

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

National Collecting Institutions

Question No: 207(k)

National Collecting Institutions

Hansard Ref: Written, 19/02/2016

Topic: Procedure Manuals (Departmental)

Senator Ludwig, Joe asked:

National Cultural Institutions

- Australian National Maritime Museum
- National Film and Sound Archive
- National Gallery of Australia
- National Library of Australia
- National Museum of Australia
- National Portrait Gallery
- The Museum of Australian Democracy

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:

Australian National Maritime Museum

National Film and Sound Archive

National Gallery of Australia

National Library of Australia

National Museum of Australia

1. No

National Portrait Gallery

1. The NPGA follows an agreed process with the Ministry for the Arts in relation to interaction with the Minister's office. The NPGA is not aware of a formal procedure manual.

The Museum of Australian Democracy

1. No.