

**QUESTION TAKEN ON NOTICE**

**ADDITIONAL ESTIMATES HEARING : 08 February 2016**

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

**(AE16/117) - Procedures Manuals - (Ministerial) - Internal Product (DIBP)**

Senator Ludwig, Joe (L&CA) written:

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:*

No.