

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Additional Estimates

2015 - 2016

Department/Agency: TREASURY
Question: AET 2618-2623
Topic: Procedure Manuals (Departmental)
Reference: written - 19 February 2016
Senator: Ludwig, Joe

Question:

2618. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:

2619. When was the manual last updated?

2620. Who is responsible for updating the manual?

2621. Has the minister's office had any input into the content of the manual? If so, please detail.

2622. Who is the manual distributed to?

2623. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

2618-2623. No manual exists.