

**Question:** 14

**Topic:** Procedure manuals (departmental)

**Written:** 31 October 2014

**Senator LUDWIG asked:**

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**

As a parliamentary department, the department does not report to a Minister or Parliamentary Secretary.