

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2015 - 2016

**Department/Agency: PC**

**Question: SBT 1109-1110**

**Topic: Communications**

**Reference: written - 30 October 2015**

**Senator: Wong, Penny**

**Question:**

1109. Does the minister's office have a procedure manual for communication between the minister's office and the department/agency?

1110. 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:**

1109-1110. Refer to Treasury response.