

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2015 - 2016

**Department/Agency: Treasury**

**Question: SBT 238-239**

**Topic: Communications**

**Reference: written - 30 October 2015**

**Senator: Wong, Penny**

**Question:**

Communications

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

239. 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:**

238-239. No manual exists.