NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 84
National Archives of Australia
Canberra
25 February 2005

AGENDA

Opening business   9.30am

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting 83, 26 November 2004   [Paper 4]

5. Actions arising from Meeting 83   [Paper 5]

6. Matters not elsewhere on the agenda

Reports

7. Chairman's report

8. Director-General's report

9. Review of National Archives of Australia Saleable Publications

Branch reports

10. Report of the Access and Communications Branch   [Paper 10]

11. Report of the Digital Government Branch   [Paper 11]

12. Report of the Collection Preservation and Management Branch [Paper 12]

    National Long-term Preservation Plan – for information   To be tabled

13. Report of the National Coordination Branch   [Paper 13]

14. Report of the Corporate Branch   [Paper 14]

Closing business

15. Council meeting dates for 2005   [Paper 15]

16. Other items

For information

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 85
National Archives of Australia
**Canberra**
27 May 2005

AGENDA

OPENING BUSINESS   **9.30am**

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting 84, 25 February 2005   [Paper 4]

5. Actions arising from Meeting 84   [Paper 5]

6. Matters not elsewhere on the agenda

REPORTS

7. Chairman's report

8. Director-General's report

9. Report on collecting the personal papers of Members of   [Paper 9]
    Parliament

10. Report of the Department of Veterans' Affairs
    Subcommittee

BRANCH REPORTS

11. Report of the Access and Communications Branch   [Paper 11]

12. Report of the Digital Government Branch   [Paper 12]

13. Report of the Collection Management Branch   [Paper 13]

14. Report of the Preservation Branch   [Paper 14]

15. Report of the National Coordination Branch   [Paper 15]

16. Report of the Corporate Branch   [Paper 16]

CLOSING BUSINESS

OTHER ITEMS

For information

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 86
National Archives of Australia
Canberra
2 September 2005

AGENDA

OPENING BUSINESS   **9.30 am**

1.   Welcomes/apologies

2.   Meeting arrangements

3.   Adoption of agenda

4.   Confirmation of minutes of Meeting 85, 27 May 2005   [Paper 4]

5.   Actions arising from Meeting 85   [Paper 5]

6.   Matters not elsewhere on the agenda

REPORTS

7.   Council meeting dates for 2005- 06   [Paper 7]

8.   Chairman's report

9.   Director-General's report

10. Report on collecting personal papers   [Paper 10]

BRANCH REPORTS

11. Report of the Government Branch   [Paper 11]

12. Report of the National Coordination Branch   [Paper 12]

13. Report of the Access and Communications Branch   [Paper 13]

14. Report of the Corporate Branch   [Paper 14]

OTHER ITEMS

For information

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

**Meeting Number 87
Commonwealth Ministerial Offices
Perth
18 November 2005**

AGENDA

OPENING BUSINESS   **8.30 am**

1.   Welcomes/apologies

2.   Meeting arrangements

3.   Adoption of agenda

4.   Confirmation of minutes of Meeting 86, 2 September 2005   [Paper 4]

5.   Actions arising from Meeting 86   [Paper 5]

6.   Matters not elsewhere on the agenda

REPORTS

7.   Chairman's report

8.   Director-General's report

ITEMS FOR DISCUSSION

9.   The release of Cabinet notebooks   [Paper 9]

10. Reporting and Planning 2005-2011   [Paper 10]

BRANCH REPORTS

11. Report of the Government Branch   [Paper 11]

12. Report of the Access and Communications Branch   [Paper 12]

13. Report of the National Coordination Branch   [Paper 13]

14. Report of the Corporate Branch   [Paper 14]

OTHER ITEMS

For information

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 88
National Archives of Australia
Canberra
3 March 2006

AGENDA

OPENING BUSINESS   **8.30 am**

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting 87, 18 November 2005   [Paper 4]

5. Business Arising from Advisory Council Meeting No. 87

REPORTS

6. Chairman's report

7. Director-General's report

ITEMS FOR DISCUSSION
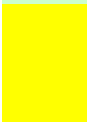
8. Release of 1975 Cabinet papers   [Paper 8]

9. Report on the treatment of Cabinet notebooks   [Paper 9]
    [To be tabled]

10. Legislation   [Paper 10]

11. Department of Veterans' Affairs Subcommittee   [Paper 11]

12. Department of Immigration and Multicultural Affairs   [Paper 12]
    Consultancy

13. Progress of *Vrroom*   [Paper 13]

BRANCH REPORTS

OTHER ITEMS

For information

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 89
National Archives of Australia
Canberra
2 June 2006

AGENDA

OPENING BUSINESS   **8.30 am**

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting 88, 3 March 2006   [Paper 4]

5. Business Arising from Advisory Council Meeting No. 88

6.   ITEMS FOR DISCUSSION

a). Review of the Cabinet release   [Paper 6a]

b). Vrroom   [Paper 6b]

c). Review of Reference Services   [Paper 6c]

d). Public Space Redevelopment   [Paper 6d]

e). Review of the *Privacy Act 1988*   [Paper 6e]

f). Recordkeeping in the Australian Public Service   [To be tabled]

g). New repository   [To be tabled]

h). National Archives Corporate Plan 2006 - 2009   [To be tabled]

REPORTS

7. Chairman's report

8. Director-General's report

BRANCH REPORTS

ITEMS FOR INFORMATION

OTHER BUSINESS

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 90
National Archives of Australia
Canberra
8 September 2006

AGENDA

OPENING BUSINESS   **8.30 am**

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting 89, 2 June 2006   [Paper 4]

5. Business Arising from Advisory Council Meeting No. 89

REPORTS

6. Chairman's report

7. Director-General's report

8. **ITEMS FOR DISCUSSION**

a). Closed Access Period for Cabinet Notebooks and 'Palace'   [To be tabled]
     Records

b). Public Space Redevelopment update   [Paper 8b]

c). Vrroom update   [To be tabled]

BRANCH REPORTS

9.   Report of the Access and Communication Branch   [Paper 9]

10. Report of the Government Branch   [Paper 10]

11. Report of the Corporate Branch   [Paper 11]

12. Report of the National Coordination Branch   [Paper 12]

ITEMS FOR INFORMATION

OTHER BUSINESS

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 91
Tasmanian Museum and Art Gallery
Hobart
1 December 2006

AGENDA

8.30 to 8.50 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 90, 8 September   [Paper 4]
    2006

     8.50 to 9.30 - REPORTS

5. Chairman's report

6. Director-General's report   [Paper 6]

7. **9.30 to 10.30 - ITEMS FOR DISCUSSION**

a) Progress in relation to the Prime Ministers' Centre   [verbal]

b) Reports from Subcommittees

    (i)   Department of Veterans' Affairs Subcommittee –   [Paper 7b(i)]
          Issues update [to be tabled]
    (ii) Publications Subcommittee - update   [verbal]

c) Proactive digitisation and rollout of National Digitisation   [Paper 7c]
    on Demand

d) Vrroom update   [Paper 7d]

e) Advisory Council Centenary Meeting   [verbal]

f) Council meeting dates and venues for 2007   [Paper 7f]

     10.30 to 10.45 - MORNING TEA

10.45 to 12.00 - BRANCH REPORTS

8. Report of the Access and Communication Branch [Paper 8]

9. Report of the Government Branch [Paper 9]

12.00 to 1.30 EXHIBITION LAUNCH including LUNCH

1.30 – COUNCIL MEETING RESUMES

10. Report of the Corporate Branch [Paper 10]

11. Report of the National Coordination Branch [Paper 11]

2.00 to 2.30 - ITEMS FOR INFORMATION

12. National Archives of Australia organisation chart [Paper 12]

13. National calendar of events and representation [Paper 13]

14. Special access: requests and decisions [Paper 14]

15. Significant descriptive work on records [Paper 15]

16. Selected records of interest transferred [Paper 16]

17. National Archives publications [Paper 17]

18. National Archives publications – sales, website downloads and website visits [Paper 18]

2.30 to 2.45 - OTHER BUSINESS

2.45 VIEWING OF RECORDS
(National Archives, Hobart)

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 92
National Archives of Australia
Canberra
23 March 2007

AGENDA

8.30 to 8.50 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 91, 1 December [Paper 4]
   2006

8.50 to 9.30 - REPORTS

5. Chairman's report

6. Director-General's report [Paper 6]

7. **9.30 to 10.00 - ITEMS FOR DISCUSSION**

a) Memory of a Nation [Paper 7a]

b) Veterans' Affairs records [paper 7b]

[to be tabled]

10.00 to 10.45 - MORNING TEA
10.45 to 11.30 – RECORDS VIEWING

11.30 to 12.00 – ITEMS FOR DISCUSSION – (Cont.)

8. Progress in relation to the Prime Ministers' Centre [Verbal]
   briefing by OPH senior staff member

12.00 to 1.00 - BRANCH REPORTS

9. Report of the Government Information Management [Paper 9]
   Branch

10. Report of the Operations and Preservation Branch [Paper 10]

11. Report of the Access and Communication Branch [Paper 11]

12.	Report of the Corporate Services Branch	[Paper 12]
13.	Report of the National Coordination Branch	[Paper 13]

1.00 to 1.45 -LUNCH

1.45 – COUNCIL MEETING RESUMES

1.45 to 2.15 - ITEMS FOR INFORMATION

14.	National calendar of events and representation	[Paper 14]
15.	Special access: requests and decisions	[Paper 15]
16.	Significant descriptive work on records	[Paper 16]
17.	Selected records of interest transferred	[Paper 17]
18.	National Archives publications	[Paper 18]
19.	National Archives publications – sales, website downloads and website visits	[Paper 19]

2.15 to 2.30 - OTHER BUSINESS

Next meeting – 15 June 2007, Canberra - TBC

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 93A
National Archives of Australia
Canberra
7 September 2007

AGENDA

8.30 to 8.50 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 92, 23 March   [Paper 4]
    2007

8.50 to 9.50 - REPORTS

5. Chairman's report

6. Director-General's report

7. **9.50 to 10. 30 - ITEMS FOR DISCUSSION**

a) Department of Veterans' Affairs   [to be tabled]

b) National Archives of Australia: History publication   [to be tabled]

10.30 - MORNING TEA

11.00 - BRANCH REPORTS
8. Report of the Access and Communication Branch   [Paper 8]

9. Report of the Government Information Management   [Paper 9]
    Branch

10. Report of the Operations and Preservation Branch   [Paper 10]

11. Report of the Corporate Services Branch   [Paper 11]

12. Report of the National Coordination Branch   [Paper 12]

12.30 - LUNCH

1.30 - ITEMS FOR INFORMATION

13.	Organisation Chart	[Paper 13]
14.	National calendar of events and representation	[Paper 14]
15.	Special access: requests and decisions	[Paper 15]
16.	Significant descriptive work on records	[Paper 16]
17.	Selected records of interest transferred	[Paper 17]
18.	National Archives publications	[Paper 18]
19.	National Archives publications – sales, website downloads and website visits	[Paper 19]

OTHER BUSINESS

Next meeting – 7 December 2007, Canberra

2.30 – RECORDS VIEWING

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 94
National Archives of Australia
Canberra
30 November 2007

AGENDA

9.00 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 93a,   [Paper 4]
   7 September 2007

   9.20 to 10.00 - REPORTS

5. Chairman's report

6. Director-General's report

7. **10.00 to 10.40 - ITEMS FOR DISCUSSION**

a) National Archives of Australia: History publication   [to be tabled]

b) Constitution Day 2008   [verbal report]

   10.40 - MORNING TEA
   10.45 - Faces of Australia National Archives website launch

   11.30 - BRANCH REPORTS
8. Report of the Access and Communication Branch   [Paper 8]
9. Report of the Government Information Management Branch   [Paper 9]
10. Report of the Operations and Preservation Branch   [Paper 10]
11. Report of the Corporate Services Branch   [Paper 11]
12. Report of the National Coordination Branch   [Paper 12]

1.00 – LUNCH
Guest, s 47F(1) **(former Council member)**

2.00 - ITEMS FOR INFORMATION

OTHER BUSINESS

2.30 – RECORDS VIEWING

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 95
National Archives of Australia
Canberra
7 March 2008

AGENDA

9.00 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 94,   [Paper 4]
    30 November 2007

9.15 to 10.15 - REPORTS

5. Chairman's report

6. Director-General's report

7. Reports from Council Members

10.15 to 10.45 – MORNING TEA

8. **10.45 to 11.45 - ITEMS FOR DISCUSSION**

a) VRROOM: Virtual Reading Room [presentation]   [Paper 8a]

b) Constitution Day 2008   [verbal report]

c) Department of Veterans Affairs   [verbal report]

d) History Book Working Group   [to be tabled]

11.45 to 12.45 - BRANCH REPORTS

9.   Report of the Access and Communication Branch   [Paper 9]

10. Report of the Government Information Management Branch   [Paper 10]

11. Report of the Operations and Preservation Branch   [Paper 11]

12. Report of the Corporate Services Branch   [Paper 12]

13. Report of the National Coordination Branch   [Paper 13]

12.45 to 1.45 - LUNCH
Guests; s 47F(1) (UK National Archives) and s 47F(1)

1.45 to 2.15 – ITEMS FOR INFORMATION

14.	Organisation Chart	[to be tabled]
15.	National calendar of events and representation	[Paper 15]
16.	Special access: requests and decisions	[Paper 16]
17.	Significant descriptive and preservation work on records	[Paper 17]
18.	National Archives publications	[Paper 18]
19.	National Archives publications – sales, website downloads and website visits	[Paper 19]
20.	National Digitisation Program	[Paper 20]

OTHER BUSINESS

21.	Proposed dates for AC97 and AC98	[to be tabled]

2.15 – RECORDS VIEWING

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 96
National Archives of Australia
Brisbane
13 June 2008

AGENDA

8.30 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of Minutes of Meeting No. 95, 7 March 2008 [Paper 4]

8.45 to 10.15 - REPORTS

5. Chairman's report

6. Director-General's report

7. Council Members

10.15 to 10.45 – MORNING TEA

8. **10.45 to 11.30 - ITEMS FOR DISCUSSION**

a) Legislation Subcommittee [report at meeting]

b) Department of Veterans' Affairs Subcommittee [report at meeting]

c) History Book Working Group [report at meeting]

11.30 to 12.30 - BRANCH REPORTS

9. Report of the Government Information Management Branch [Paper 10]

10. Report of the Operations and Preservation Branch [Paper 11]

11. Report of the Access and Communication Branch [Paper 9]

12. Report of the Corporate Services Branch [Paper 12]

13. Report of the National Coordination Branch [Paper 13]

12.30 to 1.00 – ITEMS FOR INFORMATION

OTHER BUSINESS

1.00 to 2.30 - LUNCH

2.30 – MEETING CONCLUDES

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 97
Old Parliament House
Canberra
5 September 2008

AGENDA

9.00 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 96, 13 June 2008   [Paper 4]

9.15 to 10.00 - REPORTS

5. Chairman's report

6. Director-General's report

7. Reports from Council Members

10.00 to 10.20 – MORNING TEA

8. **10.20 to 11.20 - ITEMS FOR DISCUSSION**

a) History Book Working Group   [to be tabled]

b) Department of Veterans Affairs   [to be tabled]

c) Legislation Subcommittee   [to be tabled]

d) Constitution Day Subcommittee   [to be tabled]

11.20 to 12.20 - BRANCH REPORTS

9. Report of the Access and Communication Branch   [Paper 9]

10. Report of the Government Information Management Branch   [Paper 10]

11. Report of the Operations and Preservation Branch   [Paper 11]

12. Report of the Corporate Services Branch   [Paper 12]

13. Report of the National Coordination Branch   [Paper 13]

12.20 to 2.00 - LUNCH

2.00 to 2.30 – ITEMS FOR INFORMATION

14.	Organisation Chart	[Paper 14]
15.	National calendar of events and representation	[Paper 15]
16.	Special access: requests and decisions	[Paper 16]
17.	Significant descriptive and preservation work on records	[Paper 17]
18.	Selected records of interest transferred	[Paper 18]
19.	National Archives publications	[Paper 19]
20.	National Archives publications – sales, website downloads and website visits	[Paper 20]
21.	National Digitisation Program	[Paper 21]

OTHER BUSINESS

2.30 – RECORDS VIEWING

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 98
Commonwealth Law Court Building
305 William Street
Melbourne
Room 6.22
Level 16 Judges Common Room (Lunch)

5 December 2008

AGENDA

8.30 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 97, 5 September   [Paper 4]
    2008

8.45 to 10.00 - REPORTS

5. Chairman's report

6. Director-General's report

7. Reports from Council Members

9.45 - Records Signing Authority
10.00 to 10.20 – MORNING TEA
10.20 – Demonstration of Webspace

8. **10.30 to 11.30 - ITEMS FOR DISCUSSION**

a) *Report on confidentiality and privacy*   *[Paper 8a]*

b) History Book Working Group   [to be tabled]

c) Department of Veterans' Affairs   [to be tabled]

d) Legislation Subcommittee   [to be tabled]

e) Constitution Day Subcommittee   [to be tabled]

f) ICT Innovation Subcommittee   [to be tabled]

g) Dates for 2009 meetings

11.30 to 12.30 - BRANCH REPORTS

9.	Report of the Access and Communication Branch	[Paper 9]
10.	Report of the Government Information Management Branch	[Paper 10]
11.	Report of the Operations and Preservation Branch	[Paper 11]
12.	Report of the Corporate Services Branch	[Paper 12]
13.	Report of the National Coordination Branch	[Paper 13]
	Report of the Access Policy and Operations Section	[Paper 14]

1.00 to 2.00 - LUNCH
2.00 - Tour of building

12.30 to 1.00 – ITEMS FOR INFORMATION

15.	Organisation Chart	[Paper 14]
16.	National calendar of events and representation	[Paper 15]
17.	Special access: requests and decisions	[Paper 16]
18.	Significant descriptive and preservation work on records	[Paper 17]
19.	Selected records of interest transferred	[Paper 18]
20.	National Archives publications	[Paper 19]
21.	National Archives publications – sales, website downloads and website visits	[Paper 20]
22.	National Digitisation Program	[Paper 21]

OTHER BUSINESS

2.30 – RECORDS VIEWING

3.00 – MEETING CONCLUDES

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 99
National Archives of Australia
Canberra

13 March 2009

AGENDA

8.30 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 98, 5 December 2008   [Paper 4]

8.45 to 9.45 - REPORTS

5. Chairman's report

6. Director-General's report

7. Reports from Council Members

10.00 to 10.30 – MORNING TEA

8. **10.30 to 12.30 - ITEMS FOR DISCUSSION**

a) Procedures for online meetings of sub-committees

b) Legislation Subcommittee

c) History Book Working Group

12.30 to 1.45 – LUNCH

8. **1.45 to 2.15 - ITEMS FOR DISCUSSION Cont.**

d) Department of Veterans' Affairs

e) Constitution Day Subcommittee

f) ICT Innovation Subcommittee

2.15 to 3.15 - BRANCH REPORTS

3.15 to 3.45 – ITEMS FOR INFORMATION

OTHER BUSINESS

3.45 – RECORDS VIEWING

4.00pm – MEETING CONCLUDES

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 100
National Archives of Australia
Canberra
19 June 2009
AGENDA

8.00* to 8.15 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 99, 13 March 2009   [Paper 4]

8.15 to 9.00 - REPORTS

5. Chairman's report

6. Director-General's report

7. Reports from Council Members

8.   9.00 to 9.45 - ITEMS FOR DISCUSSION

a) Freedom of Information / *Archives Act 1983*   [Paper 8a]

b) Constitution Day, 9 July   [Paper 8b]

c) 'Digital Deluge': joint project with the National Library and   [Paper 8c]
the National Film and Sound Archive

9.   9.45 to 10.15 – SUBCOMMITTEES   [Paper 9]

a) Legislation Subcommittee

b) History Book Working Group

c) Department of Veterans' Affairs

d) Constitution Day Subcommittee

e) ICT Innovation Subcommittee

*8am start on this occasion only

10.15 to 10.45 – MORNING TEA (Including records viewing)

10.45 to 11.45 – BRANCH REPORTS

10. Report of the Corporate Services Branch [Paper 10]
11. Report of the Access and Communication Branch [Paper 11]
12. Report of the Operations and Preservation Branch [Paper 12]
13. Report of the National Coordination Branch [Paper 13]
14. Report of the Government Information Management Branch [Paper 14]

11.45 to 12.15 – ITEMS FOR INFORMATION

15. Organisation Chart [Paper 15]
16. National calendar of events and representation [Paper 16]
17. Special access: requests and decisions [Paper 17]
18. Significant descriptive and preservation work on records [Paper 18]
19. Selected records of interest transferred [Paper 19]
20. National Archives publications [Paper 20]
21. National Archives publications – sales, website downloads and website visits [Paper 21]
22. National Digitisation Program [Paper 22]

OTHER BUSINESS

12.15   - MEETING CONCLUDES

12.30   - HISTORY OF THE ADVISORY COUNCIL
                BOOK LAUNCH

1.00 to 2.30   - LUNCH

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 101
Parliament House, Adelaide
4 September 2009
AGENDA

9.00 to 9.15- OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 100, 19 June 2009   [Paper 4]

9.15 to 10.30 - REPORTS

5. Chairman's report

6. Director-General's report

7. Reports from Council Members

8. **10.30 to 11.00 - ITEMS FOR DISCUSSION**

a) FOI Act/Archives Act Update   [Paper 8a]

11.00 to 11.15 – MORNING TEA

9. **11.15 to 12.15 – SUBCOMMITTEES**

a) ICT Innovation Subcommittee

b) Legislation Subcommittee

c) Publications Subcommittee

d) Department of Veterans' Affairs

e) Constitution Day Subcommittee

12.15 to 1.15– LUNCH

1.15 to 2.00 – BRANCH REPORTS

10.	Report of the Operations and Preservation Branch	[Paper 10]
11.	Report of the Government Information Management Branch	[Paper 11]
12.	Report of the Corporate Services Branch	[Paper 12]
13.	Report of the Access and Communication Branch	[Paper 13]
14.	Report of the National Coordination Branch	[Paper 14]
15.	Report of the State Offices	[Paper 15]

1.45 to 2.30 – ITEMS FOR INFORMATION

16.	Organisation Chart	[Paper 16]
17.	National calendar of events and representation	[Paper 17]
18.	Special access: requests and decisions	[Paper 18]
19.	Significant descriptive and preservation work on records	[Paper 19]
20.	Selected records of interest transferred	[Paper 20]
21.	National Archives publications	[Paper 21]

OTHER BUSINESS

Next meeting

3.00 - MEETING CONCLUDES

NATIONAL ARCHIVES OF AUSTRALIA ADVISORY COUNCIL

Meeting Number 102

National Archives of Australia – Canberra, Parkes

Canberra

11 December 2009

AGENDA

9.00 to 9.15 - OPENING BUSINESS

1. Welcomes/apologies

2. Meeting arrangements

3. Adoption of agenda

4. Confirmation of minutes of Meeting No. 101, 4 September 2009   [Paper 4]

9.15 to 10.30 - REPORTS

5. Chairman's report

6. Director-General's report

7. Reports from Council Members

8.   10.30 to 11.00 - ITEMS FOR DISCUSSION

a) Streamlining access requests   [to be tabled]

b) Update on State/Territory Office closures   [to be tabled]

11.00 to 11.30 – MORNING TEA & RECORDS VIEWING

RG Neale lecture *Australia, Papua New Guinea and the Torres Strait Treaty* – Records viewing

Viewing of ASIO film: *Legal Resident*

9.   11.30 to 12.00 – SUBCOMMITTEES

a) ICT Innovation Subcommittee

b) Legislation Subcommittee

c) Constitution Day Subcommittee   [to be tabled]

12.00 to 1.15– LUNCH

Presentation by s 47F(1) on *The Visible Archive*
(s 47F(1))

1.15 to 2.00 – BRANCH REPORTS

10.	Report of the Government Information Management Branch	[Paper 10]
11.	Report of the Corporate Services Branch	[Paper 11]
12.	Report of the Access and Communication Branch	[Paper 12]
13.	Report of the National Coordination Branch	[Paper 13]
14.	Report of the Operations and Preservation Branch	[Paper 14]

2.00 to 2.30 – ITEMS FOR INFORMATION

15.	Organisation Chart	[Paper 15]
16.	National calendar of events and representation	[Paper 16]
17.	Special access: requests and decisions	[Paper 17]
18.	Significant descriptive and preservation work on records	[Paper 18]
19.	Selected records of interest transferred	[Paper 19]
20.	National Archives publications	[Paper 20]

2.30 to 3.00 – OTHER BUSINESS

21.	2010 meeting dates	[to be tabled]

3.00 - MEETING CONCLUDES

National Archives
M I N U T E

Reference: 2005/686

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING TWENTY

Barton Room
National Archives, Parkes

23 March 2005
9:00am

AGENDA

1. Confirmation of the minutes of the 19th meeting held on 7 December 2004

2. Actions arising from the 19th meeting

3. Internal audit activity

    (i)   Report on progress of implementation of recommendations

    (ii)   Report by KPMG on audit activity

    (iii)   Reports received

    (iv)   Reports due

4. ANAO audit reports – Report on implementation of recommendations

5. ANAO status of audit programs

6. Progress on QA of IT Security plan and Disaster recovery plan

7. Response to the Prince2 methodology implementation review

8. Finance Exception report

9. Comcover survey: key performance measures used to benchmark agencies

10. ANAO Public Sector Audit Committees: Better Practice Guide:

11. Report of the Risk Management Steering Committee

12. Other business

13. Next meeting, Monday 6 June

National Archives
M I N U T E

Reference: 2005/1673

**NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING TWENTY-ONE**

**Lyons Room
National Archives, Parkes**

**Monday 6 June 2005
9:00am**

AGENDA

1. Confirmation of the minutes of the 20th meeting held on 23 March 2005

2. Actions arising from the 20th meeting

3. Internal audit activity

    (i) Report on progress of implementation of recommendations

    (ii) Report by KPMG on audit activity

    (iii) Reports received

    (iv) Reports due

4. ANAO audit reports – Report on implementation of recommendations

5. ANAO status of audit programs

6. s 47F(1) Director Preservation, presentation

7. Finance Director's Report

8. ANAO Public Sector Audit Committees: Better Practice Guide: Report

9. Performance measures for internal audit

10. Report of the Risk Management Steering Committee

11. Independent Member: Appointment

12. Other business

13. Next meeting, Monday 15 August (Financial Statements)

Reference: 2005/2410

NATIONAL ARCHIVES AUDIT COMMITTEE

MEETING TWENTY-TWO
Lyons Room
National Archives, Parkes
15 August 2005
9:00am

AGENDA

1.   Report on Financial Statements

2.   National Archives Financial Statements

3.   Other business

4.   Next meeting, Monday 26 September 2005

Post - meeting: Committee members to self assess Committee's performance.

Reference: 2005/3164

**NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING TWENTY-THREE**

**Barton Room
National Archives, Parkes**

**Monday 26 September 2005
9:00am**

AGENDA

1. Confirmation of the minutes of the 21st meeting held on 6 June 2005;

2. Actions arising from the 21st meeting;

3. Confirmation of the minutes of the 22nd meeting held on 15 August 2005

4. Actions arising from the 22nd meeting;

5. Internal Audit activity;

    (i) Report on Progress of Implementation of Recommendations;

    (ii) Report by KPMG on Audit Activity;

    (ii) Reports Received;

    (iv) Reports due;

6. Internal Audit Plan for July 2005 - June 2006;

7.   ANAO audit Reports - Report on implementation of recommendations;

8. ANAO status of audit programs;

9. Revised Terms of Reference

10. Fraud Control Plan;

11. Finance Director's Report;

12. RMSC Report;

13. Results of the Self-assessment questionnaire; and

14. Next meeting, 5 December 2005

National Archives
M I N U T E

Reference: 2005/3545

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING TWENTY-FOUR

Lyons Room
National Archives, Parkes

Monday 5 December 2005
9:00am

AGENDA

1. Confirmation of the minutes of the 23rd meeting held on 26 September;

2. Actions arising from the 23rd meeting;

3. Internal Audit activity;

    (i) Report on Progress of Implementation of Recommendations;

    (ii) Report by KPMG on Audit Activity;

    (iii) Reports Received;

    (iv) Reports due (no paper presented);

4. ANAO audit Reports - Report on implementation of recommendations;

5. ANAO status of audit programs;

6. s 47F(1) , Director, Space and Holdings Management, Presentation (no paper presented);

7. Finance Director's Report;

8. RMSC Report;

9. Minutes from other Governance Committees (no paper presented);

10. National Archives' Disaster Preparedness Arrangements;

11. Audit Committee – Terms of Reference; and

12. Meetings in 2006

National Archives
M I N U T E

Reference: 2006/453 **NATIONAL ARCHIVES AUDIT
COMMITTEE
MEETING TWENTY-FIVE**

**Lyons Room
National Archives, Parkes**

**Monday 13 March 2005
9:00am**

AGENDA

1. Confirmation of the minutes of the 24th meeting held on 5 December;

2. Actions arising from the 24th meeting;

3. Internal Audit activity;

    (i) Report on Progress of Implementation of Recommendations;

    (ii) Report by KPMG on Audit Activity;

    (iii) Reports Received;

    (iv) Reports due (no paper presented);

4. ANAO Audit Reports—Report on implementation of recommendations;

5. ANAO status of audit programs;

6. Presentation by s 47F(1) , Director, Information and Communication Technology (no paper presented);

7. Finance Director's Report;

8. Risk Management Steering Committee Report;

9. Program of Directors' addresses to Audit Committee meetings in 2006;

10. Audit Committee—revised Terms of Reference; and

11. Next meeting: 1 May 2006

National Archives
M I N U T E

Reference: 2006/1639

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING TWENTY-SIX

Lyons Room
National Archives, Parkes
Monday 1 May 2006
9: 30am
AGENDA

1. Confirmation of the minutes of the 25th meeting held on 13 March 2006;

2. Actions arising from the 25th meeting;

3. Presentation by **s 47F(1)** , Director, Public Programs; (no paper presented)

4. Internal Audit activity;

    (i) Report on Progress of Implementation of Recommendations;

    (ii) Report by KPMG on Audit Activity;

    (iii) Reports Received;

    (iv) Reports due (no paper presented);

5. ANAO Audit Reports—Report on implementation of recommendations;

6. ANAO status of audit programs;

7. Finance Director's Report;

8. Risk Management Steering Committee Report;

9. Next meeting (Financial Statements): 14 August 2006

Reference: 2006/2243

**NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING TWENTY-SEVEN**

**Lyons Room
National Archives, Parkes**

**14 August 2006
9:30am**

AGENDA

1.   Report on Financial Statements

2.   National Archives Financial Statements

3.   Other business

4.   Next meeting, Wednesday 4 October 2006

Post - meeting: Committee members will assess the Committee's performance with the Self Assessment Questionnaire from the ANAO Better Practice Guide: Public Sector Audit Committees.

Reference: 2006/2954

28TH MEETING OF THE
NATIONAL ARCHIVES AUDIT COMMITTEE

Lyons Room, National Archives, Parkes
Wednesday, 4 October 2006
9.30am

AGENDA

1. Appointment of new Internal Auditor.

2. Confirmation of the minutes of the 26th meeting held on 1 May 2006.

3. Actions arising from the 26th meeting.

4. Confirmation of the minutes of the 27th meeting held on 14 August 2006.

5. Finance Director's Report.

6. Presentation by Director, Access and Information Services.

7. Internal Audit activity—Report on Progress of Implementation of Recommendations.

8. ANAO Audit Report—Report on implementation of recommendations.

9. Financial Statements—Outstanding Audit Issues.

10. Status report on ANAO audit programs

11. Internal Audit Plan 2006/07.

12. Risk Management Committee Report.

13. Audit Committee self-assessment questionnaire.

14. Next meeting—11 December 2006.

National Archives
M I N U T E

Reference: 2006/3817

29TH MEETING OF THE
NATIONAL ARCHIVES AUDIT COMMITTEE

Lyons Room, National Archives, Parkes
Friday, 11 December 2006
9.30am

AGENDA

1. Confirmation of the minutes of the 28th meeting held on 4 October 2006.

2. Actions arising from the 28th meeting.

3. Finance Director's Report.

4. Presentation by Director, Communication and Marketing

5. ICT Security Policy and System Security Plan

6. Internal Audit activity — Report on Progress of Implementation of Recommendations.

7. ANAO Audit Report — Status of implementation of recommendations.

8. Financial Statements — Outstanding Audit Issues.

9. Status report on ANAO audit programs

10. Strategic Internal Audit Plan 2006-2008

11. Risk Management Committee Report.

12. Next meeting — 12 March 2007.

Reference: 2006/3817

30ᵀᴴ MEETING OF THE

NATIONAL ARCHIVES AUDIT COMMITTEE

Lyons Room, National Archives, Parkes
Monday, 12 March 2007
9.30am

AGENDA

1. Confirmation of the minutes of the 29th meeting held on 11 December 2006

2. Actions arising from the 29th meeting

3. Finance Director's Report

4. Presentation by Director, People and Corporate Support

5. Internal Audit activity:

   (a) Status of implementation of recommendations

   (b) Status report of Audit Activity

   (c) Reports received

6. ANAO Audit Report—Status of implementation of recommendations

7. Financial Statements—Outstanding audit issues

8. Status report on ANAO audit programs

9. Risk Management Committee Report

10. Review of the Internal Audit Charter

11. Next meeting—7 May 2007

National Archives
M I N U T E

Reference: 2007/1390

**31st MEETING OF THE
NATIONAL ARCHIVES AUDIT COMMITTEE**

**Lyons Room, National Archives, Parkes
Monday, 7 May 2007
9:30am**

AGENDA

1.   Confirmation of the minutes of the 30th meeting held on 12 March
       2007

2.   Actions arising from the 30th meeting

3.   Finance Director's Report

4.   Presentation by Director, Registration and Preservation

5.   Presentation by Director, Access and Information Services
       (*Digitisation on Demand*)

6.   Internal Audit activity:

       (a) Status of implementation of recommendations

       (b) Reports received

7.   ANAO Audit Report – Status of implementation of
       recommendations

8.   Financial Statements – outstanding audit issues

9.   Status report on ANAO audit programs

10.   Risk Management Committee Report

11.   Next meeting – 13 August 2007

National Archives
M I N U T E

Reference: 2007/2390

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING THIRTY-TWO
Lyons Room
National Archives, Parkes
13 August 2007
9:30am

AGENDA

1. Report on Financial Statements

2. National Archives' Financial Statements

3. Other business

   - Review of Certificate of Compliance audit

   - Internal Audit Plan 2007-2008

4. Next meeting: Monday 8 October 2007

Post-meeting: Committee members to assess the Committee's performance using the Self-Assessment Questionnaire from *ANAO Better Practice Guide: Public Sector Audit Committees*.

Reference: 2007/2933

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 33
National Archives of Australia, Parkes
9:30am, 8 October 2007

AGENDA

1.   Confirmation of the minutes of the 31st meeting held on 7 May 2007

2.   Actions arising from the 31st meeting

3.   Confirmation of the minutes of the 32nd meeting held on 13 August 2007

4.   Actions arising from the 32nd meeting

5.   Internal Audit Reports
      (a) Register of Internal Audit Reports
      (b) Internal Audit Reports received

            ☐   Review of Digital Archive Prototype
            ☐   Fraud Control Plan 2007-09
            ☐   Fraud Risk Register

6.   ANAO Audit Reports
      (a) Register of ANAO Audit Reports
      (b) ANAO status of audit programs
7.   Finance Director's Report
8.   Risk Management Committee Report
9.   Presentation by Director, Agency Interaction and Appraisal Authorisation
10.   Other business
11.   Next meeting – 10 December 2007

Reference: 2007/3617

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 34
National Archives of Australia, Parkes
9:30am, 10 December 2007

AGENDA

1.   Confirmation of the Minutes of Meeting 33 held on 8 October 2007

2.   Actions arising from Meeting 33

3.   Finance Director's Report
4.   Internal Audit Reports
        (a) Register of Internal Audit Recommendations
        (b) Internal Audit Reports received – nil

5.   ANAO Audit Reports

        (a) Register of ANAO Audit Recommendations
        (b) ANAO status of audit programs
6.   Risk Management Committee Report
7.   Presentation by Director, Digital and AV Preservation
8.   Other business
9.   Next meeting – ????????

Reference: 2008/529

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 35
National Archives of Australia, Parkes
Lyons Room, 9:30am, 3 March 2008

AGENDA

1. Welcome and apologies

2. Presentation by Director, ICT

3. Confirmation of the Minutes of Meeting 34 held on 10 December 2007

4. Actions arising from Meeting 34

5. Director, Finance Report

6. Internal Audit Reports

    (a) Internal Audit Status Report

    (b) Revised Internal Audit Program 2007-09

    (c) Summary of Internal Audit Report Recommendations

    (d) Register of Internal Audit Recommendations

    (e) Internal Audit Reports received

    - Review of Finance One upgrade

7. ANAO Audit Reports

    (a) Summary of ANAO Audit Report Recommendations

    (b) Register of ANAO Audit Recommendations

    (c) ANAO Audit Reports not applicable to the Archives

    (d) ANAO status of audit programs (verbal)

8. ANAO Better Practice Guide: Public Sector Internal Audit

    - Internal Audit Charter

9. Risk Management Committee Report (to be tabled)

10. Other business

11. Next meeting – Monday, 5 May 2008

Reference: 2008/1110

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 36
National Archives of Australia, Parkes
Lyons Room, 9:30am, 5 May 2008

AGENDA

1.   Welcome and apologies

2.   Presentation by Director, Facilities

3.   Confirmation of the Minutes of Meeting 35 held on 3 March 2008
4.   Actions arising from Meeting 35
5.   Director, Finance Report
6.   Internal Audit Reports
        (a) Internal Audit Status Report
        (b) Internal Audit Program 2007-09
        (c) Summary of Internal Audit Report Recommendations
        (d) Register of Internal Audit Recommendations
        (e) Internal Audit Reports received
             ☐ (*nil at this stage*)
7.   ANAO Audit Reports
        (a) Summary of ANAO Audit Report Recommendations
        (b) Register of ANAO Audit Recommendations
        (c)   ANAO Audit Reports not applicable to the Archives
        (d) ANAO status of audit programs (verbal?)
8.   ANAO Better Practice Guide: Public Sector Internal Audit
             ☐ Amended draft Internal Audit Charter
9.   Risk Management Committee Report
10.   Other business
11.   Next meeting – Monday, 11 August 2008 (Financial Statements)

Reference: 2008/2064

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 37
National Archives of Australia, Parkes
Lyons Room, 11 August 2008
9:30am

AGENDA

9.30am

Pre-meeting: The Audit Committee will meet privately with the external Auditors.

Audit Committee observers and internal auditors are not required until 9.45am.

9.45am

1.   Director Finance - Report on Financial Statements

2.   National Archives' Financial Statements

3.   Next meeting: Monday, 29 September 2008

Post-meeting: Committee members to assess the Committee's performance using the Self-Assessment Questionnaire from *ANAO Better Practice Guide: Public Sector Audit Committees*.

Reference: 2008/2065

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 38
National Archives of Australia, Parkes
Lyons Room, 9:30am, 13 October 2008

AGENDA

1.   Welcome and apologies

2.   Presentation by Director, Accessibility Operations

3.   Confirmation of Minutes:
        ☐   Meeting 36 held on 5 May 2008
        ☐   Meeting 37 held on 11 August 2008

4.   Actions arising:
        ☐   Meeting 36
        ☐   Meeting 37

5.   a) Finance Report – to be tabled at meeting
      b) Quarterly Performance

6.   Internal Audit Reports
    (a) Internal Audit Activity Report
    (b) Internal Audit Plan 2008-09
    (c) Summary of Internal Audit Report Recommendations
    (d) Register of Internal Audit Recommendations
    (e) Internal Audit Reports received
        ☐   Review of Special Accounts and FMA Regulation 10
        ☐   Review of Business Continuity Planning
        ☐   Follow-up of ANAO Financial Statement Audit Findings 2006-07
        ☐   Review of IT Disaster Recovery Processing
        ☐   Review of E-Commerce
        ☐   Part 3 of the Financial Management Compliance Audit on the Review of Financial Compliance State Office Review September 2008
        ☐   Framework for the Annual Certificate of Compliance

7.   ANAO Audit Reports
    (a) Summary of ANAO Audit Report Recommendations
    (b) Register of ANAO Audit Recommendations
    (c)   ANAO Audit Reports not applicable to the Archives
    (d) ANAO status of audit programs

8. Risk Management Committee Report
9. Other business
   ☐ Review of meeting dates
10. Next meeting – Monday, 28 January 2009

Reference: 2008/3958

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 39
National Archives of Australia, Parkes
Bruce Room, 9:30am, 28 January 2009

AGENDA

1.   Welcome and apologies

2.   Presentation by s 47F(1) – Director of Agency Relations

3.   Confirmation of Minutes:

   - Meeting 38 held on 13 October 2008

4.   Actions arising:

   - Meeting 38

5.   Director, Finance Report

   b) Quarterly Performance

6.   Internal Audit Reports

   (a) Internal Audit Activity Report

   (b) Internal Audit Plan 2008-09

   (c) Summary of Internal Audit Report Recommendations

   (d) Register of Internal Audit Recommendations

   (e) Internal Audit Reports received

   - Review of RecordSearch

7.   ANAO Audit Reports

   (a) Summary of ANAO Audit Report Recommendations

   (b) Register of ANAO Audit Recommendations

   (c)   ANAO Audit Reports not applicable to the Archives

   (d) ANAO update (verbal)

8.   Risk Management Committee Report

9.   Other business

10.   Next meeting – Monday, 20 April 2009

Reference: 2009/454

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 40
National Archives of Australia, Parkes
Bruce Room 9:30am, 20 April 2009

AGENDA

1. Welcome and apologies

2. Presentation by s 47F(1) – Director of People and Corporate Support

3. Confirmation of Minutes:

    - Meeting 39 held on 28 January 2009

4. Actions arising:

    - Meeting 39

5. Director, Finance Report

    (a) Finance Report

    (b) Quarterly Performance – to be tabled at the meeting

6. Internal Audit Reports

    (a) Internal Audit Activity Report

    (b) Summary of Internal Audit Report Recommendations

    (c) Register of Internal Audit Recommendations

    (d) Internal Audit Reports

    - Review of RecordSearch – a report will be circulated prior to the Committee meeting

    - Performance Indicators – an update will be provided at the meeting

7. ANAO Audit Reports

    (a) Summary of ANAO Audit Report Recommendations

    (b) Register of ANAO Audit Recommendations

    (c) ANAO Audit Reports not applicable to the Archives

    (d) ANAO update – an update will be provided at the meeting

8. Risk Management Committee Report

9. Business Continuity Committee Report

10. Internal Audit Charter

11. Other business

12. Next meeting – Monday, 13 July 2009

Reference: 2009/1352

NATIONAL ARCHIVES AUDIT COMMITTEE

MEETING 41
National Archives of Australia, Parkes
Lyons Room 9:30am, 13 July 2009

AGENDA

1. Welcome and apologies

2. Presentation by **s 47F(1)**, Director, Strategic Relations and Personal Records

3. Confirmation of Minutes:

    - Meeting 40 held on 20 April 2009

4. Actions arising:

    - Meeting 40

5. Director, Finance Report

    (a) Finance Report

    (b) Quarterly Performance

6. Internal Audit Reports

    (a) Internal Audit Activity Report

    (b) Internal Audit Program

    (c) Summary of Internal Audit Report Recommendations

    (d) Register of Internal Audit Recommendations

    (e) Internal Audit Reports

    - Performance Indicators

    - Review of Financial Framework Compliance

7. ANAO Audit Reports

    (a) Summary of ANAO Audit Report Recommendations

    (b) Register of ANAO Audit Recommendations

    (c)   ANAO Audit Reports not applicable to the Archives

    (d) ANAO update

8. Risk Management Committee Report

9. Business Continuity Committee Report

10. Other Business

11. Next meetings – Monday 10 August 2009 – Financial Statements

    Monday 12 October 2009

Reference: 2009/2949

NATIONAL ARCHIVES AUDIT COMMITTEE
MEETING 42
National Archives of Australia, Parkes
Lyons Room, 10 August 2009
9:30am

AGENDA

9.30am

Pre-meeting: The Audit Committee will meet privately with the external Auditors.

Audit Committee observers and internal auditors are not required until 9.45am.

9.45am

1.   Director Finance - Report on Financial Statements

2.   National Archives' Financial Statements

3.   Next meeting: Friday, 30 October 2009

Post-meeting: Committee members to assess the Committee's performance using the Self-Assessment Questionnaire from *ANAO Better Practice Guide: Public Sector Audit Committees*.

Reference: 2009/2712

NATIONAL ARCHIVES AUDIT COMMITTEE

MEETING 43
National Archives of Australia, Parkes
Lyons Room 9:30am, 26 Oct 2009

AGENDA

1. Welcome and apologies

2. Presentation: Corporate Plan 2009-12 – Strategic Priorities (s 47F(1)   )

3. Confirmation of Minutes:

    - Meeting 41 held on 13 July 2009

    - Meeting 42 held on 10 August 2009

    - Action Item 2, meeting 42

4. Actions arising:

    - Meeting 41

    - Meeting 42

5. Director, Finance Report

    (a) Finance Report

    (b) Quarterly Performance

6. Internal Audit Reports

    (a) Internal Audit Activity Report

    (b) Internal Audit Program

    (c) Summary of Internal Audit Report Recommendations

    (d) Register of Internal Audit Recommendations

    (e) Internal Audit Reports

    - RSM Bird Cameron – Review of Personnel Security Vetting – Scope of Audit

    - RSM Bird Cameron – Review of Personnel Security Vetting – Report July 2009

    - RSM Bird Cameron – Review of Public Programs – Scope of Audit

7. ANAO Audit Reports

    (a) Summary of ANAO Audit Report Recommendations

    (b) Register of ANAO Audit Recommendations

    (c) ANAO Audit Reports not applicable to the Archives

    (d) ANAO Audit Activity report

8. Risk Management Committee Report

9. Business Continuity Committee Report

10. Other Business

11. Next meeting – 8 February 2009

Risk Management Steering Committee
(RMSC)

Wednesday 9 March 2005
Lyons Room,
National Archives Parkes

Agenda

1. **Welcome and Apologies**

2. **Minutes of meeting held on 13 December 2004**

3. **Matters Arising from Previous Meeting**

    3.1. **Risk Incident Reporting**

    3.2. **Strategic Risk Management Workshop - Feb 2005**

    3.3. **Draft Risk Management Handbook**

    3.4. **Options Paper**

4. **Membership of the Committee**

5. **New Business**

6. **Next Meeting**

**Risk Management Steering Committee
(RMSC)**

**Tuesday 7 June 2005
Lyons Room,
National Archives Parkes**

AGENDA

1. Welcome and Apologies

2. Minutes of meeting held on 9 March 2005

3. Matters Arising from Previous Meeting

    3.1. Draft Risk Management Handbook

4. New Business

5. Next Meeting

Risk Management Steering Committee
(RMSC)

Monday 18th July 2005
Scott Room,
National Archives Parkes

AGENDA

1. Welcome and Apologies

2. Minutes of meeting held on June 2005

3. Matters Arising from Previous Meeting

4. New Business

   4.1. The Future of Risk Management in the National Archives?

5. Next Meeting

Reference: 2005/922

Risk Management Steering Committee (RMSC)

Tuesday 6th September 2005
Holt Room,
National Archives Parkes

AGENDA

1. Welcome and Apologies

2. Minutes of Previous meeting

3. Matters Arising from Previous Meeting

4. New Business

    4.1. Implementing the Risk Management Handbook

5. Next Meeting

Reference: 2005/922

Risk Management Steering Committee
(RMSC)

Tuesday 22 November 2005
Holt Room,
National Archives Parkes

AGENDA

1. Welcome and Apologies

2. Minutes of Previous meeting

3. Matters Arising from Previous Meeting

4. New Business

    4.1 National Archives' Disaster Preparedness arrangements

    4.2 RMSC Annual work plan

5. Next Meeting

Reference: 2006/555

Risk Management Steering Committee
(RMSC)

Monday 20 February 2006
Lyons Room, 2.30pm
National Archives Parkes

AGENDA

Welcome and Apologies

1. Minutes of Previous meeting

2. Matters Arising from Previous Meeting

    a) National Archive's Disaster Preparedness arrangements

    b) RMSC Annual work plan

    c) Meeting dates for 2006

    d) Risk Management Training feedback

3. New Business

    a) Disaster preparedness arrangements in Brisbane re: mould infestation

    b) Coping with a major disaster effecting large numbers of staff

    c) Disaster preparedness arrangements of the State Offices

    d) New Risk Register template

4. Next Meeting

Reference 2006/555

Risk Management Steering Committee (RMSC)

Monday 27 March 2006

Lyons Room, 9.30pm

National Archives, Parkes

AGENDA

Welcome and Apologies

1.   Minutes of previous meeting

2.   Matters arising from previous meeting:

a)   RMSC annual work plan (s 47F(1)   )

b)   Executive Submission on reordering of business recovery priorities (s 47F(1)   ).

c)   s 47F(1)   report on business continuity planning in national cultural institutions (s 47F(1)   )

d)   Review of Risk Register templates (Committee members)

e)   Analysis of roles and responsibilities of the RMSC and NEPC (s 47F(1)   ).

f)   Review of RMSC Term of Reference (s 47F(1)   )

3.   New Business:

a)   Review of business recovery plans — order of work (Chair)

b)   Progress report on disaster preparedness arrangements in State offices (s 47F(1))

c)   Transfer of Insurance function from Finance to Corporate Governance (Chair)

4.   Next Meeting

Reference: 2006/555

Risk Management Committee

Monday 21 August 2006
Lyons Room, 9.30am
National Archives, Parkes

AGENDA

1.   Welcome and Apologies

2.   Minutes of previous meeting

3.   Matters arising from previous meeting:

  a)   RMSC annual workplan (s 47F(1)   )

  b)   The addition of an Infonet page and an overview document to the RMC workplan (s 47F(1)   )

  c)   Feedback from the Risk Assessment Learning Seminar (s 47F(1)   )

  d)   Review of RMC Terms of Reference (s 47F(1)   )

  e)   Revision of Executive Submission template (s 47F(1)   )

  f)   New Business Recovery Plan template (s 47F(1)   )

  g)   Fire Warden list and updated procedures (s 47F(1)   )

4.   New Business:

  a) Insurance update (s 47F(1)   )

  b) Results of Risk Management Benchmarking Survey (s 47F(1))

  c) The Risk Register Template (s 47F(1)   )

  d) The Risk Consequences Matrix (s 47F(1)   )

  e) Business Continuity Working Group:

  i.   review/develop Business Continuity Framework/Plan

  b.   review/develop Business Recovery Plans

  c.   review of the Emergency Evacuation Procedures

  d.   testing

  f) Business Continuity Checklist for pandemics (s 47F(1)   )

5.   Next Meeting

Reference: 2006/555

Risk Management Committee

Monday 13 November 2006
Lyons Room, 9.30am
National Archives, Parkes

AGENDA

1.   Welcome and Apologies

2.   Minutes of previous meeting

3.   Matters arising from previous meeting:

    a)   Development of an Infonet page with links to key risk documents (s 47F(1))

    b)   Risk management training for Directors deferred to Item 4.c below

    c)   Revised Executive Submission Template (s 47F(1))

    d)   Strategy for determining mission-critical business functions (s 47F(1))

    e)   Executive's and Director's awareness of *Duck for Cover* insurance scheme (s 47F(1))

    f)   Archives' Business Continuity arrangements (s 47F(1))

    g)   Pandemic Response Plan (s 47F(1))

    h)   Review of Strategic and Sectional Risk Registers (s 47F(1))

4.   New Business:

    a) Insurance update (s 47F(1))

    b) ICT Security Policy and System Security Plan (s 47F(1))

    c)   Risk management training in a budget and business planning context (s 47F(1))

5.   Next Meeting

Risk Management Committee

Monday 19 January 2007
Lyons Room, 9.30am
National Archives, Parkes

AGENDA

1.   Welcome and Apologies

2.   Minutes of previous meeting

3.   Matters arising from previous meeting
     a) 2006-2007 Strategic Risk Register
     b) Duck for Cover Insurance

4.   New Business:
     a)   The Archives' participation in Risk Management Assessment Services
          (RMAS)
     b) Comcover Insurance
     c) Draft Risk Consequence descriptors table
     d) Risk Management Training for Directors

5.   Other Business

Reference: 2007/47

<u>Risk Management Committee</u>

9:30am Monday 16 April 2007
Lyons Room
National Archives, Parkes ACT

Agenda

1. Welcome and apologies

2. Confirmation of the minutes of the previous meeting (19 February 2007)

3. Actions arising from the previous meeting

- The strategic Risk Register will be changed in line with the Committee's decision.

  (Risk and Insurance Manager)

- The Security Section will submit their sectional risk register for inclusion in the Strategic Risk Register.

  (s 47F(1)   )

- A subcommittee consisting of s 47F(1) will be formed to investigate the treatment of the seven high priority risks on the Strategic Risk Register.

  (Risk and Insurance Manager)

- Information will be sought regarding the actions of the Australian Government Solicitor regarding the liability claim.

  (s 47F(1))

- The term 'forced' will be removed from the organisation column of the Risk Consequence Descriptors table.

  (Risk and Insurance Manager)

- Any comments regarding the Risk Consequence Descriptors table will be sent to s 47F(1)   before 1 March 2007.

  (All members)

- The examples suggested by the Committee will be supplied to s 47F(1) for possible use in the risk management training for Directors.

(Risk and Insurance Manager)

4. Actions arising from the extraordinary meeting held on 14 March 2007

Consider whether computer equipment can be installed at Mitchell, as a backup for Parkes computer equipment.

(s 47F(1))

Follow –up on updating the after-hours contact list.

(s 47F(1))

Consider the inclusion of flood risk to the basement in the Strategic Risk Register.

(s 47F(1))

5. Reports

Comcover Benchmarking Survey 2006 – 2007

(s 47F(1))

Update on Review of Business Continuity Management

(s 47F(1))

6. Other Business

7. Date and location of next meeting

9:30am Monday, 20 August 2007 (Lyons Room, Parkes)

Reference: 2007/47

Risk Management Committee

Monday 20 August 2007
9.30am, Lyons Room
National Archives, Parkes

AGENDA

1.   Welcome and Apologies

2.   Minutes of previous meeting

3.   Actions arising from previous meeting:

     a. Indemnity and the use of couriers (s 47F(1)   )

     b. Strategic Risk Register (s 47F(1)   )

     c. Risk Consequence Scale (s 47F(1)   )

     d. Extraordinary meeting, 14 March 2007 (supercell thunderstorms)

4.   Water leak at Mitchell 5/6 August

5.   Risk Assessment Template (s 47F(1)   )

6.   Risk Management Assessment Services Report (s 47F(1))

7.   Membership of the Committee

8.   Comcover Annual Risk Management Benchmarking Survey

9.   Business Continuity Planning

10.   Fraud Risk Assessment and Fraud Control Plan 2007–09

11.   Other business

12.   Next meeting

     9.30 am on Monday, 19 November 2007, in the Lyons Room, Parkes

Reference: 2007/47

Risk Management Committee
Meeting 33

9.30am Monday 19 November 2007
Lyons Room, Parkes

Agenda

1.   **Welcome and Apologies**

2.   **Minutes of previous meeting**

3.   **Actions arising from previous meeting**

Item 3a: Indemnity and the use of couriers   s 47F(1)
   Action: Request that s 47F(1)   raise issue of indemnity and the use of
   couriers at the next Commonwealth Chief Financial Officers Forum.

   Action: Obtain advice on indemnity and the use of couriers from the Department
   of Finance and Administration.

Item 3b: Strategic Risk Register   s 47F(1)
   Action: Add Outcome and Output column to Strategic Risk Register and change
   'not completed' to 'not current' under C4 in Business Risks column.

Item 3c: Risk Consequence Scale   s 47F(1)
   Action: Public Programs to ensure that visiting performers provide proof of
   public liability insurance coverage.

Item 3d: Extraordinary meeting   s 47F(1)
   Action: Provide A4 copy of Archives After-Hours Contact List to s 47F(1) .

   Action: Assess ICT and Facilities columns of Risk Consequence Scale and sign off
   by Friday, 31 August.   s 47F(1)

Item 4: Water leak at Mitchell 5/6 August   s 47F(1)
   Action: Prepare final reports (Facilities and Preservation) on water leak at
   Mitchell for discussion at next meeting.

Item 6: Risk Management Assessment Services Report   *Secretariat*
    Action: Circulate Risk Management Assessment Services Report to Committee members.

Item 7: Membership of the Committee   <mark>s 47F(1)</mark>
    Action: Seek nominations for suitable Committee members from ADG Government Information Management Branch and ADG Access and Communication Branch.

Item 9: Business Continuity Planning   <mark>s 47F(1)</mark>
    Action: Speak to <mark>s 47F(1)</mark> regarding possibility of involving <mark>s 47F(1)</mark> in second round of testing of Business Continuity Plans.

Item 10: Fraud Risk Assessment and Fraud Control Plan 2007-09
    Action: Establish RMC Working Group to identify controls/treatments for fraud risks.   <mark>s 47F(1)</mark>

    Action: Draft Fraud Risk Register and Fraud Control Plan 2007–09 to be distributed to Committee members out-of-session.   <mark>s 47F(1)</mark>

    Other business: AGS payout: Barac compensation claim   <mark>s 47F(1)</mark>
    Action: Brief the Committee on the 2006 payout to <mark>s 47F(1)</mark> .

4.   **Business Continuity testing**   <mark>s 47F(1)</mark>

5.   **Risk Management Committee workplan**   <mark>s 47F(1)</mark>
    (a)   Progress against 2006-07 workplan

    (b)   Draft workplan for 2007-08

6.   **National contract for emergency management**   <mark>s 47F(1)</mark>

7.   **Other business**

8.   **Next meeting**

The next meeting of the Risk Management Committee is <u>tentatively</u> scheduled for <u>9:30am on Monday, 18 February 2008</u>, in the Lyons Room at Parkes.

Governance, Risk & Compliance Section will confirm in January.

Reference: 2008/710

Risk Management Committee

9.30am Monday 18 February 2008
Lyons Room, Parkes

Agenda

1. Welcome and Apologies   *Chair*

2. Minutes of previous meeting

3. Actions arising from previous meeting

4. Risk Management Committee workplan 2007-08   s 47F(1)

5. Progress report: Implementation of recommendations   s 47F(1)
    resulting from Risk Management Assessment
    Services (RMAS) and Business Insurance Risk
    Profiling Survey.

6. Other business

7. Next meeting: Monday, 21 April – Lyons room

Reference: 2008/710

Risk Management Committee

9.30am Monday 14 April 2008
Lyons Room, Parkes

Agenda

1. Welcome and Apologies   *Chair*

2. Minutes of previous meeting

3. Actions arising from previous meeting

4. Risk Management Committee Workplan   2007-08   s 47F(1)

5. Progress report on review of Archives' business   s 47F(1)
    continuity arrangements

6. Report on ICT Disaster Recovery Working Group   s 47F(1)

7. Movable signage on Council land   s 47F(1)

8. Other business

9. Next meeting: Monday, 15 September—Lyons room

Reference: 2008/710

Risk Management Committee

1.30pm Monday 22 September 2008
Lyons Room, Parkes

Agenda

1. Welcome and Apologies   *Chair*

2. Minutes of previous meeting

3. Actions arising from previous meeting

4. Risk Management Committee Workplan 2008-09   s 47F(1)

5. Out of hours monitoring of Building Management   s 47F(1)

   Systems in State Offices

6. Strategic Risk Register – Review   s 47F(1)

7. Other business:
   ☐   Report on Risk Management Awareness Training   s 47F(1)

   ☐   Comcover: Better Practice Guide – Risk Management   s 47F(1)

8. Next meeting: Monday, 17 November—Lyons room

Reference: 2008/710

Risk Management Committee

9.30am Monday 17 November 2008
Bruce Room, Parkes

Agenda

1. Welcome and Apologies   *Chair*
    Standing item

2. Minutes of previous meeting   *Chair*
    Standing item

3. Actions arising from previous meeting   *Chair*
    Standing item

4. *Risk Management Committee Workplan 2008-09*   s 47F(1)
    Standing item

5. Out of hours monitoring of Building Management Systems   s 47F(1)
    in Sate Offices – Update

6. Strategic Risk Register – Update   s 47F(1)

7. Other business:
    Standing item

    •   Risk Management Committee Forum and Infonet page   s 47F(1)
        update

    •   'White powder' incident at Questacon   s 47F(1)

    •   Fibre optic cable outage at Mitchell in mid-October 2008   s 47F(1)

8. Next meeting: Monday, 16 February 2009 – Lyons room   *Chair*
    Standing item

Reference: 2009/634

Risk Management Committee

**9.30am Monday 16 February 2009
Bruce Room, Parkes**

Agenda

1. Welcome and Apologies   *Deputy Chair*
   Standing item

2. Minutes of previous meeting   *Deputy Chair*
   Standing item

3. Actions arising from previous meeting   *Deputy Chair*
   Standing item

   Action item 1: Signage permit in Parkes

   Action item 2: Out of Hours Monitoring of Building Management Systems (BMS) in State Offices

   Action item 3: Strategic Risk Register

   Action item 4: Process for hazardous chemicals collection and analysis

4. Risk Management Committee Workplan 2008-09   s 47F(1)
   Standing item

5. Out of hours monitoring of Building Management Systems   s 47F(1)
   in State Offices – Update

6. Strategic Risk Register – Update

7. Other business: *Deputy Chair*
   Standing item

8. Next meeting   *Deputy Chair*
   Standing item

   Monday, 18 May 2009 – Bruce Room

Reference: 2009/634

Risk Management Committee

10 am Monday 18 May 2009
Bruce Room, Parkes

Agenda

STANDING ITEMS

1. Welcome and Apologies   *Chair*

2. Minutes of previous meeting   *Chair*

3. Actions arising from previous meeting   *Chair*

Covered under their own agenda items

REPORTS   Standing reports on Risk Management

4. Risk Management Committee Workplan   s 47F(1)

5. Strategic Risk Register   s 47F(1)

6. Business Continuity   s 47F(1)

REPORTS   Other reports

7. Pandemic Action Plan   s 47F(1)

8. External signage   s 47F(1)

9. Building Management System (BMS):   s 47F(1)
    Out of hours monitoring in State Offices

STANDING ITEMS

10. Other business

11. Next meeting   *Chair*

    Monday 17 August 09 – Lyons Room

s 22(1), s 47F(1)

s 22(1), s 47F(1)

Risk Management Committee

10 am Monday 17 August 2009
Lyons Room, Parkes

Agenda

STANDING ITEMS

1. Welcome and Apologies   *Chair*

2. Minutes of previous meeting   *Chair*

Actions arising from previous meeting   *Chair*

REPORTS   Standing reports on Risk Management

3. Risk Management Committee Workplan   s 47F(1)   *, Chair*

4. Strategic Risk Register   s 47F(1)   *, Chair*

5. Business Continuity   s 47F(1)   *, Chair*

REPORTS   Other reports

6. Pandemic Action Plan   s 47F(1)   *, Chair*

7. External signage   s 47F(1)

8. Building Management System (BMS):   s 47F(1)
    Out of hours monitoring in State Offices

9. Copyright in Collection Items - update   s 47F(1)

STANDING ITEMS

10. Other business

11. Next meeting   *Chair*

    Monday 16 November 09 – Lyons Room

s 22(1), s 47F(1)

2

Reference: 2009/634

Risk Management Committee

**9:30 am Monday 16 November 2009
Lyons Room, Parkes**

Agenda

STANDING ITEMS

1. Welcome and Apologies   *Chair*

2. Minutes of previous meeting   *Chair*

Actions arising from previous meeting   *Chair*

REPORTS   Standing reports on Risk Management

3. Risk Management Committee Workplan   s 47F(1)   *, Chair*

4. Strategic Risk Register   s 47F(1)   *, Chair*

5. Business Continuity   s 47F(1)   *, Chair*

REPORTS   Other reports

6. Pandemic Action Plan   s 47F(1)   *, Chair*

7. External signage   s 47F(1)

8. Building Management System (BMS):   s 47F(1)
    Out of hours monitoring in State Offices

9. Copyright in Collection Items - update   s 47F(1)

STANDING ITEMS

10. Other business

11. Next meeting   *Chair*

        Monday 16 November 09 – Lyons Room

s 22(1), s 47F(1)

2

AGENDA
National Emergency Planning Committee
Meeting of 8th February 2005, 9am
Lyons Room, Parkes

1) Minutes of previous Meeting

2) Action Items of Pervious Meeting

3) State Reports

4) Membership

5) Status of Procedures

6) Status of Policies

7) Other business

   a. Draft Policy Statement for appointment of Wardens

   b. Emergency Awareness training of staff member in O' Room and Reading Room during extended opening hours.

   c. Tradesmen – safety issues arising at NAA sites (s 47F(1)   )

8) Dates for 2005 NEPC meetings

9) Date time and location of the next meeting

AGENDA

National Emergency Planning Committee
Meeting of 3rd May 2005, 9am
Scott Room, Mitchell ACT

1) Minutes of previous Meeting

2) Action Items of Pervious Meeting

3) State Reports

4) Membership

5) Policies & Procedures

6) Other business

   a. Emergency helmet replacement

7) Date time and location of the next meeting

AGENDA

National Emergency Planning Committee
Meeting of 5th July 2005, 2:00pm
Lyons Room, Parkes ACT

1) Minutes of previous Meeting

2) Action Items of Previous Meeting

3) State Reports

4) Membership

5) Policies & Procedures

   a. Appointment of Emergency Wardens

6) Other business

   a. National Emergency Training

   b. National Template

7) Date time and location of the next meeting

Emergency Planning Committee
Meeting of 17 July 2006, 9:30am
Lyons Room, Parkes ACT

Agenda

1. Confirmation of the minutes of the previous meeting

2. Actions arising from the previous meeting

a) New Chair
b) Changes to TOR
c) Business Recovery Planning - Checklists
d) Emergency Training under Facilities Management contract
e) Multiplex staff at Mitchell

3. State Reports

4. Other Business

5. Date and location of next meeting

Emergency Planning Committee
Meeting of 16 October 2006, 10:00am
Lyons Room, Parkes ACT

Agenda

1. Confirmation of the minutes of the previous meeting

2. Actions arising from the previous meeting
a) Attendance of EPC meetings
b) Changes to Terms of Reference
c) Business Recovery Planning - Checklists
d) Emergency Training under Facilities Management contract
e) Multiplex staff at Mitchell
f) Issues for the Risk Management Committee

3. State Reports

4. Other Business
a) Security Officer's role in Emergency Procedures
b) Recent Evacuation of Parkes Building

5. Date and location of next meeting

Reference: RKS 2006/1748

Emergency Planning Committee

10:00am Tuesday

20 March 2007

Lyons Room, Parkes ACT

Agenda

1. Confirmation of the minutes of the previous meeting (16 October 2006)

2. Actions arising from the previous meeting

2.a   Attendance at EPC meetings
The benefits of Multiplex being represented on the Committee will be
discussed out of session. (s 47F(1)   )

2.c. Business Recovery Planning – Checklists
The Archives' response to a disaster occurring to either the Mitchell or
Greenway buildings between now and the adoption of the new business
recovery plan will be discussed out of session.
(s 47F(1)   )

4.c.   Security Officer's role in Emergency Procedures
The issues involved with developing Emergency Procedures for Security
Officers will be investigated out of session and reported to the Committee
(s 47F(1)   )

The currency of the Security Officer's First Aid certificates will be
investigated and reported back to the Committee.   (s 47F(1)   )

The provision of OHS training to Public Programs staff will be investigated
and reported back to the Committee. This training would ideally include First
Aid, Emergency Procedures and operating the Fire Panel.   (s 47F(1))

3. State Reports

4. Other Business

5. Date and location of next meeting

10am Monday, 14 May 2007 (Lyons Room, Parkes)

Reference: RKS 2006/1748

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Emergency Planning Committee

10:00am Monday

18 June 2007

Lyons Room, Parkes ACT

Agenda

</div>

1. Confirmation of the minutes of the previous meeting (20 March 2007)

2. Actions arising from the previous meeting

> **2. c** Determine whether Security Guards' First Aid Certificates are current. (s 47F(1))

> Check Chubb contract and associated procedures for the guards' role and response habits, including details such as whether First Aid certificates must be current. (s 47F(1))

> Procedures for Security Guards' should be amended so that the Archives is not requiring or relying on the Chubb Guards to administer First Aid (s 47C(1) ″). (s 47F(1))

> Produce a one-page laminated hot list of after hour's phone numbers. (s 47F(1))

3. Follow up regarding potential hazard (hole) near Mitchell evacuation area. (s 47F(1))

4.b Circulate minutes to State Directors.
> (Secretariat)

5. State Reports

6. Other Business

7. Date and location of next meeting

> 10am Monday, 17 September (Lyons Room, Parkes)

National Archives
M I N U T E

Reference: 2007/3281

NATIONAL ARCHIVES
EMERGENCY PLANNING COMMITTEE
10am, Bruce Room
15 October 2007

AGENDA

1. Confirmation of the minutes of the previous meeting held on 18 June 2007

2. Actions arising from the previous meeting

    a) *Action:* s 47F(1) to discuss situation of fire training at East Burwood site with s 47F(1) , State Office Liaison in the first instance, then with s 47F(1) , Director Melbourne Office. s 47F(1) will recommend that training and two drills are undertaken each year.

    b) *Action:* s 47F(1) to canvass all State Office Directors to determine their current training and emergency procedures.

    c) *Action:* s 47F(1) to find out if Emergency Evac Procedures Pty Ltd offer their services Australia wide and investigate the possibility of a contract to cover whole of Archives emergency training.

    d) *Action*: s 47F(1) to amend the template and provide clear instructions on how to complete the template.

    e) *Action:* s 47F(1) to ensure that the Archives current emergency procedures are consistent with the Business Continuity Plan. The Committee also thought it would be worthwhile for s 47F(1) to report any relevant findings from s 47F(1) recent visits to State Offices.

3. Responsibility for Fire Warden Training

4. State Reports

5. Feedback on Parkes/Mitchell Evacuation held on 28 September 2007

6. Other business

7. Next meeting – TBC

Reference: 2008/1071

**NATIONAL ARCHIVES
EMERGENCY PLANNING COMMITTEE
10am, Lyons Room
17 March 2008**

AGENDA

1.   Welcome and apologies

2.   Confirmation of the minutes of the previous meeting held on 15
        October 2007

3.   Actions arising from the previous meeting

4.   Review of Terms of Reference (including membership)

5.   National Contract for the Provision of Emergency Training

6.   State Reports (ie; reports from each Archives site)

7.   Other business

8.   Next meeting – 18 August 2008

1. Welcome and apologies
2. Confirmation of the minutes of the previous meeting held on 17 March 2008
3. Actions arising from the previous meeting

4. Review of Terms of Reference (including membership)

5. Update on National Contract for the Provision of Emergency Training
6. State Reports (ie; reports from each Archives site)

7. Other business
Next meeting - 20 October 2008

s 47F(1)

Coordination Officer

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Reference: 2008/1071

NATIONAL ARCHIVES
EMERGENCY PLANNING COMMITTEE
10am, Lyons Room
20 October 2008

AGENDA

1.   Welcome and apologies

2.   Confirmation of the minutes of the previous meeting held on
     18 August 2008

3.   Actions arising from the previous meeting

4.   Review of Terms of Reference (including membership)

5.   Update on National Contract for the Provision of Emergency
     Training

6.   State Reports (ie; reports from each Archives site)

7.   Other business

8.   Next meeting – 16 March 2008

National Archives
M I N U T E

Reference: 2009/85

NATIONAL ARCHIVES
EMERGENCY PLANNING COMMITTEE
10am, Chifley Room
16 March 2009

AGENDA

1. Welcome and apologies

2. Confirmation of the minutes of the previous meeting held on 20 October 2008

3. Actions arising from the previous meeting

4. Review of Terms of Reference (including membership)

5. Update on National Contract for the Provision of Emergency Training

6. State Reports (ie; reports from each Archives site)

7. Other business

   - Issues identified from East Block after hours evacuation

8. Next meeting – 15 June 2009

National Archives
M I N U T E

Reference: 2009/85

**NATIONAL ARCHIVES
EMERGENCY PLANNING COMMITTEE
10am, Lyons Room
15 June 2009**

AGENDA

1. Welcome and apologies

2. Confirmation of the minutes of the previous meeting held on 16 March 2009

3. Actions arising from the previous meeting

4. Terms of Reference

5. Update on National Contract for the Provision of Emergency Training

6. Emergency Planning Policy

7. State Reports (ie; reports from each Archives site)

8. Other business

    a) Discussion on Trimevac performance and service delivery

    b) s 47F(1) – Strategic Marketing Manager (Assistant Director) to discuss Communications

9. Next meeting – 21 September 2009 in the Lyons Room

Reference: 2009/85

NATIONAL ARCHIVES
EMERGENCY PLANNING COMMITTEE
21 September 2009
9:30am, Lyons Room

AGENDA

1. Welcome and apologies

2. Confirmation of the minutes of the previous meeting held on 16 June 2009

3. Actions arising from the previous meeting

4. Terms of Reference

5. Update on National Contract for the Provision of Emergency Training

6. Emergency Planning Policy

7. Weekend/after hours emergency procedures at Parkes

8. State Reports (ie; reports from each Archives site)

9. Other business

10. Next meeting – 14 December 2009 in the Lyons Room

RkS 2005/420

**AGENDA FOR INFORMATION MANAGEMENT POLICY COMMITTEE
TO BE HELD ON 30 MARCH IN BARTON ROOM**

1.   Apologies

2.   Minutes of previous meeting held on 20 December.

3.   Business arising

    a. Changing email addresses
    b. VPN access
    c. Review of new employees/cessation of employment forms
    d. Update on network upgrade
    e. Spam management
    f. Replacement of photocopiers, scanners, faxes
    g. Problems with voice mail
    h. Review of IMPC (agenda item 5)

4.   Discussion on internal communication – roles and responsibilities (s 47F(1)   )

5.   Review of IMPC (taking into account outcome of discussion of agenda
        item 4).

6.   Reports on current IM projects:

    a. *DIRKS Step B Report (Agenda paper)*
    b. *Activities following completion of DIRKS Step B (Agenda Paper)*
    c. *RkS Upgrade project (Agenda paper)*

7.   Infonet update

    a. *Usage statistics (Agenda paper)*
    b. *Suggestion for setting up a staff Bulletin Board (Agenda paper)*

8.   Proposed review of NAA Recordkeeping Policy and Information
        Management Strategic Framework

9.   Other business

    a. Update on desktop upgrade

RkS 2005/420

AGENDA FOR INFORMATION MANAGEMENT POLICY COMMITTEE
MEETING TO BE HELD ON 13 JULY IN BARTON ROOM AT 2 PM

1.   Apologies

2.   Minutes of previous meeting held on 30 March.

3.   Business arising

   a. Desktop Upgrade (s 47F(1)   )
   b. Printer refresh (s 47F(1)   )
   c. Review of 'New Employee' and 'Cessation of Employment' forms
      (s 47F(1)   )
   d. BlackBerry trial s 47F(1)   )

4.   Update on internal communication consultancy (s 47F(1))

5.   Reports on current IM projects (s 47F(1)   ):

   a. RkS Upgrade project *(Agenda Paper)*
   b. New Record Plan for the RkS *(Agenda Paper)*
   c. New desktop user guides
   d. Database Management Update following s 47F(1)   presentation
      at 4 July Directors' meeting
   e. Demonstration of prototype corporate calendar (s 47F(1)   )

6.   Infonet update *(Agenda Paper)* (s 47F(1)   )

7.   Other business

RkS 2005/420

**AGENDA FOR THE INFORMATION MANAGEMENT POLICY
COMMITTEE MEETING – 27 SEPTEMBER 2005 AT 2 PM - BRUCE ROOM**

1. Apologies

2. Minutes from previous meeting held on 13 July

3. Business arising:

   a. Desktop upgrade
   b. Printer refresh
   c. Review of Cessation Employment form
   d. Internal Communication strategy

4. Reports on current IM projects:

   a. RkS Upgrade project (2 agenda papers – Report on RkS upgrade;
      Change management and communication strategies for RkS upgrade)
   b. Review of National Archives Recordkeeping Policy (2 agenda papers –
      Report on review of NAA Recordkeeping Policy; Draft revised version
      of Policy)
   c. Procedures for the application of the GDA for copied source records
      (agenda paper)
   d. Database management project

5. Infonet update (agenda paper)

6. Other business

RkS 2006/475

**AGENDA FOR THE INFORMATION MANAGEMENT POLICY
COMMITTEE MEETING – 31 JANUARY 2006 AT 2 PM – BARTON ROOM**

1. Apologies

2. Minutes from previous meeting held on 27 September 2005

3. Business arising:

    a. Desktop Upgrade
    b. Printer refresh project
    c. Staff cessation form
    d. National Archives Recordkeeping Policy
    e. Procedures for applying the GDA for copied source record
    f. Database management project
    g. Internal Communications Working Group (separate agenda item)

4. Reports on current IM projects

    a. RkS Upgrade Project
        i. Report on RkS Upgrade (agenda paper)
        ii. Report on proposed TRIM Context Survey & Performance Testing (agenda paper)
        iii. RkS e-learning Package Development Plan (agenda paper)
    b. DIRKS Step C project (agenda paper)

5. Infonet update (agenda paper)

6. Update on work of Internal Communications Working Group (s 47F(1)   )

7. Project to review public folders in Outlook.

8. Project to consider integration and use of Microsoft desktop products.

9. Requirement to implement email protective markings.

10. Other business

11. Date of next meeting

rks 2006/475

**AGENDA FOR THE INFORMATION MANAGEMENT POLICY
COMMITTEE MEETING
21 JUNE 2006
2 PM HOLT ROOM**

1. Apologies

2. Minutes from previous meeting held on 31 January 2006

3. Business arising:

   a. Desktop Upgrade (s 47F(1))
   b. Use of Staff Cessation form (s 47F(1))
   c. National Archives Recordkeeping Policy (s 47F(1))
   d. Internal Communications Working Group update (s 47F(1))

4. Briefing on rollout of the upgraded rks (s 47F(1))

5. Briefing on project to upgrade the Canberra and State Office paper databases (s 47F(1))

5. IT training for National Archives Staff (s 47F(1))

6. Library Promotion Strategy (Agenda Paper - s 47F(1))

7. Infonet Report (Agenda Paper – s 47F(1))

8. Spam management (s 47F(1))

9. Briefing of key information management activities for 2006/07 (s 47F(1))

10. Other business

rks 2006/475

**AGENDA FOR THE INFORMATION MANAGEMENT POLICY
COMMITTEE MEETING
28 SEPTEMBER 2006
2 PM BRUCE ROOM**

1.   Apologies

2.   Minutes from previous meeting held on 21 June 2006

3.   Business arising:

     a. IT training for National Archives staff (s 47F(1)   )

     b. Library Follow-up (s 47F(1)   )

     c. Desktop Rollout (s 47F(1)   )

     d. rks Rollout Follow-up (s 47F(1)   )

4.   DIRKS Step C Progress (Agenda Paper – s 47F(1)   )

5.   Library Information Service (Agenda Paper – s 47F(1)   )

6.   Infonet Report (Agenda Paper – s 47F(1)   )

7.   Commonwealth Agencies TRIM Action Group (CATAG)

8.   Other business

9.

INFORMATION MANAGEMENT POLICY COMMITTEE

AGENDA
29 MARCH 2007
2 PM LYONS ROOM

1. Confirmation of minutes of last IMPC meeting 28 September 2006

2. Update on disbursement of IM functions

   a. Records management/recordkeeping strategic policy and direction setting
   b. Information management policies (who owns what policy)
       i. NAA Information Management Strategic Framework (2002 due for review)
       ii. NNA Recordkeeping Policy (2005)
       iii. Library Collection Development Policy (2003 due for review)
       iv. Library Services Policy (2004)
       v. Library Promotion Strategy (2005)
       vi. Infonet Policy (2003 due for review)
   c. Recordkeeping Operations
       i. Paper files (current, non current, archival holdings)
       ii. Electronic records
       iii. Recordkeeping advice
       iv. Recordkeeping monitoring
   d. Recordkeeping training – use of rks and good recordkeeping practices
   e. Library
   f. Infonet
   g. Mail & Freight

4. Discussion and decision of the future management of the IM site on the Infonet – break up and distribute to various sections or continue to manage as a single site.

3. Review and update of IMPC Terms of Reference
       a. Objectives
       b. Membership
       c. Meetings
       d. Reporting responsibilities

4. Other business