

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)
Cc: s. 22(1)(a)(ii)
Subject: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Friday, 16 March 2018 3:10:20 PM
Attachments: [OO Protocol 2008.pdf](#)
[ppcf-policy-statement-template.docx](#)

For-Official-Use-Only

Dear s. 22(1)(a)(ii),

I am in the process of working with the External Scrutiny Section to draft a new External Scrutiny Policy Statement to update the existing Secretary's Direction #14 - "Responding to the OO and AHRC" We are re-drafting the existing PS to ensure it aligns with the Policy and Procedure Control Register and to cover engagement between the Department and a broader range of external scrutiny bodies including the UNHCR. The PS will act as a guideline for staff on how to appropriately engage with external agencies as well as highlight any frameworks or obligations that govern our engagement.

As your area is responsible for the relationship management between the Department and the UNHCR I am hoping you can assist me by providing some information in response to the below questions:

1. Are there any Legislative Frameworks/Memorandum of Understandings/Protocols/Secretary's Directions that apply to the Department's relationship with the UNHCR?
2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)
3. Could you please provide a list of any relevant top level frameworks that pertain to the Department's relationship with the UNHCR? Eg. Policy Statements/SOPs

I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Friday, 16 March 2018 3:20:40 PM
Attachments: [OO Protocol 2008.pdf](#)
[ppcf-policy-statement-template.docx](#)

For-Official-Use-Only

Dear s. 22(1)(a)(ii),

I am in the process of working with the External Scrutiny Section to draft a new External Scrutiny Policy Statement to update the existing Secretary's Direction #14 - "Responding to the OO and AHRC" We are re-drafting the existing PS to ensure it aligns with the Policy and Procedure Control Register and to cover engagement between the Department and a broader range of external scrutiny bodies including the Office of the Australian Information Commissioner. The PS will act as a guideline for staff on how to appropriately engage with external agencies as well as highlight any frameworks or obligations that govern our engagement.

As your area is responsible for the relationship management between the Department and the OAIC I am hoping you can assist me by providing some information in response to the below questions:

1. Are there any Legislative Frameworks/Memorandum of Understandings/Protocols/Secretary's Directions that apply to the Department's relationship with the OAIC?
2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)
3. Could you please provide a list of any relevant top level frameworks that pertain to the Department's relationship with the OAIC? Eg. Policy Statements/SOPs

I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)
Cc: s. 22(1)(a)(ii)
Subject: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Friday, 16 March 2018 3:25:06 PM
Attachments: [OO Protocol 2008.pdf](#)
[ppcf-policy-statement-template.docx](#)

For-Official-Use-Only

Dear s. 22(1),

I am in the process of working with the External Scrutiny Section to draft a new External Scrutiny Policy Statement to update the existing Secretary's Direction #14 - "Responding to the OO and AHRC" We are re-drafting the existing PS to ensure it aligns with the Policy and Procedure Control Register and to cover engagement between the Department and a broader range of external scrutiny bodies including Comcare. The PS will act as a guideline for staff on how to appropriately engage with external agencies as well as highlight any frameworks or obligations that govern our engagement.

As your area is responsible for the relationship management between the Department and Comcare I am hoping you can assist me by providing some information in response to the below questions:

1. Are there any Legislative Frameworks/Memorandum of Understandings/Protocols/Secretary's Directions that apply to the Department's relationship with Comcare?
2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)
3. Could you please provide a list of any relevant top level frameworks that pertain to the Department's relationship with Comcare? Eg. Policy Statements/SOPs

I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)
Cc: s. 22(1)(a)(ii)
Subject: RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Monday, 26 March 2018 8:52:38 AM

For-Official-Use-Only

Good morning s. 22(1)(a),

Thanks for your email and for speaking with me this morning. I just wanted to clarify the time frame with you – Below you said March 7, did you mean April instead?

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Monday, March 26, 2018 8:40 AM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
 [Redacted]
 [Redacted]
 [Redacted]
Subject: RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi s. 22(1)(a)(ii),

Thank you for your time on the phone. As discussed, due to competing priorities, UNPE will provide a response to the request below by Friday 7 March.

Kind Regards,

s. 22(1)(a)(ii)

United Nations Policy and Engagement Section
 Americas, Europe, Middle East and Africa Branch

International Division | Policy Group

Department of Home Affairs

s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)

Sent: Friday, March 16, 2018 3:10 PM

To: s. 22(1)(a)(ii)

Cc: s. 22(1)(a)(ii)

Subject: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Dear s. 22(1)(a)(ii),

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I'd be grateful for your response by Friday March 30.

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s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman

Audit and Assurance Branch | Integrity, Security and Assurance Division

Executive Group

Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

For-Official-Use-Only

For-Official-Use-Only

From: s. 22(1)(a)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Monday, 26 March 2018 8:39:41 AM

For-Official-Use-Only

Hi s. 22(1)(a)(ii),

Thank you for your time on the phone. As discussed, due to competing priorities, UNPE will provide a response to the request below by Friday 7 March.

Kind Regards,

s. 22(1)(a)(ii)
 United Nations Policy and Engagement Section
 Americas, Europe, Middle East and Africa Branch
 International Division | Policy Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)
Sent: Friday, March 16, 2018 3:10 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

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(See pg. 2-3 of attached OO Protocol for example)
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I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
Audit and Assurance Branch | Integrity, Security and Assurance Division
Executive Group
Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

For-Official-Use-Only

For-Official-Use-Only

From: s. 22(1)(a)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Monday, 26 March 2018 8:54:33 AM

For-Official-Use-Only

Apologies s. 22(1)(a)(ii) ! I did mean 7 April.

s. 22(1)(a)(ii)

United Nations Policy and Engagement Section
Americas, Europe, Middle East and Africa Branch
International Division | Policy Group
Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Monday, 26 March 2018 8:53 AM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Good morning s. 22(1)(a)(ii),

Thanks for your email and for speaking with me this morning. I just wanted to clarify the time frame with you – Below you said March 7, did you mean April instead?

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
Audit and Assurance Branch | Integrity, Security and Assurance Division
Executive Group
Department of Home Affairs

s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: Secretary's Instruction – response required by 11 December 2017 [DLM=For-Official-Use-Only]
Date: Monday, 26 March 2018 10:14:56 AM

For-Official-Use-Only

Good morning s. 22(1)(a)(ii),

The External Scrutiny Section is currently working to finalise the development of its policy statement. We are currently waiting on information to be provided to us from other areas within the Department and due to this are expecting a delay in the finalisation date. At this stage we are looking at April 30 as the new date of issue.

Apologies for the delay and please don't hesitate to contact me if you have any questions.
 Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Thursday, December 7, 2017 3:46 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]
 [Redacted]
Subject: RE: Secretary's Instruction – response required by 11 December 2017 [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi s. 22(1)

In response to your questions:

- Does the Secretary's Instruction still stand? (in which case it should be made available to

staff via the intranet to have effect) Yes it does still stand, but I was of the understanding Secretary's Instructions were no longer in place. Appreciate your advice on where this instruction should be located on the intranet now.

- Has the Secretary's Instruction been replaced with a policy statement?
 - o Yes: please advise the Trim Link;
 - o No: please advise status of the policy statement. We need to know the date when the policy statement is expected to be issued. This is currently under development. Owing to staffing changes (and staff not being replaced), this has not progressed as quickly as we had hoped. It has been re-prioritised and is expected to be issued by 31 March 2018.

Hope this information is useful.

Kind regards

s. 22(1)
(a)(ii)

s. 22(1)(a)(ii)

A/g Director, External Scrutiny Section
Audit and Assurance Branch, Integrity, Security and Assurance Division
Department of Immigration and Border Protection

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)

Sent: Tuesday, 5 December 2017 2:48 PM

To: s. 22(1)(a)(ii)

Cc: s. 22(1)(a)(ii)

Subject: Secretary's Instruction – response required by 11 December 2017 [DLM=For-Official-Use-Only]

For-Official-Use-Only

Dear s. 22(1)(a)(ii)

Your area, Audit and Assurance Branch, has been identified as being the responsible area for Secretary Instruction #14 – Responding to the Commonwealth Ombudsman and the Australian Human Rights Commission. If you are not the correct contact person, please advise s. 22(1)(a)(ii) or contact s. 22(1)(a)(ii), as soon as practically possible. A copy of relevant correspondence and the Secretary's Instruction is attached for your information.

It is now necessary to formally decide the status of this instrument.

In order to assist us, it would be appreciated if you could please provide a status update advising

the following information:

- Does the Secretary's Instruction still stand? (in which case it should be made available to staff via the intranet to have effect)
- Has the Secretary's Instruction been replaced with a policy statement?
 - o Yes: please advise the Trim Link;
 - o No: please advise status of the policy statement. We need to know the date when the policy statement is expected to be issued.
- In the event that you do not believe that a policy statement is deemed necessary, please advise accordingly.

Please provide your comments to s. 22(1)(a)(ii) by COB Monday 11 December 2017 (or if you are not the correct contact person, ASAP). This information will be compiled as we will be briefing the executive on this matter.

If you have any questions, please don't hesitate in contact s. 22(1)(a)(ii) at s. 22(1)(a)(ii).

Kind regards,

s. 22(1)(a)(ii)

Assistant Director, Administrative Compliance Management
Enterprise Strategy Reform and Performance
Corporate Group
Department of Immigration and Border Protection
45236 – 6 Chan Street Belconnen ACT 2616



s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)
Cc: s. 22(1)(a)(ii)
Subject: RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Monday, 9 April 2018 1:25:11 PM

For-Official-Use-Only

Good afternoon s. 22(1)(a),

Thanks for your email. There is no pre-existing PS to refer to, we are drafting the first one under the Secretary's Direction. Any information you provide will be included in the designated section detailing the Department's relationship with the UNHCR.

Please let me know if you have any further questions.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman Section
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Thursday, April 5, 2018 11:41 AM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Good morning s. 22(1)(a),

In s. 22(1)(a)(ii)'s absence, I was told you may be able to help me with this query: s. 22(1)(a)(ii) noted below that you are re-drafting the existing PS for the Secretary's Direction #14 - "Responding to the OO and AHRC" – could you provide a copy of this PS to me?

Our initial assessment is that the only governing arrangement that applies to the Department's relationship with UNHCR is the Strategic Partnership Framework. However, it would be useful to see the existing PS in case there is anything that needs to be updated.

Kind Regards,

s. 22(1)(a)

(iii)

United Nations Policy and Engagement Section
 Americas, Europe, Middle East and Africa Branch | International Division
 Policy Group
 Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)**Sent:** Monday, 26 March 2018 8:40 AM**To:** s. 22(1)(a)(ii)**Cc:** s. 22(1)(a)(ii)**Subject:** RE: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi s. 22(1)(a)(ii),

Thank you for your time on the phone. As discussed, due to competing priorities, UNPE will provide a response to the request below by Friday 6 April.

Kind Regards,

s. 22(1)(a)(ii)

United Nations Policy and Engagement Section
 Americas, Europe, Middle East and Africa Branch
 International Division | Policy Group
 Department of Home Affairs

s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)**Sent:** Friday, March 16, 2018 3:10 PM**To:** s. 22(1)(a)(ii)**Cc:** s. 22(1)(a)(ii)**Subject:** Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Dear s. 22(1)(a)(i),

I am in the process of working with the External Scrutiny Section to draft a new External Scrutiny Policy Statement to update the existing Secretary's Direction #14 - "Responding to the OO and AHRC" We are re-drafting the existing PS to ensure it aligns with the Policy and Procedure Control Register and to cover engagement between the Department and a broader range of external scrutiny bodies including the UNHCR. The PS will act as a guideline for staff on how to appropriately engage with external agencies as well as highlight any frameworks or obligations that govern our engagement.

As your area is responsible for the relationship management between the Department and the UNHCR I am hoping you can assist me by providing some information in response to the below questions:

1. Are there any Legislative Frameworks/Memorandum of Understandings/Protocols/Secretary's Directions that apply to the Department's relationship with the UNHCR?
2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)
3. Could you please provide a list of any relevant top level frameworks that pertain to the Department's relationship with the UNHCR? Eg. Policy Statements/SOPs

I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
Audit and Assurance Branch | Integrity, Security and Assurance Division
Executive Group
Department of Home Affairs

s. 22(1)(a)(ii)

[Redacted]
For-Official-Use-Only

For-Official-Use-Only

For-Official-Use-Only

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)
Cc: s. 22(1)(a)(ii)
Subject: FW: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Monday, 9 April 2018 1:48:08 PM
Attachments: [OO Protocol 2008.pdf](#)
[ppcf-policy-statement-template.docx](#)

For-Official-Use-Only

Good afternoon s. 22(1)(a)(ii),

Just a quick email to see whether you have received the below request for information. If you could acknowledge your receipt of this and whether you think your area is able to provide the information, I would greatly appreciate it.

Please let me know if you have any questions.

Kind regards,

s. 22(1)(a)(ii)
 Graduate, ANAO and Ombudsman Section
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Friday, March 16, 2018 3:25 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Dear s. 22(1)(a)(ii),

I am in the process of working with the External Scrutiny Section to draft a new External Scrutiny Policy Statement to update the existing Secretary's Direction #14 - "Responding to the OO and AHRC". We are re-drafting the existing PS to ensure it aligns with the Policy and Procedure Control Register and to cover engagement between the Department and a broader range of external scrutiny bodies including Comcare. The PS will act as a guideline for staff on how to appropriately engage with external agencies as well as highlight any frameworks or obligations that govern our engagement.

As your area is responsible for the relationship management between the Department and Comcare I am hoping you can assist me by providing some information in response to the below questions:

1. Are there any Legislative Frameworks/Memorandum of Understandings/Protocols/Secretary's Directions that apply to the Department's relationship with Comcare?
2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)
3. Could you please provide a list of any relevant top level frameworks that pertain to the Department's relationship with Comcare? Eg. Policy Statements/SOPs

I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

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Graduate, ANAO and Ombudsman
Audit and Assurance Branch | Integrity, Security and Assurance Division
Executive Group
Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Monday, 9 April 2018 2:41:34 PM

For-Official-Use-Only

Hi there s. 22(1)(a)(ii)

Apologies for the delay in acknowledging.

s. 22(1)(a)(ii) is the key contact for you from my team. Unfortunately s. 22(1)(a)(ii) is away sick today.

s. 22(1)(a)(ii) – can you touch base with s. 22(1)(a)(ii) on your return to seek further information on what is required and when. s. 22(1)(a)(ii) may be able to assist you with some of this information, however grateful if you can lead.

s. 22(1)(a)(ii) – you may have some documentation from your audit work that would assist?

Cheers

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

A/g Director | Workforce Health and Safety

People Management | People Division

Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Monday, 9 April 2018 1:48 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: FW: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

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Good afternoon s. 22(1)(a)(ii),

Just a quick email to see whether you have received the below request for information. If you could acknowledge your receipt of this and whether you think your area is able to provide the information, I would greatly appreciate it.

Please let me know if you have any questions.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman Section
Audit and Assurance Branch | Integrity, Security and Assurance Division
Executive Group
Department of Home Affairs

s. 22(1)(a)(ii)

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From: s. 22(1)(a)(ii)

Sent: Friday, March 16, 2018 3:25 PM

To: s. 22(1)(a)(ii)

Cc: s. 22(1)(a)(ii)

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Dear s. 22(1)(a)(ii),

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s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
Audit and Assurance Branch | Integrity, Security and Assurance Division
Executive Group
Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii)
Subject: RE: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Tuesday, 10 April 2018 8:11:28 AM

For-Official-Use-Only

Good morning s. 22(1)(a)(ii),

For future reference all emails relating to the ESS Policy Statement should be filed under Relationship Management > ESS Policy Statement.

Apologies for not letting you know sooner.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman Section
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)
Sent: Monday, April 9, 2018 3:50 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: FW: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi s. 22(1)(a)(ii) – can you please let s. 22(1)(a)(ii) know where to file ESS policy statement related emails.

Kind regards

s. 22(1)(a)(ii)

ANAO & Ombudsman Section
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Monday, 9 April 2018 3:14 PM
To: s. 22(1)(a)(ii)
Subject: FW: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi s. 22(1)(a)(ii)

Can you please advise where I file this email. I am unsure who marked it for allocation.

Kind Regards

s. 22(1)(a)(ii)
 External Scrutiny Section
 Audit and Assurance Branch
 Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)
 Please note I do not work on Fridays

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Monday, 9 April 2018 2:42 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi there s. 22(1)(a)(ii)

Apologies for the delay in acknowledging.

s. 22(1)(a)(ii) is the key contact for you from my team. Unfortunately s. 22(1)(a)(ii) is away sick today.

s. 22(1)(a)(ii) – can you touch base with s. 22(1)(a)(ii) on your return to seek further information on what is required and when. s. 22(1)(a)(ii) may be able to assist you with some of this information, however grateful if you can lead.

s. 22(1)(a)(ii) – you may have some documentation from your audit work that would assist?

Cheers

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

**A/g Director | Workforce Health and Safety
People Management | People Division**

Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)

Sent: Monday, 9 April 2018 1:48 PM

To: s. 22(1)(a)(ii)

Cc: s. 22(1)(a)(ii)

Subject: FW: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Good afternoon s. 22(1)(a)(ii),

Just a quick email to see whether you have received the below request for information. If you could acknowledge your receipt of this and whether you think your area is able to provide the information, I would greatly appreciate it.

Please let me know if you have any questions.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman Section
Audit and Assurance Branch | Integrity, Security and Assurance Division
Executive Group
Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Friday, March 16, 2018 3:25 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Dear s. 22(1)(a)(ii),

I am in the process of working with the External Scrutiny Section to draft a new External Scrutiny Policy Statement to update the existing Secretary's Direction #14 - "Responding to the OO and AHRC" We are re-drafting the existing PS to ensure it aligns with the Policy and Procedure Control Register and to cover engagement between the Department and a broader range of external scrutiny bodies including Comcare. The PS will act as a guideline for staff on how to appropriately engage with external agencies as well as highlight any frameworks or obligations that govern our engagement.

As your area is responsible for the relationship management between the Department and Comcare I am hoping you can assist me by providing some information in response to the below questions:

1. Are there any Legislative Frameworks/Memorandum of Understandings/Protocols/Secretary's Directions that apply to the Department's relationship with Comcare?
2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)
3. Could you please provide a list of any relevant top level frameworks that pertain to the Department's relationship with Comcare? Eg. Policy Statements/SOPs

I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: FW: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Monday, 16 April 2018 5:25:20 PM
Attachments: [OO Protocol 2008.pdf](#)
[ppcf-policy-statement-template.docx](#)

For-Official-Use-Only

Hi there s. 22(1)(a)(ii)

Thanks for your email - I have responded to your queries below.

NB: the advice provided pertains to the United Nations Policy and Engagement (UNPE) Section only, and so I suggest you contact the following sections who also engage with UNHCR (if you haven't already):

- Offshore Humanitarian Program Section (s. 22(1)(a)(ii))
- Humanitarian and International Protection Policy Section (s. 22(1)(a)(ii))
- Detention operations nationals (s. 22(1)(a)(ii))

Please be sure to let me know if you have any queries or require further information.

Kind regards

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

United Nations Policy and Engagement Section
 Americas, Europe, Middle East and Africa Branch
 International Division
 s. 22(1)(a)(ii)

From:
Sent: Friday, March 16, 2018 3:10 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Dear s. 22(1)(a)(ii),

I am in the process of working with the External Scrutiny Section to draft a new External Scrutiny Policy Statement to update the existing Secretary's Direction #14 - "Responding to the OO and AHRC" We are re-drafting the existing PS to ensure it aligns with the Policy and Procedure Control Register and to cover engagement between the Department and a broader range of

external scrutiny bodies including the UNHCR. The PS will act as a guideline for staff on how to appropriately engage with external agencies as well as highlight any frameworks or obligations that govern our engagement.

As your area is responsible for the relationship management between the Department and the UNHCR I am hoping you can assist me by providing some information in response to the below questions:

1. Are there any Legislative Frameworks/Memorandum of Understandings/Protocols/Secretary's Directions that apply to the Department's relationship with the UNHCR? Possibly, please check with the sections mentioned above.
2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)

United Nations Policy and Engagement Section - accountability/responsibility for UNHCR engagement activities
Strategic oversight and relationship management
Central contact point for UNHCR Geneva/New York
Policy advice to Ministers, Senior Executive and other government departments
Coordination point for funding activities, meetings, forums, briefings

UNPE contact point: Director, United Nations Policy and Engagement Section

UNHCR counterpart: Deputy Regional Representative of the UNHCR in Canberra

3. Could you please provide a list of any relevant top level frameworks that pertain to the Department's relationship with the UNHCR? Eg. Policy Statements/SOPs
 - *Partnership Framework between Australian Agency for international development and the Department of Immigration and Citizenship on behalf of the Commonwealth of Australia AND The Office of the United Nations High Commissioner for Refugees*

I am attaching a copy of the PPCF Policy Statement template that will inform the development of the policy. I really appreciate your assistance with this and look forward to your reply. I'd also be more than happy to liaise with any point of contact in your section.

I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs

s. 22(1)(a)(ii)

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: RE: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]
Date: Tuesday, 17 April 2018 1:13:50 PM

For-Official-Use-Only

Good afternoon s. 22(1)(a)(ii),

This is just a friendly follow up email to see whether you've had the opportunity to review this request for information. Please let me know if you have any questions or require any further information.

Kind regards,

s. 22(1)(a)(ii)
 Graduate, ANAO and Ombudsman Section
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Monday, April 9, 2018 2:42 PM
To: s. 22(1)(a)(ii)
 s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: HPRM: RE: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi there s. 22(1)(a)(ii)

Apologies for the delay in acknowledging.

s. 22(1)(a)(ii) is the key contact for you from my team. Unfortunately s. 22(1)(a)(ii) is away sick today.

s. 22(1)(a)(ii) – can you touch base with s. 22(1)(a)(ii) on your return to seek further information on what is required and when. s. 22(1)(a)(ii) may be able to assist you with some of this information, however grateful if you can lead.

s. 22(1)(a)(ii) – you may have some documentation from your audit work that would assist?

Cheers

s. 22(1)(a)(i)

s. 22(1)(a)(ii)

A/g Director | Workforce Health and Safety

People Management | People Division

Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)

Sent: Monday, 9 April 2018 1:48 PM

To: s. 22(1)(a)(ii)

Cc: s. 22(1)(a)(ii)

Subject: FW: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Good afternoon s. 22(1)(a)(i),

Just a quick email to see whether you have received the below request for information. If you could acknowledge your receipt of this and whether you think your area is able to provide the information, I would greatly appreciate it.

Please let me know if you have any questions.

Kind regards,

s. 22(1)(a)(ii)

Graduate, ANAO and Ombudsman Section

Audit and Assurance Branch | Integrity, Security and Assurance Division

Executive Group

Department of Home Affairs

s. 22(1)(a)(ii)

For-Official-Use-Only

From: s. 22(1)(a)(ii)
Sent: Friday, March 16, 2018 3:25 PM
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii)
Subject: HPRM: Request for information for ESS Policy Statement [DLM=For-Official-Use-Only]

For-Official-Use-Only

Dear s. 22(1)(a)(ii),

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2. Could you please provide a table of accountability and responsibility for your section? (See pg. 2-3 of attached OO Protocol for example)
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I'd be grateful for your response by Friday March 30.

Kind regards,

s. 22(1)(a)(ii)
 Graduate, ANAO and Ombudsman
 Audit and Assurance Branch | Integrity, Security and Assurance Division
 Executive Group
 Department of Home Affairs
 s. 22(1)(a)(ii)

For-Official-Use-Only



Australian Government
Department of Immigration and Citizenship

Relationship Protocol
Between
The Secretary of the Department of Immigration and Citizenship
And
The Commonwealth and Immigration Ombudsman

1. Purpose

This protocol outlines the principal relationship and contact arrangements between the Office of the Commonwealth and Immigration Ombudsman (the Ombudsman) and the Department of Immigration and Citizenship (DIAC) to:

- assist in the performance of the functions of the Ombudsman;
- establish and maintain an effective, efficient and beneficial relationship to assist DIAC in achieving and maintaining high quality operations and to appropriately respond to clients and complaints;
- establish a framework to measure departmental responsiveness; and
- provide clarity of roles, responsibilities and contact arrangements to ensure effective and efficient resolution of complaints, investigations and queries.

This protocol outlines arrangements in relation to:

- relationship management;
- general immigration, detention and citizenship complaints relating to individual clients;
- access to health records;
- reports on persons in detention for two years or more;
- inspections and monitoring activities; and
- other matters, including own motion investigations.

The Ombudsman and Secretary may vary these arrangements as agreed between them through an exchange of letters.

2. Relationship Management

The Ombudsman and the Secretary wish to foster a positive working relationship taking into account their respective roles.

In recognition of the importance of external review of DIAC actions and reforms, the Secretary wishes the relationship and the work of the Ombudsman to provide input to and support for the DIAC three strategic themes:

people our business

6 Chan Street Belconnen ACT 2617

PO Box 25 BELCONNEN ACT 2616 • Telephone: 02 6264 1111 • Fax: 02 6225 6970 • www.immi.gov.au

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under the Freedom of Information Act 1982

- an open and accountable organisation;
- well trained and supported staff; and
- fair and reasonable dealings with clients.

In recognition of the important independent input of the Ombudsman's office, the office has been invited as an independent member or observer on the following DIAC governance or advisory Committees:

- Values and Standards Committee;
- Detention Health Advisory Group;
- Practice management groups for the reform of the compliance program; and
- Client Reference Groups.

The department may invite the Ombudsman's office to become a member or observer on other governance or advisory committees.

Relationship contact arrangements

The Secretary and Ombudsman have designated key contact persons as responsible for the overall management of the department's relationship with the office and its activities (Table 1 below). Any issues arising under these protocols should be escalated through these contact points.

Primary responsibility for managing the relationship between the two agencies is with the Chief Lawyer and the Senior Assistant Ombudsman.

In order for DIAC to provide a co-ordinated, comprehensive and accurate service for the Ombudsman's office, primary responsibility for co-ordinating liaison between the two agencies is with the Director, Ombudsman and HREOC (O&H) Section, and the Director, Immigration and Detention Investigations Team (Ombudsman).

Table 1: Key contact points

DIAC	Ombudsman's office
Secretary	Ombudsman
Deputy Secretary, Client and Corporate Services Group	Deputy Ombudsman
First Assistant Secretary/Chief Lawyer	Deputy Ombudsman Senior Assistant Ombudsman
Assistant Secretary, Review Coordination Branch	Senior Assistant Ombudsman
Ombudsman & HREOC Section	Immigration and Detention Investigations Team

Individual complaints

Assistant Secretary, Client Service Strategies Branch	Senior Assistant Ombudsman
Client Feedback and Service Recovery Section	Immigration and Detention Investigations Team

Two year plus review cases

Assistant Secretary, Case Management Branch	Senior Assistant Ombudsman
Case Review and Interventions Section	Detention Review Team

Other contact points (for example, for own motion investigations) will be through the department's O&H section, Review Coordination Branch, and the Ombudsman's Compliance and Own Motion Team.

Resolution of disputes/concerns

The agencies shall attempt to resolve by discussion at the workplace level any disputes or concerns that either agency has about their relationship. Where this is unsuccessful, the matter should be referred to the Chief Lawyer, DIAC, and the Senior Assistant Ombudsman.

Regular meetings

- The Ombudsman and the Secretary will meet six-monthly to discuss the relationship and key issues. The Secretary or Ombudsman may also agree to meet at other times on an ad hoc basis.
- In addition to ongoing liaison DIAC will host a 6 monthly round table with the Ombudsman's office to discuss:
 - Issues of general importance;
 - Specific investigations; and
 - Other issues of interest.

The round table will be convened by the DIAC on mutually agreed dates and chaired by the Chief Lawyer, DIAC.

- O&H section will continue to manage the monthly liaison meetings with the Ombudsman's Immigration and Detention Investigations Team.

3. General Immigration, Detention and Citizenship Complaints relating to individual clients

To the maximum extent possible complaints regarding individual clients should be resolved quickly and informally with the view to resolving the matter to the satisfaction of the complainant, the Ombudsman's office and DIAC.

All individual Ombudsman complaints about DIAC or its contracted service providers, including GSL, will be processed consistent with DIAC's Compliments and Complaints Policy and Client Service Charter. Complaints and all subsequent related correspondence will be referred by the Ombudsman to the Client Feedback and Service Recovery Section (CFSRS), DIAC, for coordination of response and, where appropriate, remedial action. However, flexibility will be retained in relation to contact at the local level (that is, between state and territory DIAC and Ombudsman offices, between detention centres and the Ombudsman's office, and between contracted service providers and the Ombudsman's office) where required to ensure timely resolution for the client. DIAC and the Ombudsman's office will work in partnership to capture this information through our reporting mechanisms so that all appropriate contacts are recorded.

The Ombudsman's office will provide to CFSRS the following information:

- the complainant's full name (except for anonymous complaints) and Ombudsman's reference number;
- the specifics of the complaint;
- questions to be answered; and
- where appropriate, the outcome that the complainant is seeking.

The department is implementing a robust internal complaints handling system and is working towards increasing the Ombudsman's referral of complainants to this system to seek resolution of their complaints. The department and Ombudsman's office will assess the progress of this in March 2008.

The CFSRS will ensure that:

- An acknowledgment is provided to the Ombudsman's office of receipt of the complaint within one working day;
- The complaint is registered and internal liaison points are advised of required action;
- Regular updates are provided to the Ombudsman's office ;
- The response/complaint is, where possible, resolved within 28 calendar days of receipt of the complaint/inquiry;
- Where a response is likely to exceed the 28-day period, reasons for the delay will be provided to the Ombudsman's office along with an interim response, where possible, and an anticipated final response date; and
- Where practicable, the department notifies the Ombudsman's office of any planned removal action regarding a complainant.

Provision of files and security classifications

In order for the department to comply with its security obligations, the Ombudsman's office has advised that the following positions in its office have the appropriate security clearance to receive the following information:

Security Classification	Ombudsman's office staff member
Top Secret	Senior Assistant Ombudsman
Secret, Restricted, Confidential, Protected, Highly Protected	Directors
In Confidence, Unclassified	Team Members

The relevant DIAC SES officer will arrange for Top Secret material to be provided to the Senior Assistant Ombudsman.

Reporting

O&H will continue to arrange monthly liaison meetings with the Ombudsman's Immigration and Detention Investigations Team. Client Feedback and Service Recovery Section will attend these meetings to discuss complaint issues and will report in relation to:

- any overdue responses; and
- the number of open and closed complaints (NB. this to be provided every six months).

4. Access to health records

DIAC is committed to protecting the privacy of individuals' health records, including avoiding handling of these records by DIAC staff. Accordingly, detention clients may contact the department's contracted medical health service provider directly or provide consent for copies of their health records to be released. It is also acknowledged that the Ombudsman is empowered under the *Ombudsman Act 1976* (Cth) to obtain information for the purposes of an investigation.

5. Reports on persons in detention for two years or more

Compliance Case Management Branch (CCMB), Compliance and Case Management Division (CCMD), is responsible for the Secretary's obligations under Part 8C, section 486N, 'Reports on persons in detention for more than 2 years' of the *Migration Act 1958*.

CCMB prepares the reports for the Ombudsman in relation to these long-term detainee cases.

Liaison between the two agencies in relation to these cases will be between the Case Review and Interventions Section, Compliance Case Management Branch (DIAC) and the Detention Review Team (Ombudsman).

6. Inspections and monitoring activities

The Ombudsman may conduct inspections and monitoring of detention centres, DIAC offices or DIAC compliance and removals activities under s 7A of the *Ombudsman Act 1976*.

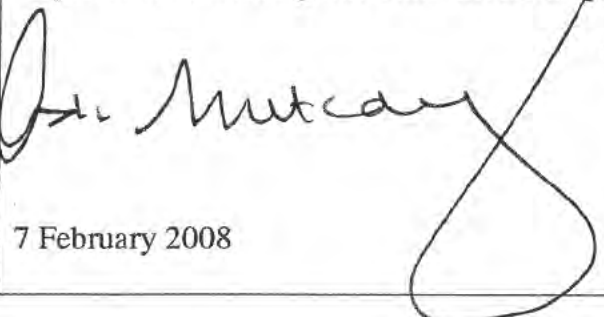
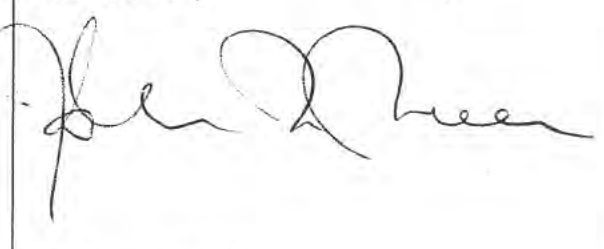
While the inspections may be unannounced, O&H section will be the initial contact point regarding proposed inspections of DIAC offices, compliance and removals activity or detention centres. The Detention Operations and Client Services Branch, DIAC, will then be responsible for subsequent liaison with the Ombudsman's office in relation to inspections of detention centres. The Compliance Resolution Branch will then be responsible for subsequent liaison with the Ombudsman's office in relation to compliance activity inspections and the Resolution Branch will then be responsible for subsequent liaison with the Ombudsman's office in relation to removals inspections.

In addition, DIAC works cooperatively with the Ombudsman and may invite the Ombudsman to visit detention centres and DIAC offices or to participate as an observer in DIAC operational activities to assist the Ombudsman to better understand the issues faced by DIAC officers and to identify gaps in our systems, policy and procedures.

7. Other matters, including own motion investigations

Other than individual complaints and detention requests referred to above, all other requests or own motion investigations should be directed to the O&H section, DIAC, in the first instance. O&H section will determine which responsible business areas (RBAs) are involved and, in consultation with the RBAs, nominate an SES officer who will be responsible for the investigation or enquiry.

Compliance Resolution Branch in Compliance and Case Management Division is responsible for reporting to the Ombudsman on use of a system release indicator that replaced "released not unlawful". Compliance Resolution Branch's primary role in this regard is to prepare reports for the Ombudsman every 6 months in relation to detainees who have been released using one of these indicators. Liaison between the two agencies in relation to these cases will be between the Detention Review Support Section, Compliance Resolution Branch (DIAC) and the Compliance and Own Motion Team (Ombudsman).

<p>Andrew Metcalfe</p> <p>(Secretary, Department Of Immigration and Citizenship)</p>  <p>7 February 2008</p>	<p>Prof. John McMillan</p> <p>(Commonwealth and Immigration Ombudsman)</p>  <p>7 February 2008</p>
---	--



[Document Title]

Policy Statement

[Insert a brief description of this Policy Statement; this should be a summary of the following elements: background, purpose and scope]

Approval Date	[Insert date document was approved by relevant approving officer]
Date of Review	[12 months from the approval date]
Contact	[Insert contact details for the relevant section, include email]
Document ID (PPN)	[If unknown, PPCF Team to advise]
TRIM Reference	[Insert TRIM ID – link to finalised version]

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(Delete all the yellow highlighted text when the document is complete.)

When to use the Policy Statement (PS) template

A PS is a statement of principle that outlines statutory, regulatory or organisational requirements, in line with the strategic direction of the Department and applicable Commonwealth or state/territory law. Policy statements include broad descriptions of intent for the organisation's operational and organisational policy, and the operationalisation of this intent. A PS should provide a logical, high-level policy bridge. This bridge should link high-level government priorities, departmental strategy, and associated legal obligations and requirements with the procedures and processes required to carry them out.

Style and format

This template includes built-in styles and formatting for laying out the body of your document. If you are unsure of specific formatting, refer to the Department's Writing Style Guide. Consider your audience, noting this document may be available for external use. Text to be inserted by the user is marked by [square brackets]. For example, [Insert title here]. Swap out the text within the square brackets, then delete the brackets.

To ensure your document is web accessible, insert paragraph spacing before and after paragraphs and page/section breaks rather than multiple returns. All styles have fixed paragraph spacing for creating white space. Do not use returns to insert space, instead use paragraph spacing in the point of the document where more line space is required. For more information, including how to make graphs, pictures and diagrams web-accessible, refer to the Web Content Accessibility Guidelines 2.0.

Support

If you have any feedback about this template, please email the s. 22(1)(a)(ii)

1. Introduction

1.1. [Insert Sub-Heading]

[Insert text]

Provide a succinct background and establish the context of the PS. It should define the intended policy outcome, including key outcomes and outputs where appropriate.

2. Scope

2.1. In Scope

[Insert text]

2.2. Out of Scope

[Insert text]

Outline what is, and is not, covered by the PS and to whom it applies (that is who needs to comply with it).

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under the Freedom of Information Act 1982

3. Glossary

Table 1 – [Insert Table title]

Term	Acronym (if applicable)	Definition
XXXX	XXXX	XXXX
XXXX	XXXX	XXXX
XXXX	XXXX	XXXX
XXXX	XXXX	XXXX
XXXX	XXXX	XXXX
XXXX	XXXX	XXXX
XXXX	XXXX	XXXX
XXXX	XXXX	XXXX

Include terms, acronyms and abbreviations that are contained in this document to allow for easy referencing.

4. Policy Statement

4.1. [Insert Sub-Heading]

[Insert text]

- [Example dot points]

This section is the main body of the document. The author of the PS should consider the following when defining the high-level policy principles:

- What does the Department (and/or Australian Government) seek to achieve through this policy?
- Which international obligations, conventions, protocols or other agreements does this policy seek to support and/or implement?
- What legislative framework(s) does this policy seek to support and/or implement?
- What values, obligations, or other accountabilities and responsibilities does this policy seek to support and/or implement?
- What needs is this policy trying to meet and for whom?
- Who or what is this policy trying to protect?
- Are there any rules or limitations in the interpretation of this PS?
- What risks is the Department trying to mitigate through the development of this PS for additional context, please see the Enterprise Risks and the Risk Management Framework–Guidance.
- Key accountable and responsible parties with regard to the implementation and functions of this PS.

If including links to other documents that are housed on LEGEND, please highlight the LEGEND links.

5. Accountability and responsibilities

Table 2 – Policy Statement governance roles and responsibilities

Position	Accountability and/or responsibility
XXXX	XXXX
XXXX	XXXX
XXXX	XXXX
XXXX	XXXX
XXXX	XXXX
XXXX	XXXX
XXXX	XXXX
XXXX	XXXX

OR

5.1. [Insert Sub-Heading]

[Insert text]

Use this section to expand on specific accountabilities and responsibilities in relation to this PS. Consider who is accountable for this PS, who is responsible for drafting related Procedural Instructions (PIs) (if required), who is responsible for providing advice, monitoring and reviewing this PS etc. For example, the accountable parties could include business areas responsible for interpreting and enacting this PS and responsible parties could include the document author, that is, the party responsible for ensuring this PS is kept up-to-date and that any issues are logged in the appropriate issues register.

The table above is an example of how accountabilities and responsibilities can be displayed in an easy to read format. Use of this table format is not mandatory but it does provide the opportunity for quick reference of accountable and responsible parties.

Position – Enter relevant position (e.g. Group Head, Section Head, Section, Branch, specific team/unit name, committee or body etc.).

Accountable and/or responsible parties—Outline each of the relevant parties and their accountabilities and/or responsibilities in relation to this PS, including governance arrangements.

For example:

XXX Section – Responsible for Secretariat function for the XXX Committee and/or Responsible for issuing permits in relation to XXX

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6. Statement of Expectation

This Policy Statement under the PPCF sets out high-level guidance and principles, and outlines statutory, regulatory or organisational requirements.

It is expected that all workers who are subject to this Policy Statement will have due regard to it and will only depart from it if:

- a) the departure is reasonable and justified in the circumstances;
- b) all risks have been considered; and
- c) approval has been sought and responsibility accepted for documenting the justification for the decision.

Where this Policy Statement contains directions, workers who are subject to the statement must comply with these directions.

All records created as a result of this policy must be managed in accordance with the Records Management Policy Statement. Records created as a result of this policy must be saved in TRIM RM8 or an approved business system.

Please note that the term worker broadly applies to all workers who are subject to this document, this could include non-IBP workers and contractors who will be required to follow this policy. There may, however, be a need to reflect that the document applies explicitly to IBP workers and contractors determined by the Secretary in Section 4 of the ABF Act to be IBP workers. In this case, please replace 'workers' with 'IBP workers'.

Example: A policy or procedure that details staff responsibilities in line with a Secretary's Instruction.

7. Related Framework documents

[Insert Text]

List the names of all related PSs, PIs, Standard Operating Procedures (SOPs) and Supporting Material (SMs). Any framework document your PS will influence or is influenced by should be included in this list.

Provide Uniform Resource Links (URLs) and Policy and Procedure Numbers (PPNs) where available.

8. References and legislation

[Insert Text]

List all related legislation, regulations, reviews, reports etc. which have contributed to, or link to, the content of this PS. Provide URLs where available.

When listing related legislation, regulations, review and reports etc. it is important to include the relevant section of the legislation that applies to the PPCF document. This enables searching of documents by specific sections, and allows targeted approaches to business areas for document updates when sections of legislation are changed.

If there are no 'Related References and Legislation', include the following sentence:

"This Policy Statement has no related references or legislation".

9. Consultation

9.1. Internal consultation

The following internal stakeholders were consulted in the development of this Policy Statement:

- [Insert text]

Identify internal stakeholders (branch level) consulted during the PS's development. This information is important as it provides a level of assurance to the Approving Officer, as well as the user, that this document has been duly considered by relevant stakeholders. Consultation requirements are contained in the PI: 'Development documents under the PPCF'.

Examples of branches that may need to be consulted prior to seeking final approval are Risk and Assurance Branch, FOI, Privacy and Records Management Branch, Legal Advice and Operational Support Branch, etc.

9.2. External consultation

The following external stakeholders were consulted in the development of this Policy Statement:

- [Insert text]

Identify external stakeholders consulted during the PS's development. For example, xxx Division, Australian Federal Police; xxx Division, Department of Foreign Affairs and Trade; etc.

10. Document details

BCS Category/Function	Please review the business classification scheme and identify the relevant category/function.
BCS Sub-Category/Sub-Function	Please review the business classification scheme and identify the relevant sub-category/sub-function.
Period of Effect	Three years from date of original approval.

10.1. Document change control

Version number	Date of issue	Author(s)	Brief description of change
xxxx	xxxx	xxxx	xxxx
xxxx	xxxx	xxxx	xxxx

10.2. Approval

Approved by:	[Name and Title of SES Band 2 Officer who owns this PS]
Approved on (date):	xxxx

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