

**Senate Committee: Education and Employment**

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

**Outcome: Agency: AITSL**

**Department of Education and Training Question No. SQ16-000375**

Senator Ludwig, Joe provided in writing

***AITSL: Procedure Manuals (Ministerial)***

**Question**

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

**Answer**

The Australian Institute for Teaching and School Leadership has provided the following response for the period 14 September 2015 to 10 February 2016:

Not Applicable.