

Senate Standing Committee on Environment and Communications
Legislation Committee
Answers to questions on notice
Environment portfolio

Question No: 178
Hearing: Additional Estimates
Outcome: Corporate
Programme: Corporate Strategies Division (CSD)
Topic: Documents provided to Minister
Hansard Page: N/A
Question Date: 19 February 2016
Question Type: Written

Senator Ludwig 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. The Department provides the documents listed under (2) to the Minister on a regular basis.
2.
 - Portfolio Sequencing Plan (weekly, for noting)
 - Legal Report (monthly, for noting)
 - Parliamentary Report (fortnightly, for noting)
 - Upcoming and Expiring Board Appointments (quarterly, for noting)
 - Major Projects Report (4-6 weeks, for noting)
 - Environment Media Dates and Opportunities Calendar (weekly, for noting)
3. All of the above listed documents, with the exception of the Environment Media Dates and Opportunities Calendar, are transmitted electronically as well as via the Parliamentary Document Management System.

The Environment Media Dates and Opportunities Calendar is transmitted electronically via email.
4. The above listed documents, with the exception of the Environment Media Dates and Opportunities Calendar, are sent via the Parliamentary Document Management System as well as via email to the Minister's office.

The Environment Media Dates and Opportunities Calendar is transmitted electronically via email.

5. The above listed documents are all provided to the Departmental Liaison Officer to disseminate to Minister's office staff.

The Environment Media Dates and Opportunities Calendar is also provided to the Media Advisors and the Minister's Chief of Staff.

Clean Energy Regulator

1. The Clean Energy Regulator provides one document to the Minister on a regular basis.
2. Clean Energy Regulator Administrative Update (monthly, for noting).
3. The above listed document is transmitted electronically via the Parliamentary Document Management System.
4. The above listed document is transmitted electronically via the Parliamentary Document Management System.
5. Departmental Liaison Officer to disseminate to Minister's office staff.

Bureau of Meteorology

1. The Bureau of Meteorology provides five documents to the Minister's Office on a regular basis.
2.
 - Ministerial Brief tracker (weekly or fortnightly, for noting)
 - Upcoming Events and Media Opportunities (weekly or fortnightly, for noting)
 - Freedom of Information Report (weekly or fortnightly, for noting)
 - Planned Research Publications (weekly or fortnightly, for noting)
 - Weekly Twitter Report (weekly or fortnightly, for noting)
3. The above listed documents are transmitted electronically.
4. The above listed documents are emailed to the Minister's office.
5. Departmental Liaison Officer to disseminate to relevant Minister's office staff.

Clean Energy Finance Corporation

1. The Clean Energy Finance Corporation provides five documents to the Minister's Office on a regular basis.
2.
 - Quarterly investment reports (Quarterly, for noting)
 - Roundup of CEFC media activity (weekly, for noting)
 - Annual reports (Annually, for noting)
 - Annual PGPA Act compliance reports (Annually, for noting)

3. The above listed documents are transmitted electronically.
4. The above listed documents are emailed to the Minister's office.
5. Departmental Liaison Officer to disseminate to Minister's office staff.

Australian Renewable Energy Agency

1. The Australian Renewable Energy Agency provides the following documents to the Minister's office on a regular basis.
2. Outcomes of ARENA Board meetings; and general funding strategy (as per legislation).
3. The above listed documents are transmitted electronically via the Parliamentary Document Management System.
4. Hardcopy and via the Parliamentary Document Management System.
5. Departmental Liaison Officer to disseminate to Minister's office staff.

Sydney Harbour Federation Trust

Nil.

Climate Change Authority

Nil.

Great Barrier Reef Marine Park Authority

Nil.