

Senate Standing Committee on Environment and Communications
Answers to Senate Estimates Questions on Notice
Additional Estimates Hearings February 2016
Communications Portfolio
Australian Film Television and Radio School

Question No: 214(h)

Australian Film Television and Radio School

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. Three.
2. Requirements under the *PGPA Act 2013* includes a provision for the submission of;
Corporate Plan – Years 2015 to 2019 reviewed annually
Annual Report - Annual submission
Compliance Report – Compliance with provisions & requirements if the PGPA Act & PGPA Rules - Annual submission
3. By post and electronically.
4. Hardcopy and email.
5. Provided to Minister's office for general receipt.