

**Senate Finance and Public Administration Legislation Committee  
—Additional Estimates Hearing—February 2016**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Procedure Manuals (Departmental)**

Question: **228**

Written **Senator Ludwig**

**Date set by the committee for the return of answer: 1 April 2016**

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.