

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Department of the Prime Minister and Cabinet

Supplementary Budget Estimates Hearings 2006-2007, 30 October 2006

Question: PM 62

Outcome 1, Output 4.3

Topic: Possible Parliament Questions Briefs

Direct on Notice: Written

Senator Ludwig asked: With regard to the preparation of Possible Parliament Questions briefs or other such documents intended to brief Minister's 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 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.**

Answer:

1. 2003-04 - 763; 2004-05 - 779 and 2005-06 - 1047.
2. Four – one EL2, \$86,382 - \$98,426; one EL1, \$74,215 - \$82,733; one APS5, \$53,837 - \$58,400 and one APS 3, \$43,496 - \$46,841 (salary figures as at 1 October 2006)
3. Parliamentary Affairs and Legislation Section. The Section has a total of seven staff: two EL1s and one APS3 in addition to those mentioned earlier. Other responsibilities of the Section are:
 - preparation of media summaries;
 - monitoring of question time;
 - coordination of responses to parliamentary questions on notice within the department and provision of advice to other portfolios on questions asked of all or multiple ministers;
 - coordination of briefing material for the Prime Minister including speech and meeting briefs, and management of requests for messages from the Prime Minister;
 - provision of advice on matters relating to the parliamentary departments and their Budget proposals;
 - preparation of options for the annual parliamentary sitting pattern;
 - provision of advice on parliamentary procedures and precedents;

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Additional Estimates Hearings 2004-2005, 14 February 2005

- provision of advice on the appearance of official witnesses at parliamentary hearings;
 - provision of advice on Senate Orders for the production of documents;
 - coordination and preparation of incoming government briefs;
 - coordination of the government's legislation programme, including preparation of Cabinet memoranda on the draft legislation programme and provision of day-to-day oversight of the implementation of the legislation programme;
 - coordination and preparation of the public list of legislation (which is provided to senators and members prior to the commencement of each parliamentary sitting period);
 - coordination and preparation of the list of unproclaimed legislation (which is tabled in the Senate each year);
 - coordination and management of requests for minor policy approval for measures to be included in legislation;
 - provision of secretariat and notetaking to the Parliamentary Business Committee of Cabinet;
 - management of the Legislation Approval Process;
 - provision of briefings on legislation prior to its introduction into the parliament as part of the Legislation Approval Process;
 - provision of advice to portfolios in relation to legislation processes; and
 - provision of advice on, and policy carriage of, the Legislation Handbook.
4. \$1.24 million, including salary costs of \$650,000.