

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2014 - 2015

**Department/Agency: CEFC**

**Question: SBT2071**

**Topic: Procedure Manuals (Ministerial)**

**Reference: written - 30 October 2014**

**Senator: Ludwig, Joe**

**Question:**

2071. 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:

- 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:**

The CEFC is not a Minister's office.