

EDUCATION, EMPLOYMENT AND WORKPLACE RELATIONS

**SENATE LEGISLATION COMMITTEE - QUESTIONS ON NOTICE
2008-09 BUDGET ESTIMATES HEARING**

Outcome **People, Parliamentary and Communications Group**

DEEWR Question No. EW 137_09

Senator Abetz provided in writing.

Question

Co-ordination of Ministerial Briefs and advice from the Department

What other roles and responsibilities do these staff members have with respect to carrying out Ministerial requests?

Answer

In addition to the preparation and coordination of Ministerial correspondence, briefings and advice staff assist in the Cabinet and Senate Estimates processes, tabling of documents and Parliamentary Questions, and training and running of the IT systems to support Ministerial and Parliamentary workflows.