

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

Department of Communications and the Arts

Question No: 199(a)

Program 1.1

Hansard Ref: Written, 19/02/2016

Topic: Procedure Manuals (Ministerial)

Senator Ludwig, Joe asked:

1. Does the minister's office have a procedure manual for communication between the minister's office and the department? 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:

No.