

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Agency - Fair Work Building and Construction

Department of Employment Question No. EMSQ16-000583

Senator Ludwig provided in writing.

Question

FWBC - Documents provided to Minister

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

Answer

Fair Work Building and Construction routinely prepares documents to the Minister's office. Details of briefings are not made publicly available in order to maintain the confidentiality and effectiveness of the advice. These documents are submitted pursuant to the Department's Parliamentary Document Management System (PDMS).