

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Additional Estimates

2015 - 2016

**Department/Agency: Australian Taxation Office**

**Question: AET 2302-2306**

**Topic: Procedure Manuals - Ministerial**

**Reference: written - 19 February 2016**

**Senator: Ludwig, Joe**

**Question:**

2302. 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:

2303. When was the manual last updated?

2304. Who is responsible for updating the manual?

2305. Who is the manual distributed to?

2306. Is anyone responsible for clearing communications before they are sent to the department?

**Answer:**

2302-2306. Refer to Treasury response AET 2262-2266.