

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2015-16

Finance Portfolio
9 February 2016

Department/Agency: Department of Finance

Outcome/Program: General

Topic: Procedure Manuals (Departmental)

Senator: Ludwig

Question reference number: F96

Type of question: Written

Date set by the committee for the return of answer: Friday, 1 April 2016

Number of pages: 1

Question:

Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:

1. When was the manual last updated?
2. Who is responsible for updating the manual?
3. Has the minister's office had any input into the content of the manual? If so, please detail.
4. Who is the manual distributed to?
5. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

No.