

**Senate Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Treasury Portfolio**  
Additional Estimates  
2015 - 2016

**Department/Agency:** PC  
**Question:** AET 2684-2689  
**Topic:** Procedure Manuals (Departmental)  
**Reference:** written - 19 February 2016  
**Senator:** Ludwig, Joe

**Question:**

2684. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:

2685. When was the manual last updated?

2686. Who is responsible for updating the manual?

2687. Has the minister's office had any input into the content of the manual? If so, please detail.

2688. Who is the manual distributed to?

2689. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

**Answer:**

As at 19 February 2016:

2684. No.

2685-2689. Not applicable.