

## **Senate Community Affairs Legislation Committee**

### **ADDITIONAL ESTIMATES – 11 FEBRUARY 2016 ANSWER TO QUESTION ON NOTICE**

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

**Topic:** Procedure manuals - Ministerial

**Question reference number:** HS 86

**Senator:** Ludwig

**Type of question:** Written

**Date set by the committee for the return of answer:** 4 April 2016

**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.