

Recommendations

Recommendation 1

2.66 The committee reminds government agencies and statutory authorities, that where evidence is given in error to a Senate committee, the primary duty of the department or statutory authority is to the committee. Witnesses must bring errors or suspected errors to the attention of the relevant Senate committee as a priority.

Recommendation 2

2.72 The committee recommends that senior executive staff across the Australian Public Service, including the secretaries of the Department of Prime Minister and Cabinet and the Attorney-General's Department, undergo training in parliamentary accountability provided by the Department of the Senate, including but not limited to seminars routinely provided for senior executives.

Recommendation 3

2.76 The committee recommends that the Attorney-General's Department:

- formally draw to the attention of all of its officers' the document search and document management protocol;
- implement appropriate training programs to ensure adherence to the protocol; and
- consult with the Australian Government Solicitor for the purpose of reviewing this protocol in a comprehensive and purposeful manner.

Recommendation 4

2.78 The committee recommends that the Attorney-General's Department:

- review the allocation of resources across its divisions;
- undertake formal risk assessments to mitigate risks associated with the cross-divisional movement of staff and the ad hoc use of staff across departmental divisions; and
- develop and implement training for its staff relating to intra-departmental document management and communications.

Recommendation 5

2.80 The committee recommends that the Attorney-General's Department implement a training program to ensure that officers responding to

correspondence are better aware of the political and cultural connotations of titles and names, especially in relation to known terrorist organisations.

Recommendation 6

2.82 The committee recommends that the Attorney-General's Department subject its document handling procedures to both regular and random audits, to inform further development of protocols, and training and resource requirements.

Recommendation 7

2.85 The committee recommends that the Attorney-General's Department routinely consult the relevant intelligence and security agencies in relation to sensitive correspondence, especially where it has or may have national security implications.

Recommendation 8

2.87 The committee recommends that all Commonwealth government agencies ensure that they have procedures in place to bring sensitive correspondence which has or may have national security implications to the attention of the relevant intelligence and security agencies in a timely manner.

Recommendation 9

2.90 The committee recommends that the Attorney-General's Department review its procedures related to the application of the Web Guide: Guidelines for Ministerial and Agency Websites in a comprehensive and purposeful manner to ensure that these guidelines are applied consistently, objectively and apolitically.