

Terms of Reference

Functional and Efficiency Review of the National Archives of Australia

April 2019

Aim of the Review

The Review will consider and make recommendations on the enduring role of the National Archives of Australia (National Archives) in the protection, preservation and use of Commonwealth information; how the National Archives might best perform this role; and what powers, functions, resources, and legislative and governance frameworks the National Archives needs to effectively and efficiently undertake this role in the digital age.

Scope

1. The Review will assess the efficiency and effectiveness of all aspects of the National Archives' operations, programmes, administration, governance and authorising environment.
2. In achieving this aim, the Review should consider and report on matters including, but not restricted to:
 - a) The functions performed by the National Archives in discharging its role, and any functions it should cease, continue, transfer or commence;
 - b) The capability and resourcing of the National Archives to efficiently and effectively fulfil its essential functions;
 - c) The efficiency of spending by the National Archives and its budget position;
 - d) Any barriers (resourcing, legislative or other) preventing the National Archives from fulfilling its core outcomes and functions;
 - e) The feasibility and efficiency of alternative approaches to fulfil its outcomes and functions including identifying the benefits, costs, risks and any other relevant considerations.
3. The Review should inform itself of:
 - a) Findings of recent inquiries and audits of government agencies relevant to the state of government records management or archival matters;
 - b) Any other relevant reviews and, where they are operating concurrently with this Review, the Reviewer may propose the exchange of interim findings and data, where appropriate.

Governance

The FER will be undertaken by an independent reviewer appointed by the Attorney-General. A Review Working Group will be established within existing resources and priorities. Its work program will be coordinated by a Review Secretariat in the National Archives, reporting to the Review Steering Committee, Co-Chaired by the Project Sponsors: the Deputy Secretary of the Integrity and International Group within the Attorney-General's Department and the Director-General of the National Archives.

Consultation

The independent reviewer will consult with other parties and stakeholders as needed during the Review to gather necessary data and information to make sound recommendations.

Further information

For more information about making a submission, email review@naa.gov.au.