



Telephone: (02) 6263 3311  
Facsimile: (02) 6263 3104

## THE TREASURY

Information Unit  
The Treasury  
Langton Crescent  
PARKES ACT 2600

21 November, 2002  
File: er2002/000645

The Secretary  
Joint Committee of Public Accounts and Audit  
Parliament House  
CANBERRA ACT 2600

Attention: Dr John Carter

Dear John

### **INQUIRY INTO THE MANAGEMENT AND INTEGRITY OF ELECTRONIC INFORMATION IN THE COMMONWEALTH**

In response to your correspondence of 28 October 2002 to Dr Ken Henry, the following information is provided.

The Treasury has implemented and is in the process of implementing, a range of controls and processes to ensure the sound management, security and integrity of its information and records holdings. This is being achieved through a combination of on-going initiatives as part of an overall Information Management project aimed at regularising and standardising processes used for this purpose based on a corporate change-management approach.

The Treasury has identified the requirement to integrate the following activities to fully address these issues:

- Electronic and paper-based records keeping
- E-Publishing, including electronic documents and Web Site content
- IT Security technologies and preventative security practices relating to information access and Internet usage
- Privacy policies and guidelines including Copyright law compliance
- E-business relating to on-line transactions and communication with other Government Agencies, Private Industry and dealing with members of the public.
- Physical Security and Risk Management
- IT Disaster Recovery and Business Continuity planning
- Compliance with Government policies and professional standards associated with all of the above.

In support of these activities the Treasury has developed or adopted the plans, policies and guidelines listed in the Attachment.

If you require further information or wish to clarify any particular issue, please contact me on 02 6263 3311 or by e-mail at [gdelamotte@treasury.gov.au](mailto:gdelamotte@treasury.gov.au).

Yours sincerely

Geoff De La Motte  
Manager  
Information Unit

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**Attachment.**

**Related Treasury plans, policies and guidelines.**

IT Security Policy  
IT Security: Personal Responsibilities  
IT Disaster Recovery Plan  
IT Applications Business Continuity Plans  
IT Infrastructure: Statement of Direction 2002-2005  
Security Guidelines for Australian Government Information Technology systems (ACS 133)  
Electronic Records Management Implementation Plan (commenced February 2002)  
Departmental Knowledge Management Policies  
Treasury Privacy Statement  
Electronic Publishing Standards  
Copyright Policy (developed by AusInfo)  
Commonwealth Protective Security Manual  
Treasury Risk Management Plan  
NOIE On-line Information Service Obligations  
World Wide Web Consortium (W3C) Accessibility Guidelines  
Australian Government Online Strategy  
AusInfo Guidelines for Commonwealth Information Published in Electronic Formats  
Australian Government Locator System (AGLS) Metadata Guidelines

Copies of all of the above documents are available on request.