

**Senate Community Affairs Committee**  
**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**  
**SOCIAL SERVICES PORTFOLIO**  
**2014-15 Supplementary Estimates Hearings**

**Outcome Number:** Cross Outcome - Across Programs

**Question No:** 68

**Topic:** Procedure Manuals (Ministerial)

**Hansard Page:** Written

**Senator Ludwig** asked:

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:

1. When was the manual last updated?
2. Who is responsible for updating the manual?
3. Who is the manual distributed to?
4. Is anyone responsible for clearing communications before they are sent to the department?

**Answer:**

No.