



BEFORE QP

- Review daily media.
- Consult with the Minister's Office on Q&As required.
- Provide advice to drafters on format, style and content of Q&As.
- Review Q&As in consultation with Minister's Office.
- Liaise with PCO when Q&As are needed for the Prime Minister, the Deputy Prime-Minister and the Leader of the Government in the Senate.

DURING QP

- Is available to respond to last minute requests from Minister's office.
- Monitor and report on what was asked and by whom.

AFTER QP

- Distribute a report on the issues raised during Question Period which have an impact on the Minister's portfolio.
- Provide Minister with additional information, follow-up on outstanding issues and request updated Qs&As as required.
- Monitor evening news.