

Senate Standing Committee on Education and Employment

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

Agency - Safe Work Australia

Department of Employment Question No. EM0933_15

Senator Ludwig provided in writing.

Question

SWA - 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

1-5) Safe Work Australia does not have a procedure manual for communication between the Agency and the minister.

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.