

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2015 - 2016

Agency - Fair Work Commission

Department of Employment Question No. EMSQ16-000712

Senator Ludwig provided in writing.

Question

FWC - 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

The Fair Work Commission does not have a procedure manual for communication between Commission staff and the Minister.

The General Manager of the Fair Work Commission is responsible for clearing communication sent from the Commission to the Minister or the Minister's office, other than communications from the President of the Fair Work Commission.