

Senate Community Affairs Legislation Committee

SUPPLEMENTARY BUDGET ESTIMATES – 23-24 OCTOBER 2014 ANSWER TO QUESTION ON NOTICE

Department of Human Services

Topic: Procedure Manuals - Ministerial

Question reference number: HS 56

Senator: Ludwig

Type of question: Written

Date set by the committee for the return of answer: 12 December 2014

Number of pages: 1

Question:

- a) Does the minister's office have a procedure manual for communication between the minister's office and the department? If yes, please provide a copy and:
- b) When was the manual last updated?
- c) Who is responsible for updating the manual?
- d) Who is the manual distributed to?
- e) Is anyone responsible for clearing communications before they are sent to the department?

Answer:

- a) No.
- b) Not applicable.
- c) Not applicable.
- d) Not applicable.
- e) Not applicable.