

## **Senate Standing Committee on Education and Employment**

### **QUESTIONS ON NOTICE Additional Estimates 2015 - 2016**

#### **Cross Portfolio**

**Department of Employment Question No. EMSQ16-000612**

**Senator Ludwig provided in writing.**

#### **Question**

##### **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 & 2. The department routinely prepares documents and briefing material for the Minister. The specific detail requested is not readily available and would require an unreasonable diversion of resources to provide.
- 3 & 4. Transmission of documents to the Minister's office occurs electronically and/or in hard copy.
5. The department does not have this information.