

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2015 - 2016

Department/Agency: CGC

Question: SBT 1972-1973

Topic: Communications

Reference: written - 04 November 2015

Senator: Wong, Penny

Question:

1972. Does the minister's office have a procedure manual for communication between the minister's office and the department/agency?

1973. 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:

1972. Not applicable

1973. Not applicable