

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Estimates – February 2014**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Senate Estimates briefing

**Senator:** Ludwig

**Question reference number:** QoN 191

**Type of Question:** Written

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

**Number of Pages:** 1

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:**

N/A to all