

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2014 - 2015

**Department/Agency: CEFC**

**Question: SBT2240-2244**

**Topic: Documents provided to the minister**

**Reference: written - 30 October 2014**

**Senator: Ludwig, Joe**

**Question:**

2240. 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.
2241. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
2242. How are they transmitted to the office?
2243. What mode of delivery is used (hardcopy, email) for those documents?
2244. What level officer are they provided to in the minister's office?

**Answer:**

The answers to the honourable Senator's questions are as follows:

2240 – 2.

2241 –

a. The Annual Report – annually, purpose of which is to report to the Parliament (through the Responsible Ministers) annually on the Corporation's finances, operations and governance. Ministers are required to authorise the tabling of the document.

b. The *Commonwealth Authorities and Companies Act 1997* ('CAC Act') Compliance Report – annually, purpose of which is i) to report to Ministers annually on compliance with the CAC Act and its subordinate legislation by means of certifying that compliance has occurred; and ii) to report on solvency of the entity for the forthcoming year. Please note the final CAC Act report has been filed as the CAC Act has been repealed.

2242 –

a. This document is emailed to each of the responsible Ministers' offices. There is a formal letter of transmittal from the Chair provided to the Ministers reproduced in the report itself.

b. This document is posted and emailed to officials of the Department of Finance and copies are sent to each responsible Minister's office. A letter of transmittal from the Chair is usually attached to the report and a copy sent to Minister's offices.

2243 – See 2242. Note the Annual Report is also sent in hard copy form.

2244 – Provided to the Minister, Chief-of-Staff and relevant advisors.