

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2015 - 2016

**Department/Agency: RAM**

**Question: SBT 2319-2320**

**Topic: Communications**

**Reference: written - 30 October 2015**

**Senator: Wong, Penny**

**Question:**

2319. Does the department/agency have a procedure manual for communication between the department/agency and the minister?
2320. 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:**

2319. No.

2320. Nil response.