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From: Assurance Reviews
To: jeremy.johnson@acic.gov.au
Cc: s 22 @acic.gov.au; s 22 @acic.gov.au; s 22 ; s 22 ; NFR@acic.gov.au; s 22 Assurance Reviews
Subject: National Firearms Register Program – Gateway Review Preparation 24-36 [SEC=OFFICIAL]
Date: Monday, 23 September 2024 4:43:22 PM
Attachments: Planning Meeting Agenda 24-36 - FINAL.pdf
NFR Planning Meeting - Flex carpark entrance and space directions.pdf
Interviewee Brief 24-36.docx
Review Team List (Entity Version) 24-36.pdf
Entity Responsibilities (OCT 23).pdf
SRO Q&A Information Sheet.pdf
image001.jpg
image002.jpg

OFFICIAL

Good afternoon Mr Johnson,

This email confirms the details for the upcoming First-Stage Review of the National Firearms Register Program.

The following information is attached to assist you with review preparation:

1. Planning Meeting Agenda

The planning meeting is scheduled from 1:30pm to 4:30pm on Wednesday, 25 September 2024. The Review Team will arrive at 1:00pm for a pre-meeting with a representative from the Assurance Reviews Unit to finalise administrative matters.

2. Interviewee Brief

The *Interviewee Brief* provides information to stakeholders who will be interviewed as part of the review process. Please provide the *Interviewee Brief* and the *Review Team List* to interviewees prior to the review week so they may familiarise themselves with the information and prepare for the process accordingly.

3. Report Template

The report can be found on the GovTEAMS community.

4. Additional Information

The sponsoring entity is responsible for organising meeting room facilities, security passes, catering, access to relevant documentation and interviews with key stakeholders during the review. Please refer to the attached *Entity Responsibilities* document for further information. The *SRO Q&A Information Sheet* is also attached for your reference.

Please don't hesitate to contact us if you have any questions or concerns.

We look forward to working with you on this review.

Kind regards,

s 22 **| Coordination Officer**
Assurance Reviews Unit
Data Policy and Assurance Branch
Digital ID and Data Policy Division
Department of Finance
T: s 22 (Direct) | **T:** 02 6215 2144 (ARU)
E: AssuranceReviews@finance.gov.au
E: s 22 @finance.gov.au
A: One Canberra Avenue, FORREST ACT 2603