

**Senate Standing Committee on Education and Employment**

**QUESTIONS ON NOTICE  
Additional Estimates 2013-2014**

**Cross Portfolio**

**Department of Employment Question No. EM0336\_14**

**Senator Ludwig provided in writing.**

**Question**

**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 – 4) The department routinely prepares Question Time briefing material for its Ministers. The specific detail requested is not readily available and would require an unreasonable diversion of resources to provide.
- 5) Details of briefings provided to the Minister are not made publicly available in order to maintain the confidentiality and effectiveness of the advice.