

Senate Community Affairs Legislation Committee

ADDITIONAL ESTIMATES – 11 FEBRUARY 2016 ANSWER TO QUESTION ON NOTICE

Department of Human Services

Topic: Procedure manuals - department

Question reference number: HS 94

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 department have a procedure manual for communication between the department and the minister? 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 the 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.