

**Senate Standing Committee on Environment and Communications**  
**Answers to Senate Estimates Questions on Notice**  
**Additional Estimates Hearings February 2016**  
**Communications Portfolio**  
**Australia Post**

**Question No: 214(d)**

**Australia Post**

**Hansard Ref: Written, 19/02/2016**

**Topic: Documents provided to Minister**

**Senator Ludwig, Joe asked:**

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:**

1-5. Australia Post's reporting obligations to Shareholder Ministers follow those outlined in the GBE Governance and Oversight Guidelines.

Reports and documents are transmitted to the Shareholder Ministers and their respective departments by mail and/or email methods.