

Senate Committee: Education and Employment

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

Outcome: Agency: AIATSIS

Department of Education and Training Question No. SQ16-000566

Senator Ludwig, Joe provided in writing

AIATSIS: 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

The Australian Institute of Aboriginal and Torres Strait Islander Studies has provided the following response.

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A