

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

**Question No: 199(j)**

**Creative Partnerships Australia**

**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:**

1. Creative Partnerships does not have a procedure manual for communication between the agency and the Minister's office.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.