

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Additional Estimates

2015 - 2016

Department/Agency: CGC

Question: AET 2672-2677

Topic: Procedure Manuals (Departmental)

Reference: written - 19 February 2016

Senator: Ludwig, Joe

Question:

2672. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:

2673. When was the manual last updated?

2674. Who is responsible for updating the manual?

2675. Has the minister's office had any input into the content of the manual? If so, please detail.

2676. Who is the manual distributed to?

2677. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

2672. No

2673. Not applicable

2674. Not applicable

2675. Not applicable

2676. Not applicable

2677. Yes