

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Agency - Workplace Gender Equality Agency

Department of Employment Question No. EMSQ16-000466

Senator Ludwig provided in writing.

Question

WGEA - Procedure manual

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer

1. The Workplace Gender Equality Agency (Agency) does not have a procedural manual for communication with the Minister. The Agency's communications with the Minister's office is guided by advice and templates provided by the Department of Employment Parliamentary Services Team.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. All correspondence with the Minister is cleared by the Director of the Agency.