



DPS ref: D26/38584

Senator the Hon. Jane Hume
Chair
Senate Standing Committee on Privileges
Australian Parliament House

By email: priv.sen@aph.gov.au

Dear Chair

I refer to my attendance, and that of other senior officials of the Department of Parliamentary Services (DPS) on 6 February 2026 at the in-camera hearing of the Senate Standing Committee of Privileges. I am appreciative of the invitation of the Committee to attend and discuss the DPS submission and other matters relating to DPS' handling of documents and communications.

During the hearing, I took a small number of questions on notice. My letter of 13 February 2026 responded to one of those questions. Upon the receipt of the draft Hansard record, the Secretariat has identified one further question for response. The question is as follows:

Whether the Assistant Secretary Corporate Operations made a record of her conversation with Ms Hinchcliffe following discussions between Ms Hinchcliffe and the CIO regarding the draft risk assessment (pp 56-57 of the draft Hansard record).

I confirm that the department has undertaken all reasonable steps to ascertain whether a record of the meeting was retained. These efforts have included reviewing, with the then Assistant Secretary's permission, her email and One Note records. Further, the department requested the then Assistant Secretary review her hard copy / written file note / diary records to identify whether a record of the meeting, held on 05 September 2025, was retained. The department confirms that no records have been identified.

I, and senior officials of the department remain available to the Committee should any further information be required.

Yours sincerely

Jaala Hinchcliffe
Secretary

19 February 2026