

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Budget Estimates 2014-2015**

Agency - Safe Work Australia

Department of Employment Question No. EM0320_15

Senator Ludwig provided in writing.

Question

SWA - Question Time Briefs

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

1 – 2. Safe Work Australia is occasionally requested by the Minister's office to prepare Question Time Briefs. However, on most sitting days the officer hours involved in managing the Agency's input into preparing Question Time Briefs is approximately 1 hour of either an APS6 or EL1 officer.

Following is an outline of officer hours by classification involved when Safe Work Australia is required to provide a Question Time brief.

Classification	Hours
CEO	.25
SES	.25
EL2	1
EL1	.5
APS6	.5

3. No. Safe Work Australia provides the final briefs to the Ministers' Office.
4. The Minister's Office is responsible for finalising the folder for the Minister.
5. Details of briefings provided to the Minister are not made publicly available in order to maintain the confidentiality and effectiveness of the advice.