

From: s. 22(1)(a)(ii)
To: [Policy and Procedure Control Framework](#)
Subject: RE: Action required: PPCF documents with Under Review caveat/ 3+ years overdue [SEC=OFFICIAL]
Date: Friday, 1 March 2024 11:21:20 AM
Attachments: [image001.jpg](#)

OFFICIAL

Good morning

Thank you for your email. Please see responses below against each document:

S. 47C(1)

Kind regards

s. 22(1)(a)(ii)
Assistant Director | Protection Caseload Resolution Section
Onshore Humanitarian Program Management Branch
Refugee, Humanitarian and Settlement Division
Department of Home Affairs
P: s. 22(1)(a)(ii)
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Released by Department of Home Affairs
under the Freedom of Information Act 1982

From: Policy and Procedure Control Framework s. 22(1)(a)(ii)@homeaffairs.gov.au>

Sent: Tuesday, 20 February 2024 12:47 PM

To: Refs Help Onshore s. 22(1)(a)(ii)@homeaffairs.gov.au>

Subject: Action required: PPCF documents with Under Review caveat/ 3+ years overdue
[SEC=OFFICIAL]

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Good afternoon Team,

This email address has been identified as the contact for the document owning area of the PPCF documents listed below.

The PPCF team are conducting a review of the framework and this includes auditing all documents on the PPCR that:

- include a caveat of “under review” and/or
- have a review date greater than 3 years ago (one full review cycle).

Please review the library card/s for your affected document/s:

S. 47C(1)

You may have provided an update on these documents in August/September 2023 following a request at that time regarding overdue PPCF documents. This request is seeking a further update. The following information is to assist you in identifying what action may be required.

Is this the correct email contact for this document?

- If this is not the correct contact, it is likely that the document owner Section/Branch/Division/Group details are incorrect. In this case a Transfer of Ownership will be required.
- If you are aware of who the correct owners are:
 - refer to [PPCF - Procedural Instruction \(SM-5419\)](#) Section 6 - Transfer of Document Ownership,
 - submit a completed and approved [PPCF - Request to Transfer Document Ownership form](#).
- If you are not aware of who the correct owners are, please let us know so that we can work with you to identify the correct owners.
- If it is only the email address which is incorrect, and all other details are accurate, please provide the correct email address.

Is this document still required?

- If the document is no longer required or accurate, it may be obsoleted from the PPCR – refer to [PPCF - Procedural Instruction \(SM-5419\)](#) Section 7 - Obsolete Documents.
- Submit a completed and approved [PPCF - Request to Obsolete form](#).

Is this document still in use AND fit for purpose AND accurate?

- A Streamlined Review may be considered – refer to [PPCF - Procedural Instruction \(SM-5419\)](#) Section 5.4 - Streamlined Review.
- All Staff consultation via My HR is required - refer to [Consultation in the workplace \(bcz.gov.au\)](#).
- The document will need to be drafted on the current PPCF template and any relevant administrative changes made - refer to [PPCF - Procedural Instruction \(SM-5419\)](#) Section 5.3 - Administrative Amendments for further information on the types of changes that are allowed.
- Submit a completed and approved [PPCF - request for a Streamlined review form](#).

Is the document still in use BUT NOT fit for purpose and accurate?

Option 1 - If the document is able to continue being used while a review is undertaken:

- A full review is needed - refer to [PPCF – Procedural Instruction \(SM-5419\)](#) - Section 5.1 Full Consultative Review.
- Stakeholder and All Staff consultation via My HR will be required - refer to [Consultation in the workplace \(bcz.gov.au\)](#).
- PPCF Quality checking will be required; PPCF Legal review may also be required.
- The document will need to be drafted on the current PPCF template.

Option 2 - If the document is inaccurate enough that it **should not be used** while a review is undertaken:

- It may be appropriate to obsolete the document from the PPCR – refer to [PPCF - Procedural Instruction \(SM-5419\)](#) Section 7 - Obsolete Documents.
- Submit a completed and approved [PPCF - Request to Obsolete form](#).
- Complete the review as outlined in option 1.
- A new Policy and Procedure Number (PPN) will be allocated.

Action required

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Please advise by return email, your intention and timeframes for each of the documents listed.

A response by 05/03/2024 is requested.

You can find more information and resources for these processes on the [PPCF intranet page](#).

Please contact the PPCF Team with any questions.

Kind regards,

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

PPCF Team Member | Policy & Procedure Control Framework (PPCF)

Organisational Compliance & Assurance

Audit and Assurance Branch | Integrity Security & Assurance Division

Chief Operating Officer Group

Department of Home Affairs

E: ^{s. 22(1)(a)} [@homeaffairs.gov.au](mailto: @homeaffairs.gov.au)

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