

**Senate Standing Committee on Education and Employment**

**QUESTIONS ON NOTICE  
Supplementary Budget Estimates 2014-2015**

**Agency – Workplace Gender Equality Agency**

**Department of Employment Question No. EM0934\_15**

**Senator Ludwig provided in writing**

**Question**

**WGEA – Procedure Manuals (Departmental)**

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 – 5. N/A.
6. All written communications with the Minister's office are cleared by a manager.