

**Senate Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Treasury Portfolio**  
Supplementary Budget Estimates  
2014 - 2015

**Department/Agency: ACNC**

**Question: SBT3989**

**Topic: Procedure Manuals (Ministerial)**

**Reference: Written - 30 October 2014**

**Senator: Ludwig, Joe**

**Question:**

3989. 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:**

3989. The ACNC is not aware of a procedure manual for communication between the Minister's office and the ACNC.