

Senate Standing Committee on Environment and Communications
Answers to Senate Estimates Questions on Notice
Supplementary Budget Estimates Hearings November 2014
Communications Portfolio
Australian Communications and Media Authority

Question No: 433

Program No. ACMA

Hansard Ref: In Writing

Topic: Documents Provided to Minister

Senator Ludwig asked:

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:

1. Three documents are provided to the Minister's office on a regular and scheduled basis.
2. *Annual report, Communications report, and the Corporate Plan.*

The Annual report must be tabled in each House of Parliament within 15 days of being received by the Minister for Communications under subsection 57(3) of the *Australian Communications and Media Authority Act 2005*. The proof copy of the Annual report (which provides an annual report on ACMA operations) was delivered to DoC on 10 September 2014 to prepare the Ministerial Submission; with the document tabled on 16 October.

The Communications report must be tabled in each House of Parliament within 15 days of being received by the Minister for Communications under subsection 105(7) of the *Telecommunications Act 1997*. The proof copy of the Communications report (which fulfils the ACMA's statutory reporting requirements under section 105 of the *Telecommunications Act 1997* to report to the Minister for Communications on significant matters relating to the performance of carriers and carriage service providers, including consumer satisfaction, consumer benefits and quality of service) was provided to DoC for briefing Minister on 7 November 2014, and the document was tabled on 24 November.

The Corporate plan provides information on the ACMA's priorities and objectives outlining the strategies that will be used to achieve these outcomes. Under section 56 of the *Australian Communications and Media Authority Act 2005* and section 35 of the *Public Governance, Performance and Accountability Act 2013*, a Corporate Plan must be provided to the Minister each reporting period. The ACMA has traditionally provided this report to the Minister at the end of each calendar year. The latest edition of the ACMA's three-year Corporate Plan (*ACMA Corporate Plan 2013-16*) was provided to the Minister on 20 December 2013, and it was published on the ACMA website soon after. As a result of PGPA transitional arrangements, the next Corporate Plan is due to the Minister on about 1 July 2015.

3. All three documents are transmitted to the Minister's Office via email.

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4. Drafts of the Annual report and the Communications report are emailed and then the finalised documents are provided in hardcopy. The Corporate Plan, as approved by the Chair of the ACMA, is provided in both email and hardcopy.
5. The Annual report and the Communications report documents are provided to the Department of Communications who prepare the brief for the Minister's Office. The Corporate Plan is sent directly to the Minister by the Chair of the ACMA.