

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Supplementary Budget Estimates 2014-2015**

Agency - Safe Work Australia

Department of Employment Question No. EM1294_15

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

Safe Work Australia routinely prepares documents to the Minister's office. Details of briefings are not made publicly available in order to maintain the confidentiality and effectiveness of the advice.