

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

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Question No: 207(f)

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Hansard Ref: Written, 19/02/2016

Topic: Procedure Manuals (Departmental)

Senator Ludwig, Joe asked:

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
 - (a) When was the manual last updated?
 - (b) Who is responsible for updating the manual?
 - (c) Has the minister's office had any input into the content of the manual? If so, please detail.
 - (d) Who is the manual distributed to?
 - (e) Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

1. Not applicable.