

**Senate Finance and Public Administration Legislation Committee
—Supplementary Budget Estimates Hearing—October 2014**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Procedure Manuals (Departmental)**

Question: **208**

Written: **Senator Ludwig**

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

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer

Not applicable.