

Senate Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2014 - 2015

Department/Agency: ATO

Question: 1798

Topic: Procedure manuals (Departmental)

Reference: written - 31 October 2014

Senator: Ludwig

Question:

1798. Does the department have a procedure manual for communication between the department and the minister? 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:

1798. The ATO does not have a procedural manual for communication between the department and the minister.

However, the ATO's Chief Executive Instruction provides staff with guidance on providing services to Treasury Portfolio Ministers and Parliament. The ATO also refers to advice provided by the Department of the Prime Minister and Cabinet and the Australian Public Service Commission.