

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—October 2014**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Senate estimates briefing**

Question: **271**

Written: **Senator Ludwig**

Date set by the committee for the return of answer: 31 December 2014

Since Budget Estimates in June, 2014:

1. How many officers have been 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. & 2. DPS officers prepare Senate Estimates Briefings as part of their normal duties. DPS does not separately record the number and level of officers involved or hours spent in the preparation of Senate Estimates briefings. The Department estimates that the resources used in the preparation of briefs for the October 2014 Estimates cost \$128,562.
3. Not applicable.
4. Not applicable.
5. The contents topics page is attached.

Topic		Topic
Building Management		Parliamentary Experience
Accommodation		25th Anniversary
Capital Works		Catering Contract
Carpark		Crockery
Contracts		Florist
Fire Safety		Health & Rec Centre
Furniture		Licences
Heritage Matters		Parliament Shop
Suite Changes		Portraits
Disability Access		Visitor Experience
	Hansard	Visitor Experience at PH
Chamber Presence Trial		Corporate
HPS		ANAO audit
Review		Budget
Staffing and WHS		Enterprise Agreement
	ICT	Fair Work
Staffing and performance		HR matters
Security		WHS
Entitlements		Nurses Centre
Priorities		Procurement
Website Accessibility		Freedom of Information
Captioning		Senate Inquiry recommendations
Switchboard Contract		Customer Survey
	Security	
Security - Screening procedures/changes		
Security - Side Entrances Changes		
Security Reviews		