

**Standing Committee on Finance and Public Administration**

**ANSWER TO QUESTION ON NOTICE**

**Finance and Administration Portfolio**

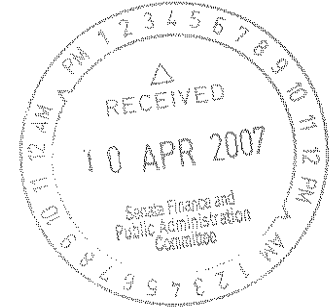
Supplementary Budget Estimates Hearing – October 2006

**Question: F75 – F80**

**Outcome, Output: All**

**Topic: Question Time Briefs**

**Written Question on Notice**



**Senator Ludwig asked:**

With regard to the preparation of Possible Parliament Questions briefs or other such documents intended to brief Ministers on an issue specifically for Question Time, could the department/agency provide:

1. The number of such briefs prepared in each of the last three financial years (2003-04, 2004-05, 2005-06).
2. The number of staff who are responsible for coordinating such briefs and the salary level they are engaged at.
3. The name of the internal unit/team that those staff belong to and a description of its other responsibilities.
4. The total budget associated with the unit/team referred to in response to part 3.

## Standing Committee on Finance and Public Administration

### ANSWER TO QUESTION ON NOTICE

#### Finance and Administration Portfolio

Supplementary Budget Estimates Hearing – October 2006



**Answer:**

#### Department of Finance and Administration (Finance)

#### Australian Electoral Commission (AEC)

#### Commonwealth Grants Commission (CGC)

#### ComSuper

	<b>Finance</b>	<b>AEC</b>	<b>CGC</b>	<b>ComSuper</b>
<b>1</b>	2003-04: 274 2004-05: 300 2005-06: 384	2003-04: 29 2004-05: 25 2005-06: 15	2003-04: 1 2004-05: 0 2005-06: 0	2003-04: 0 2004-05: 0 2005-06: 2
<b>2</b>	0.25 FTE of 1 staff member engaged at the salary level \$61,000 per annum (pa) (\$15,250).	0.03 FTE of 1 staff member engaged at the salary level \$84,077 pa (\$2,522).	0.02 FTE of 1 staff member engaged at the salary level \$56,000 pa (\$1,120).	0.01 FTE of 1 staff member engaged at the salary level 48,060 pa. (\$480).
<b>3</b>	<b>Parliamentary Liaison Section (PLS)</b> <ul style="list-style-type: none"> <li>• Coordination and provision of Parliamentary and Machinery of Government advice to Finance, its Ministers and the Parliamentary Secretary.</li> <li>• Responsible for Cabinet documents, Legislation, Tabling, Ministerial Correspondence, Parliamentary Questions on Notice (QONs) and Question Time Briefs (QTBs).</li> <li>• Provision of Home Department support to Finance's Ministers and Parliamentary Secretary.</li> </ul>	<b>Ministerial, Parliamentary and Information Services Section</b> <ul style="list-style-type: none"> <li>• Coordination of briefs and correspondence for the Minister, parliamentary committees including the Joint Standing Committee on Electoral Matters.</li> <li>• Provision of secretariat services to the AEC Executive Team.</li> <li>• Responsible for the national delivery of records management and library services across the AEC.</li> </ul>	<b>Executive Group</b> <ul style="list-style-type: none"> <li>• Directs the CGC's work programme and is responsible for outputs.</li> </ul>	<b>Organisational Planning &amp; Performance Team</b> <ul style="list-style-type: none"> <li>• Business Planning.</li> <li>• Provision of support for internal governance committees.</li> <li>• Compliance activities.</li> <li>• Performance monitoring.</li> <li>• Coordination of QTBs, Senate Estimates and Parliamentary QONs.</li> </ul>
<b>4</b>	\$852,153. This figure incorporates all costs associated with running the section, of which a small portion is attributed to the coordination of QTBs.	\$565,429. This figure incorporates all costs associated with running the section, of which a small portion is attributed to the coordination of QTBs.	\$746,000. This figure incorporates all costs associated with running the group, of which a small portion is attributed to the coordination of QTBs.	\$358,268. This figure incorporates all costs associated with running the team, of which a small portion is attributed to the coordination of QTBs.

Note: Answers provided to parts 2 – 4 relate to the current financial year (2006-07).

#### Australian Reward Investment Alliance

#### Future Fund Management Agency

1. Nil.
2. Not applicable.
3. Not applicable.
4. Not applicable.