

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Agency - Workplace Gender Equality Agency

Department of Employment Question No. EMSQ16-000480

Senator Ludwig provided in writing.

Question

WGEA - 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

1. Most communication between the Workplace Gender Equality Agency and the Minister is on an ad hoc basis; however there are a small number of legislated reporting requirements.
2. Annual Report – by 30 November each year – for approval
Biennial Report under Section 12 (2A) – as soon as practicable after 31 May 2016 and then each later two year period – for noting
Corporate Plan – by 31 August each year – for noting
Protective Security Policy Framework report – August each year – for noting
3. Documents are transmitted to the Minister's office through the Parliamentary Document Management System (PDMS).
4. Unknown.