ul style="list-style-type: none"> <li>1. Two.</li> <li>2. The information requested is not available. <ul style="list-style-type: none"> <li>a) Officers at FFMA 2 FFMA 4. Hours spent by each are not available.</li> </ul> </li> <li>3. No.</li> <li>4. No.</li> <li>5. The FFMA do not prepare folders for the Department/Minister/representing Minister.</li> </ul>