

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation and Science Portfolio
2015-16 Additional Budget Estimates
11 February 2016

DEPARTMENT: DEPARTMENT OF INDUSTRY, INNOVATION AND SCIENCE

TOPIC: Procedure Manuals (Departmental)

REFERENCE: Written question – Senator Ludwig

QUESTION No.: AI-84

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

ANSWER

- 1-5. The Department does not have a procedure manual for communications with the Ministers' Offices.
6. As is usual practice, relevant staff clear briefs and associated documentation before they are sent to Ministerial offices. Departmental staff communicate with the Ministers' Offices as necessary to undertake their work.