

**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 18-21 October 2010

**Question: PM90**

**Asked By: Senator Abetz**

**Topic: Briefing Templates**

**Type of Question: Written**

**Date set by the committee for the return of answer: 3 December 2010**

**Number of pages:**

- a) **Does PM&C have a standard briefing template agreed with the PMO for briefs to the PM?**
- b) **Once the template is agreed with the office, is it then distributed around PM&C?**
- c) **If the template is changed, the modified template has to be re-distributed?**
- d) **And any officers working on a brief in the old format then have to redo it in the new format?**
- e) **How often would the template have been changed under previous PM Howard?**
- f) **How often was it modified under Prime Minister Rudd?**

**Answer:**

- a) Yes, there are templates for general briefs and for Cabinet briefs to the Prime Minister.
- b) The templates are available to all staff on the PM&C network.
- c) Yes, they are updated on the PM&C network.
- d) Where a template is significantly amended, staff are advised that it is available on the PM&C network and the date from which briefs need to be submitted in the new form. This may require a small number of briefs to be redrafted to the new template.

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- e) and f) We do not have readily available records of how often templates are modified. Modifications can range for very minor technical changes to more substantive restructuring. The most recent substantive restructuring of the briefing template occurred in early 2010.