

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2015 - 2016

Department/Agency: PC

Question: SBT1111-1112

Topic: Communications

Reference: written - 30 October 2015

Senator: Wong, Penny

Question:

1111. Does the department/agency have a procedure manual for communication between the department/agency and the minister?
1112. If yes, please provide a copy and:
- a) When was the manual last updated?
 - b) Who is responsible for updating the manual?
 - c) Has the minister's office had any input into the content of the manual? If so, please detail.
 - d) Who is the manual distributed to?
 - e) Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

1111. No.

1112. Not applicable.