

**Economics Legislation Committee**  
ANSWERS TO QUESTIONS ON NOTICE  
Industry Portfolio  
Supplementary Budget Estimates 2014-15  
23 October 2014

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**AGENCY/DEPARTMENT:** DEPARTMENT OF INDUSTRY

**TOPIC:** Procedure Manuals (Departmental)

**REFERENCE:** Written Question – Senator Ludwig

**QUESTION No.:** SI-134

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**

1-5. The Department does not have a procedure manual for communications with the Minister's Office.

6: There is no one responsible for clearing communications before they are sent to the Minister's Office. Departmental staff communicate with the Minister's Office as necessary to undertake their work.