

**Senate Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2015 - 2016

**Department/Agency: IGT**

**Question: SBT 2147 - 2148**

**Topic: Communications**

**Reference: written - 30 October 2015**

**Senator: Wright, Penny**

**Question:**

2147. Does the department/agency have a procedure manual for communication between the department/agency and the minister?

2148. If yes, please provide a copy and:

- a) When was the manual last updated?
- b) Who is responsible for updating the manual?
- c) Has the minister's office had any input into the content of the manual? If so, please detail.
- d) Who is the manual distributed to?
- e) Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

**Answer:**

2147. **As an independent statutory agency, interaction with the Minister's office is generally limited to briefings when a new minister takes office, to discuss the agency's work program and in respect of relevant agency reviews. Accordingly the agency does not have a specific manual for communication. For a portfolio response, please refer to Treasury's SBT 238 and 239.**

2148. **Refer to SBT 2147.**