

## **Senate Standing Committee on Education and Employment**

### **QUESTIONS ON NOTICE Additional Estimates 2015 - 2016**

**Agency - Safe Work Australia**

**Department of Employment Question No. EMSQ16-000667**

**Senator Ludwig provided in writing.**

#### **Question**

##### **SWA - 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**

1. Safe Work Australia does not have a procedure manual for communication between the agency and the Minister.
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. All written communications are cleared by a member of the Safe Work Australia Executive before they are sent to the Minister or Minister's office.