

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2014 - 2015

Department/Agency: IGT

Question: SBT 2894

Topic: Procedure Manuals (departmental)

Reference: Written - 30 October 2014

Senator: Ludwig, Joe

Question:

2894. 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:

2894. Communication between the department and the Minister is directly undertaken by the agency head or the deputy as required.