

**Senate Standing Committee on Environment and Communications
Legislation Committee**
Answers to questions on notice
Environment portfolio

Question No: 350
Hearing: Supplementary Budget Estimates
Outcome: Corporate
Programme: Policy Analysis and Implementation
Topic: COMMUNICATION PROCEDURES MANUALS - MINISTERS OFFICE
Hansard Page: N/A
Question Date: 29 October 2014
Question Type: Written

Senator Ludwig asked:

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:

- a. When was the manual last updated?
- b. Who is responsible for updating the manual?
- c. Who is the manual distributed to?
- d. Is anyone responsible for clearing communications before they are sent to the department?

Answer:

No