

**Senate Finance and Public Administration Legislation Committee:  
Answers to written Questions on Notice  
Supplementary Budget Estimates 2014–15  
Parliamentary Departments Portfolio  
October 2014**

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<b>Department</b>	Parliamentary Budget Office
<b>Topic</b>	Procedure Manuals (Departmental)
<b>Senator</b>	Senator Ludwig
<b>Question reference number</b>	100
<b>Type of question</b>	Written

**Question**

- 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.