

**Senate Standing Committee on Environment and Communications**  
**Answers to Senate Estimates Questions on Notice**  
**Additional Estimates Hearings February 2016**  
**Communications Portfolio**  
**Australian Broadcasting Corporation**

**Question No: 207(b)**

**Australian Broadcasting Corporation**

**Hansard Ref: Written, 19/02/2016**

**Topic: Procedural manuals (departmental)**

**Senator Ludwig, Joe asked:**

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?

Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

**Answer:**

Not applicable.