

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Additional Estimates 2015 - 2016**

Outcome: Cross Portfolio - Corporate

Department of Education and Training Question No. SQ16-000256

Senator Ludwig, Joe provided in writing

Procedure Manuals (Departmental)

Question

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 department does not have a procedure manual for communication between the department and the Minister.
- 2 - 5. Not applicable
6. Communications are cleared by the relevant departmental officers on a case by case basis.