

Notes

The following instructions will help you complete the **Agency Registration** form

1. Agency Title:	Insert the formal title of the agency being registered. The formal title is generally the one used on letterhead and complimentary slips.
2. Date Range:	Insert the exact year the agency commenced followed by a "ct" (continuing) if the agency is still in operation (eg 1931 - ct). If the agency is no longer operating or its functions have been transferred to another agency, include the date it ceased to exist (eg 1931 - 1990).
3. Agency Location and Contact Details:	If the agency is still in operation, insert the name of the contact officer and position, phone, fax and email details and the street and postal address. The contact officer should not be a temporary employee. If this agency registration is for an agency that has ceased, this section is not required.
4. Agency Description:	<p>Give details about the administrative history of the agency, eg how it was structured over time, the names of people in significant positions, whether there are management boards, committees of councils, if the agency moved location and when / whether new buildings were built and when / if functions were moved and where to / where from and any historical information of significance. Such information is available through Annual Reports, the South Australian Government Gazette and agency records, including websites. (It is expected that an extra sheet will be attached to provide the level of detail required.)</p> <p>Please cite sources that are used to provide the description, eg Annual Report 1990 – 1991, etc.</p>
5. Related Legislation:	List the Act/s that created and / or abolished the agency. Also the Acts administered by the agency.
6. Associated Agencies:	
Previous Agency:	List all predecessor agencies. Sometimes a new agency is formed by the amalgamation of two or more agencies. These other agencies should be listed. If known, please include the start and end date of the agency.
Subsequent Agency:	List any subsequent agencies. If this agency registration is for an agency that has ceased, insert the names of any subsequent agency. If known, please include the start and end date of the agency.
Agency Controlling this Agency:	If the agency you are registering is a division, branch or sub-unit of another agency insert the name of the parent agency. If known, please include the start and end date of the agency.
Agencies Controlled by this Agency:	If this registration is for an agency that controls other agencies, provide the name of the agencies and, if known, the start and end date of the relationship.
Related Agencies:	If the agency is related to other agencies (eg similar functions etc), please list. If known, please provide a brief description of the relationships between the agencies.