

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 2014-15**

**Finance Portfolio**

**Department/Agency:** Department of Finance

**Outcome/Program:** General

**Topic:** Procedure Manuals (Ministerial)

**Senator:** Ludwig

**Question reference number:** F35

**Type of question:** Written

**Date set by the committee for the return of answer:** Wednesday, 31 December 2014

**Number of pages:** 1

**Question:**

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:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Who is the manual distributed to?
5. Is anyone responsible for clearing communications before they are sent to the department?

**Answer:**

1. No.
2. - 4. N/A.
5. No.