

**Senate Standing Committee on Environment and Communications**  
**Answers to Senate Estimates Questions on Notice**  
**Supplementary Budget Estimates Hearings November 2014**  
**Communications Portfolio**  
**Australian Communications and Media Authority**

**Question No: 395**

**Program No. ACMA**

**Hansard Ref: In Writing**

**Topic: Procedure Manuals (Departmental)**

**Senator Ludwig asked:**

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?

**Answer:**

1. The ACMA is not in a position to comment on Departmental procedures. However, the ACMA does not have a procedure manual for communication between the Department and the Minister.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. The ACMA applies standard clearance protocols in any communications with stakeholders, including the Minister and his office. The approver/approvals required will vary depending on the nature of the subject matter.