

| | | | | | |
|-----------------------------------------------------------------------------|------------------|------------------------------|-------------------------------------------------------|-------------------|-----------------|
| FOI OPH2025 Committee Agendas from 2005 to 2009 | | | | | |
| Committee Name | Frequency | No of docs Calculated | Comments | Docs Found | Comments |
| 1. Old Parliament House Advisory Council | Quarterly | 16 | | 4 | |
| 2. Work Health and Safety Committee - Quarterly - first meeting - 24 Septem | Quarterly | 16 | | 4 | |
| 3. Acquisition Committee - monthly | Monthly | 60 | | 0 | |
| 4. Heritage Actions Committee - fortnightly in 2008-09 | Fortnightly | 125 | No of docs takes into account shutdown over Christmas | 34 | |
| 5. Audit Committee - once a quarter | Quarterly | 16 | | 1 | |
| 6. Senior Management Group | Fortnightly | 125 | No of docs takes into account shutdown over Christmas | 21 | |
| 7. Executive Management Group | Fortnightly | 125 | No of docs takes into account shutdown over Christmas | 0 | |
| TOTAL | | 483 | | 64 | |
| | | | | | |

| OPH Advisory Council - Quarterly Meetings | | | |
|-------------------------------------------|---------|------------------|-----------------------------------------------|
| | | Total Documents: | 4 |
| Year | Quarter | Agenda found? | Date |
| 2005 | Q1 | | |
| 2005 | Q2 | | |
| 2005 | Q3 | Y | 17.08.05 Advisory Council.pdf |
| 2005 | Q4 | | |
| 2006 | Q1 | | |
| 2006 | Q2 | | |
| 2006 | Q3 | | |
| 2006 | Q4 | | |
| 2007 | Q1 | | |
| 2007 | Q2 | | |
| 2007 | Q3 | | |
| 2007 | Q4 | | |
| 2008 | Q1 | | |
| 2008 | Q2 | | |
| 2008 | Q3 | Y | 25/07/2008 |
| 2008 | Q4 | Y | 2/10/2008 |
| 2008 | Q4 | Y | 21/11/2008 |
| 2009 | Q1 | | |
| 2009 | Q2 | | |
| 2009 | Q3 | | |
| 2009 | Q4 | | |

| WHS Committee - Quarterly Meetings | | | |
|------------------------------------|---------|------------------|--------------------------------------------|
| | | Total Documents: | 4 |
| Year | Quarter | Agenda found? | Link |
| 2005 | Q1 | N | Prior to establishment of OHS Committee. |
| 2005 | Q2 | N | Prior to establishment of OHS Committee. |
| 2005 | Q3 | N | Prior to establishment of OHS Committee. |
| 2005 | Q4 | N | Prior to establishment of OHS Committee. |
| 2006 | Q1 | N | Prior to establishment of OHS Committee. |
| 2006 | Q2 | N | Prior to establishment of OHS Committee. |
| 2006 | Q3 | N | Prior to establishment of OHS Committee. |
| 2006 | Q4 | N | Prior to establishment of OHS Committee. |
| 2007 | Q1 | N | Prior to establishment of OHS Committee. |
| 2007 | Q2 | N | Prior to establishment of OHS Committee. |
| 2007 | Q3 | N | Prior to establishment of OHS Committee. |
| 2007 | Q4 | N | Prior to establishment of OHS Committee. |
| 2008 | Q1 | N | Prior to establishment of OHS Committee. |
| 2008 | Q2 | N | Prior to establishment of OHS Committee. |
| 2008 | Q3 | N | Could not be located. |
| 2008 | Q4 | Y | |
| 2009 | Q1 | Y | 18.02.09 OHS Committee.pdf |
| 2009 | Q2 | N | Could not be located. |
| 2009 | Q3 | Y | |
| 2009 | Q4 | Y | |

| Acquisitions Committee - Monthly Meetings | | | | | |
|-------------------------------------------|-----------|------------------|------|--|--|
| | | Total Documents: | 0 | | |
| Year | Month | Agenda found? | Link | | |
| 2005 | January | | | | |
| 2005 | February | | | | |
| 2005 | March | | | | |
| 2005 | April | | | | |
| 2005 | May | | | | |
| 2005 | June | | | | |
| 2005 | July | | | | |
| 2005 | August | | | | |
| 2005 | September | | | | |
| 2005 | October | | | | |
| 2005 | November | | | | |
| 2005 | December | | | | |
| 2006 | January | | | | |
| 2006 | February | | | | |
| 2006 | March | | | | |
| 2006 | April | | | | |
| 2006 | May | | | | |
| 2006 | June | | | | |
| 2006 | July | | | | |
| 2006 | August | | | | |
| 2006 | September | | | | |
| 2006 | October | | | | |
| 2006 | November | | | | |
| 2006 | December | | | | |
| 2007 | January | | | | |
| 2007 | February | | | | |
| 2007 | March | | | | |
| 2007 | April | | | | |
| 2007 | May | | | | |
| 2007 | June | | | | |

Acquisitions Committee (Cont.)

| | | | | | |
|------|-----------|--|--|--|--|
| 2007 | July | | | | |
| 2007 | August | | | | |
| 2007 | September | | | | |
| 2007 | October | | | | |
| 2007 | November | | | | |
| 2007 | December | | | | |
| 2008 | January | | | | |
| 2008 | February | | | | |
| 2008 | March | | | | |
| 2008 | April | | | | |
| 2008 | May | | | | |
| 2008 | June | | | | |
| 2008 | July | | | | |
| 2008 | August | | | | |
| 2008 | September | | | | |
| 2008 | October | | | | |
| 2008 | November | | | | |
| 2008 | December | | | | |
| 2009 | January | | | | |
| 2009 | February | | | | |
| 2009 | March | | | | |
| 2009 | April | | | | |
| 2009 | May | | | | |
| 2009 | June | | | | |
| 2009 | July | | | | |
| 2009 | August | | | | |
| 2009 | September | | | | |
| 2009 | October | | | | |
| 2009 | November | | | | |
| 2009 | December | | | | |
| | | | | | |

| Heritage Actions Committee - Fortnightly Meetings | | | | |
|---------------------------------------------------|-------|------|---------------|------|
| Total Documents: | | 34 | | |
| Year | Month | Date | Agenda found? | Link |
| 2005 | Jan | | | |
| 2005 | Feb | | | |
| 2005 | Mar | | | |
| 2005 | Apr | | | |
| 2005 | May | | | |
| 2005 | Jun | | | |
| 2005 | Jul | | | |
| 2005 | Aug | | | |
| 2005 | Sep | | | |
| 2005 | Oct | | | |
| 2005 | Nov | | | |
| 2005 | Dec | | | |
| 2006 | Jan | | | |
| 2006 | Feb | | | |
| 2006 | Mar | | | |
| 2006 | Apr | | | |
| 2006 | May | | | |
| 2006 | Jun | | | |
| 2006 | Jul | | | |
| 2006 | Aug | | | |
| 2006 | Sep | | | |
| 2006 | Oct | | | |
| 2006 | Nov | | | |
| 2006 | Dec | | | |
| 2007 | Jan | | | |
| 2007 | Feb | | | |
| 2007 | Mar | | | |
| 2007 | Apr | | | |
| 2007 | May | | | |
| 2007 | Jun | | | |
| 2007 | Jul | | | |
| 2007 | Aug | | | |
| 2007 | Sep | | | |
| 2007 | Oct | | | |
| 2007 | Nov | | | |
| 2007 | Dec | | | |
| 2008 | Jan | | | |
| 2008 | Feb | | | |

Heritage Actions Committee (Cont.)

| | | | | |
|------|-----|------------|---|------------------------------|
| 2008 | Mar | | | |
| 2008 | Apr | | | |
| 2008 | May | | | |
| 2008 | Jun | | | |
| 2008 | Jul | 2/07/2008 | Y | |
| | | 16/07/2008 | Y | |
| | | 30/07/2008 | Y | |
| 2008 | Aug | 13/08/2008 | Y | |
| | | 27/08/2008 | Y | |
| 2008 | Sep | 10/09/2008 | Y | |
| | | 24/09/2008 | Y | |
| 2008 | Oct | 8/10/2008 | Y | |
| | | 22/10/2008 | N | Meeting cancelled. |
| 2008 | Nov | 5/11/2008 | N | Meeting cancelled. |
| | | 19/11/2008 | Y | |
| 2008 | Dec | 3/12/2008 | Y | |
| | | 22/12/2008 | Y | Rescheduled from 17/12/2008. |
| 2009 | Jan | 28/01/2009 | Y | |
| 2009 | Feb | 11/02/2009 | Y | |
| | | 25/02/2009 | Y | |
| 2009 | Mar | 11/03/2009 | Y | |
| | | 25/03/2009 | Y | |
| 2009 | Apr | 8/04/2009 | Y | |
| | | 22/04/2009 | Y | |
| 2009 | May | 6/05/2009 | Y | |
| | | 20/05/2009 | Y | |
| 2009 | Jun | 3/06/2009 | Y | |
| | | 17/06/2009 | Y | |
| 2009 | Jul | 1/07/2009 | Y | |
| | | 15/07/2009 | Y | |
| | | 29/07/2009 | Y | |
| 2009 | Aug | 12/08/2009 | Y | |
| | | 26/08/2009 | Y | |
| 2009 | Sep | 9/09/2009 | Y | |
| | | 23/09/2009 | Y | |
| 2009 | Oct | 7/10/2009 | Y | |
| | | 21/10/2009 | N | Meeting cancelled. |
| 2009 | Nov | 4/11/2009 | Y | |
| | | 18/11/2009 | Y | |
| 2009 | Dec | 2/12/2009 | Y | |
| | | 16/12/2009 | Y | |

| Audit Committee - Quarterly Meetings | | | |
|--------------------------------------|---------|------------------|---------------------------------------------------------|
| | | Total Documents: | 1 |
| Year | Quarter | Agenda found? | Link |
| 2005 | Q1 | | |
| 2005 | Q2 | | |
| 2005 | Q3 | | |
| 2005 | Q4 | | |
| 2006 | Q1 | | |
| 2006 | Q2 | | |
| 2006 | Q3 | | |
| 2006 | Q4 | | |
| 2007 | Q1 | | |
| 2007 | Q2 | | |
| 2007 | Q3 | | |
| 2007 | Q4 | | |
| 2008 | Q1 | | |
| 2008 | Q2 | | |
| 2008 | Q3 | | |
| 2008 | Q4 | | |
| 2009 | Q1 | | |
| 2009 | Q2 | | |
| 2009 | Q3 | Y | 21.07.09 OPH Audit Committee Agenda.pdf |
| 2009 | Q4 | | |

| Senior Management - Fortnightly Meetings | | | | |
|------------------------------------------|-------|------|------------------|---------|
| | | | Total Documents: | 21 |
| Year | Month | Date | Agenda found? | Comment |
| 2005 | Jan | | | |
| 2005 | Feb | | | |
| 2005 | Mar | | | |
| 2005 | Apr | | | |
| 2005 | May | | | |
| 2005 | Jun | | | |
| 2005 | Jul | | | |
| 2005 | Aug | | | |
| 2005 | Sep | | | |
| 2005 | Oct | | | |
| 2005 | Nov | | | |
| 2005 | Dec | | | |
| 2006 | Jan | | | |
| 2006 | Feb | | | |
| 2006 | Mar | | | |
| 2006 | Apr | | | |
| 2006 | May | | | |
| 2006 | Jun | | | |
| 2006 | Jul | | | |
| 2006 | Aug | | | |
| 2006 | Sep | | | |
| 2006 | Oct | | | |
| 2006 | Nov | | | |
| 2006 | Dec | | | |
| 2007 | Jan | | | |
| 2007 | Feb | | | |
| 2007 | Mar | | | |
| 2007 | Apr | | | |

Senior Management (Cont.)

| | | | | |
|------|-----|------------|---|-------------------------------------------|
| 2007 | May | | | |
| 2007 | Jun | | | |
| 2007 | Jul | | | |
| 2007 | Aug | | | |
| 2007 | Sep | | | |
| 2007 | Oct | | | |
| 2007 | Nov | | | |
| 2007 | Dec | | | |
| 2008 | Jan | | | |
| 2008 | Feb | | | |
| 2008 | Mar | | | |
| 2008 | Apr | | | |
| 2008 | May | | | |
| 2008 | Jun | | | |
| 2008 | Jul | | | |
| | | | | |
| | | | | |
| 2008 | Aug | | | |
| | | 18/08/2008 | Y | |
| 2008 | Sep | 1/09/2008 | Y | |
| | | 15/09/2008 | Y | |
| | | 29/09/2008 | Y | |
| 2008 | Oct | 13/10/2008 | Y | |
| | | 27/10/2008 | Y | |
| 2008 | Nov | 10/11/2008 | N | Not located. |
| | | 24/11/2008 | Y | |
| 2008 | Dec | 1/12/2008 | N | Date changed from 8/12/2008. Not located. |
| 2009 | Jan | | | |
| 2009 | Feb | 16/02/2009 | Y | |
| 2009 | Mar | 2/03/2009 | Y | |
| | | 16/03/2009 | Y | |

Senior Management (Cont.)

| | | | | |
|------|-----|------------|---|--------------------|
| | | 30/03/2009 | Y | |
| 2009 | Apr | 15/04/2009 | Y | |
| | | 28/04/2009 | Y | |
| 2009 | May | 11/05/2009 | N | Meeting cancelled. |
| | | 27/05/2009 | Y | |
| 2009 | Jun | 9/06/2009 | Y | |
| | | 22/06/2009 | Y | |
| 2009 | Jul | 6/07/2009 | Y | |
| | | 20/07/2009 | Y | |
| 2009 | Aug | 8/08/2009 | Y | |
| | | 17/08/2009 | Y | |
| | | 31/08/2009 | Y | |
| 2009 | Sep | 14/09/2009 | N | Not located. |
| | | | | |
| 2009 | Oct | | | |
| | | | | |
| 2009 | Nov | | | |
| | | | | |
| 2009 | Dec | | | |
| | | | | |

| | A | B | C | D |
|----|----------------------------------------------------------|--------------|-------------------------|-------------|
| 1 | Executive Management Group - Fortnightly Meetings | | | |
| 2 | | | Total Documents: | 0 |
| 3 | Year | Month | Agenda found? | Link |
| 4 | 2005 | Jan | | |
| 5 | 2005 | Feb | | |
| 6 | 2005 | Mar | | |
| 7 | 2005 | Apr | | |
| 8 | 2005 | May | | |
| 9 | 2005 | Jun | | |
| 10 | 2005 | Jul | | |
| 11 | 2005 | Aug | | |
| 12 | 2005 | Sep | | |
| 13 | 2005 | Oct | | |
| 14 | 2005 | Nov | | |
| 15 | 2005 | Dec | | |
| 16 | 2006 | Jan | | |
| 17 | 2006 | Feb | | |
| 18 | 2006 | Mar | | |
| 19 | 2006 | Apr | | |
| 20 | 2006 | May | | |
| 21 | 2006 | Jun | | |
| 22 | 2006 | Jul | | |
| 23 | 2006 | Aug | | |
| 24 | 2006 | Sep | | |
| 25 | 2006 | Oct | | |
| 26 | 2006 | Nov | | |
| 27 | 2006 | Dec | | |
| 28 | 2007 | Jan | | |
| 29 | 2007 | Feb | | |
| 30 | 2007 | Mar | | |
| 31 | 2007 | Apr | | |
| 32 | 2007 | May | | |

Executive Management Group (Cont.)

| | A | B | C | D |
|----|------|-----|---|---|
| 33 | 2007 | Jun | | |
| 34 | 2007 | Jul | | |
| 35 | 2007 | Aug | | |
| 36 | 2007 | Sep | | |
| 37 | 2007 | Oct | | |
| 38 | 2007 | Nov | | |
| 39 | 2007 | Dec | | |
| 40 | 2008 | Jan | | |
| 41 | 2008 | Feb | | |
| 42 | 2008 | Mar | | |
| 43 | 2008 | Apr | | |
| 44 | 2008 | May | | |
| 45 | 2008 | Jun | | |
| 46 | 2008 | Jul | | |
| 47 | 2008 | Aug | | |
| 48 | 2008 | Sep | | |
| 49 | 2008 | Oct | | |
| 50 | 2008 | Nov | | |
| 51 | 2008 | Dec | | |
| 52 | 2009 | Jan | | |
| 53 | 2009 | Feb | | |
| 54 | 2009 | Mar | | |
| 55 | 2009 | Apr | | |
| 56 | 2009 | May | | |
| 57 | 2009 | Jun | | |
| 58 | 2009 | Jul | | |
| 59 | 2009 | Aug | | |
| 60 | 2009 | Sep | | |
| 61 | 2009 | Oct | | |
| 62 | 2009 | Nov | | |
| 63 | 2009 | Dec | | |

Context

- OAIC advice clearly states that quotes and costs may not consider poor record keeping in the cost.
- The following table is based on a sample completed by the FOI officer on 8/5/25. It does not include any time to source archival files from L130.

s 42(1)

Process

- Using the archival files which have already been located, the FOI officer retrieved the relevant documents (agendas), collated them, and scanned them, recording the hours as “search” time.
- The scanned documents were then processed to check for exemptions under the FOI Act. This was also recorded and considered “decision” time.
- A total of 64 documents (each one page) were processed over the course of 5.17 hours.
- The [table](#) below outlines the time taken, and the cost per hour which could be charged. It compares the number of documents processed to the number of documents assumed to be held to calculate the total quote.
- The FOI Act allows for five free hours of Decision processing, which has been accounted for in the Total Billable Hours column and the Total Quote column.

| | Rate | Hours | Cost | Proportion of work | Total Quote | Total Billable Hours |
|--------------|----------|-------|----------|--------------------|------------------|----------------------|
| Search | \$ 15.00 | 3.67 | \$ 55.00 | 13.25% | \$ 415.08 | 27.67 |
| Decision | \$ 20.00 | 1.50 | \$ 30.00 | 13.25% | \$ 126.41 | 11.32 |
| Total | | 5.17 | \$ 85.00 | | \$ 541.48 | 33.99 |

Recommendation

- It is recommended that a contingency is included for Search, and additional hours for Decision-making by more senior staff be included. The five free hours of Decision processing are included in the Decision row. The final proposed quote is:

| | Rate | Hours | Cost |
|--------------|----------|-------|------------------|
| Search | \$ 15.00 | 30.00 | \$ 450.00 |
| Decision | \$ 20.00 | 10.00 | \$ 200.00 |
| Total | | 40.00 | \$ 650.00 |

- The quote letter states that the quote may be revised if actual work completed is less than, or greater than, the actual work completed.

1/05 8:18 am

I'm going to get stuck in to the Archives for this FOI this morning - s 22(1)

s 22(1) 1/05 8:20 am

s 22(1) s 22(1) get an idea of how long it would take to locate and scan the docs, then at least we can s 42(1)

Monday

Monday 4:01 pm

[Draft FOI Charges Letter.docx](#) I've taken a template from Department of Employment for the provision of charges. Main question, s 47(C) s 47(C)



Draft FOI Charges Letter.docx

MoAD-BAU-Governance > General



...

5/05 11:18 am

[Hour Tracking - Committee Agendas FOI.xlsx](#) Made this very quick and rough time tracker for the FOI request - s 22(1) for reference, we can charge costs at different rates for search and for decision-making. I think s 47(C)



Hour Tracking - Committee Agenda...

MoAD-BAU-Governance > General



...



Re: Invoice for Sloane [SEC=OFFICIAL]

From MoAD Governance <Governance@moadoph.gov.au>

Date Fri 2025-05-09 3:09 PM

To s 22(1) @moadoph.gov.au; s 22(1) @moadoph.gov.au>

OFFICIAL

Thanks s 22(1)

When s 22(1) sent the invoice from the system, it came to my personal inbox - not sure if that meant it didn't go to Sloane Peterson too. I noted it in my email regardless.

Cheers,

s 22(1)



MOAD
Museum of Australian Democracy
at Old Parliament House

s 22(1)

18 King George Terrace, Parkes ACT 2600

PO Box 3934, Manuka ACT 2603

moadoph.gov.au

We acknowledge and pay our respects to the Traditional Custodians of this land and celebrate their ongoing culture and contribution to society.

From: s 22(1) @moadoph.gov.au>

Sent: Friday, 9 May 2025 2:06 PM

To: MoAD - Governance <Governance@moadoph.gov.au>

Subject: Invoice for Sloane [SEC=OFFICIAL]

OFFICIAL

s 22(1)



MOAD
Museum of Australian Democracy
at Old Parliament House



s 22(1)



18 King George Terrace, Parkes ACT 2600

PO Box 3934, Manuka ACT 2603

moadoph.gov.au

We acknowledge and pay our respects to the Traditional Custodians of this land and celebrate their ongoing culture and contribution to society.