

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2014 - 2015

Department/Agency: CGC

Question: SBT 2345

Topic: Procedure Manuals [Ministerial]

Reference: written - 30 October 2014

Senator: Ludwig, Joe

Question:

2345. 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:

- a) When was the manual last updated?
- b) Who is responsible for updating the manual?
- c) Who is the manual distributed to?
- d) Is anyone responsible for clearing communications before they are sent to the department?

Answer:

2345. Refer to Treasury's response SBT 115.