

Senate Standing Committee on Environment and Communications

Answers to Senate Estimates Questions on Notice

Additional Estimates Hearings February 2016

Communications Portfolio

Special Broadcasting Service

Question No: 207(c)

Special Broadcasting Service

Hansard Ref: Written, 19/02/2016

Topic: Procedural Manuals

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

Answer:

1. Not applicable
 - (a) Not applicable.
 - (b) Not applicable.
 - (c) Not applicable.
 - (d) Not applicable.
 - (e) The procedure in place is that all communication is conducted by (or with the knowledge of) either the Managing Director, Director of Corporate Affairs, Head of Government and Regulatory Affairs, or Head of Group Communications.