

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

Question No: 267
Hearing: Supplementary Budget Estimates
Outcome: Corporate
Programme: Corporate Strategies Division
Topic: PORTFOLIO WIDE - DOCUMENTS PROVIDED TO MINISTER
Hansard Page: N/A
Question Date: 29 October 2014
Question Type: Written

Senator Ludwig asked:

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.

- a. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
- b. How are they transmitted to the office?
- c. What mode of delivery is used (hardcopy, email) for those documents?
- d. What level officer are they provided to in the minister's office?

Answer:

- a. The central coordination area of the Department provides the following documents to the Minister to inform regular Portfolio Business Meetings:
 - i) Portfolio Sequencing Plan (weekly, for noting)
 - ii) Legal Report (weekly, for noting)
 - iii) Parliamentary Report (weekly, for noting)
 - iv) Upcoming and Expiring Board Appointments (monthly, for noting)
 - v) Major Projects Report (frequency dependent upon Parliamentary sitting dates, for noting)
 - vi) *Environment Protection and Biodiversity Conservation Act 1999* Decision List (frequency dependent upon Parliamentary sitting dates, for noting).
- b. The above listed documents are transmitted electronically.
- c. The above listed documents are emailed to the Minister's office.
- d. Departmental Liaison Officer.

Information on the number and type of other documents provided to the Minister's office is not recorded centrally by the Department. To attempt to provide this level of detail would involve an unreasonable diversion of departmental resources.