

Senate Committee: Education and Employment

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

Outcome: Agency: ARC

Department of Education and Training Question No. SQ16-000559

Senator Ludwig, Joe provided in writing

ARC: 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 Research Council has provided the following response.

1. No
- 2-6. Not applicable.