

**Senate Standing Committee on Environment and Communications**  
**Answers to Senate Estimates Questions on Notice**  
**Additional Estimates Hearings February 2016**  
**Communications Portfolio**  
**Screen Australia**

**Question No: 207(l)**

**Screen Australia**

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

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

**Answer:**

Not applicable.