

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Additional Estimates

2015 - 2016

Department/Agency: PC

Question: AET 2317-2321

Topic: Procedure Manuals (ministerial)

Reference: written - 19 February 2016

Senator: Ludwig, Joe & Wong, Penny

Question:

2317. 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:

2318. When was the manual last updated?

2319. Who is responsible for updating the manual?

2320. Who is the manual distributed to?

2321. Is anyone responsible for clearing communications before they are sent to the department?

Answer:

2317-2321. Refer to Treasury response to AET 2262-2266.