

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Agency - Fair Work Commission

Department of Employment Question No. EMSQ16-000719

Senator Ludwig provided in writing.

Question

FWC - Documents provided to Minister

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 Fair Work Commission provides four types of documents on a regular basis to the Minister of Employment.
2. Documents that are provided to the Minister of Employment on a regular and scheduled basis are:
 - a. The President of the Fair Work Commission is required under s.654 of the *Fair Work Act 2009* to provide certain information to the Minister for Employment. This information includes:
 - i. The Fair Work Commission's Schedule 5.2 Report which is provided on a quarterly basis in accordance with requirements detailed in Schedule 5.2 of the *Fair Work Regulations 2009*.
 - ii. The Fair Work Commission Unfair Dismissal report which is provided on a quarterly basis.
 - b. The President of the Road Safety Remuneration Tribunal is required to provide certain information to the Minister for Employment. This information includes a quarterly report setting out information required by regulation 6.1 of the *Road Safety Remuneration Regulation 2012*.
 - c. The Departmental file list is provided twice annually to the Minister of Employment in accordance with the Senate Procedural Order of Continuing Effect 12.
3. All documents are provided to the Minister via PDMS.
4. All documents are provided electronically.
5. The Fair Work Commission does not provide the documents directly to the Minister's office.