

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Cross Portfolio

Department of Employment Question No. EMSQ16-000623

Senator Ludwig provided in writing.

Question

Procedure manual - Ministerial

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?
- Is anyone responsible for clearing communications before they are sent to the department?

Answer

No.