

**Senate Standing Committee on Education and Employment - Education**

**QUESTIONS ON NOTICE  
Supplementary Budget Estimates 2014-2015**

**Cross Portfolio**

**Department of Education Question No. ED0498\_15**

**Senator Ludwig provided in writing.**

**Question**

**Dept & All Agencies: Procedure Manuals (Ministerial)**

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**

The department does not have responsibility for the internal operation of the Minister's office.