AFDA Express Version 2 Index

External Relations

2020

INDEX

This index lists the records, activities, classes and related key terms in the External Relations function of AFDA Express in single alphabetical sequence.

Indexed references should only be used as a guide to the Authority. The main access tool should be the function and class scope notes.

**A**

accommodation, *see* travel and accommodation

acquisition, goods and services (including moveable assets such as equipment, stores and vehicles), in support of external relations, *see* PROCUREMENT

Acts, *see* legislation

address lists, external relations, 62660\*

addresses (presentations), external relations, *see* speeches and presentations

administrative arrangements, external relations *see* arrangements

advertising campaigns, external relations, *see* marketing and promotion

advice (provided to or received from),

Cabinet (excluding Cabinet submissions), 62657/62658/62661

non-government entities (including community organisations and international bodies), 62657/62661

the Prime Minister, Ministers and other government entities (excluding Cabinet submissions), and Members of Parliament, 62657/62661

returned or incoming Minister or government (briefs known as red and blue books), 62657

legal advice, *see* LEGAL SERVICES

submissions (including Cabinet submissions), *see* submissions

advisory bodies, members of,

attendance at conferences and seminars, *see* conferences

managing members (including agency representatives appointed to advisory bodies), *see General Records Authority 26 – Advisory Bodies*

speeches, *see* speeches and presentations

visits, *see* visits and visitors

advocacy, external relations, *see* advice *and* submissions

agency histories, created or commissioned by the agency, 62657

agency liaison, *see* liaison

agency responses to public reactions, external relations, 62661/62660\*

agreements and contracts, external relations, 62657/62659\*\*

anniversaries (commemoration events), *see* ceremonies and celebrations

annual reports, *see* reporting and reports

applications, grant funding, *see* grant funding

appointments, external relations,

of representatives (to the agency), *see* representatives

of representatives (of the agency), *see* representatives

provision of advice to Government on, 62657/62661

appreciation, general letters of (received or sent by the agency), external relations, 62660\*

arrangements, external relations,

acquisition of goods and services, *see* PROCUREMENT

awards (honours), *see* awards (honours)

catering, *see* catering

ceremonies and celebrations, *see* ceremonies and celebrations

committees, *see* committees

conferences and seminars, *see* conferences

exhibitions and displays, 62661/62660\*

guest speakers, *see* guest speakers

media relations, *see* media relations

security, *see* security

social functions, *see* social functions

travel and accommodation, *see* travel and accommodation

visits, *see* visits and visitors

audio-visual recordings, media items, *see* media monitoring

audit (internal and external),

external relations, final report, 62661

external relations, planning and conduct, 62661

financial, *see* FINANCIAL MANAGEMENT

authorisation and delegations, external relations, 62657/62661

authority, delegations of, from a Minister to the agency, 62657

awards (honours),

administrative arrangements and management, 62657/62661/62660\*

assessment of recipients, 62657/62661

ceremonies, *see* ceremonies and celebrations

honours, awards and prizes, conferred by the agency, 62657/62661

honours, awards and prizes, received by the agency, 62657/62661

promotion of, *see* marketing and promotion

register of award recipients, 62657/62661

**B**

background briefs, *see* advice

Bills, *see* legislation

blue and red books, advice, 62657

boards, advice on appointment, reappointment or termination of members, 62657/62661

branding, *see* marketing and promotion

briefs and briefing papers, *see* advice

brochures, *see* marketing and promotion

**C**

Cabinet,

advice provided to, *see* advice

committee meetings, 62658

discussion papers, 62657/62658

documents, *see* Cabinet documents

meetings, minutes, 62658

meetings, notes made by agency representative, 62658

memorandums, 62657/62658

submissions to, 62657/62658

Cabinet committee meetings, notes made by agency representatives, 62658

Cabinet discussion papers, 62657/62658

Cabinet documents,

development of, 62657

numbered versions, 62658

registers of, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

Cabinet memorandums, 62657/62658

Cabinet minutes, copies received by the agency, 62658

Cabinet submissions, 62657/62658

campaigns, external relations, *see* marketing and promotion

cards, greetings (received or sent by the agency), external relations, 62660\*

catering, external relations, administrative arrangements supporting, 62660\*

catering, external relations, procurement of, see PROCUREMENT

celebrations, *see* ceremonies and celebrations

ceremonies and celebrations, external relations

arranging, managing and attending, 62657/62660\*/62661

honours, awards, and prizes (conferred or received), *see* awards (honours)

photography and videos, 62657/62661

procurement of goods and services in support of, *see* PROCUREMENT

security arrangements, *see* security

speeches, *see* speeches and presentations

charities, donations to, *see* donations

child sexual abuse, advice, external relations, 62657

Christmas cards (received or sent by the agency), greetings, external relations, 62660\*

codes of practice, external relations, 62661

commemoration ceremonies, *see* ceremonies and celebrations

committees (includes Cabinet committee meetings), external relations, 62657/62660\*/62661

community groups, *see* non-government organisations,

community relations, *see* external relations

complaints (not resulting in litigation), external relations, 62661

complaints (resulting in litigation), external relations, *see* LEGAL SERVICES

compliance, external relations, 62661

condolence, cards or letters of (received or sent by the agency), 62660\*

conferences (hosted by the agency),

administrative arrangements for agency conferences, including program development, arranging speakers, promotion and venue bookings, 62660\*

attendance, managing registrations, 62660\*

attendance by agency staff or agency head, for staff development purposes, see PERSONNEL MANAGEMENT

attendance by members of advisory bodies, for staff development purposes, *see General Records Authority 26 – Advisory Bodies*

attendance by members of governing bodies, for staff development purposes, *see General Records Authority 27 – Governing Bodies*

conference proceedings, programs, reports and papers, development of and final versions (unpublished), 62657

conference proceedings, programs, reports and papers, publication of, *see* PUBLICATION

event photography, *see* photographs and videos

financial transactions supporting conferences, *see* FINANCIAL MANAGMENT

speeches and presentations, 62657/62661

conferences (hosted by other organisations),

arrangements (including travel and accommodation arrangements), *see* PERSONNEL MANAGEMENT

attendance by agency staff, agency head, or members of agency governing or advisory bodies, to represent or promote the agency, 62660\*

attendance by agency staff or agency head, for staff development purposes, *see* PERSONNEL MANAGEMENT

attendance by members of advisory bodies, for staff development purposes, *see General Records Authority 26 – Advisory Bodies*

attendance by members of governing bodies, for staff development purposes, *see General Records Authority 27 – Governing Bodies*

financial transactions supporting conference attendance, *see* FINANCIAL MANAGMENT

reports by participants, 62660\*

speeches and presentations, 62657/62661

proceedings, programs, reports and papers, 62660\*

congratulations, general letters of (received or sent by the agency), external relations, 62660\*

contracting-out, external relations, *see* PROCUREMENT

contracts, 62657/62659\*\*

contracts under seal, *see* CONTRACTS UNDER SEAL/DEEDS

customer service, general services (including enquiry desk, telephone information service, or interpreter service) provided to public and government clients, external relations,

complaints received, *see* complaints

management of, 62661

evaluating services, *see* evaluating

monitoring of (including customer surveys), 62661

planning, *see* planning and plans

service charters, *see* service charters

**D**

deeds, *see* CONTRACTS UNER SEAL/DEEDS

design specifications, exhibitions and displays, *see* exhibitions and displays

delegations and authorisation, external relations, 62657/62661

dignitaries, *see* visits and visitors

directives, external relations, *see* procedures

displays, *see* exhibitions and displays

donations and gifts (received or made by the agency), external relations, 62657/62661

drafting instructions, legislation, *see* legislation

**E**

educational campaigns, *see* marketing and promotion

engagement programs, *see* programs and projects

enquiries, external relations, management of enquiry desk, *see* customer service

enquiries, external relations, received from external stakeholders (including the general public), 62661/62660\*

enquiry desk, management of, *see* customer service

entertainment bookings, *see* arrangements

evaluating, agency programs and services, external relations, 62661

evaluating, goods and services being considered for procurement, external relations, *see* PROCURMENT

events, external relations,

celebrations and ceremonies, *see* ceremonies and celebrations

conferences and seminars, *see* conferences

social, *see* social functions

exhibitions and displays, external relations,

administrative arrangements supporting, 62660\*

design, establishment and management of, 62657/62661

of collections of material acquired by the agency, *see General Records Authority 32 – Small Collection Management*

opening functions/events for, 62657/62661

marketing and promotion of, *see* marketing and promotion

Explanatory Memorandums, legislation, 62657

external relations advice, *see* advice

external relations agreements and contracts, 62657/62659\*\*

external relations audits, *see* audit

external relations committees, 62657/62660\*/62661

external relations complaints, *see* complaints

external relations inquiries, *see* inquiries

external relations joint ventures, *see* joint ventures

external relations legislation, *see* legislation

external relations plans, *see* planning and plans

external relations policy, *see* policy

external relations procedures, *see* procedures

external relations programs, *see* programs

external relations reporting, *see* reporting and reports

external relations reviews, *see* reviewing

external relations risk management, 62661

external relations risk register, 62661

external relations standards, 62661

external relations statutory requirements, 62661

external relations submissions, *see* submissions

**F**

feedback, received from external stakeholders (including the general public), 62660\*

feedback, received from agency personnel (including volunteers), *see* PERSONNEL MANAGEMENT

fellowships, *see* scholarship and fellowship programs

festivities, *see* ceremonies and celebrations

flyers, *see* marketing and promotion

foreign dignitaries (including royalty and Heads of State), visits, *see* visits and visitors

forums, *see* conferences

frameworks, external relations, 62657/62661

functions (social), *see* social functions

**G**

gifts and donations (received or made by the agency), external relations, 62657/62661

governing bodies, members of,

attendance at conferences and seminars, *see* conferences

managing members (including agency representatives appointed to governing bodies), *see General Records Authority 27 – Governing Bodies*

speeches, *see* speeches and presentations

visits, *see* visits and visitors

government organisations,

advice (provided to or received from), *see* advice

liaison with, 62661

representatives, *see* representatives

submissions, *see* submissions

government relations, *see* external relations

government-wide policy, supporting the development of, *see* advice

grant funding (received by the agency), external relations, applications for, 62661

grant funding (received by the agency), external relations, management of funds received, *see* FINANCIAL MANAGEMENT

grant funding (provided by the agency), external relations, *see General Records Authority 28 – Grant Management*

Green papers, advice provided in the form of, *see* advice

greetings cards (received or sent by the agency), external relations, 62660\*

greetings, external relations, 62660\*

guest speakers,

administrative arrangements supporting, 62660\*

for ceremonies and celebrations, *see* ceremonies and celebrations

for conferences, *see* conferences

for events conferring honours, awards and prizes, *see* awards (honours)

for agency social functions, *see* social functions

speeches and presentations, 62657/62661

**H**

handbooks, external relations, *see* procedures

Heads of State, visits, 62657

histories, agency, created or commissioned, 62657

honours, *see* awards (honours)

**I**

independents and minority parties, briefings and advice to, *see* advice

industry bodies, *see* non-government organisations

information awareness activities, *see* marketing and promotion

inquiries, external relations,

agency contributions and involvement in, 62657/62661

responses to final reports, 62657/62661

implementation of recommendations, 62657/62661

Instagram, *see* social media

instructions, *see* procedures

inter-agency committees, *see* committees

inter-agency operations, *see* joint ventures

inter-government committees, *see* committees

inter-government operations, *see* joint ventures

international engagement programs, external relations, 62657/62661

international relations, *see* external relations

international visits, *see* visits and visitors

interpreter services, external relations, *see* customer services

interviews, media relations, *see* media relations

introductions, letters of (received or sent by the agency), external relations, 62660\*

itineraries, visits, *see* visits and visitors

investigations, *see* inquiries

invitations, external relations,

celebrations and celebrations, *see* ceremonies and celebrations

conferences, *see* conferences

guest speakers, see guest speakers

social functions, *see* social functions

visits, *see* visits and visitors

**J**

joint ventures\*\*\*, external relations,

agreements and contracts, 62657/62659\*\*

programs and projects, management of, 62657/62661

journeys, *see* travel and accommodation

**L**

language services (such as interpreters), external relations, *see* customer service

legal advice, external relations, *see* LEGAL SERVICES

legislation,

advice provided in relation to, *see* advice

initial proposals for creating new or amending existing legalisation, *see* STRATEGIC MANAGEMENT

legal advice relating to the interpretation of, *see* LEGAL SERVICES

preparation and passage of, 62657

submissions relating to legislative proposals, *see* submissions

letters to Ministers, *see* Ministerial correspondence

letters of transmittal (annual reports), compliance, 62661

liaison, external relations,

with investigations or inquiries, *see* inquiries

with other government and non-government entities (including community organisations and professional associations), 62661

media liaison, *see* media relations

**M**

manuals, external relations, *see* procedures

mailing lists, greetings, 62660\*

market research, external relations, 62657/62661

marketing and promotion, external relations,

administrative arrangements for, 62661/62660\*

advertisements (print, radio, television, internet), 62657/62661

campaigns (marketing/promotional/educational/social media/advertising), including development, 62657/62661

ceremonies and celebrations, *see* ceremonies and celebrations

conferences, *see* conferences

final versions of products such as marketing and educational materials and tools, 62657/62661

publishing and distributing marketing and educational materials and tools, *see* PUBLICATION

media liaison and media releases, *see* media relations

promotional photography and videos, 62657/62661

plans, *see* planning and plans

research, 62657/62661

social media, *see* social media

media liaison, *see* media relations

media monitoring,

media items (including newscuttings and audio-visual recordings), relating to agency operations, 62657/62661

media monitoring services, procurement of, *see* PROCUREMENT

media monitoring services, reporting by (including daily media reports), 62661

media relations, external relations,

administrative arrangements supporting, 62660\*

interviews (including transcripts of interviews), 62657

managing of, 62661/62660\*

marketing and promotional campaigns, *see* marketing and promotion

media releases (including on behalf of the portfolio Minister), 62657/62661

monitoring of, *see* media monitoring services

social media, *see* social media

media reports, media monitoring services, 62661

media releases (including on behalf of the portfolio Minister), external relations, 62657/62661

meetings, external relations, 62657/62658/62659/62660\*/62661

Members of Parliament, visits, *see* visits and visitors

memoranda of understanding, external relations, 62657/62659\*\*

Ministerial briefs, *see* advice

Ministerial correspondence (‘Ministerials’), *see* representations

Ministerial directives, representations, *see* representations

Ministerial statements, advice, *see* advice

Ministers of State,

administrative arrangements, media relations, 62660\*

advice and briefings, *see* advice

Cabinet documents, copies, substantially annotated, *see General Records Authority 38 – Ministers of State*

delegations of authority to the agency, 62657/62661

media relations (including media releases and interviews), *see* media relations

managing operations and activities of, *see General Records Authority 38 – Ministers of State*

Ministerial correspondence (‘Ministerials’), *see* representations

procedures for preparing Ministerial briefs, *see* procedures

registers of Ministerial correspondence, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

responses to approaches received by the Minister (‘Ministerials’), *see* representations

responses to approaches referred to the Minister for action by other Members of Parliament, *see* representations

returned or incoming Minister or government briefs (known as red and blue books), 62657

speeches and papers presented by, *see* speeches and presentations

submissions, *see* submissions

visits, *see* visits and visitors

minority parties and independents, briefings and advice to, *see* advice

minutes, Cabinet, copies received by the agency, 62658

money, donations and gifts of (received or made by the agency), external relations, 62657/62661

monitoring, external relations programs and services (including customer services), 62661

monitoring, media, *see* media monitoring

**N**

negotiations, agreements and contracts, 62657/62659\*\*

newscuttings, *see* media monitoring

nominations, external relation, awards, *see* awards (honours)

nominations, external relation, representatives, see representatives

non-government organisations, (including community groups),

advice (provided to or received from), *see* advice

liaison with, 62661

membership of, 62661

responses to approaches made to the Minister, *see* representations

representatives, *see* representatives

submissions, *see* submissions

**O**

Ombudsman inquiries, agency involvement with, *see* inquiries

opening ceremonies, *see* ceremonies and celebrations

operations, inter-agency, *see* joint ventures

operations, inter-government, *see* joint ventures

oral histories, agency, created or commissioned, 62657

**P**

papers, presented at conferences, seminars, forums etc, external relations, *see* speeches and presentations

parliamentarians, visits, *see* visits and visitors

Parliament, Minister’s responses to questions raised in, *see* representations

Parliamentary Committee inquiries, agency involvement with, *see* inquiries

partnerships, external relations, *see* joint ventures

personnel exchange programs, *see* staff exchange programs

photographs and videos, external relations,

event photography, celebrations, *see* ceremonies and celebrations

event photography, ceremonies, *see* ceremonies and celebrations

event photography, conferences, *see* conferences

event photography, official visits, *see* visits and visitors

event photography, social functions, *see* social functions

promotional, 62657/62661

planning and plans, external relations, agency-wide (including marketing and engagement plans), 62657/62661

planning and plans, external relations, section or business unit, 62660\*

policy, external relations, final versions, 62657/62661

policy, external relations, development and establishment, 62657/62661

policy, whole-of-government, supporting development of, *see* advice

policy papers (eg White and Green papers), advice provided in the form of, *see* advice

posters, *see* marketing and promotion

personnel exchange programs, *see* staff exchange programs

presentations, external relations, *see* speeches and presentations

press relations, *see* media relations

Prime Minister, submissions to, *see* submissions

Prime Minister, visits by, *see* visits and visitors

print, *see* marketing and promotion

private sector organisations, *see* non-government organisations

prizes, *see* awards (honours)

procedures, external relations, final versions, 62661

procedures, external relations, development and establishment, 62660\*

professional associations,

advice (provided to or received from), *see* advice

liaison with, 62661

membership of, 62661

representatives, *see* representatives

submissions, *see* submissions

subscriptions to publications of, *see* PROCUREMENT

projects, external relations, *see* programs and projects

programs and projects, external relations,

establishment and implementation of, 62657/62661

joint ventures, *see* joint ventures

marketing and promotion of, *see* marketing and promotion

scholarship and fellowship programs, *see* scholarship and fellowship programs

promotion, *see* marketing and promotion

promotional campaigns, *see* marketing and promotion

promotional visits, *see* visits and visitors

property, donations and gifts of (received or made by the agency), external relations, 62657/62661

public office (appointments to), provision of advice to Government on, 62657/62661

public reactions to agency activities, external relations, 62661/62660\*

public visitor books (including ceremonial), visits, 62657/62661

public visitors, *see* visits and visitors

publications, supporting external relations, *see* PUBLICATION

**Q**

Question Time Briefs, *see* advice

**R**

radio, *see* marketing and promotion

reappointments, *see* appointments

recommendations, external relations,

committees, 62657/62661

implementation of, inquiries, 62657/62661

responses to, inquiries, 62657/62661

reviews, external relations, 62657/62661

red and blue books, advice, 62657

registers, Cabinet documents, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

registers, Ministerial correspondence, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

registrations, conferences, *see* conferences

reporting and reports, external relations,

compliance requirements relating to (such as submission of annual reports), 62661

developing/drafting, 62657/62661

final versions of reports, 62657/62658/62659/62661

published versions, production and distribution of, *see* PUBLICATION

representations,

preparation of Ministerial responses to questions raised in Parliament, 62661

reference set of all responses to representations (Ministerials) kept by the agency, 62661

registers of Ministerial correspondence, *see* TECHNOLOGY AND INFORMATION MANAGEMENT

responses to approaches received by the Minister (Ministerials) and referred to the agency, 62657/62661/62660\*

management of communications sent the Minister, 62661

representatives (of the agency), external relations,

to agency advisory bodies, *see* advisory bodies

to agency governing bodies, *see* governing bodies

to committees, *see* committees

to community organisations, government organisations and other entities (other than advisory and governing bodies), 62661

participating at conference and seminars, *see* conferences

visits made by, *see* visits and visitors

representatives (to the agency), external relations,

from agency advisory bodies, *see* advisory bodies

from agency governing bodies, *see* governing bodies

from committees, external, *see* committees

from community organisations, government organisations and other entities (other than agency advisory and governing bodies), 62661

participating at conferences and seminars, *see* conferences

visits made by, *see* visits and visitors

research and analysis, supporting external relations, 62657/62659/62661

resignation, of representatives, *see* termination

reviewing and reviews, external relations, 62657/62659/62661

risk management, external relations, 62661

Royal Commissions, agency involvement with, *see* inquiries

royalty, visits, *see* visits and visitors

**S**

schemes, external relations, *see* programs and projects

scholarship and fellowship programs (agency funded), external relations,

administration and management of, *see General Records Authority 28 – Grant Management*

awarding of, *see* awards (honours)

promotion of, *see* marketing and promotion

school visits, *see* visits and visitors

Second Reading Speech, legislation, 62657

security, external relations,

arrangements for agency personnel undertaking visits, 62661

arrangements for visitors, *see* visits and visitors

building security arrangements, *see* PROPERTY MANAGEMENT

reporting, *see* reporting and reports

security passes (issue of), staff, *see* PERSONNEL MANAGEMENT

security passes (issue of), visitors, see PROPERTY MANAGEMENT

seminars, *see* conferences

separation, of representatives, *see* termination

service charters, customer service, external relations, development of and final version, 62661

service charters, customer service, external relations, publication of, *see* PUBLICATION

Snapchat, *see* social media

social clubs (for agency staff), *see* PERSONNEL MANAGEMENT

social functions, external relations

administrative arrangements, 62660\*

procurement supporting, *see* PROCUREMENT

security arrangements, *see* security

speeches and presentations, *see* speeches and presentations

social media,

campaigns, *see* marketing and promotion

establishing of official presence, 62657

final versions of social media posts, 62657/62661

speeches and presentations, external relations, final versions, 62657/62661

speeches and presentations, external relations, development of, 62661

sponsorships (received or made by the agency), external relations, 62657/62661

staff exchange programs,

development and implementation of, *see* programs and projects

promotion of, *see* marketing and promotion

management of personnel involved, *see* PERSONNEL MANAGEMENT

staff functions, *see* social functions

staff representatives, *see* representatives

standards (mandatory or optional), external relations, 62661

statements, submitted to inquiries, *see* inquiries

statements of expectations, agency performance, *see* STRATEGIC MANAGEMENT

statements of expectations, governing body performance, *see General Records Authority 27 – Governing Bodies*

statutory appointments, advice on appointments, reappointments and terminations, 62657/62661

statutory requirements, external relations, 62661

strategies, external relations, 62657/62661

student placements, work experience, *see* PERSONNEL MANAGEMENT

student visits, *see* visits and visitors

submissions, external relations,

annual report submitted by agency to portfolio Minister, 62661

to non-government entities (including community organisations), 62661

to the Cabinet, *see* Cabinet submissions

to the Prime Minister, Ministers and other government entities (excluding Cabinet submissions), 62657/62659

to inquiries, *see* inquiries

subscriptions and memberships (corporate), with other government and non-government entities (including community organisations and professional associations),

complimentary or honorary, see liaison

purchased by the agency or an individual, *see* PROCUREMENT

suggestions, received from external stakeholders (including the general public), 62660\*

suggestions, received from agency personnel (including volunteers), *see* PERSONNEL MANAGEMENT

surveys, external relations,

customer service, conducted by the agency, 62661

responses to surveys requested by other entities, 62660\*

**T**

telephone information services, external relations, *see* customer service

television advertisements, *see* marketing and promotion

tendering, external relations, *see* PROCUREMENT

termination, external relations,

of representatives (to the agency), *see* representatives

of representatives (of the agency), *see* representatives

provision of advice to Government on, 62657/62661

tours, *see* visits and visitors

transcripts, external relations,

media interviews, *see* media relations

oral evidence provided by agency personnel, inquiries, 62657/62661

travel and accommodation, external relations

acquisition of goods and services, *see* PROCUREMENT

for agency personnel, *see* PERSONNEL MANAGEMENT

for visitors to the agency, *see* arrangements

for the Minister, 62657/62659

Twitter, *see* social media

**V**

venue bookings, administrative arrangements for, 62660\*

videos, *see* photographs and videos

visits and visitors (made by agency personnel and representatives), external relations,

administrative arrangements, 62660\*

to domestic entities (such as community organisations; other government organisations), 62661/62660\*

to international entities (such as foreign governments and their agencies; international organisations), 62657/62661/62660\*

security arrangements for agency personnel, 62661

speeches presented, *see* speeches and presentations

travel arrangements for individual agency personnel, *see* PERSONNEL MANAGEMENT

visits and visitors (made by the portfolio Minister), external relations, 62657/62659

visits and visitors (made by members of governing bodies), external relations, *see* *General Records Authority 26 – Governing Bodies*

visits and visitors (made by members of advisory bodies), external relations, *see* *General Records Authority 27 – Advisory Bodies*

visits and visitors (to the agency), external relations

administrative arrangements, 62660\*

by royalty, Heads of State, and similarly significant personages, 62657

by the Prime Minister, Ministers, Members of Parliament, 62661

by government agency officials, interstate and overseas delegations, and community representatives, 62661

by members of the general public (including tours of the agency), 62660\*

security arrangements for visitors, 62661

security arrangements for land and property, *see* PROPERTY MANAGEMENT

security passes, *see* PROPERTY MANAGEMENT

speeches presented, *see* speeches and presentations

statistics relating to visits, *see* reporting and reports

visitor books, *see* visitor books

visitor books, public (including ceremonial), 62657/62661

visitor books, security access registers, *see* PROPERTY MANAGEMENT

**W**

White papers, advice provided in the form of, *see* advice

whole-of-government policy, supporting the development of, *see* advice

working groups, external relations, 62657/62660\*/62661

workshops, *see* conferences

**Y**

YouTube, *see* social media

\* Default class 62661 can also be used to sentence where class 62660 is indicated.

\*\* For contracts under seal or deeds, use CONTRACTS UNDER SEAL/DEEDS.

\*\*\* Agencies must use their own Records Authority for joint venture agreements and operations which relate to their core functions.