



Government of South Australia

Executive Officer, State Records Council
GPO Box 464
Adelaide SA 5001
Tel (+61 8) 7322 7081

StateRecords@sa.gov.au
www.archives.sa.gov.au

State Records
of South Australia

State Records Act 1997

Operational Records Disposal Schedule

Crown Solicitor's Office

RDS 2018/05 Version 1

Effective Date: 11 December 2018 – 31 December 2028

Approved Date: 11 December 2018



Crown Solicitor's Office

Table of Contents

Preamble..... 5

- Purpose of the Schedule 5
- Application of the Schedule..... 5
- Authorisation by State Records 5
- State Records' Contact Information 5

Disposal of Official Records 6

- Legislation 6
- Functions of the Schedule 6
- Using the Schedule 6
 - Layout 7
 - Retention Period of the Record 8
- Custody and Transfer of the Record 8
 - Permanent Records 8
 - Temporary Records 8
- Destruction of Temporary Records 9
- Review 10

Context Statement 11

- Context of the Agency Covered by the Schedule 11
 - CSO History and Background 11
 - CSO Role and Function 15
 - CSO Structure Description 16
 - Predecessor Agencies 18
 - Successor Agencies..... 19
 - Legislation 19
- Context of the Records Covered by the Schedule 20
 - Coverage of RDS 2018/05 20
 - Related Series Affected by RDS 2018/05 20
 - Complementary Schedules to RDS 2018/05..... 21
 - Existing Disposal Schedules Superseded by RDS 2018/05..... 21
 - Records Structure within CSO 21
 - Broad Description and Purpose of the Records 21
 - Functions and Activities Documented by the Records 22



Crown Solicitor's Office

Arrangement of the Records 22

Agency Creating the Records 22

Agency Owning or Controlling the Records..... 23

Date Range of the Records..... 23

Volume of the Records..... 23

Special Custody Requirements 23

Special Storage Requirements..... 23

Issues Not Mentioned Previously 23

Comments Regarding Disposal Recommendations..... 24

 Permanent Records Rationale 24

 Temporary Records Rationale 25

 Other Disposal Considerations..... 27

 Disposal Recommendation Effect on Related Records..... 27

 Alternative Record Formats..... 27

 Impact on Native Title Claims..... 27

Indigenous Considerations..... 27

Scope Note 28

 Records Covered by this Schedule 28

 How to Apply this Schedule..... 28

 Use in conjunction with GDS..... 28

 Use in conjunction with, or complementary to, other RDS 28

 Other RDS superseded by RDS 2018/05..... 28

 Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded 28

 Records excluded from RDS 2018/05..... 28

 Application to records in all formats 29

 Interpretation of the Schedule 29

 Minimum retention periods..... 29

 Acronyms 29

 Definitions of terms specific to RDS 2018/05 30

 Legal Deposit 32

 Records and Litigation..... 32

 Pre-1901 Records 32

List of Functions and Activities 34

Index to Operational Records Disposal Schedule 116



Crown Solicitor's Office

© 2018 - 2028 Government of South Australia

This Operational Records Disposal Schedule may be copied for use by South Australian Government Agencies and Local Government Authorities and for reasonable study, research purposes and any use as permitted under the *Copyright Act 1968*. No part of this Operational Records Disposal Schedule may be reproduced or distributed for profit or gain or for any other purpose without the written permission of the Manager [Director] of State Records of South Australia.

The Terms and Scope Notes in the Schedule Body may include terms and relationships that have been taken from *Keyword AAA: A Thesaurus of General Terms* (© State Records Authority of New South Wales, 1995 and 1998), and are reproduced under a licence agreement between State Records of South Australia and the State Records Authority of New South Wales.



Crown Solicitor's Office

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

Crown Solicitor's Office

Approved Date: 11 December 2018

Effective Date: 11 December 2018 – 31 December 2028

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

Ph: +61 8 204 8786
Fax: +61 8 204 8777
DX: 467 Adelaide

Chair, State Records Council

Director, State Records



Crown Solicitor's Office

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 CSO, 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 CSO 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.



Crown Solicitor's Office

Layout

The Schedule is laid out as follows:

- Item Number:** Numbering in the Schedule is multi level:
- Functions have single numbers (*eg 1.*)
 - Activities and/or processes have two-level numbers (*eg 1.1*)
 - Disposal classes have three-level numbers (*eg 1.1.1*)
- Function:** The general functions are shown in 12 point bold Arial upper case at the start of each section (*eg **ADVICE (CSO LEGAL)***).
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*eg **Administrative Law***).
- 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 (*eg **The service of offering or providing advice and opinions to Ministers and senior officers in the public sector, including Parliamentary officers and committees as to an action or judgement in the discharge of the Crown Solicitor's special role as primary provider of legal services to the whole of Government.***)
 - definitions of activities are located adjacent to the activity title in italics (*eg *That practice area which deals with the administration of legislation by Ministers and agencies.**)
 - descriptions of each disposal class are arranged in sequence under the activity definitions (*eg Records relating to significant advice to the Minister or agency administering the relevant legislation or responsible for administrative function under the legislation.*)
- 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.



Crown Solicitor's Office

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 CSO. 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 CSO may extend the retention period of the record if it considers there is an administrative need to do so. Where CSO 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)*. CSO 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. CSO needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is,



Crown Solicitor's Office

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 CE 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.
- ***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.
- ***GDS36 for Records of Relevance in relation to Child Abuse or Alleged Child Abuse*** to ensure that records relating to child sexual abuse that has occurred or is alleged to have occurred are protected and available.

CSO 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.

CSO 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.



Crown Solicitor's Office

Review

State Records' disposal schedules apply for a period of ten years. Either CSO 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.



Crown Solicitor's Office

Context Statement

Context of the Agency Covered by the Schedule

CSO History and Background¹

An Advocate-General for South Australia was provided for under a British Order-in-Council of 23 February 1836. This authorised a Council for the proposed province of South Australia consisting of: Governor, Judge, Colonial Secretary, Advocate-General and Resident Commissioner².

The first holder of the office of 'Advocate-General and Crown Solicitor', Charles Mann, was appointed in England on 13 July 1836³. After differences of opinion with Governor Hindmarsh he resigned on 13 November 1837. He was succeeded on 12 December 1837 by George Milner Stephen, who was in turn followed on 18 July 1838 by Robert Bernard, and on 1 April 1840 by William Smillie.

From 1836 to 1842 the department was known officially as the Department of the Advocate-General. From March 1839 the Advocate-General and Crown Solicitor were assisted by a Clerk of the Peace, Arthur Hardy, whose duties were to manage the smaller cases in the Resident Magistrate's Court, to prepare the necessary indictments against persons submitted for trial in the Supreme Court, and to prepare briefs in all cases for trial⁴. The Office of Clerk of the Peace was abolished on 31 March 1841⁵, being replaced by that of Assistant Crown Solicitor. Hardy resigned⁶. The first Assistant Crown Solicitor, William Bernard (brother of the former Advocate-General), was appointed on 1 April 1841.

Smillie recommended that the Assistant Crown Solicitor's duties should be wider than those of the Clerk of the Peace, 'so as to include Civil cases and the business of the Department generally as well as Criminal business...'⁷. William Bernard was succeeded in the post by JH Richman on 30 August 1843.

¹ In general, the following administrative history has been compiled using Government Agency (GA) descriptions of State Records and various annual reports of the agency

² 'History of Law in SA', Hague (Typescript, Archives Department, Accession 1051). Volume 1, ch.1, p.21.

³ 'SA Gazette and Col. Reg.', 2 June 1837, 1a.

⁴ GRG 24/1, 1840, no. 542B.

⁵ Yearbooks containing statistical and other information prepared for the Colonial Office (Archives Department, Accession 54), 1841, p. 11d footnote.

⁶ GRG 24/1, 1841, no.641.

⁷ Yearbooks (see note 5). 1843, p.104.



Crown Solicitor's Office

About 1842-43 the Department of the Advocate-General became known officially as the Law Officer's Department.

Richman resigned on 13 March 1845 and was not replaced.

In 1850 a combination of circumstances led to the appointment of Charles Mann (the original Advocate-General and Crown Solicitor) as Crown Solicitor to work in the same department as William Smillie, the Advocate-General.

It was made clear by the Colonial Secretary, when challenged on the point by Mann, that the Crown Solicitor formed part of the Advocate-General's department: 'His Excellency considers you are jointly Law Officers of the Crown, and that you cannot be treated as distinct establishments except so far as distinction is made between yourselves for mutual convenience in the dispatch of business.'⁸

When the new Constitution was proclaimed on 24 October 1856 the title 'Attorney-General' was introduced in place of the 'Advocate-General'. The Advocate-General of the time, RD Hanson, was gazetted as Attorney-General⁹. The term 'Law Officer's Department' was still used in 1857 but was replaced in 1858 by 'Attorney-General's Department'.

In 1876, the name of the Department changed to 'Attorney-General and Law Officer's Department'.

In 1902 the Attorney-General's Department [II] came into existence following discontinuation of the title 'Attorney-General and Law Officer's Department'. A further title change occurred in 1916 when the title became 'Attorney-General and Crown Solicitor's Department'.

The Crown Solicitor had been an official of the Department under the immediate control of the Attorney-General. That Department's name change in 1916 reflected the increasing importance of the Crown Solicitor. The list of Public Service Departments gazetted in June 1917 shows a Crown Solicitor's Department separate from that of the Attorney-General. The new Department continued to handle all legal proceedings of the Crown, leaving the Attorney-General's Department [III] to deal with the administration of State law.

In February 1969 the name of the Department was changed to the Crown Law Department and certain administrative changes were made within the new Department.

Between 1975 and 1976 the Attorney-General's Department [III] underwent substantial administrative changes.

⁸ GRG 24/4/23 p.71.

⁹ S.A. Government Gazette 25 Oct 1856, p.970.



Crown Solicitor's Office

In July 1976 the Crown Solicitor was restyled the Solicitor-General and the title Crown Solicitor devolved to his deputy. The functions of the Solicitor-General and the Attorney-General, which had been separated during the First World War, were reunited in 1976 when a major rationalisation of the legal departments saw the Attorney-General's Crown Law, and Local and District Criminal Courts Department merge as the Legal Services Department.¹⁰¹¹.

In August 1976, the Stipendiary Magistracy component of the Department's activities was transferred to the Premier's Department¹². The Government Investigation Section of the Crown Law Office was amalgamated with the Companies Branch of the Department of Public and Consumer Affairs in November 1977 to form the Department of Corporate Affairs¹³.

From 12 January 1978, the title 'Department of Legal Services' was discontinued in favour of the title 'Law Department'¹⁴.

On 23 February 1978, the 'State Government Interpreting and Translation Service' was transferred to the Premier's Department¹⁵. A further administrative change occurred in July 1981 when the Parliamentary Counsel's Office was transferred from the Department of Premier and Cabinet to the Law Department¹⁶. Simultaneously, the Court Reporting, Courts Administration, Sheriff's Office and Administration and Finance Divisions were transferred from the Law Department to the newly created Courts Department¹⁷.

From 1 July 1981, the title 'Law Department' was discontinued, the successor agency being the Attorney-General's Department [IV]¹⁸.

The Attorney-General's Department [IV] was responsible for 'administering various legal and associated functions and providing legal services to Ministers, Departments and some statutory bodies'¹⁹.

¹⁰ GA377, Archive Search, State Records, 29 January 2016.

¹¹ South Australian Government Gazette, Adelaide, the Government Printer, 19 July 1976, p.255.

¹² P.S.B. file no 450 of 1975.

¹³ South Australian Government Gazette, Adelaide, the Government Printer, 24 November 1977, p.1566.

¹⁴ South Australian Government Gazette, Adelaide, the Government Printer, 12 January 1978, p.50.

¹⁵ P.S.B. file no. 90 of 1978.

¹⁶ Pr.D. file no. 1000 of 1980.

¹⁷ L.D. file no. 2292 of 1980.

¹⁸ *ibid.*

¹⁹ Report of the Auditor-General etc. South Australian Parliamentary Papers, No.4, 982, p.43.



Crown Solicitor's Office

On 22 November 1993 the Attorney-General's Department [IV] was abolished and all positions transferred to the Department of Justice [I]²⁰. The Department of Justice [I] had been established on 6 May 1993²¹.

The Department of Justice [I] changed its name to the Attorney-General's Department [V] on 16 December 1993 (making it the fifth time that a Department was known by this title)²².

On 23 October 1997, a second Department of Justice was established²³. The Attorney-General's Department became an administrative unit within the Department of Justice. The Department of Justice was abolished on 1 January 2012²⁴

The Attorney-General's Department today is an administrative unit established under the *Public Sector Act 2009*²⁵.

The Crown Solicitor's Office was established as its own agency, under the umbrella of the Attorney-General's Department circa 1990s.

Predecessor Departments of the Crown Solicitor's Office:

- GA157 Department of the Advocate-General, 1836-1842
- GA158 Law Officer's Department, 1843-1858
- GA159 Attorney-General's Department [I], 1858-1875
- GA160 Attorney-General and Law Officer's Department, 1876-1901
- GA161 Attorney-General's Department [II], 1902-1915
- GA162 Attorney-General and Crown Solicitor's Office, 1916-1917
- GA376 Crown Solicitor's Department, 1917-1969
- GA377 Crown Law Department, 1969-1976
- GA164 Department of Legal Services, 1976-1978
- GA165 Law Department, 1978-1981
- GA166 Attorney-General's Department [IV and V], 1981- ct
- GA2219 Department of Justice [I] 1993-2011
- GA2220 Department of Justice [II] 1997 - 2012

²⁰ Government Gazette, 27 October 1993, p.1890.

²¹ Government Gazette, 6 May 1993, p.1578.

²² Government Gazette, 16 December 1993, p.2986.

²³ Government Gazette, 23 October 1997, p.1066.

²⁴ S.A. Government Gazette, 15 December 2011, p.4999.

²⁵ Attorney-General's Department Annual Report, 2014-2015, p.4.



Crown Solicitor's Office

CSO Role and Function

“The Crown Solicitor’s Office, through the Attorney-General, provides legal services to government Ministers, agencies and departments, including legal advice, representation before courts and tribunals, negotiating of commercial contracts, drafting and production of legal documents, counsel for the conduct of summary prosecutions and Magistrate’s appeal, native title claims management, land conveyancing, and investigation services.”²⁶

The provision of legal advice includes researching, formulating and offering legal opinions in response to client instructions. It also includes seeking and assessing advice from internal expert sources and external Counsel, and providing advice during the litigation process, the drafting of agreements, and for statutory interpretation. It also includes provision of advice to government on constitutional and Cabinet issues.

Representation before courts and tribunals include the activities involved in representing clients in litigious legal proceedings in a court or tribunal. Includes seeking and assessing advice from internal expert sources and external Counsel, lodging copies of documents required by court or tribunal, taking witness statements and documenting compliance with court or tribunal instructions, eg subpoenas and discovery orders.

The drafting and production of legal documents includes the establishment, maintenance, review, negotiation and drawing of legal documents.

Native Title Claims Management involves researching, formulating and offering legal opinions in response to claims made for Native Title recognition in the Federal Court of Australia and associated issues. It also includes seeking and assessing advice from expert sources (such as Anthropologists) and external Counsel. It also includes providing advice during the litigation process and representing the State during the litigation process including any appeals. Also includes the drafting of agreements to settle Native Title claims and negotiating with all relevant parties on behalf of the State.

Land conveyancing involves researching about a property and its certificate of title, drafting and finalising legal documents such as a contract of sale or memorandum of transfer, representing the state in preparing for and during settlement and undertaking related tasks such as calculating rates and taxes and lodging all appropriate documentation on the State’s behalf.

Investigation services includes the interviewing of witnesses and preparation of statements generally in relation to allegations of misconduct or breaches of legislation (e.g investigating whether a person with HIV has disclosed their illness to potential sexual partners as required by legislation)

²⁶ Attorney-General’s Department Annual Report 2013-2014, p. 11



Crown Solicitor's Office

The Crown Solicitor's Office is led by the Crown Solicitor, a statutory officer established by the Crown Proceedings Act.

Although the Crown Solicitor is a separate agency for the purposes of the State Records Act, all of the Crown Solicitor's records are kept by the Crown Solicitor's Office and from a records management perspective the two agencies operate as one. For the purposes of this Records Disposal Schedule, a reference to the Crown Solicitor's Office may be read as a reference to the Crown Solicitor and Crown Solicitor's Office.

CSO Structure Description

The Crown Solicitor is responsible to the Attorney-General and is administratively responsible to the Chief Executive, Attorney-General's Department. The Crown Solicitor leads an Executive Group responsible for the delivery of legal services.

The Office is organised administratively into five legal sections: Public Law; Commercial, Environment and Native Title (CENT); Civil Litigation; Crown Counsel; and Outposted Lawyers.

The work of the organisation is performed mainly by legal practitioners employed within the Attorney-General's Department who provide a range of legal services across government. The staff of the organisation is currently approximately 270 with a small corporate services division of 10 staff.

Public Law

The Public Law Section is responsible to the Crown Solicitor for the carriage and supervision of the majority of litigation within certain specialised fields including constitutional matters and matters relating to judicial review. The Section also provides legal services to the government in certain matters which are urgent, sensitive, or complex. It is also responsible for advice and appeals in relation to the *Freedom of Information Act 1991* and State Taxation appeals.

The Section prosecutes a wide range of summary offences on behalf of government departments and statutory authorities. The main areas include industrial safety, consumer affairs, transport and workers compensation fraud. The Section advises agencies with respect to their enforcement activities and provides counsel for trial and appellate proceedings.

Advice and representation is provided to government departments in employment disciplinary proceedings under such statutes as the Public Sector Act and Education Act.

The Section also advises the Commissioner of Police in respect of police and road traffic offences and represents the Commissioner in Magistrates Appeals to the Supreme Court. It also appears on behalf of the Commissioner in applications to obtain telephone intercept or listening device warrants to assist in the investigation of major crime and terrorism. Representation is also provided where necessary to protect the public interest in proceedings in the liquor licensing and gaming jurisdiction.



Crown Solicitor's Office

The Section has a large child protection practice and represents Families SA in the Youth Court and the Family Court. Action is taken, often on an urgent basis, to protect children at serious risk from physical, sexual, and or emotional abuse. The Section also conducts international child abduction proceedings under the relevant Hague Convention. CSO solicitors liaise with international authorities in a reciprocal arrangement and conduct these cases in the Family Court.

The Public Law Section provides counsel to appear in appeals to the District Court from decisions of the Guardianship Board. These appeals commonly relate to persons detained under the Mental Health Act and raise significant public interest issues.

The Section has a large administrative law practice relating to the regulation of various professionals and occupations. Advice and representation is provided to a large number of statutory authorities responsible for the regulation of teachers, a wide range of health practitioners and other professionals. Counsel from the Section prosecute disciplinary matters in various boards and tribunals and assist boards with issues involving medical unfitness to practice. Disciplinary proceedings in the occupational area are also prosecuted in the District Court on the instructions of the Office of Consumer and Business Affairs.

Commercial, Environment and Native Title

The Commercial, Environment and Native Title (CENT) Section provides legal services in relation to the full range of the government's commercial and land related activities and the environmental, planning and native title aspects of them. This includes providing legal advice, negotiation and documentation on major government commercial projects.

The CENT Section also provides stand-alone native title legal advice and policy input and represents the State in the resolution of native title claims, through both negotiated settlements and Federal Court proceedings.

Another important aspect of the CENT Section's work is to prosecute environmental, fisheries and other statutory offences and provide advice and counsel representation in planning and environmental civil matters.

The CENT Section also provides conveyancing services to government.

Civil Litigation

The Civil Litigation Section provides legal services to the government and the statutory authorities for which the Crown Solicitor is authorised to act in relation to a wide range of civil litigation matters. Officers in the Section act as both solicitors and counsel in civil and commercial litigation in the Magistrates Court (Civil Division), District Court, Supreme Court, Federal Court, in the Industrial Court in workers compensation matters, in the various tribunals established by the Workers Rehabilitation and Compensation Act, in the Coroner's Court in inquests, and in Royal Commissions and Boards of Inquiry. Solicitors in the Civil Litigation Section respond to and assess victims of crime claims and subsequent debt recovery.



Crown Solicitor's Office

Crown Counsel

Specialist advocacy services are provided by a small group of practitioners undertaking exclusively the work of barristers before all State and Federal Courts and Tribunals for trials, appeals and interlocutory matters. Practitioners in the litigious sections of the CSO brief the practitioners in the Crown Counsel Group to attend Courts and Tribunals in long, complex and particular matters which require the assistance of a barrister. Practitioners in the Crown Counsel Section do not maintain solicitors' practices or solicitors' files and the range of subject matter work is only limited by the work done by the practitioners in all other sections of the CSO who in turn brief the Crown Counsel Section for Court and Tribunal attendances. Some work relating to Constitutional law also comes from the Office of the Solicitor-General. The practitioners in the Crown Counsel Section are led and managed by the Crown Advocate who is usually Senior Counsel (Queen's Counsel) reporting to the Crown Solicitor and is a member of CSO Executive.

Outposted Lawyers

Approximately forty CSO staff are lawyers outposted to other state government agencies. This means that they operate as Crown Solicitor staff but work within legal units located in client agencies. They provide legal services across all practice areas

Business Services

A non-legal section, the Business Services Section, is managed by the Manager Business Services, who assists the Crown Solicitor in managing the business aspects of the CSO.

A Crown Solicitor's Office organisation chart is attached for reference.

Predecessor Departments

- GA157 Department of the Advocate-General, 1836-1842
- GA158 Law Officer's Department, 1843-1858
- GA159 Attorney-General's Department [I], 1858-1875
- GA160 Attorney-General and Law Officer's Department, 1876-1901
- GA161 Attorney-General's Department [II], 1902-1915
- GA162 Attorney-General and Crown Solicitor's Office, 1916-1917
- GA376 Crown Solicitor's Department, 1917-1969
- GA377 Crown Law Department, 1969-1976
- GA164 Department of Legal Services, 1976-1978



Crown Solicitor's Office

- GA165 Law Department, 1978-1981
- GA166 Attorney-General's Department [IV and V], 1981- ct
- GA 2219 Department of Justice [I] 1993-1993
- GA 2220 Department of Justice [II] 1997 - 2012

Successor Agencies

There are no successor agencies.

Legislation

The Crown Solicitor does not wholly administer any Act, but its functions require it to assist all agencies in the administration of all South Australian legislation. Further, the Crown Solicitor has a key role in the legislation described below.

- *Legal Practitioners Act 1981*
- *Taxation Administration Act 1992 and other legislation imposing State taxes*
- *Crown Proceedings Act 1992*
- *Victims of Crime Act 2001*

The following legislation has a direct impact on the operation or record-keeping requirements of the agency, due to the fact that it is either legislation of general application to all agencies or contains a scheme that in practice requires the Crown Solicitor to perform high volume activities in conjunction with other agencies.

- *State Records Act 1997*
- *Royal Commissions Act 1917*
- *Freedom of Information Act 1991*
- *Native Title Act 1993 (Cwlth)*
- *Native Title (South Australia) Act 1994*
- *Public Sector Act 2009*
- *Public Sector (Honesty and Accountability) Act 1995*
- *Fair Work Act 2009 (Cwlth)*
- *Electoral Act 1985*
- *Return to Work Act 2014*
- *Work Health and Safety Act 2012*
- *Sexual Reassignment Act 1988*
- *Legal Services Commission Act 1977*
- *Local Government (Elections) Act 1999*
- *Anangu Pitjantjatjara Land Rights Act 1981*



Crown Solicitor's Office

- *Independent Commissioner Against Corruption Act 2013*
- *Public Finance and Audit Act 1987*
- *Serious and Organised Crime (Control) Act 2008*
- *Serious and Organised Crime (Unexplained Wealth) Act 2009*
- *Summary Offences Act 1953*
- *Spent Convictions Act 2009*
- *Crown Lands Management Act 2009*
- *Defamation Act 2005*
- *Criminal Law (Sentencing) Act 1988*
- *Children's Protection Act 1993*
- *Electronic Transactions Act 2000*
- *Land Acquisition Act 1969*
- *Aboriginal Heritage Act 1988*

Context of the Records Covered by the Schedule

Coverage of RDS 2018/05

This schedule deals only with case files of the Crown Solicitor's Office. Crown Solicitor records created/recorded by predecessor agencies and pre-1986 are covered in the two series GRG 57/3 Correspondence files, annual single number series – Crown Solicitor's Office, 1905-1976 and GRG 1/2 Correspondence files (AGO, AG&ME and AGD files) – Attorney-General's Department, c1856-c1980. Records dated 1977-1985 are contained in GRG 1/2.

Relevant GRS numbers covered by this RDS include:

- GRS/1335 Correspondence files, single number series – Attorney-General's Department, 1948-2000 (includes Crown Solicitor's Office Commercial Agreements from 1997)
- GRS/5111 Commercial ('Agreements') files, annual single number series - Crown Solicitor's Office, 1986–1996
- GRS/10963 Legal files, annual single number series - Crown Solicitor's Office, 1989-2000
- GRS/14518 'LawMaster' files, numerical series - Crown Solicitor's Office, 2000-ct

Once approved, permanent records will be sentenced and transferred to State Records and inactive temporary records will be stored off-site by CSO-s Approved Service Provider (The Information Management Group).

Related Series Affected by RDS 2018/05

- No related series affected.



Crown Solicitor's Office

Complementary Schedules to RDS 2018/05

There are no complimentary Disposal Schedules to use with this RDS.

Existing Disposal Schedules Superseded by RDS 2018/05

There are no existing Disposal Schedules that are superseded by RDS 2018/05.

Records Structure within CSO

CSO maintains a centralised record structure which is controlled through the application of the principles of records management as defined by the LawMaster practice management system.

The majority of the records are created and defined through a sequential numbering system within the LawMaster system (see Arrangement of the Records, page 22 for further details). This system has been maintained since implementation in 2000. Documents received from outside the agency and documents created outside the LawMaster system are retained electronically and / or on hard-copy files created by the LawMaster system.

The files are arranged by single sequential number starting at file 1 in 2000. Where subsequent file parts are created, the dates of the parts reflect the start and end date of the whole file on the LawMaster system. The end date of the file reflects the date of closure of the legal matter. Arranged by single sequential number, eg 22716.

Prior to the implementation of LawMaster, hard copy files were registered in Hardfile as part of the Attorney-General's Department records management system. Files were given an annual single number sequence. This system was in place from approximately 1991-2000 (GRS 10963). GRG 1 is an annual single number series for the Attorney-General's Office, later Department. This series overlaps with GRS 1335 where block numbers were allocated to different parts of AGD circa 1992. Prior to this date it was a single number sequence. The Crown Solicitor's earlier records are in GRG 57. There is a correspondence series (annual single number) from 1905-1976. It is unable to be determined if CSO started creating files as part of the larger AGD series in 1976 or if there is a gap.

From the effective date of this RDS, the official record is the electronic file except for where original documentation is required to be maintained to meet legislative obligations and cannot be maintained in electronic formate e.g. medical imaging.

Broad Description and Purpose of the Records

The records dealt within this RDS are operational case files which document legal services to government including advice, contracts and other instruments, court documents and investigation reports. CSO operates within a 'hybrid system' where records may be held as



Crown Solicitor's Office

hard copy files and / or electronic records as defined within the LawMaster system. From the effective date of the RDS, the electronic file is the most reliable source.

Functions and Activities Documented by the Records

As the Government's legal adviser, the Crown Solicitor's Office provides legal advice, documentation and representation in litigation in relation to a range of legal matters.

Given the work of the CSO and the use of the LawMaster System, Type of Service and Practice Area headings have been used in the Schedule Body in lieu of the usual Function and Activity terms that are used in an RDS. Throughout the RDS, Type of Service is listed as a Function, Practice Area is listed as an Activity/Process, and Practice Area is a minor title preceding each Disposal Class.

Arrangement of the Records

Case files for the Crown Solicitor's Office are arranged by type of service such as Advice (CSO Legal), Conveyancing, Documentation, File Costing, Investigate and Report, Prosecution/Disciplinary and Representation. These broad categories are then defined by practice area such as Civil, Commercial, Environmental, and Public Law. Further definition is then made into practice category such as Stamp Duty, Payroll and Other. In the RDS, type of service is listed as Function, practice area is listed as Activity / Process, and practice area is a minor title preceding each Disposal Class.

The Crown Solicitor's Office Practice Management System, used to record the creation, authorship, movement and modification of records (see Records Structure within CSO, page 21 for further details). Where electronic records have a physical iteration, the records are kept in numerically sequential files physically located with the user. The sequential number assigned to each additional operational case file is generated by the LawMaster PMS and is replicated on the physical file if one is required.

The electronic file replicates the same number as a hard copy file and within the file, individual documents are given file reference numbers in numerical order. They are managed as a consolidated case file. All records prepared are grouped under a particular matter and each individual record has its own number.

From the effective date of the RDS, the electronic file is the most reliable source.

Agency Creating the Records

The Crown Solicitor's Office administers the records covered by this RDS and also created them.



Crown Solicitor's Office

Agency Owning or Controlling the Records

The Crown Solicitor's Office administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: **1986 to Ongoing**

Volume of the Records

The Crown Solicitor's Office holds 8,490 linear metres of records in total with 2,077 linear metres of records held with State Records and approximately 6,413 linear metres is held at the approved service provider TIMG. The Crown Solicitor's Office accumulates approximately 450 linear metres of records per year.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are a number of issues not mentioned previously:

- Legal professional privilege applies to all records of the CSO.
- Some records held by the Crown Solicitor are subject to non-disclosure requirements such as ICAC - generated documents and suppressed evidence.
- Some records held by the Commercial, Environment and Native Title Section are gender restricted.
- Some records are required to have their chain of custody recorded for the purposes of criminal investigations.



Crown Solicitor's Office

Comments Regarding Disposal Recommendations

Permanent Records Rationale

The Crown Solicitor's Office's appraisal of its records demonstrates two parallel primary themes of value. One relates to the function of the CSO to provide advice and representation to other agencies about their activities. In so doing, the CSO receives and creates records that reveal the legal advice and legal actions recommended by the State's lawyers in relation to Governmental activities.

The second theme of value is that the documents created and received by the CSO reveal the decision-making processes and activities of other agencies. Amongst other things, these documents relate to internal Governmental processes, Governmental transactions, and litigation to which State agencies are parties.

Many of the documents created in the CSO explain the activities of agencies or set out the position of agencies on matters of legal importance to the State.

The value of the documents resides in their recording of how decisions have been reached by agencies, the advice to agencies about those decisions and actions and how the advice was prepared, and the fact of various transactions and activities of Government agencies.

The records designated as permanent contain legal, constitutional and political information affecting the authority and machinery of the Government of South Australia and its major decisions and activities. These CSO records contain information about significant aspects of the State of South Australia's political and legal processes, heritage and people. These significant aspects may result in the classification as permanent of records that are otherwise transactional.

Records deemed to be permanent are those which have a continuing value to the State or of national significance. The appraisal objectives adopted by State Records of South Australia²⁷ 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 SA Govt ad public sector bodies

The records of the CSO that meet this objective include:

Items 3.5.1, 7.1.1, 7.8.1, 7.8.2, 7.8.3.

²⁷ SRSA: *Appraisal of Official Records – Policy and Objectives Guideline* February 2003 Version 1.8



Crown Solicitor's Office

Objective 2: *To identify and preserve official records providing evidence of the deliberations, decisions and actions of the SA Government and public sector bodies relating to key functions and programs and significant issues faced in government the state of SA.*

The records of the CSO that meet this objective include:

Items 2.1.1, 5.1.1, 5.1.2, 5.2.1, 5.2.3, 5.2.5, 5.3.1, 5.4.1, 5.6.1, 5.7.1, 6.1.1, 6.2.1, 6.2.3, 6.3.1, 6.4.1, 6.5.1, 6.6.1, 6.7.1, 6.8.1, 6.9.1, 6.10.1, 6.11.1, 6.12.1, 6.13.1, 6.14.1, 7.1.3, 7.1.5, 7.1.7, 7.1.9, 7.1.11, 7.1.13, 7.2.1, 7.3.4, 7.6.2, 7.6.4, 7.6.6, 7.6.8, 7.6.13, 7.6.19, 7.7.1, 7.10.1, 7.14.1, 7.15.1, 7.16.1, 7.17.1, 7.19.1, 7.20.1, 7.20.3, 7.20.5, 7.20.8, 7.20.10.

Objective 3: *To identify and preserve official records providing evidence of the legal status and fundamental rights and entitlements of individuals and groups.*

The records of the CSO that meet this objective include:

Items 7.4.1, 7.4.3, 7.4.5, 7.6.1, 7.6.23, 7.6.25, 7.6.27, 7.9.1, 7.18.1, 7.18.2.

Objective 5: *To identify and preserve official records that contribute to the protection and well being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of govt. activities on them.*

The records of the CSO that meet this objective include:

Items 7.12.1, 7.12.3, 7.12.5, 7.12.7, 7.12.9, 7.12.11, 7.12.13, 7.12.15, 7.12.17, 7.12.19, 7.13.1, 7.13.7, 7.13.15.

Temporary Records Rationale

Records relating to frequently undertaken transactions and matters of less significance to Government or the community have been assigned retention periods lesser than permanent. Of these, many are subject to separate legal obligations imposing minimum retention periods. The retention periods assigned by CSO to temporary records are a combination of value appraisal and the minimum retention periods required by those other legal requirements. For example, it is recommended under the Law Society Guidelines and Legal Practitioner Conduct Rules, that Legal Practitioners retain records of legal work performed for seven years and therefore irrespective of the value of the content of the document, such a document will be assigned a minimum retention period based on this requirement.

The retention determinations have been made by Legal Practitioners with extensive experience based on knowledge of the appeals process and previous experience with relative types of matters.

In developing this RDS, consideration has been given to other Agencies retention periods and where possible consistent retention periods have been applied e.g. Child Protection matters were changed from Permanent retention to temporary retention of 105 years to be consistent with the Department of Child Protection's RDS.



Crown Solicitor's Office

Examples:

- 10 years – All routine, low level advice consistent with other Agencies RDSs
- 15 years – Administrative law advice – consistent with knowledge of appeal periods and extensive experience with relative types of matters.
- 20 years - Civil personal injuries; to allow time to see if circumstances change to allow possibility of locating offenders and recovering assets. Sometimes get related claims eventuating, need to have access to the same underlying material.
- 20 years - Coronial inquest; to allow for the possibility of civil claims being brought arising from the circumstances which were the subject of the inquest.
- 20 years - Civil debt; under statute carries a 15-year time limit for instituting proceedings and twenty years provides for additional time for extension of time granted by the court.
- 25 years – Disciplinary Investigation; Actual examples of matters conducted by CSO demonstrate that historical disciplinary matters are highly relevant to further matters later in a professional's career and the information held on our files is vital to the effective conduct of the latter matters. Twenty-five years is a reasonable period of time taking into account those actual examples.
- 40 years – Environmental; as environmental and health impacts often take many years to manifest, CSO has applied a longer retention timeframe for these records.
- 100 years after date of birth – Civil medical negligence; to allow for the likelihood of the person still being alive. The same applies for medical negligence and personal injury in relation to a minor. Person under a disability or is a minor still have a right to bring claim.
- 100 years – Records in relation to children in state care. These records are generally revisited within 100 years.
- 105 years – Records in relation to child welfare. This retention period has been applied to be consistent with the Department of Child Protection's RDS.

The day to day legal activities of government agencies as recorded in the CSO's files are assigned temporary retention status unless the outcomes have a whole of government impact or significant financial impact.

Records relating to individuals with possible claims against the state have been assigned retention periods to reflect the length of time records may be required for future legal proceedings.

A variety of temporary retention periods have been allocated to meet statutory requirements, court rules and the business needs of the Crown Solicitor's Office.



Crown Solicitor's Office

Other Disposal Considerations

Nil.

Disposal Recommendation Effect on Related Records

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

Alternative Record Formats

There are no alternative record formats.

Impact on Native Title Claims

The CSO holds significant records relating to the administration of Native Title claims.

The principles outlined in GDS 16, relating to native title claims, have been considered in the development of this schedule. Consistent with the South Australian Government requirements for the preservation of records subject to Native Title claims is considered and maintained. Most records relating to native title are assessed as permanent and those records which are assessed as temporary are limited to those relating to the administration of payments under the Aboriginal Heritage Act, which is a function that does not bear on the entitlement to native title itself.

Indigenous Considerations

The determinations within *RDS 2018/05* 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 2018/05 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.



Crown Solicitor's Office

Scope Note

Records Covered by this Schedule

This *RDS 2018/05* applies to the operational case files of the Crown Solicitor's Office, from 1986 onwards. For further details refer to Coverage of RDS 2018/05, page 20.

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.

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.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2018/05

There are no other Records Disposal Schedules superseding RDS2018/05.

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

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

Records excluded from RDS 2018/05



Crown Solicitor's Office

Application to records in all formats

RDS 2018/05 applies to records in all formats, including databases and other electronic records. CSO 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 2018/05* are minimum retention periods for which records need to be retained. It is at the discretion of CSO as to whether records are kept for longer than the minimum period.

Acronyms

- AGD - Attorney-General's Department
- CENT - Commercial, Environment and Native Title
- CIC - Criminal Injuries Compensation
- Cwlth - Commonwealth
- CCA - Competition and Consumer Act 2010
- CSO - Crown Solicitor's Office
- DOB - Date of birth
- DPTI - Department of Planning, Transport and Infrastructure
- HIV - Human immunodeficiency virus
- ICAC - Independent Commission Against Corruption
- PMS - Practice Management System
- PWSC - Public Works Standing Committee
- SAPOL - South Australian Police
- SA - South Australia
- TIMG - The Information Management Group



Crown Solicitor's Office

- TVSP - Targeted Voluntary Separation Package
- VOC - Victims of Crime
- WHS - Work Health and Safety

Definitions of terms specific to RDS 2018/05

For the purposes of this document;

- **Administrative law** means that body of law relating to the making of decisions affecting rights and interests by Government agencies and Ministers, including under statute or at common law.
- **Advice** means legal advice within the meaning of the *Legal Practitioners Act 1981*.
- **Charitable trusts** means those arrangements established by individuals for the ongoing use of money for purposes accepted as charitable including for education, alleviation of poverty, etc.
- **Child Welfare** means Government activity directed at the protection of children from harm and in particular the assumption of responsibility by the State for children whose needs are not met by family members.
- **Civil** means pertaining to a legal dispute between an individual or a corporate entity, and a State entity usually entailing a claim for compensation, and excluding criminal matters, disputes over administrative decisions, native title and commercial transactions prior to dispute.
- **Commercial** means the body of law that applies to the rights, relations, and conduct of persons and businesses engaged in commerce, merchandising, trade, and sales.the body of law that applies to the rights, relations and conduct of persons and businesses engaged in commerce, merchandising, trade and sales.the body of law that applies to the rights, relations, and conduct of persons and businesses engaged in commerce, merchandising, trade, and sales.
- **Common law** means that body of law created by the decisions of courts, in contrast to law made by the Parliament.
- **Competition** means that body of law regulating the behaviour of companies and Government agencies to ensure that markets are fair and monopolies are controlled.
- **Constitutional law** means that body of law concerned with the interpretation of, or decisions made under, the *State Constitution Act* or the *Commonwealth Constitution*.
- **Consumer law** means that law, mainly embodied in legislation, directed at protecting consumers from unfair business practices.



Crown Solicitor's Office

- **Defamation** concerns legal activity related to the publishing of untrue statements about another which damages his/her reputation.
- **Essential services** means those services provided by Government that are required to operate for the proper functioning of a community and usually involve major infrastructure, eg. telephonic, water, electricity services.
- **Gift** means something that is donated by an individual or organisation with the intent to benefit the public or some segment of it as a whole.
- **Hague application** refers to the applications relating to the recovery of children abducted overseas pursuant to an international convention.
- **High level** describes issues or matters that involve Ministers, Cabinet or whole of government.
- **In need of care** refers to an application to the court for orders for the care and protection by the state of a particular child.
- **Landmark prosecution** means a prosecution that determines the meaning of the relevant legislation or changes the understanding of an important part of existing legislation, or relates to a proceeding attracting significant public attention in relation to its legal consequences.
- **Medical negligence** means the performance of medical services connected with a public hospital or a public sector employee that are lower than the standard expected of a practitioner of that type of service.
- **Major or strategic government matters** are those that have been the subject of cabinet approval.
- **Person under a disability** means a person whose ability to participate in legal decision-making is so impaired that special measures are required for their protection.
- **Representation** means the conduct of legal proceedings on behalf of an agency as the agency's legal representative.
- **s78B notices** are notices issued to the Attorney-General whenever a constitutional issue is raised in any proceedings in any State or Commonwealth jurisdiction.
- **Section 109 of the Commonwealth Constitution** relates to to inconsistency of laws and the section states "when a law of a State is inconsistent with a law of the Commonwealth, the latter shall prevail, and the former shall, to the extent of the inconsistency, be invalid".



Crown Solicitor's Office

- **Significant** means attracting high financial value in the context of an agency's budget (generally at least 10%) or high risk of liability, exciting public interest, and/or the subject of media or academic comment.
- **Significant public interest or controversy** includes matters where there was extensive parliamentary debate and or coverage in the media.
- **State care** means the Minister assumes legal responsibility for a child, as guardian.
- **Summary offences** means a type of criminal wrongdoing at the lower end of the spectrum of seriousness and classified by the legislation that creates the offence.
- **Written directive** is an order made to an individual to not harbour, conceal or communicate with a child (see Section 52 of the *Children's Protection Act 1993*).
- **Whole of Government impact** describes the impact of issues or matters which are common to all, or a large number of, government agencies.

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 CSO 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.



Crown Solicitor's Office



Crown Solicitor's Office

List of Functions and Activities

ADVICE (CSO, LEGAL) 37

- Administrative Law 37
- Charitable Trusts..... 38
- Child Welfare 38
- Civil 40
- Commercial..... 43
- Competition..... 47
- Constitutional 48
- Consumer Law 49
- Environmental 50
- Industrial 55
- Inter Government Agreements..... 59
- Machinery of Government..... 60
- Native Title 60
- Legal Reform 62
- Prudential Management 63
- Public Law..... 63
- Real Property 68
- Taxation / Levy..... 68
- General 70

PROPERTY TRANSACTIONS 72

- Conveyancing 72

DOCUMENTATION 73

- Civil 73
- Environmental 73
- Industrial 75
- Inter-Government Agreements..... 76
- Native Title 77

FILE COSTING 78



Crown Solicitor's Office

Cost 78

INVESTIGATE AND REPORT..... 79

 Civil Investigation 79

 Disciplinary Investigation..... 79

 Legislative Breach..... 81

 Probity Investigations 82

 Service of Summons 83

 Whistle-blower 83

 Other 83

PROSECUTION/DISCIPLINARY 85

 Agricultural 85

 Consumer Law 85

 Corrections..... 86

 Electoral 86

 Environmental 87

 Fair Trading..... 87

 Fisheries / Aquaculture 87

 Liquor Licensing and Gambling..... 88

 Occupational Licensing 88

 Professional Licensing 89

 Public Health..... 89

 Roads 90

 Workplace 90

 Other 90

REPRESENTATION 92

 Administrative Law 92

 Alternate Dispute Resolution..... 95

 Charitable Trusts..... 95

 Child Welfare 96

 CIC / VOC 97

 Civil 97



Crown Solicitor's Office

Competition..... 101
Constitutional 102
Consumer Law 102
Criminal..... 103
Debt Recovery 103
Environmental 104
Industrial 108
Inquest 111
Intervenor and Court Assistance..... 111
Intervention (non S78B) 112
Magistrates Appeals 112
Native Title 112
Property 113
Taxation / Levy..... 113



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1	ADVICE (CSO, LEGAL)	The service of offering or providing legal advice and opinions to Ministers and senior officers in the public sector, including Parliamentary officers and committees as to an action or judgement in the discharge of the Crown Solicitor's special role as primary provider of legal services to the whole of Government.	
1.1	Administrative Law	<i>That practice area which deals with the administration of legislation by Ministers and agencies.</i>	
1.1.1	Administrative Law	<i>Administrative Appeals</i> Records relating to significant advice to the Minister or agency administering the relevant legislation. Example: Advice on whether there is right of appeal or review in relation to all decisions of the Registrar of Motor Vehicles under the Motor Vehicles Act.	TEMPORARY Destroy 50 years after action completed
1.1.2	Administrative Law	<i>Administrative Appeals</i> Records relating to other advice not as described in 1.1.1.	TEMPORARY Destroy 15 years after action completed
1.1.3	Administrative Law	<i>Freedom of Information</i> Records relating to significant advice to the Minister or agency administering the relevant legislation.	TEMPORARY Destroy 50 years after action completed
1.1.4	Administrative Law	<i>Freedom of Information</i> Records relating to advice to agency responsible for administrative function under the legislation or other advice not as described in 1.1.3.	TEMPORARY Destroy 15 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.1.5	Administrative Law	Other Records relating to significant advice to the Minister or agency administering the relevant legislation not covered by items 1.1.1 - 1.1.4 or 1.1.6. Includes reviews of tribunals and disciplinary or prosecution matters.	TEMPORARY Destroy 50 years after action completed
1.1.6	Administrative Law	Other Records relating to other advice not as described in 1.1.5. Example: Advice to an agency incidentally involved in an administrative decision without having a statutory function.	TEMPORARY Destroy 15 years after action completed
1.2	Charitable Trusts	<i>That practice area that deals with the administration of charitable trusts and gifts to the Crown.</i>	
1.2.1	Charitable Trusts	Estates Records relating to advice in relation to bequests to the State or an agency.	TEMPORARY Destroy 100 years after action completed
1.2.2	Charitable Trusts	Section 69B Records relating to advice in relation to section 69B of the Trustee Act (as amended).	TEMPORARY Destroy 100 years after action completed
1.2.3	Charitable Trusts	Other Records relating to advice to the Minister administering the Trustee Act on matters of significant state importance.	TEMPORARY Destroy 100 years after action completed
1.2.4	Charitable Trusts	Other Records relating to other advice relating to charitable trusts not described in 1.2.1 and 1.2.2.	TEMPORARY Destroy 100 years after action completed
1.3	Child Welfare	<i>That practice area that deals with all aspects of child welfare.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.3.1	Child Welfare	Adoption Records relating to advice to the Minister or agency administering the relevant legislation or advice in complex and high-level matters or in matters relating to indigenous children.	TEMPORARY Destroy 105 years after action completed
1.3.2	Child Welfare	Adoption Records relating to other advice not described in 1.3.1.	TEMPORARY Destroy 20 years after action completed
1.3.3	Child Welfare	Hague Applications Records relating to advice on Hague applications.	TEMPORARY Destroy 105 years after date of birth of the child
1.3.4	Child Welfare	Child Protection Records relating to advice to the Minister or agency administering the relevant legislation or advice in complex and high-level matters or in matters relating to indigenous children.	TEMPORARY Destroy 105 years after action completed
1.3.5	Child Welfare	Child Protection Records relating to other advice not described in 1.3.4.	TEMPORARY Destroy 20 years after action completed
1.3.6	Child Welfare	Written Directives Records relating to advice to the Minister or agency responsible for administering the legislation, in relation to the written directives.	TEMPORARY Destroy 105 years after the date of birth of the child



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.3.7	Child Welfare	Written Directives Records relating to other advice not described in 1.3.6. Example: Advice to a party who is not the Minister or agency about written directives, such as advice to SAPOL as to the interaction of written directives on its powers.	TEMPORARY Destroy 20 years after action completed
1.3.8	Child Welfare	Other Records relating to advice on other child welfare matters not described in 1.3.1 to 1.3.7. Example: Advice to an agency or entity with secondary responsibility such as a school about the effect of child welfare laws on its functions.	TEMPORARY Destroy 20 years after action completed
1.4	Civil	<i>That practice area that deals with protecting the Government's interest in matters of commercial litigation, personal injury, defamation, workers compensation and property damage, other common law claims and assessing and paying claims under the Victims of Crime legislation.</i>	
1.4.1	Civil	Abuse in State Care Records relating to advice on matters concerning abuse in State care.	TEMPORARY Destroy 100 years after action completed
1.4.2	Civil	Asbestos Records relating to advice on matters concerning asbestos.	TEMPORARY Destroy 100 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.4.3	Civil	Commercial Litigation Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy. Example: Advice on the lease or sale of significant State assets such as the sale of ETSA.	TEMPORARY Destroy 100 years after action completed
1.4.4	Civil	Commercial Litigation Records relating to other advice not as described in 1.4.4.	TEMPORARY Destroy 20 years after action completed
1.4.5	Civil	Defamation Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy including advice to Ministers, agency Chief Executives or Chief Executive Officers.	TEMPORARY Destroy 100 years after action completed
1.4.6	Civil	Defamation Records relating to other advice not as described in 1.4.6.	TEMPORARY Destroy 20 years after action completed
1.4.7	Civil	Debt Recovery Records relating to advice on debt recovery matters.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.4.8	Civil	Medical Negligence Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy. Example: Advice on a catastrophic action or omission of a public hospital or the SA Ambulance Service with significant ramifications for liability and/or reputation eg Retention of tissue without authority.	TEMPORARY Destroy 100 years after action completed
1.4.9	Civil	Medical Negligence Records relating to advice in relation to a person under a disability or in relation to a minor.	TEMPORARY Destroy 100 years after date of birth
1.4.10	Civil	Medical Negligence Records relating to other advice not as described in entries 1.4.9 and 1.4.10.	TEMPORARY Destroy 20 years after action completed
1.4.11	Civil	Personal Injury Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy. Example: Advice on a major class action relating to a catastrophic event such as a major bush fire.	TEMPORARY Destroy 100 years after action completed
1.4.12	Civil	Personal Injury Records relating to advice in relation to a person under a disability or in relation to a minor.	TEMPORARY Destroy 100 years after date of birth
1.4.13	Civil	Personal Injury Records relating to other advice not as described in entries 1.4.12 and 1.4.13.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.4.14	Civil	Property Damage Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy Example: Advice on a catastrophic event such as a major bush fire.	TEMPORARY Destroy 100 years after action completed
1.4.15	Civil	Property Damage Records relating to other advice not as described in 1.4.15.	TEMPORARY Destroy 20 years after action completed
1.4.16	Civil	Workers Compensation Records relating to advice on workers compensation matters.	TEMPORARY Destroy 20 years after action completed
1.4.17	Civil	Other Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy. Example: Advice on a report commissioned by the Minister for Health in relation to the deliberate infection of others with HIV.	TEMPORARY Destroy 100 years after action completed
1.4.18	Civil	Other Records relating to other advice not as described under "Civil" practice area items 1.4.1 - 1.4.18.	TEMPORARY Destroy 20 years after action completed
1.5	Commercial	<i>That practice area that deals with commercial legal matters.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.5.1	Commercial	Construction Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Advice on the construction of a significant Government asset such as the building of the New Royal Adelaide Hospital.	TEMPORARY Destroy 50 years after action completed
1.5.2	Commercial	Construction Records relating to other matters not as described in item 1.5.1.	TEMPORARY Destroy 20 years after action completed
1.5.3	Commercial	Grants and Funding Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Advice on the proper interpretation of a Grant Agreement for a major financial grant from the Government to a major private corporation to assist it to move its headquarters to South Australia.	TEMPORARY Destroy 50 years after action completed
1.5.4	Commercial	Grants and Funding Records relating to other matters not as described in 1.5.3.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.5.5	Commercial	Intellectual Property Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Advice on the permitted use of the State Brand where the potential impact of breach of intellectual property is significant in consequence to reputation or quantum.	TEMPORARY Destroy 50 years after action completed
1.5.6	Commercial	Intellectual Property Records relating to other matters not as described in item 1.5.5.	TEMPORARY Destroy 20 years after action completed
1.5.7	Commercial	Information Technology Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Advice on the proper interpretation of a contract with a third-party service provider to manage the State's whole of government messaging services.	TEMPORARY Destroy 50 years after action completed
1.5.8	Commercial	Information Technology Records relating to other matters not as described in 1.5.7.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.5.9	Commercial	Procurement Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Advice on the proper interpretation of a contract with a third party to provide a major highway network.	TEMPORARY Destroy 50 years after action completed
1.5.10	Commercial	Procurement Records relating to other matters not as described in 1.5.9.	TEMPORARY Destroy 20 years after action completed
1.5.11	Commercial	Real Property Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Advice on the proper interpretation of sale and leaseback contracts of a major government office building portfolio.	TEMPORARY Destroy 50 years after action completed
1.5.12	Commercial	Real Property Records relating to other matters not as described in 1.5.11.	TEMPORARY Destroy 20 years after action completed
1.5.13	Commercial	Other Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major strategic Government matters. Example: Advice on the validity of a legislative regime for whole of government procurement activities.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.5.14	Commercial	Other Records relating to other commercial matters not as described in items 1.5.1-1.5.13.	TEMPORARY Destroy 20 years after action completed
1.6	Competition	<i>That practice area that deals with competition.</i>	
1.6.1	Competition	Competition and Consumer Act Records relating to significant advice in relation to the impact of the Commonwealth Competition and Consumer Act (as amended) on Government business activities. Example 1: Advice on the application of a new High Court authority on the ambit of the CCA in relation to government procurement activities. Example 2: Advice on a proposal to create or dismantle a Government monopoly.	TEMPORARY Destroy 50 years after action completed
1.6.2	Competition	Competition and Consumer Act Records relating to other advice not as described in 1.6.1.	TEMPORARY Destroy 10 years after action completed
1.6.3	Competition	Competition Policy Records relating to advice in relation to competition policy, including National Competition Policy and Government microeconomic reform issues.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.6.4	Competition	Other Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy. Example 1: Advice on the competition law aspects of a government privatisation project. Example 2: Advice on the application of a major national report relating to competition in a particular industry, to South Australia.	TEMPORARY Destroy 50 years after action completed
1.6.5	Competition	Other Records relating to other advice not described in "Competition" practice area items 1.6.1 - 1.6.4.	TEMPORARY Destroy 10 years after action completed
1.7	Constitutional	<i>That practice area that deals with constitutional law.</i>	
1.7.1	Constitutional	Section 78B Notices Records relating to advice relating to notices under section 78B of the Judiciary Act (as amended) (Cwlth).	TEMPORARY Destroy 75 years after action completed
1.7.2	Constitutional	State Records relating to advice on State constitutional matters. Example: Advice on amending the Constitution Act.	TEMPORARY Destroy 75 years after action completed
1.7.3	Constitutional	Other Records relating to routine, less complex advice on State constitutional matters. Example: Advice on an order of precedence of Ministers and Shadow Cabinet.	TEMPORARY Destroy 75 years after action completed.



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.7.4	Constitutional	Section 109 Records relating to complex and high-level advice in relation to section 109 of the Commonwealth Constitution of Australia. Example: Advice as to whether an existing State law is inconsistent with a new Commonwealth law and the effect of that inconsistency on the State law.	TEMPORARY Destroy 75 years after action completed
1.7.5	Constitutional	Section 109 Records relating to other advice in relation to section 109 of the Commonwealth Constitution not described in 1.7.4.	TEMPORARY Destroy 10 years after action completed
1.7.6	Constitutional	Other Records relating to advice on constitutional matters not described in items 1.7.1-1.7.5. Example: Advice as to Commonwealth Constitutional matters such as the validity of Commonwealth taxes.	TEMPORARY Destroy 75 years after action completed
1.8	Consumer Law	<i>The practice area that deals with consumer law.</i>	
1.8.1	Consumer Law	Australian Consumer Law Records relating to advice to the Minister or agency with a whole of Government impact on state operations or which attract significant public interest in relation to consumer protection. Example 1: Advice on the application of a new High Court authority on the ambit of the Australian Consumer Law in relation to government activities. Example 2: Advice on the classification of criminal offences under the new national consumer protection regime.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.8.2	Consumer Law	Australian Consumer Law Records relating to other advice not described in 1.8.1.	TEMPORARY Destroy 20 years after action completed
1.8.3	Consumer Law	Occupational Licensing Records relating to advice to the Minister or agency administering the relevant legislation or advice in complex and high-level matters. Example 1: Advice having a major impact on a broad class of occupational licensees. Example 2: Advice as to whether a regulation imposing a requirement on all builders has been validly made.	TEMPORARY Destroy 50 years after action completed
1.8.4	Consumer Law	Occupational Licensing Records relating to other advice not described in 1.8.3.	TEMPORARY Destroy 20 years after action completed
1.8.5	Consumer Law	Retail and Commercial Leases Records relating to advice to the Minister or agency administering the relevant legislation or advice in complex and high-level matters. Example 1: Advice having a major impact on a broad class of landlords and tenants. Example 2: Advice as to whether the Minister may grant a class-exemption from the requirements of the Act.	TEMPORARY Destroy 50 years after action completed
1.8.6	Consumer Law	Retail and Commercial Leases Records relating to other advice not described in 1.8.5.	TEMPORARY Destroy 20 years after action completed
1.9	Environmental	<i>That practice area that deals with environmental law.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.9.1	Environmental	Climate Change Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer). Example: Advice having a major impact, for a potentially lengthy time period, on a broad range of alternative energy operators.	TEMPORARY Destroy 50 years after action completed
1.9.2	Environmental	Climate Change Records relating to other advice not as described in 1.9.1.	TEMPORARY Destroy 40 years after action completed
1.9.3	Environmental	Environmental Protection Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on a broad range of polluters.	TEMPORARY Destroy 50 years after action completed
1.9.4	Environmental	Environmental Protection Records relating to other advice not as described in 1.9.3.	TEMPORARY Destroy 40 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.9.5	Environmental	Fisheries / Aquaculture Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on a broad range of commercial and/or recreational fishers.	TEMPORARY Destroy 50 years after action completed
1.9.6	Environmental	Fisheries / Aquaculture Records relating to other advice not as described in 1.9.5.	TEMPORARY Destroy 40 years after action completed
1.9.7	Environmental	Heritage Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on a broad range of owners of heritage listed properties.	TEMPORARY Destroy 50 years after action completed
1.9.8	Environmental	Heritage Records relating to other advice not as described in 1.9.7.	TEMPORARY Destroy 40 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.9.9	Environmental	Mining and Energy Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on a broad range of miners.	TEMPORARY Destroy 50 years after action completed
1.9.10	Environmental	Mining and Energy Records relating to other advice not described in 1.9.9.	TEMPORARY Destroy 40 years after action completed
1.9.11	Environmental	Native Vegetation Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on a broad range of farmers and graziers.	TEMPORARY Destroy 50 years after action completed
1.9.12	Environmental	Native Vegetation Records relating to other advice not described in 1.9.11.	TEMPORARY Destroy 40 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.9.13	Environmental	Planning and Development Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on a broad range of developers.	TEMPORARY Destroy 50 years after action completed
1.9.14	Environmental	Planning and Development Records relating to other advice not as described in 1.9.13.	TEMPORARY Destroy 40 years after action completed
1.9.15	Environmental	Water Resources Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on a broad range of agriculturalists.	TEMPORARY Destroy 50 years after action completed
1.9.16	Environmental	Water Resources Records relating to other advice not as described in 1.9.15.	TEMPORARY Destroy 40 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.9.17	Environmental	Other Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice having a major impact on environmental protection of the State's waterways.	TEMPORARY Destroy 50 years after action completed
1.9.18	Environmental	Other Records relating to other advice on environmental matters not otherwise dealt with in 1.9.1-1.9.17 (eg National Parks, Wilderness Protection, Commonwealth Environment Protection or Biodiversity legislation).	TEMPORARY Destroy 40 years after action completed
1.10	Industrial	<i>That practice area that deals with employer/employee relationships.</i>	
1.10.1	Industrial	Award / Agreements Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice on the settlement of an industrial arbitration relating to a whole sector eg nurses.	TEMPORARY Destroy 50 years after action completed
1.10.2	Industrial	Award / Agreements Records relating to other advice not as described in 1.10.1.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.10.3	Industrial	Disciplinary Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy or advice to the Minister or agency administering the relevant legislation. Example: Advice to the Minister responsible for the Public-Sector Act on a new provision relating to the rights of a chief executive to suspend without pay.	TEMPORARY Destroy 50 years after action completed
1.10.4	Industrial	Disciplinary Records relating to other advice not as described in 1.10.3.	TEMPORARY Destroy 15 years after action completed
1.10.5	Industrial	Discrimination Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy or advice to the Minister or agency administering the relevant legislation or (eg advice to the Premier). Example: Advice about the lawfulness of denying sexually reassigned persons access to the relevant gender toilets.	TEMPORARY Destroy 50 years after action completed
1.10.6	Industrial	Discrimination Records relating to other advice not as described in 1.10.5.	TEMPORARY Destroy 15 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.10.7	Industrial	Disputes Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice to the Commissioner for Public-Sector Employment on a proposal to remove a long-standing entitlement of a large group of public sector employees.	TEMPORARY Destroy 50 years after action completed
1.10.8	Industrial	Disputes Records relating to other advice not as described in 1.10.7.	TEMPORARY Destroy 15 years after action completed
1.10.9	Industrial	Work Health and Safety Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy or advice to the Minister or agency administering the relevant legislation. Example: Advice on what level of seniority is required before personal liability for WHS breaches may be imposed.	TEMPORARY Destroy 50 years after action completed
1.10.10	Industrial	Work Health and Safety Records relating to other advice not as described in 1.10.9.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.10.11	Industrial	Public Sector Employment Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice to the Minister responsible for the Public-Sector Act on statutory amendments to contractual Executive employment terms.	TEMPORARY Destroy 50 years after action completed
1.10.12	Industrial	Public Sector Employment Records relating to other advice not as described in 1.10.11.	TEMPORARY Destroy 15 years after action completed
1.10.13	Industrial	Remuneration / Underpayment Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering the relevant legislation. Example: Advice on overpayment of executive termination amounts over many years.	TEMPORARY Destroy 50 years after action completed
1.10.14	Industrial	Remuneration / Underpayment Records relating to other advice not as described in 1.10.13.	TEMPORARY Destroy 10 years after action completed
1.10.15	Industrial	TVSP Records relating to advice on targeted voluntary separation packages.	TEMPORARY Destroy 10 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.10.16	Industrial	Other Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy (eg advice to the Premier or Treasurer) or advice to the Minister or agency administering other relevant legislation or responsible for administrative function under the legislation. Example: Advice on the provision of an Employee Assistance Program as a WHS measure.	TEMPORARY Destroy 50 years after action completed
1.10.17	Industrial	Other Records relating to other advice on industrial matters not as described in 1.10.1-1.10.16 above. Example: Advice regarding Public Sector Trainees using Government motor vehicles.	TEMPORARY Destroy 10 years after action completed
1.11	Inter Government Agreements	<i>That practice area that deals with the development of inter government agreements.</i>	
1.11.1	Inter Government Agreements	General Matters Records relating to the risks and terms of inter-governmental agreements with significant government impact. Example 1: Advice on the Murray-Darling Basin Agreement. Example 2: Advice on an agreement by which the Commonwealth's funding contribution to the state on an aspect of health care would change.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.11.2	Inter Government Agreements	General Matters Records relating to other advice not as described in 1.11.1.	TEMPORARY Destroy 20 years after action completed
1.12	Machinery of Government	<i>That practice area that deals with changes to government structures.</i>	
1.12.1	Machinery of Government	General Matters Records relating to advice concerning alterations to government structures with broad government impact. Example: Advice on the dismantling of many boards and committees at one time, and the merger of their functions into administrative units.	TEMPORARY Destroy 50 years after action completed
1.12.2	Machinery of Government	General Matters Records relating to other advice not as described in 1.12.1.	TEMPORARY Destroy 20 years after action completed
1.13	Native Title	<i>That practice area that deals with all aspects of Native Title.</i>	
1.13.1	Native Title	Aboriginal Heritage Records relating to advice in relation to Aboriginal Heritage. Example: Advice on DPTI obligations under the Aboriginal Heritage Act in relation to major construction projects such as the Southern Expressway, O-Bahn extension, Northern Connector, Torrens to Torrens.	TEMPORARY Destroy 50 years after action completed
1.13.2	Native Title	Aboriginal Heritage Payments Records relating to the administrative processes for approval of Aboriginal heritage payments by the Attorney-General or their delegate. Example: Payments made for Aboriginal consultancy services relating to potential sites of Aboriginal significance.	TEMPORARY Destroy 10 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.13.3	Native Title	Aboriginal Heritage Act Section 23 Certification Records relating to the certification by the Crown Solicitor of administrative processes undertaken by Aboriginal Affairs in relation to applications under the Aboriginal Heritage Act.	TEMPORARY Destroy 50 years after action completed
1.13.4	Native Title	Development Records relating to advice on development matters. Example: The possible sale of Forestry assets.	TEMPORARY Destroy 50 years after action completed
1.13.5	Native Title	Legislation Attorney-General Records relating to advice to the Attorney-General in relation to legislation. Example: Advice on proposed changes to the Native Title (South Australia) Act (as amended).	TEMPORARY Destroy 50 years after action completed
1.13.6	Native Title	Legislation Other Records relating to other advice in relation to legislation. Example: Advice on proposed changes to the Commonwealth Native Title Act (as amended) or the Aboriginal Heritage Act (SA) (as amended).	TEMPORARY Destroy 50 years after action completed
1.13.7	Native Title	Mining Records relating to advice on mining matters. Example: Advice on the proposed expansion of the Olympic Dam mine.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.13.8	Native Title	Ministerial Correspondence Records relating to advice on ministerial correspondence. Example: Where the Attorney-General receives correspondence from a private citizen, a member of the South Australian Parliament or a federal Minister in relation to matters within his ministerial responsibility.	TEMPORARY Destroy 50 years after action completed
1.13.9	Native Title	National Parks Records relating to advice in relation to national parks. Example: The native title status or co-management arrangements that apply over a particular park.	TEMPORARY Destroy 50 years after action completed
1.13.10	Native Title	Other Records relating to advice on other native title matters (ie advice on matters other than the categories listed in 1.13.1 - 1.13.9). Example: Advice on native title rights over onshore or offshore waters.	TEMPORARY Destroy 50 years after action completed
1.14	Legal Reform	<i>That practice area that deals with proposals to change the law.</i>	
1.14.1	Legal Reform	Projects and New Statutory Regimes Records relating to advice on significant new initiatives and proposed legislation. Example: Advice on a new stand-alone criminal history screening Act of Parliament.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.14.2	Legal Reform	Projects and New Statutory Regimes Records relating to advice on confined changes to existing statutory regimes. Example: Advice on a proposal to amend the Road Traffic Act to reduce the maximum speed of heavy vehicles on suburban roads.	TEMPORARY Destroy 20 years after action completed
1.15	Prudential Management	<i>That practice area that deals with aspects of prudential management.</i>	
1.15.1	Prudential Management	Public Works Standing Committee Acquittals Records relating to advice in relation to PWSC acquittals. [Department of Premier and Cabinet instructions require public works projects, to be referred by Cabinet to the Public Works Committee for report, be first considered by the Crown Solicitor].	TEMPORARY Destroy 50 years after action completed
1.16	Public Law	<i>The practice area that deals with the State's public interest.</i>	
1.16.1	Public Law	Appointments Records relating to advice in relation to significant appointments to statutory office or on appointments that attract significant public interest or controversy or give rise to considerations effecting appointments across whole of Government.	TEMPORARY Destroy 50 years after action completed
1.16.2	Public Law	Cabinet and Parliamentary Processes Advice to agencies and cabinet office or parliament in relation to cabinet documents, cabinet processes, parliamentary committees and parliamentary processes.	TEMPORARY Destroy 10 years after action completed
1.16.3	Public Law	Cabinet Submissions Records relating to advice in relation to Cabinet Submissions which have contentious issues or issues of major significance to the community at large.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.16.4	Public Law	Cabinet Submissions Records relating to other advice in relation to Cabinet submissions.	TEMPORARY Destroy 10 years after action completed
1.16.5	Public Law	Criminal Justice System Records relating to advice relating to the administration of the Criminal Justice System with multi-agency impacts or significant public interest. Example: Advice on a proposal to significantly change the laws relating to the plea of not guilty by reason of mental incompetence.	TEMPORARY Destroy 50 years after action completed
1.16.6	Public Law	Criminal Justice System Records relating to advice relating to the administration of the Criminal Justice System not described in 1.16.5. Example: Advice on an application by the Attorney-General in relation to a particular individual as to whether their parole should be denied because they continue to present a risk of sexual offending, to the community.	TEMPORARY Destroy 15 years after action completed
1.16.7	Public Law	Delegations Records relating to advice of general application about the delegation of powers.	TEMPORARY Destroy 50 years after action completed
1.16.8	Public Law	Delegations Advice on specific instruments of delegation and other advice not as described in 1.16.7.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.16.9	Public Law	Electoral Matters Records relating to advice to the Minister or agency administering the relevant legislation excluding advice on complaints made during the conduct of an election.	TEMPORARY Destroy 50 years after action completed
1.16.10	Public Law	Electoral Matters Records relating to other advice not described in 1.16.9 including advice on complaints made during the conduct of an election.	TEMPORARY Destroy 20 years after action completed
1.16.11	Public Law	Equal Opportunity Records relating to advice to the Minister or agency administering the relevant legislation. Example: Advice as to the relationship between a conciliation outcome and a hearing before the Equal Opportunity Tribunal – with general effect on all matters.	TEMPORARY Destroy 50 years after action completed
1.16.12	Public Law	Equal Opportunity Records relating to other advice not as described in 1.16.11.	TEMPORARY Destroy 20 years after action completed
1.16.13	Public Law	Essential Services - Regulation Records relating to advice to Ministers or agencies involved in the regulation of essential services to the public recording policy or decision making.	TEMPORARY Destroy 50 years after action completed
1.16.14	Public Law	Essential Services - Regulation Records relating to other advice not as described in 1.16.13.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.16.15	Public Law	Government Finances Records relating to advice on appropriation, audit, administrative instructions, expenditure, taxes and fees of general application.	TEMPORARY Destroy 50 years after action completed
1.16.16	Public Law	Government Finances Records relating to other advice not as described in 1.16.15.	TEMPORARY Destroy 20 years after action completed
1.16.17	Public Law	Information Disclosure Records relating to advice on the exchange of information between agencies and from agencies to the public.	TEMPORARY Destroy 20 years after action completed
1.16.18	Public Law	Liquor Licensing and Gambling - General Advice to the Minister or agency administering legislation on decision making under statute or the discharge of statutory functions. Example: Advice to the Commissioner as to the penalties for breaching a "lock out" provision in the Late-Night Code of Conduct.	TEMPORARY Destroy 50 years after action completed
1.16.19	Public Law	Liquor Licensing and Gambling - General Records relating to other advice not as described in 1.16.18.	TEMPORARY Destroy 20 years after action completed
1.16.20	Public Law	Public Interest Immunity Advice to the Minister or an agency relating to Public Interest Immunity relating to a matter concerning sensitive agency operations or Cabinet documents.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.16.21	Public Law	Public Interest Immunity Records relating to advice on matters where Public Interest Immunity was raised but not claimed.	TEMPORARY Destroy 20 years after action completed
1.16.22	Public Law	Statutory Interpretation Records relating to high-level, controversial or otherwise significant advice on statutory interpretation. Example: Advice on whether an Act should be construed as ousting the right to silence.	TEMPORARY Destroy 50 years after action completed
1.16.23	Public Law	Statutory Interpretation Records relating to other advice not as described in 1.16.22.	TEMPORARY Destroy 20 years after action completed
1.16.24	Public Law	Subpoena Records relating to advice with a whole of Government impact relating to subpoenas in criminal proceedings not described in 1.16.20 and 1.16.21.	TEMPORARY Destroy 100 years after action completed
1.16.25	Public Law	Subpoena Records relating to other advice in criminal proceedings not described in 1.16.24, 1.16.20 and 1.16.21	TEMPORARY Destroy 20 years after action completed
1.16.26	Public Law	Unexplained Wealth Records relating to advice concerning unexplained wealth of persons who are connected with serious and organised crime with a WOG impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
1.16.27	Public Law	Unexplained Wealth Records relating to other advice not as described in 1.16.26.	TEMPORARY Destroy 20 years after action completed.



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.17	Real Property	<i>That practice area that deals with the management and dealings in real property.</i>	
1.17.1	Real Property	General Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Advice having a major impact on a broad range of property owners.	TEMPORARY Destroy 50 years after action completed
1.17.2	Real Property	General Records relating to other matters not as described in 1.17.1.	TEMPORARY Destroy 20 years after action completed
1.18	Taxation / Levy	<i>That practice area that deals with Commonwealth and State taxation and levies.</i>	
1.18.1	Taxation / Levy	Emergency Services Levy Records relating to advice to the Minister or agency administering the relevant legislation. Example: Advice as to whether a decision by the Commissioner for State Taxation not to waive a levy is legally defensible.	TEMPORARY Destroy 50 years after action completed
1.18.2	Taxation / Levy	Emergency Services Levy Records relating to other advice not as described in 1.18.1.	TEMPORARY Destroy 10 years after action completed
1.18.3	Taxation / Levy	Fringe Benefits Tax Records relating to advice in relation to fringe benefits tax.	TEMPORARY Destroy 10 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.18.4	Taxation / Levy	Goods and Services Tax Records relating to advice to the Treasurer or Minister for Finance in relation to the goods and services tax. Example: Advice about the administration costs implications of the transition costs of raising the GST on State businesses.	TEMPORARY Destroy 50 years after action completed
1.18.5	Taxation / Levy	Goods and Services Tax Records relating to other advice not described in 1.18.4.	TEMPORARY Destroy 20 years after action completed
1.18.6	Taxation / Levy	Land Tax Records relating to advice to the Minister or agency administering the relevant legislation or is responsible for the administrative function under the Act. Includes advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
1.18.7	Taxation / Levy	Land Tax Records relating to other advice not as described in 1.18.6.	TEMPORARY Destroy 10 years after action completed
1.18.8	Taxation / Levy	Stamp Duty Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy or advice to the Minister or agency administering the relevant legislation. Example: Advice as to whether a decision by the Commissioner for State Taxation to impose duty on a new type of house-and-land package transaction is defensible.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.18.9	Taxation / Levy	Stamp Duty Records relating to other advice not as described in 1.18.8.	TEMPORARY Destroy 10 years after action completed
1.18.10	Taxation / Levy	Payroll Tax Records relating to advice on matters with a whole of Government impact on state operations or which attract significant public interest or controversy or advice to the Minister or agency administering the relevant legislation. Example: Advice to the Commissioner for State Taxation as to the principles in the legislation concerning the grouping of related businesses into a single treatment for payroll purposes.	TEMPORARY Destroy 50 years after action completed
1.18.11	Taxation / Levy	Payroll Tax Records relating to other advice not as described in 1.18.10.	TEMPORARY Destroy 10 years after action completed
1.18.12	Taxation / Levy	Other Records relating to advice in relation to other taxation / levy matters. Example: Records relating to advice on decisions concerning Seniors Housing Construction Grants.	TEMPORARY Destroy 10 years after action completed
1.19	General	<i>Those practice areas that do not fall within the auspices of those described in 1.1.1 - 1.18.12</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 ADVICE (CSO, LEGAL)			
1.19.1	General	Other Records relating to advice on matters not dealt with under a specific "Advice" service type or practice area with a whole of Government impact on state operations or which attract significant public interest or controversy. Example: Advice to a Minister on events giving rise to multiple legal issues such as a site contamination in the community and the Government's responsibilities to affected citizens	TEMPORARY Destroy 50 years after action completed
1.19.2	General	Other Records relating to other advice not dealt with under a specific "Advice" service type or practice area.	TEMPORARY Destroy 10 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 PROPERTY TRANSACTIONS			
2	PROPERTY TRANSACTION S	The service of conveyancing real property on behalf of the Government.	
2.1	Conveyancing	<i>That practice area that deals with general conveyancing matters.</i>	
2.1.1	Conveyancing	General Records relating to matters with a significant whole of Government impact on state operations or which attract significant public interest or controversy including major or strategic Government matters. Example: Conveyancing for a major new road network.	PERMANENT
2.1.2	Conveyancing	General Records relating to other matters not as described in 2.1.1.	TEMPORARY Destroy 10 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 DOCUMENTATION			
3	DOCUMENTATION	The service of drafting and producing legal documentation including documents setting out rights and obligations such as contracts, deeds, industrial instruments and leases in a range of practice areas. In most cases, the executed document will be retained by the agency for whom the legal services were performed.	
3.1	Civil	<i>The practice area that deals with protecting the Government's interest in matters of personal injury, defamation, workers compensation, property damage, other common law claims and assessing and paying claims under the Victims of Crime legislation.</i>	
3.1.1	Civil	Workers Compensation Records relating to documentation in workers compensation matters.	TEMPORARY Destroy 20 years after action completed
3.1.2	Civil	Other Records relating to documentation in other civil matters.	TEMPORARY Destroy 20 years after action completed
3.2	Environmental	<i>That practice area that deals with environmental matters.</i>	
3.2.1	Environmental	Environmental Protection Records relating to environment protection matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
3.2.2	Environmental	Environmental Protection Records relating to documentation in relation to environmental protection matters.	TEMPORARY Destroy 40 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 DOCUMENTATION			
3.2.3	Environmental	Fisheries / Aquaculture Records relating to fisheries / aquaculture matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
3.2.4	Environmental	Fisheries / Aquaculture Records relating to documentation in relation to fisheries / aquaculture matters.	TEMPORARY Destroy 40 years after action completed
3.2.5	Environmental	Heritage Records relating to documentation in relation to heritage matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
3.2.6	Environmental	Heritage Records relating to documentation in relation to heritage matters.	TEMPORARY Destroy 40 years after action completed
3.2.7	Environmental	Mining and Energy Records relating to documentation in relation to mines and energy matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
3.2.8	Environmental	Mining and Energy Records relating to documentation in relation to mines and energy matters.	TEMPORARY Destroy 40 years after action completed
3.2.9	Environmental	Native Vegetation Records relating to documentation in relation to native vegetation matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 DOCUMENTATION			
3.2.10	Environmental	Native Vegetation Records relating to documentation in relation to native vegetation matters.	TEMPORARY Destroy 40 years after action completed
3.2.11	Environmental	Planning and Development Records relating to documentation in relation to planning and development matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
3.2.12	Environmental	Planning and Development Records relating to documentation in relation to planning and development matters.	TEMPORARY Destroy 40 years after action completed
3.2.13	Environmental	Water Resources Records relating to water resource matters with a whole of Government impact on state operations or which attract significant public interest or controversy.	TEMPORARY Destroy 50 years after action completed
3.2.14	Environmental	Water Resources Records relating to documentation in relation to water resources matters.	TEMPORARY Destroy 40 years after action completed
3.3	Industrial	<i>That practice area that deals with employer/employee relationships.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 DOCUMENTATION			
3.3.1	Industrial	Public Sector Employment Records relating to documentation in matters with a whole of Government impact on state operations or which attract significant public interest or controversy or documentation for the Minister or agency administering the relevant legislation or documentation for the Minister or agency administering the relevant legislation. Example: Revision of Public Sector Code of Ethics	TEMPORARY Destroy 50 years after action completed
3.3.2	Industrial	Public Sector Employment Records relating to other agreements or documentation not described in 3.3.1.	TEMPORARY Destroy 20 years after action completed
3.3.3	Industrial	Other Records relating to documentation in matters with a whole of Government impact on state operations or which attract significant public interest or controversy or documentation for the Minister or agency administering the relevant legislation. Example: Drafting a significant policy document such as a Commissioner's determination, or a handbook for Government human resources practitioners.	TEMPORARY Destroy 50 years after action completed
3.3.4	Industrial	Other Records relating to other agreements or documentation not described in 3.3.3.	TEMPORARY Destroy 20 years after action completed
3.4	Inter-Government Agreements	<i>That practice area that deals with Inter Government Agreements.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 DOCUMENTATION			
3.4.1	Inter-Government Agreements	<p>General</p> <p>Records relating to drafting and producing inter government agreements.</p> <p>Example 1: The Murray Darling Basin Agreement.</p> <p>Example 2: An agreement between SA and Victoria as to cross-border enforcement activities relating to measures to control fruit-fly.</p>	<p>TEMPORARY</p> <p>Destroy 50 years after action completed</p>
3.5	Native Title	<i>That practice area that deals with all aspects of native title.</i>	
3.5.1	Native Title	<p>Legislative Drafting</p> <p>Records relating to documentation of the drafting of legislation.</p> <p>Example: Drafting State legislation to have effect on the Commonwealth Native Title Act (as amended.) and drafting Settlement Agreements or other Indigenous Land Use Agreements in native title matters.</p>	<p>PERMANENT</p>



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 FILE COSTING			
4	FILE COSTING	The service of providing advice and representation in relation to claims for recovery of legal costs on behalf of and against agencies associated with actual or contemplated litigation.	
4.1	Cost	<i>The processes of dealing with file costing matters.</i>	
4.1.1	Cost	<i>Paying Costs</i> Records relating to working documents for the payment of costs in relation to a court order or settlement agreement against a government agency.	TEMPORARY Destroy 20 years after action completed
4.1.2	Cost	<i>Recovering Costs</i> Records relating to working documents for the recovery of costs in relation to a court order or settlement agreement in favour of a government agency.	TEMPORARY Destroy 20 years after action completed
4.1.3	Cost	<i>Other</i> Records relating to other working documents in relation to file costings not described in 4.1.1 - 4.1.2.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 INVESTIGATE AND REPORT			
5	INVESTIGATE AND REPORT	The provision of investigation and reporting services by the Crown Solicitor's Office. Note: Original evidence (as assembled by investigating officers in the course of research and inquiry) which becomes an exhibit in legal proceedings is subsequently returned to the agency following completion of proceedings.	
5.1	Civil Investigation	<i>The process of undertaking investigations in civil matters.</i>	
5.1.1	Civil Investigation	Abuse in State Care Investigation of matters concerning abuse in state care.	PERMANENT
5.1.2	Civil Investigation	General Records relating to civil investigation of complex and high-level matters for general investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings. Example: Investigations about allegations of wrongful removal of children.	PERMANENT
5.1.3	Civil Investigation	General Records relating to civil investigation not described in 5.1.2.	TEMPORARY Destroy 20 years after action completed
5.2	Disciplinary Investigation	<i>The process of undertaking investigations in disciplinary matters.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 INVESTIGATE AND REPORT			
5.2.1	Disciplinary Investigation	<p>Professional Boards</p> <p>Records relating to professional boards disciplinary investigation for landmark prosecutions and disciplinary matters for general investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings.</p> <p>Example: Investigation on a group of doctors working at a particular hospital for over-claiming on Medicare rebates.</p>	PERMANENT
5.2.2	Disciplinary Investigation	<p>Professional Boards</p> <p>Records relating to professional boards disciplinary investigation not described in 5.2.1.</p>	TEMPORARY Destroy 25 years after action completed
5.2.3	Disciplinary Investigation	<p>Public Sector</p> <p>Records relating to public sector disciplinary investigation advice or representation for the Minister or agency administering the relevant legislation or in complex and high-level matters for general investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings.</p> <p>Example: Investigation of widespread breaches of procurement policy by public sector employees in the purchase of toner cartridges.</p>	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 INVESTIGATE AND REPORT			
5.2.4	Disciplinary Investigation	Public Sector Records relating to other public sector disciplinary investigation not described in 5.2.3.	TEMPORARY Destroy 15 years after action completed
5.2.5	Disciplinary Investigation	Other Records relating to other disciplinary investigation relating to complex and high-level matters for general investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings. Example: Investigation into an international scam affecting many citizens	PERMANENT
5.2.6	Disciplinary Investigation	Other Records relating to other disciplinary investigation not described in 5.2.5.	TEMPORARY Destroy 15 years after action completed
5.3	Legislative Breach	<i>The process of undertaking investigations in suspected breach of legislation matters.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 INVESTIGATE AND REPORT			
5.3.1	Legislative Breach	<p>General Records relating to complex and high-level matters of legislative breach general investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings.</p> <p>Example: Investigation of an allegation of the sale of unpasteurised milk contrary to public health regulations, on behalf of the agency with responsibility for prosecuting such breaches.</p>	PERMANENT
5.3.2	Legislative Breach	<p>General Records relating to legislative breach not described in 5.3.1.</p>	TEMPORARY Destroy 10 years after action completed
5.4	Probity Investigations	<i>The process of undertaking probity investigations.</i>	
5.4.1	Probity Investigations	<p>General Records relating to complex and high-level matters for probity investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings.</p> <p>Example: Investigation of whether an agency had made sufficient and appropriate disclosures to its external auditors to enable a proper audit to occur.</p>	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 INVESTIGATE AND REPORT			
5.4.2	Probity Investigations	General Records relating to probity investigations not described in 5.4.1.	TEMPORARY Destroy 10 years after action completed
5.5	Service of Summons	<i>The process of service of summons.</i>	
5.5.1	Service of Summons	General Records relating to record of service files.	TEMPORARY Destroy 10 years after action completed
5.6	Whistle-blower	<i>The process of undertaking investigations in relation to whistle-blower matters.</i>	
5.6.1	Whistle-blower	General Records relating to whistle-blower complex and high-level matters for general investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings. Example: Investigation of a complaint by an executive against his or her chief executive that the chief executive was being blackmailed.	PERMANENT
5.6.2	Whistle-blower	General Records relating to whistle-blower investigations not described in 5.6.1.	TEMPORARY Destroy 10 years after action completed
5.7	Other	<i>The process of undertaking other investigations not covered in 5.1-5.6.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5 INVESTIGATE AND REPORT			
5.7.1	Other	General Records relating to other general complex and high-level matters for general investigations and associated non-file working documents (including diaries / running sheets, tapes of interviews, photograph negatives, and other supporting material) but not including original evidence which becomes an exhibit in legal proceedings. Example: Investigation of the collapse of an unregulated investment scheme,	PERMANENT
5.7.2	Other	General Records relating to other general investigations not described in 5.7.1.	TEMPORARY Destroy 10 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 PROSECUTION/DISCIPLINARY			
6	PROSECUTION/ DISCIPLINARY	The service of providing advice and representation in relation to prosecution of summary offences and disciplinary hearings applicable to particular professions.	
6.1	Agricultural	<i>That practice area that deals with agricultural matters.</i>	
6.1.1	Agricultural	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example 1: A major prosecution of one of the State's largest agriculturalists. Example 2: A prosecution of a person for allowing genetically modified seeds to contaminate a neighbour's crops in large-scale agriculture.	PERMANENT
6.1.2	Agricultural	General Records relating to other prosecutions not described in 6.1.1.	TEMPORARY Destroy 20 years after action completed
6.2	Consumer Law	<i>That practice area that deals with consumer law matters.</i>	
6.2.1	Consumer Law	Land Agents Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A prosecution of a well-known auctioneer for multiple instances of receiving false bids at auction.	PERMANENT
6.2.2	Consumer Law	Land Agents Records relating to other matters not described in 6.2.1.	TEMPORARY Destroy 15 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 PROSECUTION/DISCIPLINARY			
6.2.3	Consumer Law	Second Hand Motor Vehicle Dealers Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A prosecution of a large second-hand vehicle dealer for systematically winding back odometers.	PERMANENT
6.2.4	Consumer Law	Second Hand Motor Vehicle Dealers Records relating to other matters not described in 6.2.3.	TEMPORARY Destroy 15 years after action completed
6.3	Corrections	<i>That practice area that deals with corrections matters.</i>	
6.3.1	Corrections	Bond Breach Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A prosecution of a breach of bond by a person where the interpretation of the relevant legislation relied upon by the agency affects all future matters.	PERMANENT
6.3.2	Corrections	Bond Breach Records relating to other matters not described in 6.3.1.	TEMPORARY Destroy 15 years after action completed
6.4	Electoral	<i>That practice area that deals with electoral matters.</i>	
6.4.1	Electoral	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A prosecution of a political party for irregularities in nominations leading to a successful candidate being ineligible to have been elected.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 PROSECUTION/DISCIPLINARY			
6.4.2	Electoral	General Records relating to other prosecutions not described in 6.4.1.	TEMPORARY Destroy 20 years after action completed
6.5	Environmental	<i>That practice area that deals with environmental matters.</i>	
6.5.1	Environmental	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A major prosecution having an impact on the behaviour of a large number of polluters.	PERMANENT
6.5.2	Environmental	General Records relating to other prosecutions not described in 6.5.1.	TEMPORARY Destroy 40 years after action completed
6.6	Fair Trading	<i>That practice area that deals with fair trading matters.</i>	
6.6.1	Fair Trading	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A prosecution of a major South Australian retailer in relation to allegedly unlawful warranties affecting thousands of consumers.	PERMANENT
6.6.2	Fair Trading	General Records relating to other prosecutions not described in 6.6.1.	TEMPORARY Destroy 15 years after action completed
6.7	Fisheries / Aquaculture	<i>That practice area dealing with fisheries and aquaculture matters.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 PROSECUTION/DISCIPLINARY			
6.7.1	Fisheries / Aquaculture	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A major prosecution having an impact on the behaviour of a large number of fishers.	PERMANENT
6.7.2	Fisheries / Aquaculture	General Records relating to other prosecutions not described in 6.7.1.	TEMPORARY Destroy 40 years after action completed
6.8	Liquor Licensing and Gambling	<i>That practice area that deals with liquor licensing and gambling matters.</i>	
6.8.1	Liquor Licensing and Gambling	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A prosecution of a liquor licensee for continuing to serve alcohol where the patron subsequently kills a person,	PERMANENT
6.8.2	Liquor Licensing and Gambling	General Records relating to other matters not described in 6.8.1.	TEMPORARY Destroy 15 years after action completed
6.9	Occupational Licensing	<i>That practice area that deals with occupational licensing matters.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 PROSECUTION/DISCIPLINARY			
6.9.1	Occupational Licensing	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: Prosecution of a large building company that has failed to maintain insurance and become insolvent, leaving many home-owners without money or their home.	PERMANENT
6.9.2	Occupational Licensing	General Records relating to other prosecutions not described in 6.9.1.	TEMPORARY Destroy 15 years after action completed
6.10	Professional Licensing	<i>That practice area that deals with professional licensing and disciplinary matters.</i>	
6.10.1	Professional Licensing	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: Prosecution of a veterinary surgeon for employing natural therapies on a large number of animals and failing to provide them with conventional treatments.	PERMANENT
6.10.2	Professional Licensing	General Records relating to other prosecutions and disciplinary matters not described in 6.10.1.	TEMPORARY Destroy 25 years after action completed
6.11	Public Health	<i>That practice area that deals with public health matters.</i>	
6.11.1	Public Health	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: A food poisoning outbreak at a popular fast-food restaurant.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 PROSECUTION/DISCIPLINARY			
6.11.2	Public Health	General Records relating to other prosecutions not described in 6.11.1.	TEMPORARY Destroy 15 years after action completed
6.12	Roads	<i>That practice area that deals with road traffic offences.</i>	
6.12.1	Roads	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: The first charge made under new laws making it unlawful to smoke in a vehicle when accompanied by minors.	PERMANENT
6.12.2	Roads	General Records relating to other prosecutions not described in 6.12.1.	TEMPORARY Destroy 15 years after action completed
6.13	Workplace	<i>That practice area that deals with workplace matters.</i>	
6.13.1	Workplace	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: Whether an outdoor festival constitutes a workplace.	PERMANENT
6.13.2	Workplace	General Records relating to other prosecutions not described in 6.13.1.	TEMPORARY Destroy 15 years after action completed
6.14	Other	<i>Those practice areas that deal with other prosecutions and disciplinary matters not covered in 6.1-6.13.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6 PROSECUTION/DISCIPLINARY			
6.14.1	Other	General Records relating to landmark prosecutions which attract significant public interest or controversy. Example: Destruction of Government records contrary to the State Records Act (as amended), when an agency's records are found at a public dump.	PERMANENT
6.14.2	Other	General Records relating to other prosecutions not dealt with under a specific "Prosecutions" service type or practice area (6.1 - 6.14.1).	TEMPORARY Destroy 15 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7	REPRESENTATION	The service of representing Ministers and agencies in the litigation process. Includes negotiations and settlements.	
7.1	Administrative Law	<i>That practice area that deals with the administration of legislation by Ministers and agencies.</i>	
7.1.1	Administrative Law	Administrative Appeals Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: An appeal against a decision to classify a prisoner as high security, affecting the operations of a prison.	PERMANENT
7.1.2	Administrative Law	Administrative Appeals Records relating to other representation not described in 7.1.1.	TEMPORARY Destroy 20 years after action completed
7.1.3	Administrative Law	Births, Deaths and Marriages Registration Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: An application by a person to have their birth gender removed from their birth certificate and replaced by "no gender".	PERMANENT
7.1.4	Administrative Law	Births, Deaths and Marriages Registration Records relating to other representation not described in 7.1.3.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.1.5	Administrative Law	<i>Electoral</i> Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: An application to the Court of Disputed Returns by an MP contesting the outcome of an election in a State seat that would, if successful, result in the Government not having a majority of seats in the Parliament.	PERMANENT
7.1.6	Administrative Law	<i>Electoral</i> Records relating to other representation not described in 7.1.5.	TEMPORARY Destroy 20 years after action completed
7.1.7	Administrative Law	<i>Equal Opportunity</i> Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: A claim that a new hospital provides services that indirectly discriminate on the basis of race by failing to appropriately accommodate indigenous people's needs.	PERMANENT
7.1.8	Administrative Law	<i>Equal Opportunity</i> Records relating to other representation not described in 7.1.7.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.1.9	Administrative Law	<i>Freedom of Information</i> Records relating to representation of the Minister or agency administering the relevant legislation in complex and high-level matters. Example: A claim by the Minister responsible for the FOI Act as to what the public interest requires in a case before the Court.	PERMANENT
7.1.10	Administrative Law	<i>Freedom of Information</i> Records relating to other representation not described in 7.1.9.	TEMPORARY Destroy 20 years after action completed
7.1.11	Administrative Law	<i>Judicial Review</i> Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: A challenge to a decision by a Minister to sell a parcel of land currently used as public space, to a developer for a commercial site.	PERMANENT
7.1.12	Administrative Law	<i>Judicial Review</i> Records relating to other representation not described in 7.1.11.	TEMPORARY Destroy 20 years after action completed
7.1.13	Administrative Law	<i>Other</i> Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: A class appeal by a group of employers against Return to Work SA's determination of their premiums.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.1.14	Administrative Law	Other Records relating to other representation not dealt with under a specific "Administrative Law" service type or practice area (7.1 - 7.1.13).	TEMPORARY Destroy 15 years after action completed
7.2	Alternate Dispute Resolution	<i>That practice area that relates to arbitration and mediation.</i>	
7.2.1	Alternate Dispute Resolution	General Records relating to representation in matters that attract significant public interest or controversy. Example: Representing a Minister or agency in relation to the mediation of a class action by consumers against the State for losses associated with the insolvency of an unregistered travel agent promoted by the tourism commission.	PERMANENT
7.2.2	Alternate Dispute Resolution	General Records relating to other representation not described in 7.2.1.	TEMPORARY Destroy 20 years after action completed
7.3	Charitable Trusts	<i>That practice area that deals with the administration of charitable trusts and gifts to the Crown.</i>	
7.3.1	Charitable Trusts	Estates Records relating to representation in matters in respect of bequests to the State or an agency.	TEMPORARY Destroy 100 years after action completed
7.3.2	Charitable Trusts	General Records relating to representation in general charitable trust matters.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.3.3	Charitable Trusts	Section 69B Records relating to representation in matters in relation to Section 69B of the Trustee Act (as amended).	TEMPORARY Destroy 20 years after action completed
7.3.4	Charitable Trusts	Other Records relating to advice to the Minister on administering the Trustee Act on matters of significant state importance.	PERMANENT
7.4	Child Welfare	<i>That practice area that deals with all aspects of child welfare.</i>	
7.4.1	Child Welfare	Adoption Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters or in matters relating to indigenous children.	PERMANENT
7.4.2	Child Welfare	Adoption Records relating to other representation not described in 7.4.1.	TEMPORARY Destroy 20 years after action completed
7.4.3	Child Welfare	Child Protection Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters or in matters relating to indigenous children.	PERMANENT
7.4.4	Child Welfare	Child Protection Records relating to other representation not described in 7.4.4.	TEMPORARY Destroy 20 years after action completed
7.4.5	Child Welfare	Hague Application Records relating to representation in Hague applications.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.4.6	Child Welfare	Other Records relating to representation in other child welfare matters not described in 7.4.1 - 7.4.5.	TEMPORARY Destroy 20 years after action completed
7.5	CIC / VOC	<i>That practice area dealing with the assessment and payment of claims under the Victims of Crime legislation.</i>	
7.5.1	CIC / VOC	General Records relating to representation in landmark applications or matters that attract significant public interest or controversy. Example: A serial paedophile where multiple claims may eventuate, and the matter is of significant public interest.	TEMPORARY Destroy 100 years after action completed
7.5.2	CIC / VOC	General Records relating to other representation not described in 7.5.1.	TEMPORARY Destroy 10 years after action completed
7.6	Civil	<i>That practice area that deals with protecting the Government's interest in matters of personal injury, defamation, workers compensation and property damage or other common law claims.</i>	
7.6.1	Civil	Abuse in State Care Records relating to representation of matters concerning abuse in State care.	PERMANENT
7.6.2	Civil	Asbestos Records relating to representation of matters with a whole of Government impact concerning asbestos.	PERMANENT
7.6.3	Civil	Asbestos Records relating to other representation not described in 7.6.2.	TEMPORARY Destroy 100 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.6.4	Civil	Commercial Records relating to representation in major or strategic matters. Example: Representation in litigation involving significant high value infrastructure projects and/or outsourcing of significant projects of considerable public interest.	PERMANENT
7.6.5	Civil	Commercial Records relating to other representation not described in 7.6.4.	TEMPORARY Destroy 20 years after action completed
7.6.6	Civil	Defamation Records relating to representation of Ministers, agency Chief Executives or Chief Executive Officers or representation in matters which attract significant public interest or controversy. Example: Alleged defamation arising out of allegations of criminal behaviour where the police investigation is un-resolved and the matter is of historical significance.	PERMANENT
7.6.7	Civil	Defamation Records relating to other representation not described in 7.6.8.	TEMPORARY Destroy 20 years after action completed
7.6.8	Civil	Medical Negligence Records relating to representation in complex and high-level matters. Example: Claims for the unlawful removal of tissue from multiple people over a lengthy period of time.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.6.9	Civil	Medical Negligence Records relating to representation in matters relating to a person under a disability or representation in matters relating to a minor.	TEMPORARY Destroy 100 years after date of birth
7.6.10	Civil	Medical Negligence Records relating to other representation not described in 7.6.9	TEMPORARY Destroy 20 years after action completed
7.6.11	Civil	Non-Party Disclosure Records relating to representation of matters with a whole of Government impact relating to non-party disclosure.	TEMPORARY Destroy 100 years after action completed
7.6.12	Civil	Non-Party Disclosure Records relating to other representation not described in 7.6.11	TEMPORARY Destroy 20 years after action completed
7.6.13	Civil	Personal Injury Records relating to representation in complex and high-level matters. Example 1: Multiple claims for personal injury arising out of widespread bushfire of significant public interest. Example 2: Claims for personal injury arising out of the wrongful removal of children of significant public interest.	PERMANENT
7.6.14	Civil	Personal Injury Records relating to representation in matters relating to a person under a disability or representation in matters relating to a minor.	TEMPORARY Destroy 100 years after date of birth
7.6.15	Civil	Personal Injury Records relating to other representation not described in 7.6.14.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.6.16	Civil	Pre-Action Disclosure Records relating to representation in complex and high-level matters. Example: Application for pre-action disclosure where the documents sought relate to a significant infrastructure project of high value and significant public interest.	TEMPORARY Destroy 100 years after action completed
7.6.17	Civil	Pre-Action Disclosure Records relating to representation in matters relating to a person under a disability or representation in matters relating to a minor.	TEMPORARY Destroy 100 years after date of birth
7.6.18	Civil	Pre-Action Disclosure Records relating to other representation not described in 7.6.17.	TEMPORARY Destroy 20 years after action completed
7.6.19	Civil	Property Damage Records relating to representation in complex and high-level matters. Example: Claims for property loss arising from widespread fire or flood causing significant damage to a large class of individuals and of historical significance.	PERMANENT
7.6.20	Civil	Property Damage Records relating to other representation not described in 7.6.20.	TEMPORARY Destroy 20 years after action completed
7.6.21	Civil	Subpoena Records relating to representation of matters with a whole of Government impact relating to subpoenas in civil proceedings.	TEMPORARY Destroy 100 years after action completed
7.6.22	Civil	Subpoena Records relating to other representation in civil proceedings not described in 7.6.21.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.6.23	Civil	Workers Compensation Claims Records relating to representation in complex and high-level matters. Example: Workers compensation claims involving allegations of bullying and harassment against a senior executive with potential political ramifications.	PERMANENT
7.6.24	Civil	Workers Compensation Claims Records relating to other representation not described in 7.6.23.	TEMPORARY Destroy 20 years after action completed
7.6.25	Civil	Workers Compensation Fraud Records relating to representation in complex and high-level matters. Example: Workers compensation fraud allegations against a senior executive involving significant sums.	PERMANENT
7.6.26	Civil	Workers Compensation Fraud Records relating to other representation not described in 7.6.25.	TEMPORARY Destroy 20 years after action completed
7.6.27	Civil	Other Records relating to representation in matters which attract significant public interest or controversy. Example: Litigation seeking court orders to compel medical treatment where refused on the basis of religious belief.	PERMANENT
7.6.28	Civil	Other Records relating to other representation not dealt with under a specific "Civil" service type or practice area (7.6.1 - 7.6.27).	TEMPORARY Destroy 20 years after action completed
7.7	Competition	<i>That practice area that deals with competition.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.7.1	Competition	Trade Practices Records relating to representation in matters relating to Government business enterprise activities or representation in complex and high-level matters. Example: An action in the Federal Court by a private betting agency challenging the actions of the State Government to prohibit advertising.	PERMANENT
7.7.2	Competition	Trade Practices Records relating to representation in other matters not described in 7.7.1.	TEMPORARY Destroy 20 years after action completed
7.8	Constitutional	<i>That practice area that deals with constitutional law.</i>	
7.8.1	Constitutional	Section 78B Records relating to representation in relation to notices under Section 78B of the Judiciary Act (Cwlth) (as amended).	PERMANENT
7.8.2	Constitutional	State Records relating to representation in State constitutional matters. Example: A challenge to an Act of Parliament on the basis that it infringes the constitutional guarantee of the continuance of local Government.	PERMANENT
7.8.3	Constitutional	Other Records relating to representation in other constitutional matters. Example: Making a submission in private litigation as to whether Parliamentary privilege would be infringed by the use in Court of a particular document that had been tabled in Parliament.	PERMANENT
7.9	Consumer Law	<i>That practice area that deals with Consumer Law.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.9.1	Consumer Law	Australian Consumer Law Records relating to representation of the Minister with a whole of Government impact on state operations or which attract significant public interest in relation to consumer protection. Example: A challenge to a ban on an unsafe product which is in widespread use in the community such as a particular type of paint that has been used in housing.	PERMANENT
7.9.2	Consumer Law	Australian Consumer Law Records relating to representation not as described in 7.9.1.	TEMPORARY Destroy 15 years after action completed
7.10	Criminal	<i>The service of representing an agency whose documents have been subpoenaed in criminal proceedings.</i>	
7.10.1	Criminal	Subpoena Records relating to representation of matters with public interest immunity in respect of a subpoena in a criminal proceeding.	PERMANENT
7.10.2	Criminal	Records relating to other representation in criminal proceedings not described in 7.10.1.	TEMPORARY Destroy 15 years after action completed.
7.11	Debt Recovery	<i>That practice area that deals with debt recovery matters.</i>	
7.11.1	Debt Recovery	CIC / VOC Records relating to representation in landmark applications or matter which attract significant public interest or controversy. Example: Debt recovery following a CIC/VOC payout in relation to a person of high public standing.	TEMPORARY Destroy 100 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.11.2	Debt Recovery	CIC / VOC Records relating to other representation not described in 7.11.1.	TEMPORARY Destroy 20 years after action completed
7.11.3	Debt Recovery	Other Records relating to other representation not dealt with under a specific "Debt Recovery" service type or practice area (7.11.1 - 7.11.2).	TEMPORARY Destroy 20 years after action completed
7.12	Environmental	<i>That practice area that deals with environmental protection.</i>	
7.12.1	Environmental	Environment Protection Authority Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of polluters.	PERMANENT
7.12.2	Environmental	Environment Protection Authority Records relating to other representation not described in 7.12.3.	TEMPORARY Destroy 40 years after action completed
7.12.3	Environmental	Fisheries / Aquaculture Records relating to representation of the Minister or agency administering the relevant legislation in matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of fishers.	PERMANENT
7.12.4	Environmental	Fisheries / Aquaculture Records relating to other representation not described in 7.12.3.	TEMPORARY Destroy 40 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.12.5	Environmental	Heritage Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of owners of heritage buildings.	PERMANENT
7.12.6	Environmental	Heritage Records relating to other representation not described in 7.12.5.	TEMPORARY Destroy 40 years after action completed
7.12.7	Environmental	Land Valuation Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of land owners.	PERMANENT
7.12.8	Environmental	Land Valuation Records relating to other representation not described in 7.12.7.	TEMPORARY Destroy 40 years after action completed
7.12.9	Environmental	Local Government Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of local councils.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.12.10	Environmental	Local Government Records relating to other representation not described in 7.12.9.	TEMPORARY Destroy 40 years after action completed
7.12.11	Environmental	Mining and Energy Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of miners.	PERMANENT
7.12.12	Environmental	Mining and Energy Records relating to other representation not described in 7.12.12.	TEMPORARY Destroy 40 years after action completed
7.12.13	Environmental	Native Vegetation Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of farmers and graziers.	PERMANENT
7.12.14	Environmental	Native Vegetation Records relating to other representation not described in 7.12.13.	TEMPORARY Destroy 40 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.12.15	Environmental	Planning and Development Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of developers.	PERMANENT
7.12.16	Environmental	Planning and Development Records relating to other representation not described in 7.12.15.	TEMPORARY Destroy 40 years after action completed
7.12.17	Environmental	Water Resources Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation having an impact on the behaviour of a large number of agriculturalists.	PERMANENT
7.12.18	Environmental	Water Resources Records relating to other representation not described in 7.12.17.	TEMPORARY Destroy 40 years after action completed
7.12.19	Environmental	Other Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters of significant importance to the State. Example: Major litigation in a new area of environmental law having an impact on the behaviour of a large number of stakeholders.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.12.20	Environmental	Other Records relating to other representation on environmental matters not otherwise dealt with in 7.12.1 - 7.12.19 (eg National Parks, Wilderness Protection, Commonwealth Environment Protection or Biodiversity legislation).	TEMPORARY Destroy 40 years after action completed
7.13	Industrial	<i>That practice area that deals with employer/employee relationships.</i>	
7.13.1	Industrial	Award / Agreements Records relating to representation of the Minister or agency administering the relevant or representation in complex and high-level matters. Example: Representing Government in the making of a new Enterprise Bargaining Agreement with significant changes to conditions, for public sector employees.	PERMANENT
7.13.2	Industrial	Award / Agreements Records relating to other representation not described in 7.13.1.	TEMPORARY Destroy 20 years after action completed
7.13.3	Industrial	Discrimination Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: Litigation against the Department for Education for failing to place a contract teacher because no school was available that could accommodate the teacher's wheelchair access needs.	TEMPORARY Destroy 100 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.13.4	Industrial	Discrimination Records relating to other representation not described in 7.13.3.	TEMPORARY Destroy 20 years after action completed
7.13.5	Industrial	Disciplinary Records relating to representation of the Minister or agency administering the relevant legislation or responsible for administrative function under the legislation or representation in complex and high-level matters. Example: Defending litigation in relation to a Department's decision to demote an officer for breaching a code of conduct requirement.	TEMPORARY Destroy 100 years after action completed
7.13.6	Industrial	Disciplinary Other representation not described in 7.13.5.	TEMPORARY Destroy 20 years after action completed
7.13.7	Industrial	Dispute Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: Representation to Government in relation to a challenge to the provision of free car parking to hospital employees.	PERMANENT
7.13.8	Industrial	Dispute Records relating to other representation not described in 7.13.7.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.13.9	Industrial	Public Sector Employment Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: Representation in a complex trial involving an executive who claims that they have been constructively dismissed rather than resigning to take on a new role.	TEMPORARY Destroy 100 years after action completed
7.13.10	Industrial	Public Sector Employment Records relating to other representation not described in 7.13.9.	TEMPORARY Destroy 10 years after action completed
7.13.11	Industrial	Remuneration / Underpayment Records relating to representation in complex and high-level matters. Example: A challenge to an employer's failure to pay a call-back rate, when multiple employees are affected over many years.	TEMPORARY Destroy 100 years after action completed
7.13.12	Industrial	Remuneration / Underpayment Records relating to other representation not described in 7.13.11.	TEMPORARY Destroy 10 years after action completed
7.13.13	Industrial	Targeted Voluntary Separation Package Records relating to representation in complex and high-level matters. Example: A challenge to new criteria set down by the Government in relation to the entitlement to TVSPs.	TEMPORARY Destroy 100 years after action completed
7.13.14	Industrial	Targeted Voluntary Separation Package Records relating to other representation not described in 7.13.13.	TEMPORARY Destroy 10 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.13.15	Industrial	Other Records relating to representation in complex and high-level matters. Example: Submissions made to the Remuneration Tribunal concerning judicial salaries.	PERMANENT
7.13.16	Industrial	Other Records relating to other representation not dealt with under a specific "Industrial" service type or practice area not described in 7.13.1 - 7.13.15.	TEMPORARY Destroy 10 years after action completed
7.14	Inquest	<i>That practice area that deals with inquests and coronial inquiries.</i>	
7.14.1	Inquest	General Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters.	PERMANENT
7.14.2	Inquest	General Records relating to other representation not described in 7.14.1.	TEMPORARY Destroy 20 years after action completed
7.15	Intervenor and Court Assistance	<i>The service of representing the Attorney-General in litigation for the benefit of the public.</i>	
7.15.1	Intervenor and Court Assistance	General Matters Records relating to intervention and court assistance in litigation of significance to the State. Example: An intervention in legal proceedings on behalf of the Attorney-General to put the State's position on the proper interpretation of a new scheme for the use of medical panels to provide expert evidence in workers compensation claims.	PERMANENT



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.15.2	Intervenor and Court Assistance	General Matters Records relating to representation in matters of significance to individuals.	TEMPORARY Destroy 20 years after action completed
7.16	Intervention (non S78B)	<i>That practice area that deals with the oversight and review of judicial actions and decisions with a view to protecting the Government's interests. Intervention matters are non-constitutional matters, normally under Crown Proceedings Act. [Sec 78B notices are issued to the Attorney-General whenever a constitutional issue is raised in any proceedings in any State or Commonwealth jurisdiction].</i>	
7.16.1	Intervention (non S78B)	General Records relating to representation in intervention matters. Example: The intervention of the Commissioner of Police in an application to the Magistrates Court by a person to have their convictions spent under the Spent Convictions Act (as amended).	PERMANENT
7.17	Magistrates Appeals	<i>That practice area dealing with appeals from Magistrates Courts.</i>	
7.17.1	Magistrates Appeals	Magistrates Appeals Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: An appeal from a Magistrate's decision raising a complex jurisdictional argument.	PERMANENT
7.17.2	Magistrates Appeals	Magistrates Appeals Records relating to other representation not described in 7.17.1.	TEMPORARY Destroy 15 years after action completed
7.18	Native Title	<i>That practice area that deals with all aspects of native title.</i>	



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.18.1	Native Title	Native Title Claims Records relating to representation in claim litigation matters.	PERMANENT
7.18.2	Native Title	Other Representation Records relating to representation in other matters. Example: Representing the State in legal proceedings related to native title such as 'right to negotiate' proceedings under the Mining or Opal Mining Acts (as amended).	PERMANENT
7.19	Property	<i>That practice area that deals with property matters.</i>	
7.19.1	Property	Compulsory Land Acquisition Records relating to representation in compulsory land acquisition matters.	PERMANENT
7.19.2	Property	Other Records relating to representation in other property matters not described in 7.19.1.	TEMPORARY Destroy 20 years after action completed
7.20	Taxation / Levy	<i>That practice area that deals with Commonwealth and State taxation and levies.</i>	
7.20.1	Taxation / Levy	Emergency Services Levy Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: Litigation by a tax payer challenging the Valuer-General's attribution of the land in a case that would have implications for many other tax-payers.	PERMANENT
7.20.2	Taxation / Levy	Emergency Services Levy Records relating to other representation not described in 7.20.1.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.20.3	Taxation / Levy	Goods and Services Tax Records relating to representation in goods and services tax matters. Example: Defence of a challenge to the way in which GST is collected in relation to certain Government services.	PERMANENT
7.20.4	Taxation / Levy	Goods and Services Tax Records relating to other representation not described in 7.20.3	TEMPORARY Destroy 20 years after action completed
7.20.5	Taxation / Levy	Land Tax Records relating to representation on matters with a whole of Government impact on state operations or which attract significant public interest or controversy or advice to the Minister or agency administering the relevant legislation. Example: Litigation under the Land Tax Act (as amended) where a tax payer has challenged the Commissioner for State Taxation's decision as to when the 'relevant day' is, which will affect many other decisions previously made.	PERMANENT
7.20.6	Taxation / Levy	Land Tax Records relating to other representation not described in 7.20.5.	TEMPORARY Destroy 20 years after action completed
7.20.7	Taxation / Levy	Payroll Tax Records relating to representation in payroll tax matters.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7 REPRESENTATION			
7.20.8	Taxation / Levy	Stamp Duty Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: Litigation challenging the Commissioner of State Taxation's decision to treat certain dutiable insurance policies as general insurance rather than life insurance.	PERMANENT
7.20.9	Taxation / Levy	Stamp Duty Records relating to other representation not described in 7.20.8.	TEMPORARY Destroy 20 years after action completed
7.20.10	Taxation / Levy	Other Records relating to representation of the Minister or agency administering the relevant legislation or representation in complex and high-level matters. Example: A challenge to the Commissioner's interpretation of the transitional arrangements addressing applications for a First Home Owner's Grant that are undecided at the time that the Housing Construction Grant commenced operation.	PERMANENT
7.20.11	Taxation / Levy	Other Records relating to other representation not described in 7.20.10.	TEMPORARY Destroy 20 years after action completed



Crown Solicitor's Office

Index to Operational Records Disposal Schedule

-A-

Administrative Law, ADVICE36

Administrative Law, REPRESENTATION91

ADVICE.....36

ADVICE, Administrative Law36

ADVICE, Charitable Trusts37

ADVICE, Child Welfare37

ADVICE, Civil.....39

ADVICE, Commercial.....42

ADVICE, Competition46

ADVICE, Constitutional47

ADVICE, Consumer Law48

ADVICE, Environmental49

ADVICE, General69

ADVICE, Industrial.....54

ADVICE, Inter Government Agreements58

ADVICE, Machinery of Government59

ADVICE, Native Title.....59

ADVICE, Policy61

ADVICE, Prudential Management62

ADVICE, Public Law62

ADVICE, Real Property.....67

ADVICE, Taxation / Levy67

Agricultural, PROSECUTION/DISCIPLINARY84



Crown Solicitor's Office

Alternate Dispute Resolution, REPRESENTATION.....94

-C-

Charitable Trusts, ADVICE37

Charitable Trusts, REPRESENTATION.....94

Child Welfare, ADVICE37

Child Welfare, REPRESENTATION.....95

CIC / VOC, REPRESENTATION96

Civil Investigation, INVESTIGATE AND REPORT78

Civil, ADVICE.....39

Civil, DOCUMENTATION72

Civil, REPRESENTATION96

Commercial, ADVICE.....42

Competition, ADVICE46

Competition, REPRESENTATION100

Constitutional, ADVICE47

Constitutional, REPRESENTATION.....101

Consumer Law, ADVICE48

Consumer Law, PROSECUTION/DISCIPLINARY84

Consumer Law, REPRESENTATION101

Conveyancing, PROPERTY TRANSACTIONS71

Corrections, PROSECUTION/DISCIPLINARY.....85

Cost, FILE COSTING77

Criminal, REPRESENTATION.....102

-D-

Debt Recovery, REPRESENTATION102

Disciplinary Investigation, INVESTIGATE AND REPORT78

DOCUMENTATION.....72



Crown Solicitor's Office

DOCUMENTATION, Inter-Government Agreements.....75

DOCUMENTATION, Civil72

DOCUMENTATION, Environmental.....72

DOCUMENTATION, Industrial.....74

DOCUMENTATION, Native Title.....76

-E-

Electoral, PROSECUTION/DISCIPLINARY85

Environmental, ADVICE49

Environmental, DOCUMENTATION.....72

Environmental, PROSECUTION/DISCIPLINARY86

Environmental, REPRESENTATION.....103

-F-

Fair Trading, PROSECUTION/DISCIPLINARY86

FILE COSTING.....77

FILE COSTING, Cost.....77

Fisheries / Aquaculture, PROSECUTION/DISCIPLINARY86

-G-

General, ADVICE.....69

-I-

Industrial, ADVICE.....54

Industrial, DOCUMENTATION74

Industrial, REPRESENTATION107

Inquest, REPRESENTATION110

Inter Government Agreements, ADVICE58

Inter-Government Agreements, DOCUMENTATION.....75

Intervenor and Court Assistance, REPRESENTATION110

Intervention (non S78B), REPRESENTATION111



Crown Solicitor's Office

INVESTIGATE AND REPORT 78

INVESTIGATE AND REPORT, Civil Investigation 78

INVESTIGATE AND REPORT, Disciplinary Investigation 78

INVESTIGATE AND REPORT, Legislative Breach..... 80

INVESTIGATE AND REPORT, Other 82

INVESTIGATE AND REPORT, Probity Investigations..... 81

INVESTIGATE AND REPORT, Service of Summons..... 82

INVESTIGATE AND REPORT, Whistleblower..... 82

-L-

Legislative Breach, INVESTIGATE AND REPORT 80

Liquor Licensing and Gambling, PROSECUTION/DISCIPLINARY 87

-M-

Machinery of Government, ADVICE 59

Magistrates Appeals, REPRESENTATION 111

-N-

Native Title, ADVICE..... 59

Native Title, DOCUMENTATION..... 76

Native Title, REPRESENTATION 111

-O-

Occupational Licensing, PROSECUTION/DISCIPLINARY 87

Other, INVESTIGATE AND REPORT 82

Other, PROSECUTION/DISCIPLINARY 89

-P-

Policy, ADVICE 61

Probity Investigations, INVESTIGATE AND REPORT 81

Professional Licensing, PROSECUTION/DISCIPLINARY 88

PROPERTY TRANSACTIONS..... 71



Crown Solicitor's Office

PROPERTY TRANSACTIONS, Conveyancing..... 71

Property, REPRESENTATION 112

PROSECUTION/DISCIPLINARY 84

PROSECUTION/DISCIPLINARY, Agricultural 84

PROSECUTION/DISCIPLINARY, Consumer Law 84

PROSECUTION/DISCIPLINARY, Corrections..... 85

PROSECUTION/DISCIPLINARY, Electoral 85

PROSECUTION/DISCIPLINARY, Environmental 86

PROSECUTION/DISCIPLINARY, Fair Trading 86

PROSECUTION/DISCIPLINARY, Fisheries / Aquaculture..... 86

PROSECUTION/DISCIPLINARY, Liquor Licensing and Gambling..... 87

PROSECUTION/DISCIPLINARY, Occupational Licensing 87

PROSECUTION/DISCIPLINARY, Other..... 89

PROSECUTION/DISCIPLINARY, Professional Licensing 88

PROSECUTION/DISCIPLINARY, Public Health 88

PROSECUTION/DISCIPLINARY, Roads 89

PROSECUTION/DISCIPLINARY, Workplace 89

Prudential Management, ADVICE 62

Public Health, PROSECUTION/DISCIPLINARY 88

Public Law, ADVICE 62

-R-

Real Property, ADVICE..... 67

REPRESENTATION 91

REPRESENTATION, Administrative Law 91

REPRESENTATION, Alternate Dispute Resolution..... 94

REPRESENTATION, Charitable Trusts..... 94

REPRESENTATION, Child Welfare 95



Crown Solicitor's Office

REPRESENTATION, CIC / VOC96

REPRESENTATION, Civil96

REPRESENTATION, Competition 100

REPRESENTATION, Constitutional101

REPRESENTATION, Consumer Law 101

REPRESENTATION, Criminal..... 102

REPRESENTATION, Debt Recovery 102

REPRESENTATION, Environmental..... 103

REPRESENTATION, Industrial 107

REPRESENTATION, Inquest..... 110

REPRESENTATION, Intervenor and Court Assistance..... 110

REPRESENTATION, Intervention (non S78B) 111

REPRESENTATION, Magistrates Appeals 111

REPRESENTATION, Native Title 111

REPRESENTATION, Property 112

REPRESENTATION, Taxation / Levy..... 112

Roads, PROSECUTION/DISCIPLINARY89

-S-

Service of Summons, INVESTIGATE AND REPORT82

-T-

Taxation / Levy, ADVICE.....67

Taxation / Levy, REPRESENTATION 112

-W-

Whistleblower, INVESTIGATE AND REPORT 82

Workplace, PROSECUTION/DISCIPLINARY89