

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

National Collecting Institutions

Question No: 214(k)

National Collecting Institutions

Hansard Ref: Written, 19/02/2016

Topic: Documents provided to minister

Senator Ludwig, Joe asked:

National Cultural Institutions

- Australian National Maritime Museum
 - National Film and Sound Archive
 - National Gallery of Australia
 - National Museum of Australia
 - National Library of Australia
 - National Portrait Gallery
 - The Museum of Australian Democracy
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:

Australian National Maritime Museum

1. To attempt to provide the level of information requested would involve an unreasonable diversion of resources.
2. All documents for the attention of the Minister are directed to the Minister's office. The categories of documents provided to the Minister's office on a regular and scheduled basis, as well as their schedule and purpose, are set out in the table below.
3. The ordinary means of transmittal of the categories of documents is set out in the table below.
4. The ordinary mode of delivery of the categories of documents is set out in the table below.
5. All documents set out in the table below are addressed to the Minister.

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Types of documents	Schedule	Purpose	Means of transmittal	Mode of delivery
Annual Report (required under <i>PGPA Act 2013</i>)	Annual.	For the Minister to present to the Parliament.	Courier and email	Electronic & Hard copy
Minutes of the meetings of the Council of Australian National Maritime Museum (required under <i>ANMM Act 1990</i>)	Following meetings of the Council (generally 4 per year).	For information of the Minister.	Postage	Hard copy
Corporate Plan (required under <i>PGPA Act 2013</i> and the <i>ANMM Act 1990</i>)	Annual.	For the approval of the Minister.	Postage	Hard copy
Annual operational plan of the Australian National Maritime Museum (required under <i>ANMM Act 1990</i>)	Annual.	For the approval of the Minister.	Postage	Hard copy
“Signals” magazine	Quarterly.	For the information of the Minister.	Postage	Hard copy

National Film and Sound Archive

1. Two.

2.- 4.

Types of documents	Schedule	Purpose	Means of transmittal	Mode of delivery
Annual Report (required under <i>PGPA Act 2013</i>)	Annual.	For the Minister to present to the Parliament.	Courier and email	Electronic and hard copy
Corporate Plan (required under <i>PGPA Act 2013</i>)	Annual	For noting by the Minister	Postage	Hard copy

5. Transmittal letters are addressed to the Minister.

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National Gallery of Australia

1. Two.

2.- 4.

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National Library of Australia

1. Two.

2.- 4.

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5. Transmittal letters are addressed to the Minister.

National Museum of Australia

1. Two.

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5. Transmittal letters are addressed to the Minister.

National Portrait Gallery

1. Two.

2.- 4.

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Corporate Plan (required under <i>PGPA Act 2013</i>)	Annual	For noting by the Minister	Postage	Hard copy

5. Transmittal letters are addressed to the Minister.

The Museum of Australian Democracy

1. Two.

2.- 4.

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5. Transmittal letters are addressed to the Minister.