

**Question:** 131  
**Topic:** Procedure Manuals (Departmental)  
**Written:** 23 February 2016

**Senator LUDWIG asked:**

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

**Answer**

Not applicable.