

**Question:** 123  
**Topic:** Procedure Manuals (Ministerial)  
**Written:** 23 February 2016

**Senator LUDWIG asked:**

- 1 Does the Minister's office have a procedure manual for communication between the Minister's office and the department? If yes, please provide a copy and:
  - a When was the manual last updated?
  - b Who is responsible for updating the manual?
  - c Who is the manual distributed to?
  - d Is anyone responsible for clearing communications before they are sent to the department?

**Answer**

Not applicable.