

**Senate Finance and Public Administration Legislation Committee
—Additional Estimates Hearing—February 2016**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Documents provided to minister**

Question: **235**

Written **Senator Ludwig**

Date set by the committee for the return of answer: 1 April 2016

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

Not applicable.