

**Senate Finance and Public Administration Legislation Committee
—Additional Estimates Hearing—February 2016**

Answers to Questions on Notice

Parliamentary departments, Department of Parliamentary Services

Topic: **Procedure Manuals (Ministerial)**

Question: **220**

Written **Senator Ludwig**

Date set by the committee for the return of answer: 1 April 2016

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

Not applicable.