

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL ESTIMATES 2014-15

Finance Portfolio

Department/Agency: Department of Finance

Outcome/Program: General

Topic: Procedure manuals (Ministerial)

Senator: Ludwig

Question reference number: F62

Type of question: Written

Date set by the committee for the return of answer: Friday, 10 April 2015

Number of pages: 1

Question:

Does the Minister's office have a procedure manual, protocol, set of guidelines or similar type document for communication between the Minister's office and the department? If yes, please provide a copy and:

1. When was the manual last updated?
2. Who is responsible for updating the manual?
3. Who is the manual distributed to?
4. Is anyone responsible for clearing communications before they are sent to the department?

Answer:

No.