Senate Standing Committee on Environment and Communications Answers to Senate Estimates Questions on Notice Additional Estimates Hearings February 2016 Communications Portfolio Australia Post

Question No: 199(d)

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

Answer:

Not applicable.