

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

Finance Portfolio

Question reference number: F114

Senator: Ludwig

Topic: Preparation for Question Time

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 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:

Department / Agency	Response
Finance	<ol style="list-style-type: none">1. Three. One Executive Level 1 and 2 x APS 4s.2. Preparation of the briefing pack is an integrated part of the team's business processes and cannot be measured.3. Yes.<ol style="list-style-type: none">a) During the two weeks preceding the first sitting of each Parliamentary Session.b) Varies.4. Yes.<ol style="list-style-type: none">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.

AEC	1.-5. N/A.
ComSuper	1.-5. N/A.
Commonwealth Superannuation Corporation	1. Nil 2.-5 N/A
Future Fund Management Agency	1.-5. N/A.