

QUESTION TAKEN ON NOTICE

ADDITIONAL ESTIMATES HEARING : 08 February 2016

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

(AE16/132) - Documents provided to the Minister - Internal Product (DIBP)

Senator Ludwig, Joe (L&CA) written:

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. It would be an unreasonable diversion of resources to precisely quantify these documents.
2. Excluding policy and correspondence briefs, the regular and scheduled documents do not generally require the Minister's signature.

Documents regularly provided to the Minister's Office include media reports and events and key statistics and activities; Forthcoming submissions and tracking documents on Ministerial responses; Documents in relation to Cabinet, legal and litigation matters which includes updates on the status of Bills and various reports on visa matters. Question Time Briefs and Questions on Notice are scheduled during sitting and following Senate Estimates hearings.

3-4. These documents are transmitted by email and through the Parliamentary Documents Management System.

5. Documents are provided in the first instance to the Departmental Liaison Officers, which are presently Executive level 1 and Executive level 2.