

Senate Standing Committee on Education and Employment - Education

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

Cross Portfolio

Department of Education Question No. ED0497_15

Senator Ludwig provided in writing.

Question

Dept & All Agencies: 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. The department does not have a procedure manual for communication between the department and the Minister.
- 2 - 5. Not applicable
6. Communications are cleared by the relevant departmental officers on a case by case basis.