



PARLIAMENT OF AUSTRALIA  
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: EC25-000252

Mr Josh Burns MP  
Chair  
Joint Committee of Public Accounts and Audit

By email: [jcpaa@aph.gov.au](mailto:jcpaa@aph.gov.au)

Dear Chair

### **Inquiry into the Commonwealth Financial Statements 2023-24**

Thank you for your invitation to provide a submission to the Committee's Inquiry into the Commonwealth Financial Statements 2023-24, based on Auditor-General Report No. 22 of 2024-25, *Audits of the Financial Statements of Australian Government Entities for the Period Ended 30 June 2024*.

This submission addresses the moderate (Category B) finding raised by the Australian National Audit Office (ANAO) regarding Department of Parliamentary Services' (DPS) delays in offboarding contractors in alignment with Information Security Manual (ISM) guidance. DPS notes that DPS permanent employee separations were compliant, that the ANAO could not verify contractor termination dates due to incomplete or missing exit forms.

The ANAO recommended to DPS the development and implementation of a date-stamped Standard Operating Procedure (SOP) for contractor offboarding, ensuring accurate and timely SAP HR termination entries. In response, I can confirm that the department has developed and implemented a new contractor offboarding SOP and Cyber Security Operations Centre (CSOC) detection plan integrating changes to onboarding and offboarding processes.

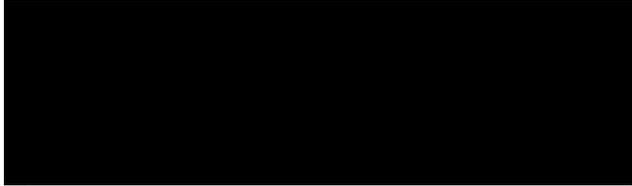
I can also confirm that DPS has continued to refine the new contractor offboarding processes since its implementation. As part of its audit of DPS' 2024-25 financial statements, the ANAO tested the department's new contractor offboarding controls and concluded that they partially addressed the risk of unauthorised access and activity, post termination date.

DPS is preparing to demonstrate that it has fully addressed the ANAO finding during the 2025-26 financial statements audit process and anticipates that it will be successfully closed.

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Please feel free to contact me should the Committee require additional information.

Yours sincerely



Jaala Hinchcliffe  
Secretary

28 November 2025