

## **Senate Community Affairs Legislation Committee**

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

#### **Department of Human Services**

**Topic:** Procedure Manuals - Departmental

**Question reference number:** HS 57

**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 department have a procedure manual for communication between the department and the minister's office? If yes, please provide a copy and:
- b) When was the manual last updated?
- c) Who is responsible for updating the manual?
- d) Has the minister's office had any input into the content of the manual? If so, please detail.
- e) Who is the manual distributed to?
- f) Is anyone responsible for clearing communications before they are sent to the minister or minister's office?

#### **Answer:**

- a) No.
- b) Not applicable.
- c) Not applicable.
- d) Not applicable.
- e) Not applicable.
- f) Responsibility for clearance of material provided to the Minister or the Minister's office depends on the subject matter and the nature of the document.