

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2015 - 2016

Department/Agency: ACNC

Question: SBT 1280-1281

Topic: Communications

Reference: written - 30 October 2015

Senator: Wong, Penny

Question:

1280. Does the minister's office have a procedure manual for communication between the minister's office and the department/agency?

1281. 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:

Not applicable.