

Question: 13

Topic: Procedure manuals (ministerial)

Written: 31 October 2014

Senator LUDWIG asked:

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:

- a) When was the manual last updated?
- b) Who is responsible for updating the manual?
- c) Who is the manual distributed to?
- d) Is anyone responsible for clearing communications before they are sent to the department?

Answer

As a parliamentary department, the department does not report to a Minister or Parliamentary Secretary.