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GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

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Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Class No	Description of records	Disposal action
1342 	Final versions of addresses presented by portfolio Ministers and agency heads at government occasions. <i>[For addresses delivered by portfolio Ministers at public occasions, use COMMUNITY RELATIONS - Addresses.]</i>	Retain as national archives
1343 	Final versions of addresses presented by other agency staff at government occasions.	Destroy 6 years after action completed
1344 	Working papers documenting the preparation of addresses presented by the portfolio Minister and agency staff. Includes requests for input into ministerial speeches, quality monitoring, comments, clearances, and draft versions.	Destroy 1 year after action completed

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Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice and briefs provided to or prepared for a Minister, government or incoming government, including briefs known as the red and blue books, use AFDA Express - GOVERNMENT RELATIONS - 61224

For formal submissions made by the agency on government matters, use GOVERNMENT RELATIONS - Submissions.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.





Class No	Description of records	Disposal action
1345 ██████████	Numbered Cabinet memorandums, Cabinet discussion papers, Cabinet minutes and related documents received by the agency.	Destroy in accordance with Cabinet Handbook instructions
1346 ██████████	Working papers documenting the development of Cabinet memorandums and Cabinet discussion papers. Includes drafts.	Retain as national archives
1347 ██████████	Advice provided by the agency to the portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency. Includes advice provided in the form of: <ul style="list-style-type: none"> • briefing notes (includes background briefs and Question Time Briefs); • minutes providing advice to the Minister; • Ministerial statements; • Government responses to Inquiry recommendations; • policy papers (White and Green papers); • minutes providing co-ordination comments; and • advice to other agencies. 	Retain as national archives

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Advice - Continued




Class No	Description of records	Disposal action
1348 	Working papers documenting the development of advice provided by the agency to the portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as national archives
1349 	Advice provided by the agency to the portfolio Minister and government agencies on matters of lesser importance, with no far reaching impact on the social, economic and international standing of the country. Includes advice provided in the form of: <ul style="list-style-type: none"> • briefing notes (includes background briefs and Question Time Briefs); • minutes providing advice to the Minister; • minutes providing co-ordination comments; and • advice to other agencies. 	Destroy 5 years after action completed
1350 	Working papers documenting the development of advice provided by the agency to the portfolio Minister and government agencies on matters of lesser importance, with no far-reaching impact on the social, economic and international standing of the country.	Destroy 5 years after action completed
1351 	General administrative records documenting the provision of advice. Includes list of briefing requirements and records documenting the tabling of reports and papers to Parliament.	Destroy 2 years after action completed

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Advice - Continued

Class No	Description of records	Disposal action
1352 	Notes made by agency officials attending Cabinet or Cabinet committee meetings to give advice. Excludes Cabinet notebooks held by the Department of Prime Minister and Cabinet.	Destroy in accordance with Cabinet Handbook instructions ie as soon as possible after the meeting
20949 	Records documenting provision of advice to Government on the nomination, appointment, reappointment, resignation and termination of members of the public to boards, committees and statutory positions which are administered by the agency. <i>[For the provision of advice to Government on the nomination, appointment, resignation and termination of members of the agency's governing body, use GOVERNING BODIES</i> <i>For the provision of advice to Government on the nomination, appointment, resignation and termination of members of the agency's advisory body, use ADVISORY BODIES.]</i>	Destroy 3 years after action completed
20948 	Advice received by the agency from the portfolio Minister and government agencies on matters relating to the functional and administrative responsibilities of the agency. Includes Ministerial directives received by the agency. Excludes statements of expectations. <i>[For statements of expectations relating to the performance management of governing bodies, use GOVERNING BODIES.</i> <i>For statements of expectations relating to the performance management of the organisation, use STRATEGIC MANAGEMENT – Performance Management.]</i>	Destroy 5 years after action completed

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Agency Liaison

The activity associated with maintaining regular general contact between the agency and other government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For liaison with professional associations, private sector organisations and community groups, use COMMUNITY RELATIONS – Liaison.

Class No	Description of records	Disposal action
20950 	Records documenting liaison activities undertaken with other government organisations. Includes collaboration on projects and exchange of information.	Destroy 3 years after action completed

[For formal advice provided or received from other government organisations, use GOVERNMENT RELATIONS – Advice.

For formal submissions made to other government organisations, use GOVERNMENT RELATIONS – Submissions.]

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Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Agencies must use their own Records Disposal Authorities for agreements which relate to their core functions.

For agreements relating to joint ventures, use GOVERNMENT RELATIONS - Joint Ventures.

Class No	Description of records	Disposal action
1354 	Final version of significant agreements with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government; • changes to the performance of statutory functions; and • those with implications for major liabilities or obligations for the agency. 	Retain as national archives
1355 	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Retain as national archives
1356 	Final versions of other agreements.	Destroy 10 years after expiry of the agreement
1357 	Records documenting the negotiations, establishment, maintenance and review of other agreements.	Destroy 10 years after expiry of the agreement

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Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Agencies must use their own Records Disposal Authorities for committees which relate to their core functions.




Class No	Description of records	Disposal action
1358 	Records of external high level inter-government (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • agendas; • minutes; • reports; • recommendations; and • supporting documents such as briefing and discussion papers. 	Retain as national archives
1359 	Working papers documenting the administrative arrangements made for the conduct of external high level committees.	Destroy 5 years after action completed
1360 	Records of other external inter-government (both State/Territory and overseas) or inter-agency committees where the agency does not provides the Secretariat, is not the Commonwealth's main representative, and plays only a minor role. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • minutes; • reports; • recommendations; and • supporting documents such as briefing and discussion papers. 	Destroy 5 years after action completed

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Committees - Continued

Class No	Description of records	Disposal action
1361 	Working papers documenting administrative arrangements made for the conduct of other external inter-government and inter-agency committees.	Destroy 2 years after action completed
1362 	Records of internal agency committees formed to consider matters relating to the government relations function. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • minutes; • reports; • recommendations; and • supporting documents such as briefing and discussion papers. 	Destroy 3 years after action completed
1363 	Working papers documenting the administration of internal committees formed to consider matters relating to the government relations function. Includes: <ul style="list-style-type: none"> • agenda; • notices of meetings; and • draft minutes 	Destroy when reference ceases

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

Other activities within this function may also be relevant to the Compliance activity.

Class No	Description of records	Disposal action
1364 	Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the government relations function (eg submission of Annual Report to the portfolio Minister including letter of transmittal).	Destroy 7 years after action completed

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Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Class No	Description of records	Disposal action
1365	Records documenting the general planning, monitoring and evaluation of customer services provided to government clients.	Destroy 6 years after action completed
1366	Records documenting the development of service charters and directives relating to the provision of services to government clients.	Destroy 6 years after action completed
<i>[For the production of the agency's service charter, use PUBLICATION - Planning and PUBLICATION - Production.]</i>		
1367	Records documenting the management of specific customer services delivered to government clients. Includes planning, monitoring and evaluation of services.	Destroy 6 years after action completed

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met and includes first aid treatment.

Class No	Description of records	Disposal action
1368	Records documenting the implementation of plans, policies, procedures and instructions to support the Government Relations function.	Destroy 3 years after action completed

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Inquiries

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary and Ombudsman's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Class No	Description of records	Disposal action
1369	Records documenting the agency's contribution and involvement in an inquiry directly relating to its functions. Includes: <ul style="list-style-type: none"> • agency statements and submissions; • responses to final reports; and • transcripts of oral evidence given by agency officers. 	Retain as national archives
1370	Working papers documenting the agency's contribution and involvement in an inquiry directly relating to its functions.	Retain as national archives
1371	Records documenting inquiries with no direct relation to the agency's functions where the agency made a substantial contribution. Includes: <ul style="list-style-type: none"> • agency statements and submissions; • responses to final reports; and • transcripts of oral evidence given by agency officers. 	Destroy 7 years after final report of inquiry is released
1372	Records documenting inquiries with no direct relation to the agency's function where the agency made little or no contribution.	Destroy 2 years after final report of inquiry is released
1373	Working papers documenting the agency's contribution and involvement in an inquiry with no direct relation to the agency's function.	Destroy when reference ceases

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Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

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

Class No	Description of records	Disposal action
1374	Final signed version of joint venture agreements or contracts of major significance to the agency and the Commonwealth. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government; • changes to the performance of statutory functions; and • those with implications for major liabilities or obligations for the agency. 	Retain as national archives
1375	Working papers relating to the establishment and negotiations and management of joint venture agreements of major significance.	Retain as national archives
1376	Final versions of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract
1377	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract

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Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

For records documenting the development of the legislative requirements, use STRATEGIC MANAGEMENT - Legislation.

For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation, use GOVERNMENT RELATIONS - Advice.

For submissions relating to legislative proposals to the portfolio Minister and to Cabinet, use GOVERNMENT RELATIONS - Submissions.

For legal advice received on the interpretation of legislation and legislation proposals, use LEGAL SERVICES - Advice.

Class No	Description of records	Disposal action
1378	Records documenting the preparation and passage of an agency's legislation through Parliament. Includes: <ul style="list-style-type: none"> • preliminary drafting instructions; • proposed bills; • records documenting consultation with relevant government agencies; • preparation of the Explanatory Memorandum; and • Second Reading Speech. 	Retain as national archives

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Media Relations

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

Class No	Description of records	Disposal action
1379	Master set of agency produced media releases in the portfolio Minister's name and transcripts of interviews.	Retain as national archives
1380	Records documenting administrative arrangements with the media. Includes the issuing of media releases in the portfolio Minister's name, organising media interviews for the Minister and providing information and assistance to support media coverage.	Destroy 3 years after action completed
1381	Copies of media items specifically relating to the portfolio Minister. Includes newscuttings, transcripts and electronic items.	Destroy when reference ceases

[For copies of media items relating to the agency's operations, use COMMUNITY RELATIONS - Media Relations.]

[For the acquisition of media items through media monitoring services, use INFORMATION MANAGEMENT - Acquisition.]

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Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Class No	Description of records	Disposal action
1382	Final version of minutes and supporting documents tabled at meetings held to support the Government Relations function. Includes meetings with external agencies.	Destroy 3 years after action completed
1383	Working papers documenting the conduct and administration of meetings held to support the Government Relations function. Includes agenda, notices of meetings and draft minutes.	Destroy when reference ceases

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No	Description of records	Disposal action
1384	Records documenting the development and establishment of the agency's government relations policies. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; and • final policy documents. 	Destroy 5 years after policy is superseded
1385	Records documenting comments made on the development of government-wide government relations policies.	Destroy 3 years after promulgation of the new policy
1386	Working papers documenting the development of all government relations policies.	Destroy 3 years after promulgation of the new policy
1387	Copies of policy documents and supporting papers.	Destroy when reference ceases

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Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No	Description of records	Disposal action
1388	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the government relations function. Includes procedures for preparing materials for a particular Minister.	Destroy when procedures are superseded
1389	Records documenting the development of agency procedures supporting the Government Relations function.	Destroy 1 year after production of procedures
1390	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the provision of advice to government, use GOVERNMENT RELATIONS - Advice.

For agency contributions to government inquiries, use GOVERNMENT RELATIONS - Inquiries.

For agency submissions to Cabinet, use GOVERNMENT RELATIONS - Submissions.

Class No	Description of records	Disposal action
1391	Final version of unpublished formal reports made on the agency's core functions. <i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i> <i>For published reports (eg Annual Reports), use PUBLICATION - Planning and PUBLICATION - Production.</i> <i>For submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	Retain as national archives
1392	Working papers documenting the development of formal reports made on the agency's core functions.	Retain as national archives
1393	Final version of periodic reports required on a regular basis by external government bodies.	Destroy 5 years after action completed
1394	Working papers documenting periodic reports required on a regular basis by external government bodies.	Destroy 3 years after action completed
1395	Copies of government relations reports.	Destroy when reference ceases
1396	Responses to surveys requested by other government agencies.	Destroy 2 years after action completed

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Representations

The activities involved in preparing responses to questions raised in Parliament by Members of Parliament on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

For registers of Ministerial correspondence, use INFORMATION MANAGEMENT - Control.

Class No	Description of records	Disposal action
1397	Records documenting the preparation of Ministerial responses to questions raised in Parliament.	Destroy 5 years after action completed
1398	Records documenting responses to approaches received by the minister ('Ministerials') from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> • copies of letters received; • draft responses; • minutes providing background details for the Minister; • requests from the Minister's office for changes; and • final response. 	Retain as national archives
1399	Records documenting responses to other approaches received by the minister ('Ministerials') from the public of a routine nature concerning issues which are of no major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> • copies of letters received; • draft responses; • minutes providing background details for the Minister; • requests from the Minister's office for changes; and • final response. 	Destroy 2 years after action completed
1400	Reference set of all responses to representations ('Ministerials') kept by the coordinating area.	Destroy when reference ceases

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Representations - Continued

Class No	Description of records	Disposal action
1401	Records documenting the management of communications sent to the Minister. Includes Ministerial directives (project worksheets) and background material, statistics and weekly reports on representations.	Destroy 1 year after action completed

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Class No	Description of records	Disposal action
1402	Records documenting the nomination, appointment and resignation and/or termination of staff members on government bodies.	Destroy 3 years after end of appointment

[For the management of agency representatives on community organisations, use COMMUNITY RELATIONS – Representatives.

For the management of agency representatives on governing bodies, use GOVERNING BODIES.

For the management of agency representatives appointed to councils and other bodies supporting the administration and operation of governing bodies, use GOVERNING BODIES]

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Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Class No	Description of records	Disposal action
1403	Records documenting detailed research carried out to support the Government Relations function.	Destroy 7 years after last action
1404	Records documenting routine research carried out to support the Government Relations function.	Destroy 1 year after last action

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Class No	Description of records	Disposal action
1405	Records documenting a review of agency programs and operations supporting the Government Relations function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
1406	Working papers documenting a review of agency programs and operations supporting the Government Relations function.	Destroy 2 years after action completed

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Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Class No	Description of records	Disposal action
1407	Records documenting arrangements made by the agency for the security of government representatives, including the portfolio Minister and dignitaries during visits.	Destroy 6 years after action completed

[For general arrangements for visits, use GOVERNMENT RELATIONS - Visits.]

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

For registers tracking the handling of Cabinet documents, use INFORMATION MANAGEMENT - Security.

Class No	Description of records	Disposal action
1408	Numbered Cabinet submissions and related Cabinet documents eg covering memorandums, corrigenda, reports and attachments to submissions and Cabinet minutes requesting submissions.	Destroy in accordance with Cabinet Handbook instructions
1409	Working papers documenting the development of Cabinet submissions. Includes background and briefing material, drafts and comments received.	Retain as national archives
1410	Submissions (other than Cabinet submissions) made to the Prime Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as national archives

GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Submissions - Continued

1411	Working papers documenting the development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as national archives
1412	Submissions (other than Cabinet submissions) made to the Prime Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country. Includes submissions concerning administrative matters.	Destroy 10 years after action completed
1413	Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance.	Destroy 10 years after action completed

GOVERNMENT RELATIONS

The function of administering the formal relationship between the organisation and those processes of government not covered by general administrative or agency core functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with Local, State, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

For briefings for visits, use GOVERNMENT RELATIONS - Advice.

For visits to the agency by public and non-government visitors, use COMMUNITY RELATIONS - Visits.

For security arrangements made for the visits of government representatives, including the Minister, and delegations, use GOVERNMENT RELATIONS - Security.

Class No	Description of records	Disposal action
1414	Records documenting visits made by the Minister both within Australia and overseas. Includes: <ul style="list-style-type: none"> • invitations; • travel and accommodation arrangements; • itineraries and programs; • visit reports; and • letters of thanks 	Destroy 10 years after action completed
1415	Records documenting visits to the agency by royalty and Heads of State. Includes visitor books signed by such dignitaries.	Retain as national archives
1416	Records documenting visits to the agency made by the Prime Minister, Ministers, Members of Parliament, other agency officials and interstate and overseas delegations.	Destroy 6 years after action completed
1417	Records documenting visits by agency staff to other government organisations both within Australia and overseas. Includes reports on the visit.	Destroy 6 years after action completed

[For visits by members of governing bodies to other government organisations, use GOVERNING BODIES.

For visits by members of advisory bodies to other government organisations, use ADVISORY BODIES]