

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS
ATTORNEY-GENERAL'S PORTFOLIO

Program: Portfolio

Question No. AE16/120

Senator Ludwig asked the following question at the hearing on 9 February 2016:

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

The answer to the honourable senator's question is as follows:

1. No.
- 2-5. N/A
6. No one person is responsible for clearing communications before they are sent to the minister or the minister's office.