



State Records Act 1997

Operational Records Disposal Schedule

Commissioner for Victims' Rights

RDS 2015/09 Version 1

Effective Date: 21 June 2016 to 30 June 2026

Approved Date: 21 June 2016

Approved by SRC



Commissioner for Victims' Rights

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Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

Commissioner for Victims' Rights

Approved Date: 21 June 2016

Effective Date: 21 June 2016 to 30 June 2026

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

State Records' Contact Information

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Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

'If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.'

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by Commissioner for Victim's Rights, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from Commissioner for Victim's Rights to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records' policy as documented in *Appraisal of Official Records – Policy and Objectives* - available from State Records' website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

Using the Schedule

The Schedule applies only to the records described within it.



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Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (e.g. 1.)
 - Activities and/or processes have two-level numbers (e.g. 1.1)
 - Disposal classes have three-level numbers (e.g. 1.1.1)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section. (e.g. **VICTIMS' RIGHTS MANAGEMENT**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (e.g. **Advice (VR)**).
- Description:** Descriptions are in three levels ranging from broad functions to specific disposal classes:
- definitions of functions are shown at the start of each section in bold (e.g. **The function of marshalling government resources to assist and benefit victims of crime in their dealings with public authorities and as provided for in law.**)
 - definitions of activities are located adjacent to the activity title in italics e.g. *The activities associated with Commissioner offering or receiving opinions as to an action or judgment relating to victims of crime and victims' rights matters.*
 - descriptions of each disposal class are arranged in sequence under the activity definitions e.g. Records documenting advice provided or received by the Commissioner to or from the Minister, the Government, and other public authorities and institutions including Parliamentary Committees and United Nations forums relating to victims' rights and victim assistance.
- Disposal Action:** Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of Commissioner for Victim's Rights. Decisions are



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made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are minimum ones and Commissioner for Victim's Rights may extend the retention period of the record if it considers there is an administrative need to do so. Where Commissioner for Victim's Rights wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in ***Records of Temporary Value: Management and Storage: Standard and Guidelines (May 2002)***.

Commissioner for Victim's Rights needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. Commissioner for Victim's Rights needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.



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Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the Chief Executive or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia. Failure to comply with this direction falls under Section 17 of the *State Records Act 1997* and may be considered by ICAC as misconduct or maladministration.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

- ***GDS 16 Impact of Native Title Claims on Disposal of Records*** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- ***GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications.

Commissioner for Victim's Rights must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any "pointers" in the system are destroyed. "Delete" instructions do not offer adequate security as data may be restored or recovered.

Commissioner for Victim's Rights must keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Review

State Records' disposal schedules apply for a period of ten years. Either Commissioner for Victim's Rights or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.



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Context Statement

Context of the Agency Covered by the Schedule

Commissioner for Victim's Rights History and Background¹

Preamble

In 2001 the first Victims of Crime Coordinator was appointed, by the Governor in Executive Council, to advise the Attorney-General on how to effectively and efficiently use available resources to help victims of crime and to carry out other functions pertaining to victims of crime at the request of the Attorney-General. The Coordinator's appointment was made by virtue of the State's Constitution and was the second of its type in Australia (the first in the ACT). The appointment was subsequently formalised under s16 of the *Victims of Crimes Act 2001*².

The statutory position of Commissioner for Victims' Rights (CVR) was established by amending legislation in 2008³. The legislative changes strengthening victims' rights, to provide for community impact statements, and to create the Commissioner for Victims' Rights, become operational in July 2008. The Commissioner becomes the first independent statutory officer with such collective of authorities in Australasia, possibly the world.

History and Background – A Synopsis

South Australia's involvement with matters relating to victims, their rights and their needs resulting from the impact of crime dates back to the late 1960s.

In 1969 South Australia followed an international trend and became the third state in Australia to introduce a state funded criminal injuries compensation scheme. The *Criminal Injuries Compensation Act 1969*⁴ [No7 of 1969] was assented to on 18 December 1969. Compensation was seen primarily as a way to "provide the innocent victim of criminal activity with ... recompense for personal injury that has been unjustly inflicted upon him ..."⁵

Subsequently the 1969 Act was repealed by *Criminal Injuries Compensation Act 1978*, which commenced operation on 1 July 1978⁶.

¹ Sourced from a paper titled *Evolution of Victim Assistance and Victims' Rights in South Australia* by Michal O'Connell, Commissioner for Victims' Rights, South Australia, 13 March 2015.

² *South Australian Government Gazette* 19 December 2002, p4736.

³ *Victims of Crime (Commissioner for Victims' Rights) Amendment Act 2007*, South Australian Government Gazette 17 July 2008, p3372.

⁴ The preamble to the Act reads "An Act to make provision for the payment, in certain circumstances, of compensation to persons who suffer injury by reason of the commission of offences; and for other purposes."

⁵ *Parliamentary Debates* 1969, p1434.

⁶ *South Australian Government Gazette* 24 June 1978, p 2235.



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The report of the Committee of Inquiry on Victims of Crime was tabled in Parliament in 1981. It was “the first in the western world to probe the specific needs of crime victims”⁷. The Committee recommended a considerable range of reforms: public education, coordination of victim assistance initiatives; services for victims of crime; court procedures; and compensation. By 1985 the bulk of the Committee’s sixty-seven recommendations had been implemented either in legislation or by administrative changes.

Pre-empting the United Nations’ Declaration, the Government of South Australia tabled its *Declaration of Rights for Victims of Crime* in Parliament (1985) and issued a direction to all government agencies to comply insofar as is reasonably practical. It was the first declaration/charter of victims’ rights in Australia. Consisting of 17 principles, the Declaration was designed “to alleviate the trauma suffered by victims” and to direct those who have contact with victims. Although the declaration was not enforceable, several of the ‘rights’ or ‘principles’, eg victim protection when determining bail and victim impact statements, were given legislative support. In 1985 the United Nations General Assembly endorsed the *Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power*, which South Australia’s Attorney-General had helped to formulate.

The Victims of Crime Branch (the first of its type in Australia) was established in 1987 within the South Australian Police Department (now known as SAPOL), and the *Declaration of Victims’ Rights* was formally integrated into policy. In the same year SAPOL prepared a report titled *Victims Past, Victims Future* that identified needs of victims of crime that should be met by police. This report formed the basis of victim policy for the South Australian Police Department and a variation of the report was adopted by the Conference of Commissioners of Police.

An audit of criminal justice agencies’ responses to the *Declaration on Victims’ Rights*, conducted in 1988, resulted in a report titled, *Victims of Crime: An Overview of Research and Policy*.

The SAPOL Sexual Assault Unit, recognised as a national benchmark, was merged with the Victims of Crime Branch in 1988 (and in 1991 its staff numbers were increased).

In 1988 SAPOL piloted the ‘victim contact officer’ and in 1991 seven Victim Contact Officers were appointed to cover primarily the Adelaide metropolitan area.

The Information for Victims of Crime booklet, launched in 1988, was supported by a policy that the Police would give the booklet to people when they report criminal offences. This

⁷ Whitrod, 1986. Victim participation in criminal proceedings in a Progress Report, *Criminal Law Review*, 10, pp.76-83.



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policy remains in place, although the Commissioner for Victims' Rights now publishes the booklet as well as a suite of other booklets and pamphlets.

The Government established the Victims of Crime Liaison Committee in 1988. Its aims were: to encourage cooperation between government and non-government service providers, to encourage and assist the research and development of victims' rights; to share information about victim-oriented activities; to discuss and resolve areas of concern; and to make recommendations to the Justice and Consumer Affairs Committee.

As well in 1988 the Victims of Crime Response Group within the Department of Correctional Services examined the role of probation officers in the preparation of victim impact statements. A number of recommendations were made about the process and format but, for philosophical and economic reasons the Government decided not to implement any of the recommendations⁸. Instead, the task of preparing victim impact statements was given to the police. A joint Police / Attorney General's Department Committee explored the implications for police. The Committee, in its report titled *An Integrated Approach to Victims of Crime*, acknowledged the value of providing information about the effect of crime upon the victim for use in the sentencing process. The Committee, however, did not initially recommend a 'blanket' approach to the use of victim impact statements, but the Government maintained its view that the opportunity to make a victim impact statement should be given to all victims.

The Victim Impact Statement Coordinator (VISC), a Sergeant within SAPOL, was appointed in 1989 to administer the police role in victim impact statements. Section 7 of the *Criminal Law (Sentencing) Act 1988* became operative in support of the victim's right to have information about the harm resulting from an offence to be presented to a sentencing court.

In 1989 the South Australian Office for the Ageing, Victims of Crime Service (today known as the Victim Support Service) and the National Police Research Unit jointly convened a national workshop on victimisation of elderly people. The subsequent publication recommended improvements in: coordination of services for elderly victims; training and information dissemination; and standards in institutionalised care. Several of the recommendations were taken up by government and related agencies.

In 1989 the Office of Crime Statistics released *Victims and Criminal Justice*⁹, which is a significant study on victims' needs and satisfaction with criminal justice. The study had a two year life span. It showed victims were generally happy with the police, although victims' level of satisfaction tended to decline over time. Noteworthy improvements have been made in and around courts to better meet victims' needs. Since the late 1980s victims' interests have been taken into account in court room design. Several courts have separate

⁸ Sumner, C. J. & Sutton, A. C. (1988). *Implementing victims' rights—An Australian perspective*. Paper delivered to the 6th International Symposium on Victimology, Jerusalem, Israel.

⁹ Gardner, J. (1990). *Victims and criminal justice*, Series C, No 5. Adelaide SA: Attorney-General's Department.



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victim / witness waiting areas. Some courts have closed circuit television and/or screens as allowed under vulnerable witness legislation.

In 1990 the Australasian Society of Victimology (based in Adelaide) convened the first national symposium on organisations as victims. A range of non-conventional crimes such as workplace bullying were highlighted.

The Victims of Crime Liaison Committee conducted, in 1990, two seminars on victims' rights for community workers providing services to people from non-English speaking backgrounds. Copies of the *Information for Victims of Crime* booklet were distributed.

In 1991 the Office of the Director of Public Prosecutions (ODPP) was created and, by direction (see s9, *Director of Public Prosecutions Act 1990*), required to have regard for the *Declaration of Rights for Victims of Crime*. The Declaration forms an integral component of the Prosecution Policy that binds the ODPP and SAPOL Prosecution Services.

Vulnerable witness legislation (s.13, *Evidence Act 1929*) was introduced in 1993 to protect a witness from embarrassment or distress, to protect a witness from being intimidated, or for any other proper reason. On the *Whistleblowers Act 1993* becoming operative people who make an appropriate disclosure are protected from victimisation. The Act authorises the victim to commence proceedings in a court as a tort or as a complaint under the *Equal Opportunity Act 1984*.

An evaluation of the use of victim impact statements in South Australia was published in 1994. It is worth noting that the findings dispelled "several arguments raised against (victim impact statements), but at the same time ... revealed problems in ... implementation"¹⁰. Remedial action led by the VISIC has been taken by SAPOL resulting in a paradigm shift from police prepared victim impact statements to victims being given the choice of either completing an impact questionnaire or writing an impact statement themselves.

The advent of the *Young Offenders Act 1993* provided for family conferencing (a 'restorative justice' paradigm) and required police when administering a formal caution to consider the victim.

The *Domestic Violence Act 1994*¹¹ expanded protection for victims of domestic violence by providing for restraining orders in cases of domestic violence, buttressing provision under the *Bail Act 1985* that requires a bail authority to give primary consideration to the victims' need for physical protection, and increasing the penalty for common assault where the victim is a family member.

¹⁰ Erez, E., Roeger, L. & Morgan, F. (1994). *Victim impact statements in South Australia: An evaluation*, Series C, No. 6, August. Adelaide SA: Office of Crime Statistics, Attorney-General's Department SA, p.74.

¹¹ Repealed by Schedule 1 clause 36 of *Intervention Orders (Prevention of Abuse) Act 2009* on 9 December 2011.



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Adelaide hosted the 8th International Symposium on Victimology in 1994, which was the first, and until 2015, only time that the symposium - a tri-annual event - has been held in Australia. The VISC proposed that victims be permitted to write their own impact statements instead of the police performing such task; and the VISC floated the idea that victims might read their statements to courts.

To support ODPP's commitment to delivery of services to victims of crime a Witness Assistance Officer was appointed in 1995. During 1995-1996 the Witness Assistance Officer provided 173 'witnesses' services ranging from crisis counselling, information about court process, debriefing from giving evidence in court and referrals for counselling services Protection of Witnesses (including victims) in Court.

In 1995, pursuant to the *Parliamentary Committees Act 1991*, the Legislative Review Committee reported on the effect of amendments to the Criminal Injuries Compensation Act, the adequacy of compensation being provided to victims, and other related matters. The Committee recommended (among other things) that the Attorney General examine the feasibility of a compensation scheme that placed less emphasis on monetary compensation and greater emphasis on adequate support services.

The Standing Committee of Attorneys-General, in 1996, endorsed a National Charter on Victims' Rights, which was written and sponsored by the Attorney-General for South Australia.

In 1996 retired Chief Justice, Hon Len King, delivered the Justice Oration in which he states that victim impact statements are probably so widely accepted and victims have generally acted responsibly so consideration might be given to allowing courts to receive impact statements in the victims' own words.

In 1998 the government proposed an amendment to the *Evidence Act 1929* to protect 'confidential communications' between a counsellor or therapist and a victim or alleged victim of a sexual offence. The *Evidence (Confidential Communications) Act 1999* was later assented to and has operated since.

A review of the Victims of Crime Liaison Committee in 1998 recommended that the Committee be reconstituted under new terms of reference, which happened and in 1999 the Ministerial Advisory Committee on Victims of Crime was established.

The Review on Victims of Crime commenced in 1998 and between that year and 2001 published three reports: one on victims' rights, victim impact statements and victim assistance; a second on the results of a survey of victims of crime; and, a third on state-funded victims of crime compensation (or criminal injuries compensation as it was known).

In 1998 an amendment to the *Criminal Law (Sentencing) Act 1988* provided for victims of indictable offences to read their victim impact statements in court, rather than the prosecutor tender a written impact statement.



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In 1999 the Attorney-General released a new version of the *Declaration on Victims' Rights* that later becomes the blue-print for the Declaration of Principles Governing Treatment of Victims of Crime.

Enactment of Victims of Crime Legislation

In 2001 Parliament enacted the *Victims of Crime Act 2001* [No 58 of 2001]¹². The Act enshrines the *Declaration of Principles Governing Treatment of Victims of Crime*, which had replaced the *Declaration on Victims' Rights*. The Act in addition formalised the position of Victims of Crime Coordinator and repealed the *Criminal Injuries Compensation Act 1978*.

In 2003 amendments to law governing the Parole Board strengthened victims' influence by allowing oral submissions but also providing that the Board members must include a person with knowledge of victimology. Amendments to law governing the release of young offenders on 'parole' that mirrored the Parole Board reforms came into operation about five years later.

In 2004 the Governor appointed the Victims of Crime Coordinator pursuant to section 16 of the Victims of Crime Act, as an independent statutory officer. The Coordinator has become a victim advocate who can operate publicly and engage in ways to give victims a voice.

In 2005 to mark the 20th anniversary of the United Nations Declaration of Basic Principles of Justice for Victims of Crime and Abuse of Power, the Attorney-General re-established the Ministerial Advisory Committee on Victims of Crime, which had not sat since 2001.

In 2006 honouring a pre-election pledge to establish a Commissioner for Victims' Rights, the Attorney-General in Executive Council asked the Governor to rename the Victims of Crime Coordinator as the Commissioner for Victims' Rights, which happened.

Sex offence laws were amended in 2006 after a review highlighted many issues and in the hope of improving victims' willingness to report offences and to enhance their confidence in the criminal justice system.

The Federal Minister for Home Affairs announced in 2008 that the Australia Government will partner the states and mainland territories in developing advice on a federal charter on victims' rights and setting good practice guidelines for victim assistance. Australia's Attorneys-General established a National Victims of Crime Working Group.

The 2008 legislative changes, flagged as a pre-election promise in 2006 by the Labor Party now in government, to strengthened victims' rights; to provide for community impact statements; and to create the Commissioner for Victims' Rights, become operational. The Commissioner was also empowered to consult public officials and public agencies on their treatment of victims of crime, and should the Commissioner form the opinion that the

¹² *Government Gazette* 19 December 2002, p4734. The Act was assented to 15/11/2001 and commenced 1 January 2003.



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Declaration Governing Treatment of Victims had been violated, to recommend a written apology be made to the victim. The Commissioner became the first independent statutory officer with such collective of authorities in Australasia, possibly the world.

In 2010 the Federal Government withdrew its leadership of the National Victims of Crime Working Group and the NSW and South Australia Attorneys-General agreed to appoint co-chairs to continue the Working Group. South Australia's Commissioner for Victims' Rights is appointed South Australia's co-chair.

With the approval of the Attorney-General for South Australia, the Commissioner for Victims' Rights was elected Secretary-General for the World Society of Victimology in 2012. In the same year, the Commissioner as Secretary-General made an oral intervention at the United Nations Economic and Social Council's general assembly in New York.

Funding was made available in 2012 to expand the Rape and Sexual Assault Services into four regional areas of South Australia, to staff a Victim Register in Forensic Mental Health Services to keep victims and victims' families informed regarding mentally incompetent offenders. The funds also allowed the Commissioner for Victims' Rights to set up a homicide crime scene clean up programme - a state first.

The Commissioner for Victims' Rights in 2012 funded legal counsel for the family of a victim killed by a mentally incompetent offender. The Supreme Court (Steele's case) held that victims' families can be represented by legal counsel, produce evidence and cross-examine witnesses when the Court was hearing an application to revoke or vary a licence under Part 8A of the *Criminal Law Consolidation Act 1953*.

In 2013 the National Victims of Crime Working Group produced the National Framework on Victims' Rights and Victim Assistance 2013-2016, which the Attorneys-General approve. Over the next three years the Commissioner for Victims' Rights in partnership with the Commissioner for Victims' Rights in NSW reported annually on the progress of the implementation of the Framework and co-chair the National Victims' of Crime Working Group meetings that happened twice a year.

Commissioner for Victim's Rights Role and Function

The Establishment and Functions of the Commissioner

The *Victims of Crime Act 2001* laid down principles to govern the treatment of victims of crime in the criminal justice system, and to provide limited rights to statutory compensation for injury suffered as a result of the commission of criminal offences. The Act repealed the *Criminal Injuries Compensation Act 1978*.

In 2001 the Governor in Executive Council agreed to appoint the State's first Victims of Crime Coordinator to advise the Attorney-General on how to effectively and efficiently use available resources to help victims of crime and to carry out other functions pertaining to victims of crime at the request of the Attorney-General. The Coordinator's appointment was then made by virtue of the State's Constitution and became the second of its type in Australia



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(the first in the ACT). The appointment was formalised under s16 of the *Victims of Crimes Act 2001*¹³ in 2004. In 2006 the Coordinator's title was amended by proclamation to Commissioner for Victims' Rights. In 2008 the Governor appointed the Commissioner pursuant to sect 16 of the *Victims of Crime Act 2001*.

The functions of the Commissioner are set out in section 16 of the *Victims of Crime Act 2001*¹⁴, viz:

- to marshal available government resources so they can be applied for the benefit of victims in the most efficient and effective way
- to assist victims in their dealing with prosecution authorities and other government agencies
- to monitor and review the effect of the law and of court practices and procedures on victims
- to carry out other functions related to the objects of this Act assigned by the Attorney-General
- if another Act authorises or requires the Commissioner to make submissions in any proceedings – to make such submissions (either personally or through counsel)
- to carry out any other functions assigned under other Acts.

The Powers of the Commissioner

The Commissioner for Victims' Rights advises the State Government, advances victims' rights, and assists victims in their interactions with government agencies and others, including inquiring into victims' grievances. The Commissioner can also represent victims' interests in certain criminal proceedings¹⁵.

The Commissioner has the powers¹⁶ to:

- request that a public agency or official consult with the Commissioner regarding steps that may be taken by the agency or official to further the interests of victims in general or a particular victim or class of victim
- recommend that an agency or official issue a written apology to a victim where the Commissioner is satisfied that the agency or official has failed to comply with the requirements of the Act in relation to principles governing the treatment of victims in circumstances where such compliance would have been practicable and has not

¹³ South Australian Government Gazette 19 December 2002, p4736.

¹⁴ *Victims of Crime (Commissioner for Victims' Rights) Amendment Act 2007*, Gazette 17 July 2008, p3372.

¹⁵ Source: <http://www.agd.sa.gov.au/about-agd/departments-and-divisions/rights-protection-and-social-justice/office-commissioner-victims> viewed and downloaded 14 March 2015.

¹⁶ Section 16A, *Victims of Crimes Act 2001*.



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apologised or otherwise dealt with the victim in a satisfactory way.

The number of notices and the public agencies or officials they were given to are included in the Commissioner's annual report to the Attorney-General.

The Commissioner is a member of the Ministerial Advisory Committee on Victims of Crime¹⁷, a statutory committee which assists the Attorney-General to identify issues in relation to the victims' rights, needs and services.

Victim Impact Statement

The Commissioner is authorised under section 16 of the *Victims of Crime Act 2001* to appear in court and other proceedings as might be provided for under that Act or other Act. Further, section 32A of the Act empowers the Commissioner to exercise any right that a victim of crime might have under that Act or other Act, such as a person's right to make a victim impact statement. The Commissioner, however, is not the Victim Impact Statement Co-ordinator who is a SAPOL officer posted in the Police Prosecution Service. The Commissioner for Victims' Rights has an additional authority to make neighbourhood and social impact statements.

The Commissioner

Mr Michael O'Connell was appointed¹⁸ the inaugural Victims of Crime Coordinator in 2001. In 2006 the Governor in Executive Council determined to change the title to Commissioner for Victims' Rights, the first in South Australia, without change of powers or authority. Amendments to the *Victims of Crime Act 2001* operative in July 2008, provided, inter alia, for the Governor to appoint¹⁹ a Commissioner for Victims' Rights with functions as per sections 16 and 16A of that Act, and revoke the appointment pursuant to the 2006 determination.

The Commissioner is appointed by the Governor for a term of up to five years and may be re-appointed for a further term. The Commissioner is independent of direction or control by the Crown or any Minister or officer of the Crown. Directions or guidelines may be given by the Attorney-General to the Commissioner after consultation. Any such directions or guidelines must be published in the *South Australian Government Gazette* and laid before both Houses of Parliament. The Commissioner may not be a public servant, but is assisted in the performance of his or her duties by staff consisting of Public Service employees. The salaries of the Commissioner and his or her staff are paid from the Victims of Crime Fund²⁰.

¹⁷ Inactive at this time.

¹⁸ Pursuant to *South Australian Constitution Act 1934*, section 68 and subsequently confirmed under the *Victims of Crime Act 2001* in April 2004.

¹⁹ Ibid, 2008.

²⁰ The Victims of Crime Fund is "funded" pursuant to the *Victims of Crime (Fund and Levy) Regulations 2003* under Part 6 of the *Victims of Crime Act 2001*.



Commissioner for Victims' Rights

In summary, the Commissioner advises the State Government, advances victims' rights, and assists victims in their interactions with government agencies and others, including inquiring into victims' grievances. The Commissioner can also represent victims' interests in certain criminal proceedings²¹.

Mr Michael O'Connell was re-appointed Commissioner for Victims' Rights 2013. The Commissioner was also appointed to the Sentencing Advisory Council.

Victims of Crime Fund

The Victims of Crime Fund²² (formerly the Criminal Injuries Compensation Fund) is not administered by the Commissioner for Victims' Rights, nor was it administered by the Victims of Crime Co-ordinator; rather, the Fund has been administered by the Attorney-General and his or her delegate since 1987. The Crown Solicitor administers the state-funded victim compensation scheme that is paid from the Fund and staff for the Attorney-General's Department manages the financial operations of the Fund. The Fund receives revenue from an appropriation from consolidated revenue; a percentage of the sum of money paid into consolidated revenue as fines; money paid as the Victims of Crime Levy; money recovered from offenders as per provisions in the *Victims of Crime Act 2001*; and, money recovered or paid as a consequence of other legislation (such as money confiscated as a criminal asset and money derived from the sale of 'hoon' vehicles). The Victims of Crime Levy²³, however, is the primary source of revenue for the Fund.

Where there are complaints about the Victims of Crime Fund the Commissioner may consult the Crown Solicitor or their nominee regarding the treatment of victim (applicant) and can also enquire on matters regarding operation of the scheme.

In 2012 the Homicide Crime Scene Clean-up Fund (administered by the Commissioner for Victims' Rights under delegation from the Attorney-General) was established. An amount of approximately \$16,000 per year (CPI indexed) is allocated in the budget for the Victims of Crime Fund, to administer Clean-up Fund.

The Government circulated a Bill in 2014 to double the maximum payable as state-funded victim compensation from \$50,000 to \$100,000; to double the maximum payable as funeral expenses and as grief payment but also to extend eligibility for grief payments to children under 18 years whose parent becomes the victim of homicide. Since the scheme was introduced the maximum sum available to victims has risen from \$1,000 to \$50,000, and other entitlements have been improved. In 2015 the Government proposed amendments in a Bill expected to become law in 2016.

²¹ Source: <http://www.agd.sa.gov.au/about-agd/departments-and-divisions/rights-protection-and-social-justice/office-commissioner-victims>, viewed and downloaded 5 February 2015.

²² Subsequently renamed the Victims of Crime Fund (Section 20 ss1, *Victims of Crime Act 2001*).

²³ Part 6 of the *Victims of Crime Act 2001*.



Commissioner for Victims' Rights

Commissioner for Victim's Rights Structure Description

The Commissioner is a statutory appointment. The Office of the Commissioner for Victims' Rights²⁴ is an administrative unit within AGD, comprising a Program and Policy Officer and a Project Support Officer, and provides administrative support to the Commissioner. The organisational structure is set out at Annexure A.

Predecessor Agencies

There are no predecessor agencies.

Successor Agencies

There are no successor agencies.

Legislation

Legislation administered by the Commissioner for Victims' Rights:

- *Victims of Crimes Act 2001*.

Legislation not administered by the Commissioner for Victims' Rights but which impacts on the agency:

- *Criminal Law (Sentencing) Act 1988*.

Context of the Records Covered by the Schedule

Coverage of RDS 2015/09

This schedule provides comprehensive coverage for the ongoing and closed operational records of the Commissioner for Victims' Rights commencing from 2001.

This RDS does not cover records created prior to 2001 as these are covered by the RDS of other agencies, eg SAPOL and various divisions within AGD.

Establishment records relating to victims' rights were created by the Organisational Performance Division within AGD prior to the commencement of the Commissioner for Victims Rights. These records were temporarily located with the Commissioner for reference purposes. As reference ceases these records are returned to AGD for formal disposal using the provisions of RDS 2010/03 approved by the State Records Council on 12 April 2011. These records are covered by the JUSTICE POLICY AND STRATEGY function relating to

²⁴ Source: <http://www.agd.sa.gov.au/about-agd/departments-and-divisions/rights-protection-and-social-justice/office-commissioner-victims> , viewed and downloaded 5 February 2015.



Commissioner for Victims' Rights

the following Activities: 1.1 Advice, 1.3 Briefings, 1.4 Committees (Justice), 1.8 Meetings (Justice), 1.10 Policy, 1.12 Reporting, 1.13 Representation, 1.14 Research (Justice).

The physical records are created and controlled within GRS 14260 controlled by the CSO database using RecFind RMS.

Coverage also extends to those records created within the Attorney-General's Office between 2006 and 2013 and identified with a VOC prefix using the AGO database (GRS 14261 refers).

Electronic records are located on servers. Their existence is purely facilitative as the complete records are paper-based. Server based information is printed and filed as required. Information located on servers is there to facilitate searching and retrieval.

Related Series Affected by RDS 2015/09

There are no related series affected by this RDS.

Complementary Schedules to RDS 2015/09

RDS 2010/03 Version 1 for Attorney-General's Department – Organisational Performance Division (approved by the State Records Council on 12 April 2011) - JUSTICE POLICY AND STRATEGY function.

Existing Disposal Schedules Superseded by RDS 2015/09

There are no existing Disposal Schedules superseded by this RDS.

Records Structure within Commissioner for Victim's Rights

The physical records of the Commissioner are created, maintained and managed in the CSO database within RecFind, the corporate RMS of AGD. The Commissioner and his staff have local access to RecFind. Electronic records are held on local servers.

The system of arrangement within the CSO database is annual single number. The allocation of file numbers from within the CSO database is non-sequential, as it is a corporate database and is used by multiple units within AGD.

The system of arrangement within the AGD database is annual single number. The allocation of file numbers for VOC files from within the AGD database is non-sequential hence the use of the 'VOC' prefix.

To facilitate file referencing and retrieval local file lists are extracted from RecFind and maintained locally.

Currently files numbers are not allocated to individual cases. File titles are subject based, personal names are not used. Documents relating to persons are registered individually but are filed within annual general files eg Complaints YYYY, Enquiries YYYY, Cases YYYY,



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etc. Some of the VOC files created within the AGD database during the period 2006 - 2013 are client specific. Other file records include Administration (eg GDS 30 coverage), Advice, Evaluation, Liaison, Policy and Procedures, Reporting, etc.

The current situation is not ideal and the Commissioner is of the view that, subject to funding, the files should be client based and that an appropriate EDRMS or line of business application be used to better manage the records. In 2015-16 the Commissioner opened files for Parole Board matters on a unique individual client-victim-offender basis rather than maintain a collective Parole Board file.

Broad Description and Purpose of the Records

The records document the activities and processes associated with the management of cases, complaints and enquiries made by citizens (clients) under the provisions of the *Victims of Crime Act 2001*.

Records included in this RDS document the operational function of Victims' Rights Management. The current records of the Commissioner (described above) are contained within physical files (with supporting metadata contained in RecFind) and local servers.

Functions and Activities Documented by the Records

The RDS covers operational function VICTIMS' RIGHTS MANAGEMENT with the following related activities:

- Advice (VR)
- Cases (VR)
- Complaints (VR)
- Enquiries (VR)
- Evaluation (VR)
- Liaison (VR)
- Policy and Procedures
- Reporting (VR).

Arrangement of the Records

The system of arrangement within the CSO database is annual single number. The allocation of file numbers from within the CSO database is non-sequential, as it is a corporate database and is used by multiple units within AGD.



Commissioner for Victims' Rights

See also "Records Structure within the Commissioner for Victims of Crime" and "Broad Description and Purpose of the Records" above.

Agency Creating the Records

Commissioner for Victim's Rights created the records covered by this RDS.

Agency Owning or Controlling the Records

Commissioner for Victim's Rights owns and controls the records covered by this RDS.

Date Range of the Records

Records Date Range: 2001 to Ongoing

Volume of the Records

Approximately 50 linear metres held by the Commissioner within the office. There are no holding held by State Records or storage service providers.

Annual growth is estimated at approximately two (2) linear metres per annum.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

The records nominated for permanent retention in this schedule meet the criteria for ongoing value as set out in the *Appraisal of Official Records: Policy and Objectives Guideline*, in that, in relation to Victims' Rights Management within South Australia, they document:

- representations and appeals against the decisions and actions within the justice system, government or the legislature
- high-level advice and reporting to government
- formulation and determination of policy
- transactions of enduring value.



Commissioner for Victims' Rights

Thus these records (items 1.1.1, 1.2.1, 1.2.2, 1.3.1, 1.5.1, 1.6.1, 1.7.1, 1.8.1 and 1.8.2) are of enduring value to the Commissioner for Victims' Rights, government, and the people of South Australia.

Temporary Records Rationale

Records nominated for temporary status in this schedule document routine processes and/or transactions that support the activities of the Commissioner for Victims' Rights. Retention periods have been determined by the legal, administrative/ operational, evidential and financial accountability requirements.

Temporary records are those that are considered not to have continuing value to the Commissioner or the State. They include items 1.2.3, 1.3.2, 1.4.1, 1.5.2, 1.6.2, 1.7.2 and 1.8.3.

For records relating to Cases, Complaints, Enquiries, Evaluation and Reporting the schedule sets out the temporary retention periods of either 50 or 100 years. This is deemed necessary to ensure that such records are retained, and are immediately available to the Commissioner, over that extended period of time, to ensure that the victims and/or their immediate descendants' needs are adequately and promptly met. Where the records are retained by the Commissioner only, then the longer period is assigned (ie 100 years), Items 1.2.1, 1.3.2, 1.5.2, 1.8.3 refer. Where the Commissioner's records, in the normal course of events, are lodged with other agencies, eg the Parole Board, AGD, SAPOL, etc, the lesser period is assigned (ie 50 years), Item 1.2.2 refers.

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

The primary capture of recorded information is paper based. Electronic records are located on servers. Their existence is purely facilitative as the complete records are paper-based. Server based information is printed and filed as required. Information located on servers is there to facilitate searching and retrieval.

Impact on Native Title Claims

There is no discernible relevance to Native Title Claims.



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Indigenous Considerations

The determinations within *RDS 2015/09* are consistent with Recommendation 21 of the *National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families*.

The principles outlined in *GDS 16*, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2015/09 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

Approved by SRC



Commissioner for Victims' Rights

Scope Note

Records Covered by this Schedule

RDS 2015/09 applies to the ongoing and closed operational records of Commissioner for Victim's Rights, in all formats.

See also "Records Structure within the Commissioner for Victims of Crime" and "Broad Description and Purpose of the Records" above.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 30**, as amended, or its successor. Cross-references to the **GDS 30** are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline **Identifying documents which may be relevant to Native Title** attached to **GDS 16**. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to **Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care**, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

Use in conjunction with, or complementary to, other RDS

RDS 2010/03 Version 1 for Attorney-General's Department – Organisational Performance Division (approved by the State Records Council on 12 April 2011) - JUSTICE POLICY AND STRATEGY function.

Other RDS superseded by RDS 2015/09

This RDS does not supersede any existing schedules.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

In this instance, the re-sentencing of records is not required.



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Records excluded from RDS 2015/09

There are no records excluded from cover by this RDS. Records documenting Justice Strategy and Policy relating to Victims' Rights are covered by RDS 2010/03 v1, approved 12 April 2011.

Application to records in all formats

RDS 2015/09 applies to records in all formats, including databases and other electronic records. Commissioner for Victim's Rights is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in RDS 2015/09 are minimum retention periods for which records need to be retained. It is at the discretion of Commissioner for Victim's Rights as to whether records are kept for longer than the minimum period.

Acronyms

ACT	Australian Capital Territory
AGD	Attorney-General's Department
AGO	Attorney-General's Office
CSO	Crown Solicitor's Office
CVR	Commissioner for Victims' Rights
EDRMS	Electronic Document and Records Management System
ICAC	Independent Commissioner Against Corruption
NSW	New South Wales
OCVR	Office of the Commissioner for Victims' Rights
ODPP	Office of the Director of Public Prosecutions
RMS	Records Management System
SAPOL	South Australia Police
VISC	Victim Impact Statement Coordinator
VOC	Victims of Crime

Definitions of terms specific to RDS 2015/09

Victimology	The study of crime victims
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Commissioner for Victims' Rights

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the Commonwealth *Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, *Libraries Act 1982*). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where Commissioner for Victim's Rights is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be **retained permanently** in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does **NOT** apply to pre-1901 records.



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List of Functions and Activities

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 VICTIMS RIGHTS MANAGEMENT			
1	VICTIMS' RIGHTS MANAGEMENT	The function of marshalling government resources to assist and benefit victims of crime in their dealings with public authorities and as provided for in law. Includes monitoring and reviewing the effect of law and of court practices and procedures on victims, representing victims in the exercise of their rights, and enquiring on victim complaints.	
1.1	Advice (VR)	<i>The activities associated with Commissioner offering or receiving opinions as to an action or judgment relating to victims of crime and victims' rights matters. Includes process of advising.</i> <i>See GDS 30 (as amended):</i> <i>Item 2.1 BOARD AND COMMITTEE MANAGEMENT – Advice</i> <i>Item 8.1 INDUSTRIAL RELATIONS – Advice</i> <i>Item 11.1 LEGAL SERVICES – Advice</i> <i>Item 13.1 STRATEGIC MANAGEMENT - Advice</i> <i>for routine advice, or where referred to another agency.</i>	
1.1.1	Advice (VR)	Records documenting advice provided or received by the Commissioner to or from the Minister, the Government, and other public authorities and institutions including Parliamentary Committees and United Nations forums relating to victims' rights and victim assistance.	PERMANENT
1.2	Cases (VR)	<i>The activities and processes associated with obtaining and presenting (and in other ways of assisting) victims' views to the Parole Board or other public authorities dealing with the release of offenders from custody or detention. Includes assisting victims seeking statutory compensation (including discretionary payments) and recovery of restitution orders.</i>	
1.2.1	Cases (VR)	Master, summary records and metadata elements relating to control of cases.	PERMANENT
1.2.2	Cases (VR)	Records documenting discretionary payments.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 VICTIMS RIGHTS MANAGEMENT			
1.2.3	Cases (VR)	Records documenting assistance provided to victims, includes in seeking statutory compensation and recovery of restitution orders, applications relating to matters before the Parole Board, etc.	TEMPORARY Destroy 50 years after action completed
1.3	Complaints (VR)	<i>The activities and processes associated with the management of complaints by victims of crime relating to compensation, to their treatment by a public authority or a public officer, etc.</i> <i>See GDS 30 (as amended):</i> <i>Item 3.10 COMMUNITY RELATIONS – Public Reaction</i> <i>Item 5.9 EMPLOYEE MANAGEMENT – Grievances</i> <i>Item 9.10 INFORMATION MANAGEMENT – Privacy for complaints not related to victims' rights, including those referred to other agencies for response.</i> <i>See Item 1.8.1 VICTIMS' RIGHTS MANAGEMENT – Reporting (VR) for complaints that lead to a report to ICAC.</i>	
1.3.1	Complaints (VR)	Records documenting complaints received and acted on as per section 16A of the <i>Victims of Crime Act 2001</i> (as amended). Includes complaints relating to compensation, and the treatment of victims of crime by public officers.	PERMANENT
1.3.2	Complaints (VR)	Records documenting other complaints relating to victims' rights. Includes complaints relating to compensation.	TEMPORARY Destroy 50 years after action completed
1.4	Enquiries (VR)	<i>The activities associated with the handling of requests for information relating to victims of crime and victims' rights matters and the role of the Commissioner.</i> <i>For other enquiries use GDS 30 (as amended): Item 3.4 COMMUNITY RELATIONS – Enquiries.</i>	
1.4.1	Enquiries (VR)	Records relating to the management of enquiries relating to victims' rights. Includes requests for and provision of copies of court documents.	TEMPORARY Destroy 10 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 VICTIMS RIGHTS MANAGEMENT			
1.5	Evaluation (VR)	<i>The activities and processes associated with monitoring, evaluating and reviewing the operation of law or a legislative scheme, procedure and practice and their impact on victims of crime. Includes evaluation of assistance given to victims in their dealings with the criminal justice system and other institutions. See also Item 1.8 VICTIMS' RIGHTS MANAGEMENT - Reporting (VR).</i>	
1.5.1	Evaluation (VR)	Records documenting the evaluation of legislative schemes, policies, procedures or practices of public authorities, and their impact on victims of crime.	PERMANENT
1.5.2	Evaluation (VR)	Records documenting the impact on victims in their dealings with the criminal justice system, other public authorities and institutions. See also Item 1.2 <i>VICTIMS' RIGHTS MANAGEMENT - Cases (VR)</i> and Item 1.3 <i>VICTIMS' RIGHTS MANAGEMENT - Complaints (VR)</i> .	TEMPORARY Destroy 50 years after action completed
1.6	Liaison (VR)	<i>The activities associated with maintaining regular general contact between the Commissioner and professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing informal advice and discussions. See also GDS 30 (as amended) Item 3.7 COMMUNITY RELATIONS – Liaison.</i>	
1.6.1	Liaison (VR)	Records documenting liaison, collaboration, cooperation with justice related public authorities in local, national and international jurisdictions, relating to the functions of the Commissioner.	PERMANENT
1.6.2	Liaison (VR)	Records documenting liaison, collaboration, cooperation with community groups, lobbyists, educational and professional associations, relating to the functions of the Commissioner.	TEMPORARY Destroy 20 years after action completed



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 VICTIMS RIGHTS MANAGEMENT			
1.7	Policy and Procedures	<p><i>Standard methods of operating determined by the Commissioner according to formulated policy and operational requirements and the requirements of legislation.</i></p> <p><i>See Item 1.5 VICTIMS' RIGHTS MANAGEMENT - Evaluation (VR) for records documenting review of policy and procedures of other public authorities impacting on victims' of crime matters.</i></p> <p><i>See also GDS 30 (as amended):</i> <i>Item 13.17 STRATEGIC MANAGEMENT - Policy</i> <i>Item 13.18 STRATEGIC MANAGEMENT – Procedures.</i></p>	
1.7.1	Policy and Procedures	Approved master version of operational policies and procedures relating to the functions of the Commissioner.	PERMANENT
1.7.2	Policy and Procedures	Facilitative records relating to development of policy and procedures. Includes drafts, working papers, etc.	TEMPORARY Destroy 5 years after action completed
1.8	Reporting (VR)	<p><i>The processes associated with the Commissioner initiating or providing a formal response to a situation or request (either internal, external or as a requirement of a legislative scheme or corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</i></p> <p><i>See also Item 1.5 VICTIMS' RIGHTS MANAGEMENT - Evaluation (VR) and GDS 30 (as amended):</i> <i>Item 2.7 BOARD AND COMMITTEE MANAGEMENT – Reporting</i> <i>Item 13.22 STRATEGIC MANAGEMENT – Reporting.</i></p>	
1.8.1	Reporting (VR)	Final version of reports transmitted to the Minister, the Government, the Chief Executive or other public authorities, other organisations and stakeholders (including the general public).	PERMANENT



Commissioner for Victims' Rights

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 VICTIMS RIGHTS MANAGEMENT			
1.8.2	Reporting (VR)	Final version of submissions to other organisations and agencies relating to victims' rights, eg Royal Commissions, Inquiries, international bodies including the United Nations, etc. Includes reports and submissions relating to domestic violence, rape and sexual assault, state-funded victim compensation, bail and parole matters, abuse (in various contexts), forfeiture of assets, etc.	PERMANENT
1.8.3	Reporting (VR)	Final version of other reports prepared by the Commissioner. Includes reports relating to discretionary payments. See Item 1.2 <i>VICTIMS' RIGHTS MANAGEMENT - Cases (VR)</i> for reports documenting victims' views relating to Parole Board Applications, etc.	TEMPORARY Destroy 100 years after action completed



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