

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

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

**Agency - Safe Work Australia**

**Department of Employment Question No. EMSQ16-000674**

**Senator Ludwig provided in writing.**

#### **Question**

##### **SWA - 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. Safe Work Australia provides regularly scheduled updates on the work Safe Work Australia undertakes.
2. Safe Work Australia provides a monthly report to the Minister's office on progress against Safe Work Australia's Operational Plan 2015–16. This is provided for information.
3. The report is provided by email.
4. The report is provided by email.
5. The report is provided to an advisor.