

Department/Agency: Office of the Inspector-General of Intelligence and Security

Outcome/Program: Outcome 1

Topic: Senate estimates briefing

Senator: Ludwig

Question reference number: 191

Type of question: Written

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

Number of pages: 1

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:

- 1) One OIGIS officer was responsible for preparing a briefing pack for the Inspector-General for the purpose of senate estimates, input was sought from four other IGIS staff.
- 2) Approximately 7 hours were spent on preparing the written briefing notes. This comprised:
 - a. 5 hours by one SES Band 1, and a total of approximately 1.5 hours by three officers at EL2 classification level and 1.0 hours by an officer at the EL1 level
- 3) No drafts were shown to the Minister or their office.
- 4) No
- 5) Information on briefing provided to Ministers is not normally made publicly available in order to maintain agencies' ability to properly and effectively brief Ministers.