

Senate Committee: Education and Employment

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

Outcome: Agency: AITSL

Department of Education and Training Question No. SQ16-000570

Senator Ludwig, Joe provided in writing

AITSL: 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 Institute for Teaching and School Leadership has provided the following response for the period 14 September 2015 to 10 February 2016:

1. to 6. Not applicable