

**Senate Finance and Public Administration Legislation Committee  
—Supplementary Budget Estimates Hearing—October 2014**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Procedure Manuals (Ministerial)**

Question: **207**

Written: **Senator Ludwig**

**Date set by the committee for the return of answer: 31 December 2014**

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.