

**Senate Finance and Public Administration Legislation Committee:
Answers to written Questions on Notice
Supplementary Budget Estimates 2014–15
Parliamentary Departments Portfolio
October 2014**

Department	Parliamentary Budget Office
Topic	Procedure Manuals (Ministerial)
Senator	Senator Ludwig
Question reference number	99
Type of question	Written

Question

- 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:
 - 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

Not applicable.