

Joint Committee of Public Accounts and Audit Reports

A guide for agencies when preparing responses to Questions on Notice

This guide and attached template aim to assist agencies to prepare responses to Questions on Notice from the Joint Committee of Public Accounts and Audit (JCPAA).

Information on how to frame a Government response to JCPAA Reports, rather than Questions on Notice, can be found on the Department of Finance and Deregulation web site at: <http://www.finance.gov.au/financial-framework/governance/joint-committee-of-public-accounts-and-audit.html>

Responding to Questions on Notice

An inquiry by the JCPAA may cover a range of policy and/or administrative matters and involve one or a number of agencies. During the course of an inquiry, the JCPAA may ask for additional information to be provided or agencies may request to take Questions on Notice.

Responses should address the substance and intent of each Question on Notice separately, but where relevant, general introductory comments can also be included.

The response is typically expected within three weeks of the hearing or the delivery date of written questions on notice (unless otherwise requested). Responses should be provided with a cover letter and be submitted electronically to jcpaa@aph.gov.au.

Where two or more agencies are responding to a single Question of Notice, the agency with the primary interest in the matters raised should coordinate a single response.

The internal clearance process for the response, and the need for ministerial clearance, is a decision for the agency. However, it should be noted that the Committee can, and generally does, authorise the publication of responses. Responses to Questions on Notice published on the JCPAA website can be located under the relevant inquiry, and may be referred to in the final report of the Committee.

Background

The JCPAA's enabling legislation is the *Public Accounts and Audit Committee Act 1951*. Further information on the powers and role of the JCPAA can be found at: <http://www.aph.gov.au/house/committee/jcpaa/index.htm>

For more information contact:

Joint Committee of Public Accounts and Audit Secretariat
Ph: (02) 6277 4615
E-mail: jcpaa@aph.gov.au

(Template for response on Agency letterhead)

Response to Question on Notice

JOINT COMMITTEE OF PUBLIC ACCOUNTS AND AUDIT

[Insert inquiry name]

[Insert agency name]

GENERAL COMMENTS

If relevant agencies can include additional general comments. Please list a Nil response otherwise.

SPECIFIC QUESTIONS ON NOTICE

Question #[insert number]

Insert the Question on Notice, as supplied by the JCPAA Secretariat or as described in Hansard (referencing the Hansard page number).

Response

The response should address the substance and intent of the Question on Notice, concisely and in plain English.

Where there are responses to a Question on Notice from more than one agency, state the agency name followed by its response under each Question on Notice. Agencies can provide a joint response where this makes sense in light of shared responsibilities for a matter.