

QUESTION TAKEN ON NOTICE

SUPPLEMENTARY BUDGET ESTIMATES – 20 OCTOBER 2014

IMMIGRATION AND BORDER PROTECTION PORTFOLIO

(SE14/207) PROGRAMME – Internal Product

Senator Ludwig (Written) 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:

No