

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2014 - 2015

Department/Agency: AOFM

Question: SBT975

Topic: Procedure Manuals (Ministerial)

Reference: Written - 30 October 2014

Senator: Ludwig, Joe

Question:

975. 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:

975. See the Department of the Treasury response to SBT115.