

**Senate Committee: Education and Employment**

**QUESTION ON NOTICE  
Additional Estimates 2015 - 2016**

**Outcome: Agency: ACARA**

**Department of Education and Training Question No. SQ16-000650**

Senator Ludwig, Joe provided in writing

***ACARA: Documents provided to minister***

**Question**

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**

The Australian Curriculum, Assessment and Reporting Authority (ACARA) has provided the following response.

1. Three documents are provided on a regular and scheduled basis.
2. ACARA provides a three weekly Freedom of Information (FOI) report to the Minister's office to inform the Minister's office of FOI activity. The report is provided for information only. ACARA also provides a monthly report on progress against its charter, and an update on other relevant matters. This report is provided for information only. ACARA also provides a fortnightly report, which is provided to all members of the Education Council. This report is provided for information only.
3. All three reports are emailed to the Minister's office.
4. All three reports are emailed to the Minister's office.
5. Advisor, senior advisor, and advisor, respectively.