

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2014 - 2015

**Department/Agency: PC**

**Question: SBT3442**

**Topic: Procedure Manuals (Departmental)**

**Reference: Written - 30 October 2014**

**Senator: Ludwig, Joe**

**Question:**

3442. 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:**

As at 30 October 2014:

3442. No.