

**Finance and Public Administration Legislative Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Prime Minister and Cabinet Portfolio**

**Australian National Audit Office**

Estimates 2006-07 – Supplementary Budget Estimates, October 2006

**Question: PM 63**

**Topic: Question Time Briefs**

**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:

Q1. The number of such briefs prepared in each of the last three financial years (2003-04, 2004-05, 2005-06).

A1. Our records system has been revised to better capture Questions on Notice therefore the details below may not be precise. However, a search of relevant files has revealed the following:

2003-04 - 8  
2004-05 - 13  
2005-06 - 29

Q2. The number of staff who are responsible for coordinating such briefs and the salary level they are engaged at.

A2. There are no people dedicated to this task but two EL2s are earmarked to perform the work in addition to their normal duties – one on standby should the primary coordinator not be available.

Q3. The name of internal unit/team that those staff belong to and a description of its other responsibilities.

A3. The primary coordinator is from Business Support Section. This section is also responsible for Corporate Governance, Legal, Publications, International coordination, OHS, Security, Emergency Management and Building Support.

The standby person is the Finance Officer who is responsible for the Finance Section.

Q4. The total budget associated with the unit/team referred to in response to part 3.

A4. The Business Support Section has an annual budget of some \$ 5M. The Finance Section has an annual budget of some \$0.5M.