

Senate Standing Committee on Education and Employment

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

Agency – Fair Work Ombudsman

Department of Employment Question No. EMSQ16-000562

Senator Ludwig provided in writing.

Question

FWO - 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. No.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.