

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

**Question No: 588**

**Program No. Australian Broadcasting Corporation**

**Hansard Ref: In writing**

**Topic: Procedure Manual**

**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. No.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Depending on the nature of the request, the Managing Director, the Chief Operating Officer or the Director of Corporate Affairs are responsible for clearing communications before they are sent to the Minister's office.