

Question: 77

Topic: Senate estimates briefing

Written: 31 October 2014

Senator LUDWIG asked:

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 pages of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

Answer

As a parliamentary department, the department does not report to a Minister.

One Parliament Executive Level 2 employee is responsible for coordinating Senate estimates briefings for the department. Other officials, at various levels, provide input and content into the briefings.

The department does not keep records of employee time at this level of detail.

Briefings on the following topics were prepared for the department for the Additional Estimates hearings.

Financial position of the department

Consultancies and contracts

Security

Senators' entitlements

Filming and photography

President's suite

Senators' accommodation

Free Trade Agreements – sources of products

Staffing – workforce profile

Work health and safety

Social media policy, including Twitter

Senate Discovery

Table Office Production System and Standing Committee Information
Database

Committees – overview

AFP Question on notice response

Magna Carta

Biographical dictionary

Occasional lectures

New senators' orientation program

Parliamentary Education Office – schools and outreach programs

Seating for advisers and members
