

Senate Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Treasury Portfolio
Additional Estimates
2015 - 2016

Department/Agency: PC
Question: AET 2684-2689
Topic: Procedure Manuals (Departmental)
Reference: written - 19 February 2016
Senator: Ludwig, Joe

Question:

2684. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:

2685. When was the manual last updated?

2686. Who is responsible for updating the manual?

2687. Has the minister's office had any input into the content of the manual? If so, please detail.

2688. Who is the manual distributed to?

2689. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

As at 19 February 2016:

2684. No.

2685-2689. Not applicable.