



# PARLIAMENT of AUSTRALIA

## JOINT COMMITTEE OF PUBLIC ACCOUNTS AND AUDIT

### A guide for responding to Committee recommendations

*This guide will assist Commonwealth entities in preparing responses to recommendations made by the Joint Committee of Public Accounts and Audit (JCPAA).*

#### Summary

Type of response	Government Response	Executive Minute
Type of recommendation	Policy	Administrative
Who	Government minister	Entity Accountable Authority
How	Tabled in Parliament	Provided directly to Committee via Secretariat
When	Within 6 months of tabling	Within 6 months of tabling

There are two types of responses to JCPAA recommendations:

1. Government Responses—relating to policy recommendations
2. Executive Minutes—relating to administrative recommendations

Policy focused recommendations, such as suggested legislative change, require a government response tabled in Parliament from the relevant government Minister. This process is identical to government responses to all other committees of Parliament.

Administrative focused recommendations for which the entity's Accountable Authority has responsibility, such as suggested improvements to an entity's governance approach or performance information, are responded to by way of an Executive Minute. The Department of Finance issues [guidance](#) on internal government processes for the development of Government Responses and Executive Minutes. Executive Minutes are provided directly to the JCPAA via the Secretariat—see the template attached and secretariat contact details below. The Committee typically publishes the response on its website and later tables the response in Parliament.

#### What should be included in a response?

The Government Response or Executive Minute should:

- address the substance and intent of each recommendation and related report content;
- state whether the recommendation is *agreed, agreed with qualification; or not agreed*, and explain the rationale for this position;
- outline action taken or planned, and a timeframe to implement each recommendation that is *agreed or agreed with qualification*; and
- address relevant issues concisely and be free of extraneous detail.

If the JCPAA considers a Government Response or Executive Minute to be inadequate, it may request further information or decide to re-open its inquiry.

#### **When is a response due?**

Responses to committee reports are required within six months of tabling, under a [resolution of the House of Representatives](#) passed on 29 September 2010.

#### **How to get more information**

Contact:

Committee Secretary  
Joint Committee of Public Accounts and Audit  
PO Box 6021  
Parliament House  
Canberra ACT 2600

Phone: +61 2 6277 4615  
Fax: 02 6277 2220  
[jcpaa@aph.gov.au](mailto:jcpaa@aph.gov.au)

*(Template for response on Entity letterhead)*

**EXECUTIVE MINUTE**

on  
**JOINT COMMITTEE OF PUBLIC ACCOUNTS AND AUDIT**  
**REPORT [No. ]**  
[report name]

**General comments**

*An entity can provide background information to supplement the responses on the specific recommendations. This might, for example, explain the policy and legislative context for the entity's actions in response to the recommendations. It might also provide an overview of the strategies or administrative actions being undertaken by the entity relevant to the recommendations.*

**Response to each specific recommendation**

**Recommendation No:** XX.

*Re-state recommendation text*

**Summary of response: agreed, agreed with qualification, or not agreed**

**Supporting rationale:**

- *address the substance and intent of each recommendation and related report content;*
- *explain the rationale for each position taken against the recommendation;*
- *outline action taken or planned, and a timeframe to implement each recommendation that is agreed or agreed with qualification; and*
- *where there are responses to a recommendation from more than one entity, state the entity name followed by its response under each recommendation. Entities can provide a joint response where this makes sense in light of shared responsibilities*

*Signed by*

*Accountable Authority of Department/Entity*