

**Senate Standing Committee on Environment and Communications**  
**Legislation Committee**  
Answers to questions on notice  
**Environment portfolio**

**Question No:** 171  
**Hearing:** Additional Estimates  
**Outcome:** Corporate  
**Programme:** Policy and Communications Division  
**Topic:** Senate Estimates briefing  
**Hansard Page:** N/A  
**Question Date:** 04 March 2014  
**Question Type:** Written

**Senator Ludwig asked:**

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. The Department has a Senate Estimates officer (APS6) who coordinates the Senate Estimates briefing for the Department and Minister. Information on the number of officers involved in the preparation of briefing materials is not available.
2. The Department does not record activities in hourly intervals. It is not possible to provide the information requested.
  - a. Not applicable
3. No
  - a. Not applicable
  - b. Not applicable
4. No
  - a. Not applicable
  - b. Not applicable
  - c. Not applicable
5. The Department creates the contents page for the use of the Department/Minister/representing Minister's use only.