



# State Records Act 1997

## Operational Records Disposal Schedule

**Department of the Premier and Cabinet - State  
Protocol, Strategic Development and Direction  
(and predecessor agencies)**

**RDS 2021/22 Version 1**

Effective Date: 25 November 2021 to 25 November 2031

Approved at State Records Council Meeting: 5 October 2021



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**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

## **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**

**Department of the Premier and Cabinet - State Protocol, Strategic Development and Direction (and predecessor agencies)**

Approved Date: **5 October 2021**

Effective Date: **25 November 2021 to 25 November 2031**

Endorsement Date: **25 November 2021, by Chair of State Records Council and Director of State Records of South Australia**

### **Authorisation by State Records**

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

### **State Records' Contact Information**

#### **State Records of South Australia**

GPO Box 464  
ADELAIDE  
South Australia 5001  
Email: [StateRecords@sa.gov.au](mailto:StateRecords@sa.gov.au)

Ph: 7322 7081



## Department of the Premier and Cabinet (DPC) (and predecessor agencies)

## 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 DPC, 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 DPC 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](http://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.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)****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.* **STATE PROTOCOL MANAGEMENT**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Program and Event Management**).
- 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 providing expert advice and support in matters of government protocol and official procedure and managing the coordination of official functions and ceremonial state events.**)
  - definitions of activities are located adjacent to the activity title in italics (*e.g.* *activities involved in the management of programs and events (including visits) relating to State Protocol Management. Includes ongoing series of actions including planning, implementing, monitoring and assessing a program. Includes the management of functions and events.*)
  - descriptions of each disposal class are arranged in sequence under the activity definitions.
- 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.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)****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 DPC. Decisions are 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 DPC may extend the retention period of the record if it considers there is an administrative need to do so. Where DPC 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)*. DPC needs to comply with these policy documents - available from State Records' website ([www.archives.sa.gov.au](http://www.archives.sa.gov.au)).

The custody of official records on networks or hard drives is also the responsibility of agencies. DPC needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is,

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

**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 Ombudsman SA 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.
- ***GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 36 for Records of Relevance in relation to Child Abuse or Alleged Child Abuse*** to ensure that records of relevance are protected and available for any subsequent actions involving the South Australian as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 37 for Records of Relevance to the Royal Commission into Aged Care Quality and Safety*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- ***GDS 38 for Records of Relevance to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability*** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

DPC must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

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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.

DPC should 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 DPC 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.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)****Context Statement****Context of the Agency Covered by the Schedule****DPC History and Background****1916 – 1981<sup>1</sup>**

The first department to be known as the 'Premier's Department' was proclaimed on 14 June 1917. Its actual creation however, occurred in 1916. In an Address in Reply debate Premier Vaughan referred to the increasing workload of the Premier and Cabinet, the existence of similar departments elsewhere and wartime exigency as reasons for the Department's creation. The new department consisted of the Premier's secretariat, the Government Reporting Department and a Motor Garage. On 31 August 1917 following election of the Peake Government, the Department was abolished. Its functions were divided between the Department of the Legislature which acquired the Government Reporting Department, and Chief Secretary's Office which assumed many of the secretarial responsibilities relating to the Office of Premier and to Cabinet.

The title lay in abeyance until 18 March 1965 when another Department also known as the Premier's Department was established. In addition to the normal activities associated with the office of Premier the new Department was charged with (i) encouraging and fostering the introduction of new industries (ii) expansion of established industries and (iii) decentralisation of industries. The organisational structure of the Department consisted of an Industries Assistance Branch, Secretariat and Government Motor Garage. In 1968 the Industries Assistance Branch became known as the Industries Promotion, Research and Assistance Branch. The Secretariat assumed the title Administration.

With the advent of the Dunstan Labour Government in 1970, the traditional power structure of the South Australian Public Service underwent transformation and the Premier's Department increased in power and prestige. Paralleling developments in other states, its role became that of a central co-ordinating agency for all administrative activity. Coincident with its increasing involvement in policy areas such as the economy, planning, development, trade, administrative services and the arts, its structure became increasingly complex and fluid. According to Jaensch during this period "There was little policy development which did not, at some stage, involve the ubiquitous department."

On 4 January 1972 the Department was amalgamated with the Immigration, Publicity and Tourist Bureau Department and became known as Department of the Premier and of Development. A third Premier's Department was established on 27 September 1973 through

<sup>1</sup> GRG75 <http://143.216.93.27/archivessrsa/t1tbmain.asp> accessed 06/02/2018



### Department of the Premier and Cabinet (DPC) (and predecessor agencies)

amalgamation of the Department of the Premier and of Development and the Agent-General in England Department.

Other significant administrative changes affecting Premier's Department (II) and its successor agencies during this period included amalgamation of the Department of Legal Services with Premier's Department (III) on 31 August 1976.

In addition to those already listed other significant administrative changes affecting Premier's Department (II) and its successor agencies during this period included:

- transfer of the State Planning Office to the Department of Environment and Conservation on 28 February 1972.
- transfer of the Tourist Division to the Department of Environment and Conservation on 27 September 1973.
- amalgamation of the Trade and Development Division with the Economic Intelligence Unit to become the Department of Economic Development on 31 January 1977.
- transfer of the State Immigration Office to the Australian Department of Immigration and Ethnic Affairs on 30 June 1978.
- transfer to the Courts Department of the Justices Division and Appeals Tribunal Branch.

### 1981 – 2012 <sup>2</sup>

#### 1981

- Premier's Department was discontinued in favour of the title Department of Premier and Cabinet.

#### 1985-1986

- DPC was responsible for coordinating 2 major events, the Jubilee 150 and first Australian Formula One Grand Prix
- A new administration and Finance Division formed
- Offices of the Ombudsman and the Commissioner for Equal Opportunity were attached to other departments
- A small office was established within DPC to handle royal tours
- 2 royal visits were arranged and coordinated<sup>3</sup>

#### 1986-1987

- The Jubilee 150 and first Australian Formula One Grand Prix were held
- 34 official visits and 45 official functions were arranged during the year including the visit of His Holiness Pope John Paul II

<sup>2</sup> GA32 <http://143.216.93.27/archivessrsa/t1tbmain.asp> accessed 06/02/2018

<sup>3</sup> DPC Annual Report 1985-1986

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**1987-1988

- The Social Justice Unit was established to assist agencies in the implementation of the governments Social Justice Strategy
- 31 official visits including the Prince and Princess of Wales and twenty visits by Ambassadors, High Commissioners and Consuls-General
- 42 official functions were arranged including receptions, dinners and luncheons.<sup>4</sup>

1988-1989

- In its fifth year of operation the State Promotion Adviser's Unit (renamed to incorporate the protocol area) achieved its highest level of acceptance as a specialist unit.
- 34 official visits were arranged. 21 visits were by Ambassadors, High Commissioners and Consuls General and the remainder were visits by Heads of State, Heads of Government and Overseas Ministers/Delegations.
- The protocol staff provided advice to public and function organisers on protocol and procedures for a variety of activities.<sup>5</sup>

1989-1990

- 24 visits by senior officials took place and 26 official functions were arranged.
- The protocol staff provided advice to public and function organisers on protocol and procedures for a variety of activities.<sup>6</sup>

1990-1991

Programs and objectives that DPC contribute to included

- Policy advice and management improvement to:
  - Achieve a consistently high level of integrated policy and management advice to the government.
  - Contribute to government decision making processes by providing advice and administrative, project and strategic planning support to the Premier, Cabinet and Cabinet Committees and the Government Management Board.
  - Assist the public sector to achieve the governments objectives by promoting awareness of government policies and priorities and by assisting agencies to develop workable strategies.<sup>7</sup>
  - Improve the service provided to the South Australian community through better management of the public sector and more effective use of government resources

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<sup>4</sup> DPC Annual Report 1986-1987

<sup>5</sup> DPC Annual Report 1987-1988

<sup>6</sup> DPC Annual Report 1988-1989

<sup>7</sup> DPC Annual Report 1990-1991

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

- Ensure that public sector programs are consistent with government objectives and community need by evaluation their effectiveness, particularly as they relate to social justice outcomes.
- Provide the Premier, Ministers and department with advice and information on promotion and protocol matters.
- Maintain awareness of the State and its potential through promotion and dissemination of up to date information to distinguished visitors.
- Organise itineraries, meetings accommodation and hospitality for visiting dignitaries.
- Organise state functions as required.

1991-1992

- Coordination of Royal visit by Her Majesty the Queen and His Royal Highness The Duke of Edinburgh in February 1992.<sup>8</sup>

1994-1997

- Strategic Policy and Cabinet was established in January 1995 to provide support for the Premier and the Cabinet in the ongoing task of long-term strategic management of the State.
- In October 1994 a combined Corporate Services Division was established to provide administrative, financial, information technology and human resources services to the Department of Treasury and Finance (DTF) and DPC and the Offices of Multicultural and Ethnic Affairs and the Commissioner for Public Employment. Corporate Services was transferred to DTF in 1996.
- In 1996 the Deregulation Office became part of Strategic Policy and Cabinet.<sup>9</sup>

1997-1998

- The name of the Department was altered slightly in favour of the Department of the Premier and Cabinet.
- The Department was one of the ten portfolio agencies to result from the major public service restructure of late 1997. The restructure reflected the Premier's role in ensuring a whole-of-government approach to international trade and Commonwealth-State relations, as well as a further consolidation of the State's economic and trade development.
- State Development Policy (SDP) was formed in October 1997 and comprised two units: State Development Policy and Intergovernment Relations. SDP developed and oversaw the implementation of the economic development policy, assisting the Premier in identifying emerging issues, conducting research on economic policy initiatives and long-term strategic directions

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<sup>8</sup> DPC Annual Report 1991-1992

<sup>9</sup> DPC Annual Report 1996-1997



**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

- Strategic and Executive Services (renamed SES 23 October 1997) dealt with sister city relationships, was responsible for Questions on Notice and Questions Without Notice, Hansard, Premier's briefings and bill folders, advice on constitutional matters, liaison with the Agent General
- Protocol unit within SES maintained a gift room amongst other activities.<sup>10</sup>

2004-2005

- South Australia's Strategic Plan (SASP) was released by the Government of South Australia. The six objectives formed the basis of the strategic direction for DPC.
- The protocol unit provided management and advice on visits, functions, events and dignity protection and honours and awards. Including Clipsal 500 and memorial services of Pope John Paul II.<sup>11</sup>

2005-2006

- Protocol Unit provided support for a range of visits and events, including the 60<sup>th</sup> Anniversary of Victory in the Pacific and the Queens Baton relay in celebration of the Commonwealth Games
- 1st April 2006 (following the March 2006 election)
  - Office for Volunteers was transferred to the Department of Primary Industries and Resources
  - Office of Sustainability was transferred from the Department for Environment and Heritage.<sup>12</sup>

2006-2007

- The Office for Public Employment was transferred to Premier and Cabinet.
- The Protocol Unit supported major visits and events including 20<sup>th</sup> Anniversary of the Sister State relationship with the Shandong Province and the World Police and Fire Games.
- The Premier's Awards were introduced in June 2007 with the aim to lift public sector performance, encourage innovation and customer service and recognise and reward excellence.

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<sup>10</sup> DPC Annual Report 1997-1998

<sup>11</sup> DPC Annual Report 2004-2005

<sup>12</sup>



**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

- Following the abolition of the Department of Administrative and Information Services, the following agencies were transferred to the Department of the Premier and Cabinet:
  - Public Sector Workforce Relations
  - SafeWork SA
  - Office of Recreation and Sport
  - Office of Racing
  - Government Publishing SA
  - Placement Services
  - Injury Management
  - State Records of SA
- In December 2006 Cabinet agreed to the Government Reform Commission's recommendations to reform and enlarge the Cabinet Office to make it a more effective source of well coordinated policy advice for the Premier. In 2007 a new structure was agreed which integrated the Office for the Executive Committee.<sup>13</sup>

2007-2008

- Inaugural Premiers Awards were implemented.<sup>14</sup>

2010

- The Integrated Design Commission, was established to promote innovation across design, planning and development. This wound up at the end of 2012, after which integrated design and planning was made the responsibility of the South Australian Government Architect, the Urban Renewal Authority and the Department of Planning, Transport and Infrastructure.
- The Bragg Initiative and the RiAus (Royal Institution Australia) functions were transferred from DPC to the Department of Further Education, Employment, Science and Technology.
- Economic Development Board was transferred to DPC from the Department of Trade and Economic Development.

2011

- 8th December 2011 - Sustainability and Climate Change Division was transferred to the Department of Environment and Natural Resources

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<sup>13</sup> DPC Annual Report 2006-2007

<sup>14</sup> DPC Annual Report 2007-2008

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**2012

- Shared Services SA and Service SA transferred into DPC
- State Development Division was established in DPC, consisting of the Economic Policy Unit, the Office of the Economic Development Board and Adelaide Thinkers in Residence. The Thinkers in Residence program wound up in 2012/13.
- Office for Design and Architecture SA was established within DPC, led by the South Australian Government Architect. As from 1 March, 2013 both these offices were transferred to the Department of Planning, Transport and Infrastructure.

2013

- The Outback Communities Authority and the Local Government Grants Commission were transferred from DPC to the Department of Primary Industries and Regions.
- Office of State/Local Government Relations transitioned out of DPC
- The Invest in South Australia (ISA) directorate was transferred from the Department of Manufacturing, Innovation, Trade, Resources and Energy (DMITRE) to DPC.
- The Office for Public Sector Renewal was created, incorporating Change@SA and absorbing the Public Sector Management Division.

2014

- DTF entered into a Service Level Agreement with DPC, for DPC to provide corporate support services for DTF, including Human Resources, Records Management, Accommodation and Facilities, Risk and Audit, and Electorate Services (including Ministerial Chauffeur Services).
- The Public Sector Management Division and the Office of the Commissioner for Public Sector Employment merged to form a new Office of the Public Sector. Public Sector Workforce Relations continued as a separate division of DPC.
- Aboriginal Affairs and Reconciliation, Arts SA, Office of the Economic Development Board and Invest in SA to transfer from DPC to a new Department of State Development (DSD) and SafeWork SA to transfer from DPC to AGD.

2014-2015

- DPC commenced providing administrative assistance to the Office of the State Coordinator-General

2015-2016

- The following areas transferred out of DPC in July 2015:
  - State Records of South Australia transferred to the Attorney-General's Department.



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- The Office of Industry Advocate transferred to the DSD.
- The Capital City Committee Directorate transferred to Renewal SA.
- The Chief Procurement Officer/Strategic Procurement commenced in DPC

2016

- Establishment of Low Carbon Economy Unit into DPC.
- The ICT EOI Transformation Program was established. The name of this then changed to Innovative ICT Transformation Program.
- The Office of the Chief Economist was created.
- The Simpler Regulation Unit transferred to DTF.
- Early Intervention Research Directorate was created in DPC.

2017

- MOG changes include the transfer of the Mineral and Energy Resources Group and the Office of the Economic Development Board from the Department of State Development (DSD) into DPC.
- The establishment of the Office for Data Analytics and the Office of the French Strategy within DPC.
- The establishment of the Energy Implementation Taskforce within DPC.

1 July 2018

As part of Machinery of Government changes the following areas transferred into DPC:

- Arts South Australia
- Veterans SA
- Aboriginal Affairs
- Multicultural Affairs
- Office for the Commissioner for Aboriginal Engagement (attached unit)
- Office for Recreation, Sport and Racing (attached unit)

The following areas transferred out of DPC:

- Chief Procurement Officer/Strategic Procurement to Department of Treasury and Finance

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

- Minerals and Resources to Department of Mines and Energy
- Office of the Economic Development Board - ceased
- ICT Transformation to Department of Treasury and Finance
- Shared Services SA to Department of Treasury and Finance
- Service SA to Department of Planning, Transport and Infrastructure
- Commissioner for Public Employment to Department of Treasury and Finance
- The Service Level Agreement between DPC and DTF ceased, which included DPC providing corporate support services for Human Resources, Records Management, Accommodation and Facilities, Risk and Audit, and Electorate Services (including Ministerial Chauffeur Services).

Second half of 2018

- Two new agencies were established as attached units to which DPC provides administrative support:
  - Office of the South Australian Productivity Commission
  - Infrastructure SA
- Capital City transferred into DPC
- Early Intervention Research Directorate transferred out of DPC to Department of Communities & Social Inclusion (DCSI)

2019

- State Coordinator-General, China Strategy and Office of the Agent General transferred from DPC to Department of Trade, Tourism & Investment (DTTI)
- Commencement of Lot Fourteen within DPC
- Veterans SA transferred from DPC to Defence SA

2020

- Public Sector Innovation Lab, Chief Executive Recruitment and Performance Function transferred from OCPSE to DPC
- Disaster Rebuilding and Resilience and State Recovery transferred from Department of Human Services (DHS) to DPC
- Performance and Reform commenced in DPC

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)****CABINET OFFICE GA122 (1982-ct) <sup>15</sup>**

The Cabinet Office of the Department of the Premier and Cabinet was formed towards the end of 1982 following the internal reorganisation of the Department by the new Bannon Labor administration.

It was intended that the new office should perform a range of functions formerly carried out by the Cabinet Officer, the Research Branch and the Policy Division of the Department of the Premier and Cabinet.

The Office provides advice and services for the Premier, Cabinet, and its Committees on the implementation of Government policies and the determination of priority areas of concern. The Office supports Cabinet in its considerations of major issues and to ensure consistency and coordination in the effective implementation of Government programs and policies. It therefore works closely with Government agencies to facilitate the flow of Cabinet business.

**DPC Role and Function**

RDS 2021/22 covers functions of State Protocol Management and Strategic Development and Direction only. It does not cover records of the following current business units and functions:

- Aboriginal Affairs and Reconciliation
- Arts SA, Art Lab and Arts Statutory Authorities (ie SA Museum, State Library, Art Gallery, etc)
- ICT Digital and Digital Government
- Office for Data Analytics
- Multicultural Affairs
- Attached Offices (Commissioner for Aboriginal Engagement, SA Productivity Commission)

Furthermore RDS 2021/22 does not include records of agencies and functions which have been abolished or transferred to other departments.

The Department of the Premier and Cabinet provides leadership to ensure a whole-of-government approach in achieving the Premier's vision for South Australia.<sup>16</sup>

SSDD delivers specialist policy advice to the Premier and ministers and supports the Cabinet Process. It also has overarching responsibility for Commonwealth-state relations and manages the Premier's Council of Australian Government (COAG) agenda.

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<sup>15</sup> GA122 <http://143.216.93.27/archivessrsa/t1tbmain.asp> accessed 06/02/2018

<sup>16</sup> Department of the Premier and Cabinet 2017-18 Annual Report

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

The department also:

- leads the implementation of a range of strategic priorities and policy commitments for South Australia.
- is responsible for providing acknowledgements and expert protocol advice.
- is responsible for the Premier's international engagement and overseas travel, facilitating official visit programs for incoming delegates and guests of the government to South Australia.
- liaises with the consular and diplomatic corps on engagement with the Premier and state ministers and also facilitates and advises arrangements for passports and visa requirements for government officials travelling overseas. is responsible for preparing congratulatory messages and providing expert protocol advice to assist the public sector and the community in the use of correct protocols during state occasions, international visits, ceremonies and functions.<sup>17</sup>

In addition, DPC is responsible for administering and managing:

- Programs and events to support the function of State Protocol Management
- The appointment of major government positions such as Honorary Consuls General and Honorary Consuls
- Membership and remuneration of board members for government boards and committees (managed in BCIS)
- The coordination of cabinet documents and parliamentary question (managed in SHRIKE)
- The processing of monetary grants and donations under the responsibility of the Premier. Approval for these grants and donations can be given by the Premier or the relevant Minister. The names and focus of the grant programs have changed many times during the history of DPC. It has included the Premiers Community Initiative Fund, Special Appeals and Grants and Promotion of the State.
- The registration of lobbyists and the submission of annual returns of lobbyists
- The development and implementation of various projects and programs to support the functions of SSDD and Protocol

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<sup>17</sup> <https://www.dpc.sa.gov.au/responsibilities/state-protocols-acknowledgements/about-protocol> - accessed 01062020

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

- The development and implementation of state wide policy

**DPC Structure Description**

DPC has been in an almost constant state of change since 2012 with number of Machinery of Government (MOG) and internal division restructures. The current organisation structure is attached as Appendix A.

**Predecessor Agencies**

- Premier's Department 1965 - 1979

**Successor Agencies**

There are no successor agencies.

**Legislation**

Legislation administered by DPC:<sup>18</sup>

The following acts are committed to the Premier

- *Aboriginal Heritage Act 1979*
- *Aboriginal Heritage Act 1988*
- *Aboriginal Lands Parliamentary Standing Committee Act 2003*
- *Aboriginal Lands Trust 2013*
- *Adelaide Festival Centre Trust Act 1971*
- *Adelaide Festival Corporation Act 1998*
- *Adelaide Festival Theatre Act 1988*
- *Agent-General Act 1901*
- *Anangu Pitjantjatjara Yankunytjatjara Lands Rights Act 1981*
- *ANZAC Day Commemoration Act 2005*
- *Art Gallery Act 1939*
- *Carrick Hill Trust Act 1985*
- *Competition Policy Reform (South Australia) Act 1996*
- *Constitution Act 1934*
- *Emergency Management Act 2004*
- *Fees Regulation Act 1927*
- *Government Business Enterprises (Competition) Act 1996*
- *Infrastructure SA Act 2018*
- *Libraries Act 1982*

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<sup>18</sup> DPC Annual Report 2019-20

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

- *Maralinga Tjarutja Lands Rights Act 1984*
- *Mutual Recognition (South Australia) Act 1993*
- *Public Sector (Data Sharing) Act 2016*
- *Remuneration Act 1990*
- *South Australian Country Arts Trust Act 1992*
- *South Australian Multicultural and Ethnic Affairs Commission Act 1980*
- *South Australian Museum Act 1976*
- *State Opera of South Australia Act 1976*
- *State Theatre Company of South Australia Act 1972*
- *Trans-Tasman Mutual Recognition (South Australia) Act 1999*
- *Unauthorised Documents Act 1916*

**Context of the Records Covered by the Schedule****Coverage of RDS 2021/22**

RDS 2021/22 covers functions of State Protocol Management and Strategic Development and Direction only. It does not cover records of the following current business units and functions:

- Aboriginal affairs and reconciliation
- Arts and culture central coordination and arts agencies (SA Museum, State Library)
- Art and heritage conservation
- ICT Digital and cyber security
- Office for data analytics
- Multicultural affairs
- Attached offices (Commissioner for Aboriginal Engagement, SA Productivity Commission)

Furthermore RDS 2021/22 does not include records of agencies and functions which have been abolished or transferred to other departments.

It includes the following:

- GRS 2306 State Disaster Committee material
- GRS 780 Index to Proclamations
- GRS 137 Proclamations issued by the Governor in Executive Council

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

- GRS 138 Regulations promulgated by the Governor in accordance with South Australian Statutes
- GRS 1684 General Correspondence files (Department of the Premier and Cabinet files)
- GRS 5770 Correspondence – public response to issues – Department of the Premier and Cabinet
- GRS 3270 VIP visits to South Australia
- GRS 7485 Boards and Committees Remuneration Files
- GRS 7486 Parliamentary Session files
- GRS 12011 Parliamentary question responses for Cabinet Approval
- GRS 12110 Minutes - Executive Council

RDS 2021/22 does not cover records already in the custody of State Records as part of Government Record Group 75. These records have been deemed permanent in accordance with a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

**Related Series Affected by RDS 2021/22**

There are no related series.

**Complementary Schedules to RDS 2021/22**

- GDS 33 (in part) for DPC emergency management records created or received since 1 Jan 2004.

Functions and activities not covered by the core functions of State Protocol and State Strategic Development and Direction need to use their own RDS.

Any other business units or functions that reside under DPC are not covered by this RDS.

**Existing Disposal Schedules Superseded by RDS 2021/22**

There are no schedules superseded by this RDS.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)****Records Structure within DPC**

DPC have been using Objective to register physical records since 2005. Digital records have been captured in Objective since 2017.

Records are currently managed in their original format for retention purposes.

**Broad Description and Purpose of the Records**

Records included in RDS 2021/22 Version 1 cover the core functions of the Department of the Premier and Cabinet, namely, State Protocol Management and State Strategic Development and Direction.

**Functions and Activities Documented by the Records**

The functions and activities of the Department of the Premier and Cabinet were arrived at through interviews and consultation with staff and review of information sources such as the Annual Report, website and business plans. The functions have been identified as State Protocol Management and State Strategic Development and Direction.

The activities attached to the above functions are:

State Protocol Management

- Arrangements
- Enquiries
- Program and Event Management

State Strategic Development and Direction

- Appointments
- Cabinet Relations
- Government Board and Committee Administration
- Grant and Donation Processing
- Lobbyist Administration
- Parliamentary Coordination
- Program Management
- Project Management
- State Disaster Planning
- State Planning
- State Policy



Department of the Premier and Cabinet (DPC) (and predecessor agencies)

Arrangement of the Records

**DPC File Numbering Pattern:**

Date Range and System	Numbering Pattern
1965 to 1987 (paper based card file system)	DPCNNN/YY – eg DPC111/88
Jan 1988 – May 2005 (Recfind)	DPCYY/NNNN eg DPC02/0579
May 2005 – current (Objective)	DPCYY/NNNN eg DPC18/1234

**Parliamentary Files Numbering Pattern:**

Date Range and System	File Type	File Numbering Pattern
Jan 1988 – May 2005 (DPC Recfind)	Parliamentary Files	PARL(Parl No)/(Session)/(Chamber)/(QWN or QON) – eg PARL48/2/HA/QON  PARL(Parl No)/(Session)/(type of parliamentary matter) – eg PARL48/2/ESTIMATES
May 2005 – current (DPC Objective)	General Parliamentary Files	DPCYY-PARL(Parl No)/(Session)/XXXX - (eg DPC18-PARL52/2/1111)
May 2005 – current (DPC Objective)	Parliamentary Question Files	DPCYY-QON(ParlNo)/(Session)/(House)/XXX - (eg DPC18-QON52/2/HA/111)  DPCYY-QWN(Parl No)/(Session)/XXX/(House) - (eg DPC18-QWN52/2/111/LC)


**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**
**Capital City Files Numbering Pattern:**

<b>Date Range and System</b>	<b>File Numbering Pattern</b>
1995-2000 (DPC RecFind)	DPCYY/NNN – i.e. DPC95/1234
1999 – 2006 (DPC Objective)	CCCY/NNN – i.e. CCC99/001
2005 – 2016 (DPC Objective)	DPCYY/NNNN – i.e. DPC05/0634
2018 – current (DPC Objective)	DPCYY/NNNN – i.e. DPC18/1234

**Cabinet Business/Submissions:**

Shrike is the current electronic register of Cabinet, Executive Council and Cabinet Committee business. It replaced ECO on 24 September 2018. CSIS (23/12/1999 to 9/11/2008) and ECO (10/11/2008 to 23/9/2018) were used for the same purpose, except for Cabinet Committee business and are no longer in use. The data from these systems is accessed through the ECO Legacy database.

Cabinet submission docketts commenced in 1993 and prior to this, Cabinet business was placed in DPC or PrD (Premier's Department) general docketts.

DPCNNN/YYCS was used from 1993 to 2005, then DPCYY/NNNCS from 2006 to current.

**Boards and Committees Information System**

Records in BCIS are registered under the name of the Board or Committee.

**Agency Creating the Records**

DPC administers and creates the records covered by this RDS.

**Agency Owning or Controlling the Records**

DPC administers, control and owns the records covered by this RDS.

**Date Range of the Records**

Records Date Range: 1965 to **Ongoing**

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)****Volume of the Records**

Due to the complexity of Machinery of Government changes (MoG) over recent years it is difficult to determine exact holdings at State Records, onsite, and offsite at the Approved Storage Provider used by SPM and SSDD. However, as at May 2020, the below were the estimated volumes:

- Offsite (temporary storage) - approximately 1769 linear metres of temporary records are held at Iron Mountain
- Offsite (State Records SA) – approximately 728 linear metres
- Onsite - approximately 115 linear metres
- Digital records – due to the complexity of the servers and systems it is not possible to determine digital records storage.

**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**

Records considered to be permanent are those which have a continuing value to the State or South Australian citizens.

The appraisal objectives adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this schedule are:

*Objective 1: to identify and preserve official records providing evidence of the source of authority, foundation and machinery of the South Australian Government and public sector bodies.*

The records of the Department of Premier and Cabinet which meet this objective include:

- Government Board and Committee Administration (2.3.1-2.3.2) – records document the remuneration, governance and board and committee membership



## Department of the Premier and Cabinet (DPC) (and predecessor agencies)

*Objective 2: identify and preserve official records providing evidence of the deliberations, decisions and actions of the South Australian Government and public sector bodies relating to key functions and programs and significant issues faced in governing the State of South Australia.*

These records provide evidence of whole of government advice, policy and strategic planning. The records of DPC which meet this objective include:

- Cabinet Relations (2.2.1, 2.2.3, 2.2.4)
- Grant and Donation Processing (2.4.1, 2.4.2)
- Lobbyist Administration (2.5.1)
- Parliamentary Coordination (2.6.1)
- Program Management (2.7.1)
- Project Management (2.8.1)
- State Disaster Planning (2.9.1, 2.9.2, 2.9.3, 2.9.4)
- State Planning (2.10.1)
- State Policy (2.11.1)

*Objective 4: identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

The records of the Department of Premier and Cabinet which meet this objective include:

- Program and Event Management (1.3.1) – records of significant cultural events and programs
- Program and Event Management (1.3.2) – records the awards of honourable titles awarded by Her Majesty the Queen
- Program and Event Management (1.3.3) - records of significant visits such as Royal Family and Heads of State
- Appointments (2.1.1) – records of nominations and appointments

### Temporary Records Rationale

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

Temporary records are those that are considered not to have continuing value to DPC, the State Government or the community. As such these temporary records, have no enduring value once the operational requirement for their existence ceases.

Certain records covered in the RDS are temporary because a permanent record is retained by the Minister in accordance with GDS50.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Temporary records retention periods and associated rationale is as follows:

- Arrangements (1.1.1)
- Cabinet Relations (2.2.5)
- Enquiries (DPC) (1.2.1, 1.2.2)
- Grants and Donations (2.4.3, 2.4.4)
- Lobbyist Administration (2.5.2)
- Program and Event Management (1.3.4)
- Program Management (2.7.2, 2.7.3)
- Project Management (2.8.2, 2.8.3)
- State Disaster Planning (2.9.5, 2.9.6, 2.9.7, 2.9.8)
- State Planning (2.10.2)
- State Policy (2.11.2)

**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**

This schedule applies to records in all formats.

**Impact on Native Title Claims**

There is no discernible relevance to Native Title Claims.

**Aboriginal Considerations**

The determinations within *RDS 2021/22* 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 2021/22* 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.



## Department of the Premier and Cabinet (DPC) (and predecessor agencies)

## Scope Note

### Records Covered by this Schedule

This *RDS 2021/22* applies to the records DPC that relate to the functions of State Strategic Development and Direction and State Protocol Management.

### 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.

Use GDS33 (in part) for DPC emergency management records created or received since 1 Jan 2004.

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 2023.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to **GDS 32**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records **in relation to Child Abuse or Alleged Child Abuse**, please refer to **GDS 36**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

To identify records that may be potentially relevant **to the Royal Commission into Aged Care Quality and Safety**, please refer to **GDS 37**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2025.

To identify records that may be potentially relevant to the **Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability**, please refer to **GDS 38**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2025.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)****Use in conjunction with, or complementary to, other RDS**

This Records Disposal Schedule does not complement any existing schedules.

**Other RDS superseded by RDS 2021/22**

There are no schedules superseded by this Schedule.

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

DPC will review and re-sentence the records whose retention periods have altered.

**Records excluded from RDS 2021/22**

- The Playford Memorial Trust records are excluded from this RDS. A review will be conducted to determine ownership of these records to determine if they should be added.
- GRG75 is excluded from this RDS as per a disposal determination made for all GRGs by the Manager [Director] of State Records and approved by the State Records Council on 9 November 1999.

**Application to records in all formats**

*RDS 2021/22* applies to records in all formats, including databases and other electronic records. DPC 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 2021/22* are minimum retention periods for which records need to be retained. It is at the discretion of DPC as to whether records are kept for longer than the minimum period.

**Acronyms**

- BCIS – Boards and Committees Information System
- CSIS – Cabinet Submission Information System
- QON – Questions on Notice
- QWN – Questions without Notice



## Department of the Premier and Cabinet (DPC) (and predecessor agencies)

### Definitions of terms specific to RDS 2021/22

- State Significance involves matters generating public interest or controversy and may include cases where there was extensive parliamentary debate and/or coverage in the media. Project and program records of DPC that are considered to be of State Significance include:
  - Economic impact (eg COVID-19, major government contracts)
  - Environmental impact (eg closure of mouth of the Murray River, drought, salinity, genetically modified crops, heritage buildings and places, world heritage listings, proclamation of national parks and reserves)
  - Extent of profound changes to lives of individuals, families or communities
  - Affecting a large proportion of the population
  - Government expenditure or commitment (eg Australian Submarine Project (ASC), Lot Fourteen, Major Transport Projects, Adelaide Oval Redevelopment, new Women's and Children's Hospital)
  - International reaction
  - Political or legal ramifications (eg law suits in which one of the parties is the State of South Australia, dismissal of a Minister)
  - Public reaction or sensitivity (eg voluntary assisted dying, Major Motorsport Events (ie Adelaide 500), Royal Visits, Nuclear Waste Repository)
  - Significance to defence and national security
  - Social impact
  - Sale of government assets and corporate privatisations.

### 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 DPC 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



**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

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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**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 STATE PROTOCOL MANAGEMENT</b>			
<b>1</b>	<b>STATE PROTOCOL MANAGEMENT</b>	<b>The function of providing expert advice and support in matters of government protocol and official procedure and managing the coordination of official functions and ceremonial state events.</b>	
<b>1.1</b>	<b>Arrangements</b>	<i>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</i>	
1.1.1	Arrangements	Records relating to the arrangements of applications for and issuing of passports and visas to Government and approved non-government employees (who are performing government functions). Information retained includes copies of application forms, identification records, correspondence between the department and the applicant, copies of passports and visas.	<b>TEMPORARY</b> Destroy 3 years after expiry of passport.
<b>1.2</b>	<b>Enquiries (DPC)</b>	<i>The activities associated with the handling of requests relating to State Protocol Management i.e. congratulatory messages.</i>	
1.2.1	Enquiries (DPC)	List of applicants for congratulatory messages. Includes name, milestone, postal address and status of request.  See Item 1.2.2 for requests from members of the public for congratulatory messages.	<b>TEMPORARY</b> Destroy 5 years after last entry.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 STATE PROTOCOL MANAGEMENT</b>			
1.2.2	Enquiries (DPC)	<p>Records relating to requests from members of the public for congratulatory messages. Requests for these letters are sent to the Department of the Premier and Cabinet's Protocol Unit, the department will also advise the offices of Her Majesty the Queen, the Governor-General, The Governor, Prime Minister, Federal and State Leaders of the Opposition and Federal and State Members of Parliament of the request. Information includes applications, copies of birth and marriage certificates, statutory declarations, notifications to Government Officials and copies of the Premier's letter to the recipient.</p> <p>See Item 1.2.1 for list of applicants for congratulatory messages.</p> <p>See GDS 30 v2 (as amended) – 3.4 (various) COMMUNITY RELATIONS - Enquiries for other enquiries.</p>	<b>TEMPORARY</b> Destroy 5 years after action completed.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 STATE PROTOCOL MANAGEMENT</b>			
<b>1.3</b>	<b>Program and Event Management</b>	<i>The activities involved in the management of programs and events (including visits) relating to State Protocol Management. Includes ongoing series of actions including planning, implementing, monitoring and assessing a program. Includes the management of functions and events.</i>	
1.3.1	Program and Event Management	<p>Records received and generated by the Department of the Premier and Cabinet relating to the progress of significant departmental protocol programs and events, such as state funerals, memorials and dinners. Includes records such as scoping documents, expressions of interest, budgets, approvals research, photos, photo albums, consultation and meeting minutes etc.</p> <p>See Item 1.3.4 for other program and event records.</p> <p>See Item 1.3.3 for records relating to visits.</p>	<b>PERMANENT</b>
1.3.2	Program and Event Management	Records relating to applications for retention of the title of the Honourable by judges and politicians. Applications are approved or refused by the Governor or Her Majesty the Queen. Includes register.	<b>PERMANENT</b>

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>1 STATE PROTOCOL MANAGEMENT</b>			
1.3.3	Program and Event Management	<p>Records relating to visits to South Australia including Royal Family visits, Heads of State and Government, Guests of Government, Governors, foreign delegates and diplomats. Includes arrangements with the Commonwealth Government, itineraries, programs, details of functions, guest lists, logistics, security arrangements, liaison, outcome reports, briefing notes from other State Government agencies and related correspondence.</p> <p>See Item 1.3.1 for significant program and event records.</p> <p>See GDS 30 v2 (as amended) 3.12 (various) COMMUNITY RELATIONS – Visits for other visits and travel arrangements.</p>	<b>PERMANENT</b>
1.3.4	Program and Event Management	<p>Supplementary records and generated by the Department of the Premier and Cabinet relating to the progress of departmental protocol programs and events. Includes:</p> <ul style="list-style-type: none"> <li>• working papers,</li> <li>• drafts,</li> <li>• data collection, and</li> <li>• administrative arrangements.</li> </ul> <p>See Item 1.3.1 for significant program and event records.</p>	<b>TEMPORARY</b> Destroy 5 years after action completed.

Department of the Premier and Cabinet (DPC) (and predecessor agencies)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
<b>2</b>	<b>STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>	<p>The function of providing support to the Premier and Cabinet by leading the development and implementation of the policies of the Government within the South Australian public sector and community.</p> <p>It includes a Whole of Government approach to policy development and implementation, driving reform in government services, creating and developing innovative approaches, aligning government accountability and responsiveness with community expectations and implementing specific programs.</p>	
<b>2.1</b>	<b>Appointments</b>	<i>The processes associated with nominating or appointing to major government positions.</i>	

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.1.1	Appointments	<p>Records relating to the nomination and/or appointment of:</p> <ul style="list-style-type: none"> <li>• Governors and Lieutenant Governors of South Australia, including conditions of employment, benefits, and entitlements on retirement.</li> <li>• Premiers and Ministers. Includes appointments for Acting Premier and Acting Ministers.</li> <li>• Casual vacancies in the Legislative Council and in the House of Assembly. Information includes correspondence with Government House and Presiding Officers of the House of Assembly and the Legislative Council.</li> <li>• Consul Generals, Honorary Consuls General and Honorary Consuls with jurisdiction covering South Australia.</li> <li>• South Australian representatives on national councils ie Order of Australia Council and the Australian Bravery and Decorations Council.</li> </ul>	<b>PERMANENT</b>

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
<b>2.2</b>	<b>Cabinet Relations</b>	<p><i>The activity of interacting with Cabinet to seek approval, to inform, and/or to discuss issues of significance to the State and sets the government's policy and strategic direction. Cabinet records are records intended specifically for Cabinet. Matters dealt with include strategic policy, legislation, regulations and proclamations, financial expenditure, intergovernmental matters, appointments and administrative matters. The records are classified as Sensitive: SA Cabinet.</i></p> <p><i>This includes Cabinet Office interacting with, and supporting, Executive Council, Cabinet Committees and Task Forces.</i></p>	
2.2.1	Cabinet Relations	<p>Original Cabinet records. Includes:</p> <ul style="list-style-type: none"> <li>• Cabinet submissions</li> <li>• Cabinet notes</li> <li>• Cabinet Office comments</li> <li>• strategic item briefings</li> <li>• forward agendas</li> <li>• agendas</li> <li>• summary of Cabinet notes</li> <li>• minute to the Premier as Chair of Cabinet</li> <li>• summary of agency comments</li> <li>• decisions, and</li> <li>• conflict of interest forms.</li> </ul> <p>See Item 2.2.4 for Cabinet registration databases.</p>	<b>PERMANENT</b>

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.2.2	Cabinet Relations	Original Executive Council records. Includes: <ul style="list-style-type: none"> <li>• briefings</li> <li>• agendas</li> <li>• sleeves and schedules including any relevant attachments</li> <li>• decisions</li> <li>• proclamations</li> <li>• legislation and regulations</li> <li>• minutes of meetings, and</li> <li>• conflict of interest forms.</li> </ul>	<b>PERMANENT</b>
2.2.3	Cabinet Relations	Original Cabinet Committee (including sub-committees) and Task Force records. Includes: <ul style="list-style-type: none"> <li>• Cabinet submissions</li> <li>• Cabinet notes</li> <li>• discussion papers / strategic item briefings</li> <li>• briefings</li> <li>• agendas</li> <li>• decisions</li> <li>• minutes of meetings, and</li> <li>• conflict of interest forms.</li> </ul>	<b>PERMANENT</b>
2.2.4	Cabinet Relations	Databases for the registration of Cabinet documents and processes. For example ECO and Shrike. The database captures information from receipt of document through to final decision.  See Item 2.2.1 for original Cabinet records.	<b>PERMANENT</b>

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.2.5	Cabinet Relations	Original coordination and logistic records. Includes: <ul style="list-style-type: none"> <li>• Authority to bring forward</li> <li>• Invitation to present</li> <li>• Request for topics to be discussed</li> <li>• Requests for late items</li> </ul>	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>2.3</b>	<b>Government Board and Committee Administration</b>	<i>The activity of provide support and advice to government boards and committees. Includes the provision of policy, guidelines and advice on governance, remuneration, appointments and Cabinet process.</i>	
2.3.1	Government Board and Committee Administration	Board and Committee Membership and Remuneration register (currently named Boards and Committees Information System (BCIS)). The register contains summary information on each Board and Committee and includes information on membership, remuneration and governance. Holds all historical data.  See Item 2.3.2 for Board and Committee case files.	<b>PERMANENT</b>

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.3.2	Government Board and Committee Administration	<p>Records relating to the remuneration arrangements and membership of Government Boards and Committees. Information includes background details of the Board or Committee, setting and reviewing of fee levels, applications for exemptions under the Premier and Cabinet Circular PC016, the functions and responsibilities of the Board or Committees and terms of reference.</p> <p>See GDS 30 v2 (as amended) 2 (various activities) BOARD AND COMMITTEE MANAGEMENT for DPC Boards and Committees.</p> <p>See GDS 30 v2 (as amended) 13.5 (various) STRATEGIC MANAGEMENT – Committees for other committees including where DPC provides the secretariat.</p>	<b>PERMANENT</b>
<b>2.4</b>	<b>Grant and Donation Processing</b>	<i>The activity of processing applications for monetary grants and donations administered by SSDD. Includes annual and ad-hoc requests.</i>	
2.4.1	Grant and Donation Processing	Records relating to Grant Evaluation Committee reports. Includes final recommendation, minutes and agendas, formal minute and Premier's (or Minister's) approval.	<b>PERMANENT</b>
2.4.2	Grant and Donation Processing	Register of grants and donations. Includes detail of applicant, amount requested, purpose of grant, approval and acquittal.	<b>PERMANENT</b>

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.4.3	Grant and Donation Processing	Records relating to administration of grants and donations. Includes advertisement, acquittal documents, agreements, copies of accounts and copies of Premier's (or Minister's) approval. Includes successful and unsuccessful.	<b>TEMPORARY</b> Destroy 5 years after action completed or grant acquitted.
2.4.4	Grant and Donation Processing	Records relating to reports on applications for grants or donations. Includes status reports to Premier (or Minister's/Departmental Executive).	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>2.5</b>	<b>Lobbyist Administration</b>	<i>The activity of registration and administration of lobbyists to government.</i>	
2.5.1	Lobbyist Administration	Lobbyist Register. Contains details of lobbyist, including: <ul style="list-style-type: none"> <li>• trading name</li> <li>• business name</li> <li>• address</li> <li>• name of owner</li> <li>• ABN</li> </ul>	<b>PERMANENT</b>
2.5.2	Lobbyist Administration	Records relating to lobbyists. Includes changes of details and annual return.	<b>TEMPORARY</b> Destroy 10 years after action completed.

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
<b>2.6</b>	<b>Parliamentary Coordination</b>	<p><i>The process of coordinating responses to Questions asked in Parliament of all Ministers and the Premier.</i></p> <p>See GDS 30 v2 (as amended) – 7.2.6 GOVERNMENT RELATIONS – Briefings (Agencies) for <b>responses</b> to Ministerials or to Parliamentary Questions asked of the Premier/Ministers by DPC where there is evidence of subsequent changes to government or agency policy. May include issues raised in Budget and Finance Committee and information provided to the Chief Executive by DPC and any questions or answers concerning the issue.</p> <p>See GDS 30 v2 (as amended) – 7.2.7 GOVERNMENT RELATIONS – Briefings (Agencies) for other <b>responses</b> to Ministerials or to Parliamentary Questions. May include issues raised in Budget and Finance Committee and information provided to the Chief Executive by DPC and any questions or answers concerning the issue.</p> <p>Note: Premier’s Office (as a Minister’s Office) use GDS 50 v1 (as amended) for records relating to the <u>coordination</u> of responses to Parliamentary Questions asked of, or directed to, the <u>Premier (and their portfolios) by DPC on behalf of the Premier</u>. <i>This includes:</i></p> <ul style="list-style-type: none"> <li>• Questions on Notice (QON)</li> <li>• Questions without Notice (QWN)</li> <li>• Estimates Committee</li> <li>• Auditor General Examinations</li> </ul>	

**Department of the Premier and Cabinet (DPC) (and predecessor agencies)**

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.6.1	Parliamentary Coordination	<p>Coordination of <u>Cabinet approval</u> of responses to Parliamentary questions and responses asked of and provided by <u>all Ministers</u> (including the Premier).</p> <p>This includes responses to:</p> <ul style="list-style-type: none"> <li>• Questions on Notice (QON)</li> <li>• Questions without Notice (QWN)</li> <li>• Estimates Committee</li> <li>• Auditor General examinations</li> </ul>	<b>PERMANENT</b>
<b>2.7</b>	<b>Program Management</b>	<p><i>The activities involved in the management of an ongoing series of actions including planning, implementing, monitoring and assessing a program. Includes the program management of events.</i></p> <p><i>Programs may be considered as initiatives relating to SSDD which support the priorities of the Government.</i></p>	
2.7.1	Program Management	<p>Records that document the progress and implementation of programs of State significance. Includes establishment of programs, legal documentation and approvals. Includes programs such as the French Strategy, Carnegie Mellon Capital City, Adelaide Thinkers in Residence and Bragg Initiative.</p> <p>See Item 2.7.2 for programs not considered to be of state significance.</p>	<b>PERMANENT</b>
2.7.2	Program Management	<p>Records relating to other programs not considered of state significance. Includes facilitation with stakeholders and partners.</p> <p>See Item 2.7.1 for programs considered to be of state significance.</p>	<b>TEMPORARY</b> Destroy 10 years after action completed.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.7.3	Program Management	Supplementary records relating to the progress and implementation of programs. Includes working papers, drafts and administrative arrangements.	<b>TEMPORARY</b> Destroy 5 years after action completed.
<b>2.8</b>	<b>Project Management</b>	<p><i>The activities involving a defined series of actions including planning, implementing, monitoring and the final assessment and report at completion of a project.</i></p> <p><i>Projects may be considered as initiatives relating to SSDD which support the priorities of the Government and which are of a temporary or time-limited nature. This may include projects where the Department is solely running the project, is the lead Department across-Government, or has involvement but is not the lead.</i></p>	
2.8.1	Project Management	<p>Records that document the progress and implementation of projects of state significance. Includes scoping of projects, research, consultation and meeting minutes.</p> <p>See Item 2.8.2 for projects considered not to be of state significance.</p>	<b>PERMANENT</b>
2.8.2	Project Management	<p>Records relating to other projects not considered of state significance. Includes facilitation with stakeholders and partners.</p> <p>See Item 2.8.1 for projects considered to be of state significance.</p>	<b>TEMPORARY</b> Destroy 10 years after action completed.
2.8.3	Project Management	Supplementary records relating to the progress and implementation of a project. Includes working papers, drafts, data collection, and administrative arrangements.	<b>TEMPORARY</b> Destroy 2 years after action completed.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
<b>2.9</b>	<b>State Disaster Planning</b>	<i>The process of preparing for state disaster and emergency management.</i>  <i>For records post 1 Jan 2004 use GDS33.</i>	
2.9.1	State Disaster Planning	Master State Disaster Plan. <i>For records post 1 Jan 2004 use GDS33</i>	<b>PERMANENT</b>
2.9.2	State Disaster Planning	Records relating to declared major disasters and implementation of the Major Disaster Plan or a Divisional Disaster Plan, including debriefing reports and recommendations.  <i>For records post 1 Jan 2004 use GDS33</i>	<b>PERMANENT</b>
2.9.3	State Disaster Planning	Records relating to the State Emergency Management Committee (previously State Disaster Committee).  <i>For records post 1 Jan 2004 use GDS33</i> See Item 2.2.3 for records of Emergency Management Council.	<b>PERMANENT</b>
2.9.4	State Disaster Planning	Records relating to undertakings by the Commonwealth Government, the South Australian Government, and governments of other States and Territories regarding responsibility for cross border disaster management arrangements.	<b>PERMANENT</b>
2.9.5	State Disaster Planning	Copies of Divisional Disaster Plans. Information includes planning of response operations and procedures in regional areas.  <i>For records post 1 Jan 2004 use GDS33</i>	<b>TEMPORARY</b> Destroy 7 years after plan superseded.
2.9.6	State Disaster Planning	Records relating to disaster planning for specific events where the State Disaster Plan or a Divisional Disaster Plan is not implemented.  <i>For records post 1 Jan 2004 use GDS33</i>	<b>TEMPORARY</b> Destroy 10 years after action completed.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.9.7	State Disaster Planning	<p>Records relating to supporting activities relating to the development of the State Disaster Plan, including:</p> <ul style="list-style-type: none"> <li>• hazard identification and analysis;</li> <li>• surveys of resources in designated areas;</li> <li>• proposals for response procedures;</li> <li>• training of emergency personnel; trials of equipment; and</li> <li>• arrangements with participating organisations.</li> </ul> <p><i>For records post 1 Jan 2004 use GDS33.</i></p>	<b>TEMPORARY</b> Destroy 10 years after action completed.
2.9.8	State Disaster Planning	<p>Records relating to training and disaster exercises, including assessment reports and recommendations.</p> <p><i>For records post 1 Jan 2004 use GDS33.</i></p>	<b>TEMPORARY</b> Destroy 10 years after action completed.
<b>2.10</b>	<b>State Planning</b>	<i>The process of formulating ways in which objectives can be achieved for the State. For example low carbon emissions. Includes determination of services, needs and solutions to those needs.</i>	
2.10.1	State Planning	Master State strategic plans. For example the South Australian State Plan (SASP).	<b>PERMANENT</b>
2.10.2	State Planning	Records relating to the development and implementation of major strategic plans. For example meetings, monitoring of SA State Strategic Plans and targets, submissions, consultation.	<b>TEMPORARY</b> Destroy 10 years after action completed.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
<b>2.11</b>	<b>State Policy</b>	<p><i>The activities associated with developing and establishing decisions, directions, precedents and policies for the State.</i></p> <p><i>Across government policies and guidelines support agencies in meeting their business needs and delivering services to their customers. These include policies, circulars and guidelines and other resources designed to help agencies understand what they need to do and how to go about it.</i></p> <p>See GDS 30 v2 (as amended) 13.17 (various) STRATEGIC MANAGEMENT – Policy for DPC operational policies.</p>	
2.11.1	State Policy	<p>Records relating to the creation, implementation and maintenance of Whole of Government frameworks, policies, circulars, procedures, guidelines, strategies and initiatives. For example, the Social Media policy, the Protective Security Management Framework and the Personal Information Data Breaches guidelines. Includes:</p> <ul style="list-style-type: none"> <li>• Reports that review and evaluate a component within an existing strategic policy area. For example, current regulatory arrangements, policies, government initiatives etc.</li> <li>• Reports designed to consult and engage with stakeholders, including the public, regarding the development of a strategic policy such as discussion papers, exposure drafts of reports etc.</li> </ul> <p>Also includes drafts that incorporate substantial changes and the final approved policy.</p>	<b>PERMANENT</b>

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
<b>2 STATE STRATEGIC DEVELOPMENT AND DIRECTION</b>			
2.11.2	State Policy	Supplementary records relating to the background and development of State policies.	<b>TEMPORARY</b> Destroy 5 years after action completed.



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